

STATE OF NEW HAMPSHIRE  
Department of Administrative Services  
Division of Procurement and Support Services  
Bureau of Purchase and Property  
State House Annex  
Concord, New Hampshire 03301

NOTICE OF CONTRACT

**COMMODITY:** Fire Suppression System Testing and Inspection Service, Kitchen

**CONTRACT NO.:** 8001818

**NIGP CODE:** 936-3376

**CONTRACTOR:** A.S.A.P. Fire & Safety Corporation Vendor # 171021  
6 Progress Ave, Unit 3  
Tyngsboro, MA 01879

**Contact:** Bill Plamondon  
**Phone:** 978-649-4945  
**Email:** [bill@asapfire.com](mailto:bill@asapfire.com)

**CONTRACT PERIOD:** July 1, 2015 through July 31, 2018

**CONTRACT USAGE:** State Agencies as specifically identified in the contract

**LOCATIONS:** See page 5, or attached inventory

**QUESTIONS:** Robert Lawson, Purchasing Agent  
**Phone:** 603-271-3147  
**Email:** [Robert.lawson@nh.gov](mailto:Robert.lawson@nh.gov)

## **SCOPE OF WORK**

The term "fire suppression system testing and inspection services" as used herein shall include providing all materials, equipment, labor and transportation necessary for the successful completion of the work under the terms and conditions contained herein for the fire suppression systems equipment listed in Appendix A (Kitchen Suppression System Inventory) and Appendix B (Halon/Clean Agent Suppression System Inventory) attached herein.

The fire suppression system testing and inspection services to be performed shall consist of the following: semi-annual inspections and testing (Monday through Friday) 7:00 AM to 4:00 PM EST as required by the applicable National Fire Protection Association ("NFPA") regulations. Semi-annual tests shall be performed in March through May, and September through November, of each year. The Contractor is required to repair or replace any defective components to maintain the systems in proper operating condition; Defective part(s) shall be repaired and/or replaced at the State's expense as detailed herein.

The Contractor shall be responsible for ensuring the fire panels, fire alarm devices, and the tamper and flow switches are in proper working order during testing. A State employee will be available to provide access to the building and system(s).

The Contractor shall provide the following Kitchen Suppression System Services, on a semi-annual basis, as described herein:

1. Inspect the system to determine whether it is in service and satisfactory condition in accordance with NFPA standards
2. If applicable, operate each type of alarm and verify receipt of trouble and alarm condition at remote fire alarm panels.
3. Identify potentially detrimental site conditions that could compromise the performance of mechanical and/or electronic components of the system.
4. Test remote pulls for condition and operation.
5. Perform an automatic trip test of the system.
6. Test manual release of the system.
7. Verify mechanical operation of the system.
8. Verify electrical shutoff function.
9. Replace fusible links where required
10. Check system components for cleanliness.
11. Restore the system to normal operation.
12. Reset the system.
13. Install new tamper seals.
14. Remove and inspect suppression agent cylinder.
15. Verify the cylinder/cartridge pressure, agent weight and condition.
16. Check that the last hydro test dates is within code requirements.
17. Inspect and verify piping/bracing to manufacturer's specifications.
18. Inspect the nozzles and verify that they are properly aimed, free of blockage and have proper blow-off caps intact.
19. Verify that the Owner's Manual is available – on site.
20. Verify that a proper portable fire extinguisher is available in an easily seen, accessible location.
21. Inquire about the general occupancy relating to the kitchen fire suppression system in accordance with NFPA standards.
22. Inspect for any changes in hazard area that may affect the performance and reliability of the fire suppression system.
23. Tag devices as required and perform all required record keeping.
24. Compile a complete report of the inspection, and submit to the Agency Contact Person within ten (10) working days, explaining any deficiencies and recommending corrective action to be taken in accordance with recognized codes for care and maintenance.
25. Familiarize the Customer with proper operation of the equipment.

26. Clean hood and ductwork to meet the NFPA standard on a semi-annual basis. Cleaning shall include, but not limited to, the following:
  - a. Manually remove, as necessary, all solidified, semi-solidified or liquid cooking by-product from exhaust hoods, filters, ductwork and fans at each location.
  - b. Wash/rinse all hoods, filters and ductwork/fan areas, as necessary, utilizing USDA approved detergent.
  - c. Provide a certificate indicating the date of cleaning.
  - d. Provide a final clean-up of all areas, remove job generated debris and dispose of same.
27. See attached Appendices for inventory
28. The Semi-annual inspections and cleaning for the following locations shall be performed no earlier than 7:15 PM EST Monday through Friday.
  - a. Glenclyff Home, 393 High Street, Benton
  - b. DHHS/DJJS, 1056 River Road, Manchester (includes kitchen, culinary & lifestyles)
  - c. NH Hospital, 36 Clinton Street, Concord

The Contractor shall promptly report all deficiencies to the Agency Contact Person. Request to repair and/or replace parts shall be approved in advance by the Agency Contact Person prior to any actual work being performed by the Contractor. Parts and materials shall be invoiced not to exceed 10% above contractor's cost. The State reserves the right to request the Contractor supply the State with invoices from suppliers documenting the contractor's cost.

The Contractor shall make service available twenty-hour (24) hours per day, seven (7) days per week. Normal system testing and inspections shall occur on Monday through Friday between 7:00 AM and 4:00 PM EST. The Contractor shall be paid for service work that is required on weekday evenings after 4:00 PM EST, weekends and on state holidays, at the rates listed in Exhibit B. The Contractor shall employ a sufficient number of trained technicians so that all service calls are answered promptly. The Contractor shall respond to the State by telephone to all service calls within fifteen (15) minutes of report of occurrence. The Contractor shall physically respond to the site within four (4) hours after report of occurrence.

The Contractor shall provide a proposed schedule for the inspections a minimum of two weeks (10 working days) before the actual inspections occur. The Contractor shall be responsible to establish the appointments and/or schedule by working with the individual Agency Contacts; the agreed upon schedule shall be provided in writing to the Agency Contact Person. The Contractor shall employ a sufficient number of trained technicians so that inspections are completed on time as scheduled. If the Contractor fails to respond within thirty (30) minutes to the first scheduled appointment, the State reserves the right to charge the Contractor \$20.00 per hour in increments of fifteen (15) minutes if the Contractor does not respond as detailed above. These charges will be deducted from payments that are due the Contractor.

The Contractor shall present after each scheduled or emergency call and before leaving the job site, a written summary of the work performed and obtain the State's signature thereon.

The Contractor shall perform all of their own maintenance. Subcontractors will only be allowed upon receiving written approval in advance from the Contracting Officer. The Contractor must provide a list of proposed subcontractors that they plan to utilize with this contract. Said subcontractors must meet the minimum experience requirements as detailed herein.

The Contractor shall, in performing the services as described herein, maintain or have readily available spare parts to support the described systems at the Contractor's cost throughout the duration of the contract.

The Contractor shall provide only replacement parts that are new and of the same quality and brand name as that is being replaced. Substitutions will be permitted only with prior authorization of the Agency Contact Person or his/her designated representative.

All work must be performed in such a manner as not to inconvenience building occupants. The Contractor shall determine the State's normal working conditions and activities in progress and shall conduct the work in the least disruptive manner.

The State shall be responsible to provide reasonable means of access to all equipment covered by this agreement and promptly notify the Contractor of any malfunction in the system(s) that comes to the State's attention.

All services (inspection, testing and/or maintenance) shall comply with applicable standards as set forth by the National Fire Protection Association (NFPA), the International Kitchen Exhaust Cleaning Association (IKECA) and any state or local fire codes.

The State shall require correction of defective work or damages to any part of a building or its appurtenances when caused by the contractor's employees, equipment or supplies. The Contractor shall place in satisfactory condition all defective work and damages rendered thereby or any other damages incurred. Upon failure of the Contractor to proceed promptly with the necessary corrections, the State may withhold any amount necessary to correct all defective work or damages from payments to the Contractor.

The work staff shall consist of qualified persons completely familiar with the products and equipment they shall use. The Contracting Officer may require the Contractor to dismiss from the work such employees as deems incompetent, careless, insubordinate, or otherwise objectionable, or whose continued employment on the work is deemed to be contrary to the public interest or inconsistent with the best interest of security and the State.

While on State property, employees shall be subject to the control of the State, but under no circumstances shall such persons be deemed to be employees of the State.

The Contractor's personnel shall be allowed only in areas where services are being performed. The use of State telephones is prohibited.

All personnel shall observe all regulations or special restrictions in effect at the State Agency.

**PRICING:**

	Kitchen Suppression Systems			
		ANNUAL COST	ANNUAL COST	ANNUAL COST
		2015-2016	2016-2017	2017-2018
<b>The Adjutant General's Department</b>				
State Military Reservation Joint Force HQ Bldg 1	4 Pembroke Rd	\$ 543.00	\$ 543.00	\$ 543.00
State Military Reservation Troop Command Bldg M	4 Pembroke Rd	\$ 543.00	\$ 543.00	\$ 543.00
Manchester Readiness Center Armory Bldg	1059 Canal St	\$ 543.00	\$ 543.00	\$ 543.00
Nashua Readiness Center Armory Bldg	154 Daniel Webster Highway	\$ 543.00	\$ 543.00	\$ 543.00
Plymouth Readiness Center Armory Bldg	19 Armory Rd	\$ 543.00	\$ 543.00	\$ 543.00
NHNG Training Center, Dining Hall	Rte. 126, PO Box 280	\$ 543.00	\$ 543.00	\$ 543.00
NHNG Training Center, Dining Hall	Rte. 126, PO Box 280	\$ 543.00	\$ 543.00	\$ 543.00
NHNG Training Center, Dining Hall	Rte. 126, PO Box 280	\$ 543.00	\$ 543.00	\$ 543.00
State Readiness Center	106 Brock Street	\$ 543.00	\$ 543.00	\$ 543.00
State Readiness Center	300 Main Street	\$ 543.00	\$ 543.00	\$ 543.00
State Readiness Center	2169 Riverside Drive	\$ 543.00	\$ 543.00	\$ 543.00
State Readiness Center	140 West Main Street	\$ 543.00	\$ 543.00	\$ 543.00
State Readiness Center	801 McGee Drive	\$ 543.00	\$ 543.00	\$ 543.00
State Readiness Center	15 Blackwater Road	\$ 543.00	\$ 543.00	\$ 543.00
<b>TOTAL</b>		<b>\$7,602.00</b>	<b>\$ 7,602.00</b>	<b>\$ 7,602.00</b>
<b>Department of Corrections/Berlin</b>				
CULINARYA&B	138 E MILAN RD	\$ 543.00	\$ 543.00	\$ 543.00
KITCHEN	138 E MILAN RD	\$ 543.00	\$ 543.00	\$ 543.00
<b>TOTAL</b>		<b>\$1,086.00</b>	<b>\$1,086.00</b>	<b>\$1,086.00</b>
<b>Department of Corrections/NH State Prison (Womens)</b>				
	317 MAST RD	\$ 543.00	\$ 543.00	\$ 543.00

<b>TOTAL</b>		<b>\$543.00</b>	<b>\$ 543.00</b>	<b>\$ 543.00</b>
<b>NH Hospital</b>				
Kitchen	36 Clinton Street	\$ 543.00	\$ 543.00	\$ 543.00
Rehab Kitchen Room L223	36 Clinton Street	\$ 543.00	\$ 543.00	\$543.00
<b>TOTAL</b>		<b>\$1,086.00</b>	<b>\$1,086.00</b>	<b>\$1,086.00</b>
<b>Glenciff Home</b>				
LaMott Wing Basement	393 High Street Glenciff	\$383.00	\$383.00	\$383.00
LaMott Wing Basement	393 High Street Glenciff	\$383.00	\$383.00	\$383.00
<b>TOTAL</b>		<b>\$ 766.00</b>	<b>\$766.00</b>	<b>\$766.00</b>
<b>DHHS/DJJS</b>				
SYSC - Kitchen	1056 River Rd Manchester	\$ 543.00	\$543.00	\$543.00
SYSC - Culinary	1056 River Rd Manchester	\$543.00	\$543.00	\$543.00
SYSC - Lifestyles	1056 River Rd Manchester	\$ 543.00	\$543.00	\$543.00
<b>TOTAL</b>		<b>\$1,086.00</b>	<b>\$1,086.00</b>	<b>\$1,086.00</b>
<b>Department of Resources and Economic Development</b>				
Tramway Valley Station	Cannon Mountain Tramway Franconia Notch State Park	\$ 543.00	\$543.00	\$543.00
Sherman Adams Building	Mt. Washington State Park	\$ 383.00	\$ 383.00	\$383.00
Sherman Adams Building	Mt. Washington State Park	\$ 383.00	\$383.00	\$383.00
Sherman Adams Building	Mt. Washington State Park	\$ 383.00	\$383.00	\$383.00
<b>TOTAL</b>		<b>\$1,692.00</b>	<b>\$1,692.00</b>	<b>\$1,692.00</b>

**REPAIR RATES (Repair Work/Emergency Service Calls):**

Monday thru Friday 7:00 A.M. to 4:00 P.M. EST	\$	95.00	per hour/per person
Monday thru Friday 4:01 P.M. to 6:59 A.M. EST	\$	127.50	per hour/per person
Saturday Work	\$	127.50	per hour/per person
Sunday & Holiday* Work	\$	127.50	per hour/per person

\* Holidays shall be based on State designated holidays

**PRICING QUOTATIONS FOR INDIVIDUAL PROJECTS**

State will request quotations by providing a SOW describing the services required and the applicable technical qualifications. Contractor must return quotes within three (3) business days. The quoted hourly rates shall not exceed the rates established under this contract.

**INVOICE**

Itemized invoices shall be submitted to the individual agency after the completion of the job/services and shall include a brief description of the work done along with the location of work.

Contractor shall be paid within 30 days after receipt of properly documented invoice and acceptance of the work to the State's satisfaction.

The invoice shall be sent to the address of the using agency under agreement.