

**Annual Fire Sprinkler Inspections, Periodic Maintenance, and Repairs Services  
RFP 735-19-4308 (Updated)**

**Project Overview**

Midwestern State University (MSU) intends to award a one year service contract (with two possible one-year extensions) for annual fire sprinkler system inspections, periodic maintenance, and repairs for systems in campus facilities. Annual inspections will be required in July 2019. Maintenance and repair contract will be ongoing and as needed also beginning in July 2019.

**I. SCOPE OF WORK**

- A. Awarded vendor will complete annual fire sprinkler system inspections and routine maintenance in accordance with NFPA 25 and State of Texas requirements. Vendor will provide a signed/certified report of inspection to MSU.
- B. Vendor will provide job estimates along with any evaluation data to the University prior to any repairs. The University reserves the right to determine whether to proceed with repair if in the best interest of the University.
- C. As part of every complete annual inspection, the vendor will survey the building and fire sprinkler systems (and all related equipment) for any manufacturers' recalls, recommended repairs, upgrades, or modifications. All findings will be included as a separate part of the inspection report.
- D. During the period of the contract or any extension thereof, MSU reserves the right to add or delete specific services and/or locations at the prevailing contract prices. MSU will give a seven (7) day notice to the vendor of requested changes.
- E. Coordination of tests, inspections, and repairs will take place with Facilities Services or designee, being mindful that these systems are monitored/alarmed locally and at University Police Dispatch.
- F. The awarded contractor shall maintain the systems as hereinafter specified and shall provide all labor and materials necessary to keep the systems properly maintained for correct, efficient operation at all times. The contractor shall use trained personnel directly employed and supervised by the contractor to regularly and systematically examine, adjust, repair, and test the systems.
- G. System Specifications:
  1. **24 Wet Systems—19 Facilities (annual inspection)**
    - a. Inspect twenty-three (24) wet systems and risers
    - b. Perform 2" drain test and record static and residual pressure(s)
    - c. Determine if fire sprinkler system is functional and in satisfactory condition
    - d. Check condition of drain valves, gauges and related components
    - e. Inspect and test all sprinkler control valves for proper position and condition
    - f. Tag alarm valves as required by code and law
    - g. Inspect sprinkler control valve identification signs and security arrangements
    - h. Check all control valves
    - i. Function check system control valves and sectional valves and lubricate as necessary
    - j. Check condition of all alarm valves and related trim
    - k. Test water motor alarm gong on all systems by:
      - Operating inspectors test connection

- Visual inspection
  - Water flow for evidence of any obstruction
- l. Inspect and test sprinkler alarm system components
  - m. Check condition of sprinkler heads for any obstructions or coatings
  - n. Check reserve sprinkler heads for proper supply and arrangement
  - o. Check for adequate clearance around sprinkler heads for proper water distribution
  - p. Check general condition of sprinkler system piping, hangers, and related equipment
  - q. Inspect the following fire department connections:
    - Couplings
    - Caps
    - Threads
    - Clapper
    - Check valves
    - Drains
    - Lubricate as necessary
  - r. Instruct designated individuals in the care and maintenance of the fire protection equipment as required by NFPA 13 and 25 State requirements and the University's insurance requirements.
  - s. The newly-constructed Health Sciences & Human Services facility will be coming online Summer 2019 and will not require annual inspection in June 2019. We will incorporate these specs in subsequent bid proposals.
- 2. 7 Dry Valves—5 Facilities (annual inspection):**
- a. Dry-trip valve to determine if it is in service and in working condition
  - b. Check drain valves, gauges, and related components
  - c. Inspect and test all control valves for proper position, condition, and accessibility
  - d. Tag dry valve
  - e. Inspect building for changes that could affect system performance
  - f. Check sprinkler heads for any obstruction/coatings that may hinder activation
  - g. Check condition of dry valve and related trim
  - h. Check reserve sprinkler heads for proper supply and assortment
  - i. Check for adequate clearance around sprinkler heads for proper water distribution
  - j. Drain low points per NFPA 25
  - k. Inspect pressure-reducing valve per manufacturer standards and report as necessary
- 3. 3 Electric Fire Pumps (annual inspection):**
- a. Perform fire pump performance test in accordance with NFPA Annual Pump test
  - b. Test all fire pump functions for satisfactory performance
  - c. Check all valves to make sure they are fully open
  - d. Test operation of pressure and casing relief valve
  - e. Inspect packing glands; adjust as necessary
  - f. Check fire pump start - stop pressures; adjust as necessary
  - g. Test pump for proper operation and conditions
  - h. Inspect bearings for proper operation and conditions
  - i. Set the mercoid switch on fire pump and jockey pump
  - j. Provide a pump curve showing the operation of the pump as required by NFPA
  - k. Conduct routine maintenance (i.e. "churns") as recommended or required by NFPA.
- 4. 21 Backflow Preventers (annual inspection)**

- a. Perform annual inspection on backflow preventers in accordance with city water department
  - b. Upon completion of the inspection, documentation will be forward to the city stating that the backflow preventer has been tested and inspected in accordance with manufacturer's recommendation.
- H. Because of the essential life safety aspects of the service contract, bidders shall meet all of the following criteria. Proof should be furnished on the "Contractor's Data Sheets." Only companies who are qualified will be permitted to submit a bid on this work.
  - 1. The importance of maintaining the systems and their components in a safe and satisfactory operating condition requires that a contractor who is regularly engaged perform the services with his own personnel for the inspection, detection and protection testing of the fire sprinkler system installed on the campus of Midwestern State University.
  - 2. The contractor shall have been in the service business of this type for at least three (3) years.
- I. The contractor shall not shutdown any equipment unless first coordinating with university Facilities Services, Central Plant, or maintenance personnel as appropriate.
- J. Contractor must maintain a sufficient quantity of common spare parts to provide prompt repairs. If a delay in repairs will occur due to lack of parts, the contractor shall promptly notify the university and may be responsible for costs of special fire watches until such time repairs are completed.
- K. In addition, if in the opinion of the University, parts delays cause unacceptable problems, the university reserves the right to make direct part purchase from other sources.
- L. Any specialized equipment required by the contractor to perform the services under this contract shall be provided at no additional cost to MSU. Except for high range/reach, lift equipment or scaffolding may be a direct pass on cost, with prior approval from the university-designated contact.
- M. To maintain the integrity of the systems, only parts made by the original manufacturer or other authorized replace parts by the manufacturer will be an acceptable replacement. Parts are to be installed in accordance with manufacturers' written recommendations.
- N. A list of institutions and names and telephone numbers of contact persons presently under contract for this type of service shall be submitted with the bid. Failure to submit these references will cause bid to be declared non-responsive.
- O. The contractor shall not sell, transfer, assign or otherwise dispose of this contract to any third party for the performance of their work. Exceptions are services outside their normal expertise such as excavation. All subcontractors must be approved prior to the start of work by the Manager, University Health/Safety or his designee.
- P. The contractor shall not subcontract any part of this contract without written, prior approval from the Manager, University Health/Safety or his designee.
- Q. Work shall be performed during normal working hours. Normal working hours are defined as 8:00 a.m. to 5:00 p.m. Monday through Friday inclusive, excluding holidays.
- R. MSU staff will provide reasonable means of access to facilities and fire systems, but communication and coordination will be required.
- S. The contractor shall comply with all laws or ordinances and all rules and regulations of health, public and/or other authorities controlling or limiting the methods, the materials to be used or the actions of those engaged in work of this kind.

- T. Any labor or material in addition to that described herein necessary to comply with these laws, rules, ordinances or regulations shall be performed and furnished by the contractor.
- U. Site Inspection: It shall be the responsibility of the bidder to visit the site and make a tour and inspection of the area and equipment to be serviced. The selected vendor shall be required to assume sole responsibility for the complete effort as required in this specification. No special consideration shall be given after bids are opened because of the bidder's failure to be knowledgeable of all conditions existing at the site.
- V. Midwestern State University reserves the right to cancel this contract at any time upon thirty (30) days written notice to the contractor.

II. **GENERAL TIME & MATERIAL SCOPE OF SERVICES:**

- A. **Guarantee:** The awarded vendor(s) shall fully guarantee all workmanship and parts furnished and installed under this contract against defect for six (6) months after completion. Defects will be repaired or replaced at no charge to MSU.
- B. Vendor(s) must supply MSU with all warranty information whether it be expressed or implied.
- C. All equipment, parts and/or supplies used must be new (OEM).
- D. The vendor(s) will take adequate precautions to protect all surfaces. The vendor(s) will repair any damage caused as a result of inspection or servicing of equipment including abuse, misuse, and neglect.
- E. The vendor(s) is responsible for properly disposing of any materials removed or replaced. In addition, any areas disturbed should be restored to their original condition.
- F. The firm selected shall comply with all applicable federal, state and local statutes, rules and regulations, inclusive of those specific to only Rowan procedures.
- G. The awarded vendor(s) shall defend, indemnify and hold harmless MSU, its officers, agents and employees from any and all claims and costs of any nature whether for personal injury, property damage or any other liability arising out of or in any way connected with the any acts or omissions of the Respondent or any of its principals, employees or agents under this request for qualification or under any agreement executed with MSU.
- H. The University reserves the right to make all final decisions to determine whether to proceed with repair or replacement of any equipment.
- I. All contracts between the awarded vendor(s) and MSU will be for the purpose of setting prices and services to be provided and the term that they are valid. No minimal amount of work will be guaranteed.
- J. The University reserves the right to review any invoice of the awarded proposer.
- K. If awarded vendor(s) is summoned for work he/she shall report and sign in and out with Central Plant or their designee upon arriving and departing from MSU campus.
- L. The awarded vendor(s) shall not shut down any equipment unless permission is first obtained from the Manager, University Health/Safety or his designee. The awarded vendor(s) shall comply with all Federal-Mandated OSHA lockout/tag out procedures.
- M. The awarded vendors' site personnel shall submit service tickets detailing the location, equipment, materials used, personnel names, number of hours for each person, and description of services performed, on a daily basis. Such tickets must be signed by the Manager, University Health/Safety or his designee. Failure to do so will delay processing of invoices or may result in nonpayment.

- N. It is the responsibility of the awarded vendor(s) to keep the Manager, University Health/Safety or his designee informed of the status of all work in progress on a daily basis including but not limited to estimated completion date, parts delivery dates, and accrued and projected job costs. Failure to do so will delay processing of invoices.

### III. **VENDOR QUALIFICATIONS**

- A. The technician or mechanic to perform the annual testing shall be licensed by the State of Texas in fire protection.
- B. To be qualified to bid on this IFB, vendors shall be a licensed Fire Sprinkler Systems Contractor with the State of Texas. Fire protection system tests shall be performed by personnel trained in testing procedures and in the systems' operations. The personnel shall have the appropriate servicing manuals, the proper types of tools, lubricants, and manufacturers recommended replacement parts in performing all required testing and inspection. The University will not provide any needed tools, i.e., ladders, hoses, radios, etc. to assist vendor in testing, inspections, maintenance and/or repairs.
- C. All work including inspections, testing, maintenance, and repairs shall be performed in compliance with the NFPA as referenced by the State of Texas and is subject to inspection by both MSU and the State Fire Marshall's office.
- D. The reduced pressure backflow preventer, testable double check valve assemblies, and detector check valves serving fire protection water supplies shall be tested annually.
- E. To ensure system continuity, replacement parts and devices offered shall be standard equipment, compatible with existing components, and installed in accordance with the manufacturer's recommendations. No wiring changes shall be permitted for modification to other than existing system manufacture. The contractor shall return all used parts to the University representative. Payment for parts shall be net, the Contractor shall submit with their invoices all receipts for parts and materials purchased for use under this contract.
- F. Vendors shall have sufficient test and inspection equipment needed to perform the work required as outlined in this IFB.
- G. Vendors shall have adequate personnel on their staff to perform the required tasks as outlined in this IFB.
- H. Vendors shall have job supervisors on their staff with experience as a technician and as a supervisor with no less than five (5) years' experience in maintaining and testing the systems listed in this IFB.

### IV. **TERM OF CONTRACT:**

- A. The anticipated contractual period will be for one year\* with two (2) possible renewals of one year each. Midwestern State University reserves the right to alter this time period upon review of all proposals.  
***\*The contractual period for this project will commence upon award of this offering. To better align with MSU's fiscal years, any renewals will commence with the beginning of the next fiscal year. MSU's fiscal year runs from September 1<sup>st</sup> through August 31<sup>st</sup>.***

### V. **COMPLIANCE LAWS**

The awarded vendor(s) shall comply with all local, state and federal laws, rules and regulations, inclusive of those specific to only MSU, applicable to this contract and to the work to be done hereunder.

VI. **VENDOR PERSONNEL**

- A. The importance of maintaining the equipment and their components in a safe and satisfactory operating condition requires that the services be performed by a vendor who is regularly engaged with his/her own personnel in the installation, maintenance and service of the equipment utilized in the services outlined in the Scope for this project.
- B. Bidders shall have been in the service business of this type for at least **three (3) years**.
- C. Proposers are required to submit copies of applicable licenses/and or certifications with proposal submission package.
- D. Bidders shall not subcontract any part of this contract without prior written approval from the Manager, University Health/Safety or his designee.
- E. All personnel shall observe all rules and regulations in effect at MSU governing safety and personal conduct. While on University property, employees shall be subject to control of the University but under no circumstances, shall such persons be deemed to be employees of the University. The contractor or his personnel shall not represent themselves or be considered as employees of Midwestern State University or the State of Texas.
- F. The University may request the contractor to transfer from the work crew employees who are found to be incompetent, prone to excessive tardiness, absenteeism, inappropriate or unacceptable behavior, theft, or other reason deemed in the best interest of the University. These are the sole decision of the university and not subject to negotiation.
- G. Contractor must take adequate precautions to protect all surfaces adjacent to or subject to impact from work being performed, including safety of MSU's employees, students and guests. Contractor is responsible for the repair (or costs of repairs) to any damage caused as a result of inspection, testing, maintenance or services performed by them under this bid.
- H. Vendors, consultants, contractors and subcontractors are required to take all reasonable steps to assure that their employees do not represent a threat to the campus community. Failure to comply with this requirement may result in immediate termination of any award or contract.
- I. The vendor shall be solely responsible for all damage or unauthorized destruction to any MSU buildings, equipment, premises or facilities; lease, lent, or in the care, custody or control of the University or State.
- J. The vendor(s) shall remove from the MSU work place any of its employees who are found to be unacceptable by the University. Such requests shall not be unreasonable.
- K. All vendor personnel shall at all times, be in professional attire with clear identification of the company's name, logo, and person's name.
- L. All vendor motorized vehicles shall be identified with the company's name and/or logo in clear view.