

## Request for Proposal #0058635

For

Fixed and Portable Fire Suppression System Services

March 8, 2019

**Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.**

RFP 0058635

GENERAL INFORMATION FORM

QUESTIONS: All inquiries for information regarding this solicitation should be directed to: Daysha Holmes, Contracts Specialist, Phone: (540) 231-1269 e-mail: daysha94@vt.edu

DUE DATE: Proposals will be received until Friday, **April 12, 2019 at**  **PM**. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

ADDRESS: Proposals should be mailed or hand delivered to: Virginia Polytechnic Institute and State University (Virginia Tech), Procurement Department (MC 0333) North End Center, Suite 2100, 300 Turner Street NW, Blacksburg, Virginia 24061. Reference the due date and hour, and RFP Number in the lower left corner of the return envelope or package.

***Please note that USPS is delivered to a central location and is not delivered directly to Procurement. Allow extra time if sending proposal via USPS. It is the vendor’s responsibility to ensure proposals are received in the Procurement office at the appropriate date and time for consideration.***

**PRE-PROPOSAL CONFERENCE**: A pre-proposal conference will be held on **Wednesday, March 20, 2019 at 10:00 a.m.** See section X, Pre-proposal Conference for additional information.

TYPE OF BUSINESS: (Please check all applicable classifications). If your classification is certified by the Virginia Department of Small Business and Supplier Diversity (SBSD), provide your certification number: \_\_\_\_\_\_\_\_\_\_\_. For assistance with SWaM certification, visit the SBSD website at <http://sbsd.virginia.gov/> .

\_\_\_\_ **Large**

\_\_\_\_ **Small business** – An independently owned and operated business which, together with affiliates, has 250 or fewer employees or average annual gross receipts of $10 million or less averaged over the previous three years. Commonwealth of Virginia Department of Small Business and Supplier Diversity (SBSD) certified women-owned and minority-owned business shall also be considered small business when they have received SBSD small business certification.

\_\_\_\_ **Women-owned business** – A business concern that is at least 51% owned by one or more women who are U. S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with the United States immigration law, and both the management and daily business operations are controlled by one or more women who are U. S. citizens or legal resident aliens.

\_\_\_\_ **Minority-owned business** – A business concern that is at least 51% owned by one or more minority individuals (see Section 2.2-1401, Code of Virginia) or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals.

COMPANY INFORMATION/SIGNATURE: In compliance with this Request For Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the goods or services in accordance with the attached signed proposal and as mutually agreed upon by subsequent negotiation.

|  |  |  |  |
| --- | --- | --- | --- |
| FULL LEGAL NAME (PRINT)  (Company name as it appears with your Federal Taxpayer Number) | | FEDERAL TAXPAYER NUMBER (ID#) | |
| BUSINESS NAME/DBA NAME/TA NAME  (If different than the Full Legal Name) | | BILLING NAME  (Company name as it appears on your invoice) | |
| PURCHASE ORDER ADDRESS | | PAYMENT ADDRESS | |
| CONTACT NAME/TITLE (PRINT) | | | E-MAIL ADDRESS |
| TELEPHONE NUMBER | TOLL FREE TELEPHONE NUMBER | FAX NUMBER TO RECEIVE  E-PROCUREMENT ORDERS |  |

I acknowledge that I have received the following addendums posted for this solicitation.

1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ 5\_\_\_\_\_ 6\_\_\_\_\_ (Please check all that apply)

Is any member of the firm an employee of the Commonwealth of Virginia who has a personal interest in this contract pursuant to the Code of Virginia, 2.2 – 3102 - 3112

YES\_\_\_\_\_\_\_\_\_\_\_\_ NO\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

01/28/2019

I. PURPOSE:

The purpose of this Request for Proposal (RFP) is to solicit proposals to establish a contract through competitive negotiations for fire protection system services by Virginia Polytechnic Institute and State University (Virginia Tech), an agency of the Commonwealth of Virginia.

II. SMALL, WOMAN-OWNED AND MINORITY (SWAM) BUSINESS PARTICIPATION:

The mission of the Virginia Tech supplier opportunity program is to foster inclusion in the university supply chain and accelerate economic growth in our local communities through the engagement and empowerment of high quality and cost competitive small, minority-owned, women-owned, and local suppliers. Virginia Tech encourages prime suppliers, contractors, and service providers to facilitate the participation of small businesses, and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, and other inclusive and innovative relationships.

III. CONTRACT PERIOD:

The term of this contract is for one (1) year, or as negotiated. There will be an option for nine (9) one-year renewals, or as negotiated.

IV. BACKGROUND:

Virginia Polytechnic Institute and State University (Virginia Tech) is located in Blacksburg, Virginia, approximately 40 miles southwest of Roanoke, Virginia, the major commercial hub of the area. In addition to the university’s main campus in Blacksburg, major off campus locations include twelve agriculture experiment research stations, the Marion duPont Scott Equine Medical Center and graduate centers in Roanoke and Fairfax, Virginia. Regularly scheduled air service is provided at the Roanoke Regional Airport.

Dedicated to its motto, Ut Prosim (That I May Serve), Virginia Tech takes a hands-on, engaging approach to education, preparing scholars to be leaders in their fields and communities. As the Commonwealth’s most comprehensive university and its leading research institution, Virginia Tech offers 240 undergraduate degree programs to more than 31,000 students and manages a research portfolio of nearly $513 million. The university fulfills its land-grant mission of transforming knowledge to practice through technological leadership and by fueling economic growth and job creation locally, regionally, and across Virginia.

As part of its life safety infrastructure, the university has an inventory of portable fire extinguisher equipment, fixed chemical and halon extinguishing systems. In order to comply with code requirements, the equipment and systems are inspected, tested, repaired and maintained on a regular basis.

V. EVA BUSINESS-TO-GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM:

The eVA Internet electronic procurement solution streamlines and automates government purchasing activities within the Commonwealth of Virginia. Virginia Tech, and other state agencies and institutions, have been directed by the Governor to maximize the use of this system in the procurement of goods and services. *We are, therefore, requesting that your firm register as a vendor within the eVA system.*

There are transaction fees involved with the use of eVA. These fees must be considered in the provision of quotes, bids and price proposals offered to Virginia Tech. Failure to register within the eVA system may result in the quote, bid or proposal from your firm being rejected and the award made to another vendor who is registered in the eVA system.

Registration in the eVA system is accomplished on-line. Your firm must provide the necessary information. Please visit the eVA website portal at <http://www.eva.virginia.gov/pages/eva-registration-buyer-vendor.htm> and **register both with eVA and Ariba**. *This process needs to be completed before Virginia Tech can issue your firm a Purchase Order or contract.* If your firm conducts business from multiple geographic locations, please register these locations in your initial registration.

For registration and technical assistance, reference the eVA website at: <http://www.eva.virginia.gov>, or call 866-289-7367 or 804-371-2525.

VI. CONTRACT PARTICIPATION:



It is the intent of this solicitation and resulting contract to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institutions, or Virginia Tech’s affiliated corporations and/or partnerships may access any resulting contract if authorized by the contractor.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor, the resultant contract may be extended to the entities indicated above to purchase at contract prices in accordance with contract terms. The Contractor shall notify Virginia Tech in writing of any such entities accessing the contract, if requested. No modification of this contract or execution of a separate contract is required to participate. The Contractor will provide semi-annual usage reports for all entities accessing the Contract, as requested. Participating entitiesshall place their own orders directly with the Contractor and shall fully and independently administer their use of the contract to include contractual disputes, invoicing and payments without direct administration from Virginia Tech*.* Virginia Tech shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the contract. It is understood and agreed that Virginia Tech is not responsible for the acts or omissions of any entity, and will not be considered in default of the contract no matter the circumstances.

Please refer to Attachment B, Zone Map, if the offeror wishes to submit separate pricing structure based on approved zones for cooperative institutions. Refer to Attachment B for the approved Zone Map. If no other prices are offered, pricing provided will apply to all zones in the Commonwealth. If you wish to provide pricing for a zone other than which this solicitation originated, please indicate you are doing so in the response. If you anticipate pricing differentials for different zones, a separate pricing sheet must be submitted for each zone that includes appropriate pricing for that zone.

Use of this contract does not preclude any participating entity from using other contracts or competitive processes as the need may be.

VII. STATEMENT OF NEEDS:

1. **Service Requirements:**
   1. The Contractor shall provide all materials, labor, tools, equipment, transportation, and all incidentals required and/or implied for the complete and satisfactory performance of fire protection system services. Virginia Tech reserves the right to reject services from any personnel deemed by Virginia Tech to be unqualified, disorderly, or otherwise unable to perform assigned work.
   2. The Contractor shall provide and keep up to date a list of all personnel performing work under this contract. Written evidence of the personnel's qualifications must be submitted to Virginia Tech in advance of commencement of service.
   3. The Contractor shall be required to use bar code scanning equipment owned by Virginia Tech to scan and record all inspections, tests, repairs and maintenance of fire extinguishers. The contractor’s technicians shall pick up the recording equipment from the Fire Protection Specialist at his office in the Sterrett Center, checking in and returning it when checking out each day.
   4. Inspection, testing and maintenance services shall be provided on a regularly scheduled basis and performed in strict accordance with all applicable fire prevention codes, regulations and standards.
   5. Repair services shall be provided on an as needed hourly labor rate basis and performed in strict accordance with all applicable fire prevention codes, regulations and standards. Replacement materials, parts and equipment required in the performance of the repair services may be provided by the Contractor, but only on the basis of discount off a Published List Price. Virginia Tech will retain all parts replaced by the Contractor. Repairs made by the Contractor must not void the United Laboratories, Inc. (U.L.) or other approved third party laboratory listing.
   6. Virginia Tech reserves the right to bid separately any repairs, modifications, and equipment replacement.
   7. Rapid response to emergency repair calls is of the utmost importance. The Contractor shall have qualified service personnel on the job at the work site within two (2) hours from the time the call for emergency repair service is received by the Contractor. This service shall be available twenty-four (24) hours a day, three hundred sixty-five (365) days a year.
   8. All equipment repairs shall be performed on site whenever possible. Off-site repairs must be approved in advance by Virginia Tech.
   9. The Contractor shall provide a written estimate of the cost of repair services to Virginia Tech and receive prior written authorization to proceed. Equipment Repair services performed by the Contractor without such prior written authorization may not be processed for payment. Equipment repairs performed by the Contractor as a result of an emergency repair call will not require prior written estimates and written authorization.
   10. Portable Fire Extinguisher Recharge: In addition to the code required inspection, test, and maintenance services, the Contractor shall provide recharge services for portable fire extinguishers discharged during the course of the contract period. The number of portable fire extinguishers requiring a recharge is estimated to be approximately thirty (30) per month.
2. **Contractor Qualifications:** Virginia Tech requires the services of a Contractor that shall have demonstrated experience in the following areas:
   1. Performing inspections, tests, maintenance and repairs of similar scope and magnitude as described herein.
   2. Performing similar services on equipment of the type, age and condition as described herein.
   3. A thorough understanding of the current Statewide Fire Prevention Code of the Commonwealth of Virginia and applicable National Fire Protection Association (NFPA) codes.
   4. An extensive knowledge of all applicable code related certification and reporting requirements for all work described herein.
   5. Documented qualification in the installation of the fire protection systems to be inspected, tested, maintained and repaired.
3. **Contractor Certifications:**
   1. The Contractor shall be a Virginia Department of Transportation Certified Hydrotest facility. This requirement applies to Portable Fire Extinguishers.
   2. The Contractor shall be a Virginia Department of Transportation Certified bulk Halon and CO2 recharge facility and an authorized factory dealer of wet and dry chemical recharge agents.
   3. The Contractor shall be registered in accordance with Attachment A: Special Terms and Conditions, Item #6. This requirement does not apply to portable fire extinguisher services.
4. **Contractor’s Personnel**
   1. The Contractor shall have experienced fire protection technicians that have a minimum of five (5) years of applicable experience, are properly trained and qualified to perform required inspection, testing, maintenance, repairs and installation services on the type of fire protection system equipment described herein. Contractor personnel must have a thorough knowledge of the standard practices, materials, codes and processes of building fire protection system equipment and the ability to efficiently use the tools, equipment and materials of the fire protection technician trade
5. **Fire Protection Equipment Inventory**
   1. Fixed Chemical and Halon Extinguishing Systems: An inventory of the fixed chemical and halon system equipment is included as Attachment E to this solicitation
   2. Portable Fire Extinguisher Equipment: An inventory of the portable fire extinguisher equipment is included as Attachment F to this solicitation.
   3. All information included in the fire protection equipment inventories provided as attachments hereto is based on the best information available at the time this RFP was issued. Virginia Tech does not guarantee the accuracy of this information. The Contractor shall verify and update the fire protection equipment inventories as part of their service.
6. **Other Requirements**
   1. Scheduling of Tests: The Contractor should schedule tests of horns and other tests which may cause disruption of activities on campus during school breaks. Tests which are not expected to cause disruption of campus activities may be performed during normal work hours. The Contractor shall coordinate all tests with Physical Plant personnel.
   2. Uniforms: All employees of the Contractor and subcontractor shall wear uniforms or other appropriate Owner approved attire at all times to designate their affiliation with the Contractor. All employees of the Contractor and subcontractor shall have a visible picture ID while on campus.
   3. Quality and Discipline of Employees: The Contractor shall continuously maintain adequate protection of all his work from damage and shall protect all other property from damage, injury, or loss arising in connection with the work of any unfit person or anyone not skilled in the work assigned to him.
   4. Key Control:
      1. No person shall knowingly possess an unauthorized key to property owned by Virginia Tech. Physical Plant’s Key Control Office is the only authorized vendor for University key requests.
      2. All keys remain the property of Virginia Tech. Keys which are no longer needed must be returned to the Key Control Office.
      3. Stolen or lost keys must be reported immediately to the Virginia Tech Police Department & Key Control Office.
      4. The installation, changing or removal of locks shall be performed only by contractor or an authorized Key Control Office designate.
      5. Unauthorized locks are prohibited on doors and if found will be removed and discarded. Any damage or repairs necessitated by the removal of unauthorized locks will be the responsibility of the contractor found in violation of this section.
      6. Keys should at no time be left unattended (hanging in a door lock, lying on a desk, etc.).
      7. Each Contractor will be responsible for developing and enforcing a key return policy. All Contractors must surrender all University keys issued to them upon termination or completion of project.
      8. Keys are not to be transferred from their assigned carrier to another without proper documentation.
      9. The Contractor shall be responsible for the total cost of keys requested and for work done to re-secure an area whenever a key is lost or stolen.
      10. The contractor shall return any existing hardware removed from a project to the Key Control Office.
      11. No area outside of the project scope will be accessed by the contractor for an individual without the approval of the Owner’s Representative designated as responsible for the area. Said designate will be responsible for verifying authority and identity of the individual requesting access.
   5. Asbestos: The Contractor is contracted by Virginia Tech to perform work in buildings where asbestos-containing materials (ACM) may be located. The Contractor will be informed by the Virginia Tech project coordinator/manager of the location of suspect and known ACM in the work area(s) to which the Contractor is assigned. The Contractor shall under no circumstances damage or disturb suspect or known ACM’s unless the Contractor has been specially retained to perform this work as a part of the contract and is legally qualified to perform this work. The Contractor shall provide his/her employees with asbestos awareness and other training or activities required by 29 CFR 1926.1101 for the safe performance of their work. Prior to commencement of work, the Contractor shall submit to Virginia Tech Environmental Health & Safety Services (EHSS), for review and approval, his written work practices, precautions, procedures, and engineering controls to be used during work that may disturb ACM. Work shall not proceed until the proposed work practices have been approved by EHSS.
   6. Lead: The Contractor is contracted by Virginia Tech to perform work in buildings where lead-containing materials such as lead-based paint may be located. Work performed under this contract may impact these lead materials (for example, during building renovations), but does not include lead abatement or de-leading operations. The Contractor will be informed by Virginia Tech project coordinator/manager of the location of suspect and known lead containing materials in the work area(s) to which the Contractor is assigned. The Contractor shall provide all training and equipment required by 29 CFR 1926.62 for the safe performance of the work. The Contractor may not perform de-leading or lead abatement unless the Contractor holds a valid Virginia Lead Contractor License and has been specifically retained to perform this work as a part of the contract. Prior to commencement of this work the Contractor shall submit to Virginia Tech EHSS Department, for review and approval, all his written work practices, precautions, procedures, and engineering controls to be used during work that may disturb ACM. Work shall not proceed until the proposed work practices have been approved by EHSS.
   7. Duty to Protect Property: The Contractor shall continuously maintain adequate protection of all his work from damage and shall protect all other property from damage, injury, or loss arising in connection with the work. The Contractor shall make good any such damage, injury, or loss except such as may be directly the result of errors in the Contract Documents or such as shall be caused directly by the Owner.
   8. Safety Precautions: The Contractor shall comply with the rules and regulations of OSHA and the Department of Labor. The Contractor alone shall be responsible for the safety, efficiency and adequacy of his plant, appliances, and methods, and for any damage which may result from their improper construction, maintenance or operation. The Contractor shall erect and properly maintain at all times, as required by the conditions and progress of the work, proper safeguards for the protection of workers and the public and shall post danger warnings against any hazards created by the construction operations. The Contractor shall designate a responsible member of his organization on the work whose duty shall be the prevention of accidents. In the absence of notice to the contrary, filed with the Owner in writing with copy to Virginia Tech Police, this person shall be the Superintendent of the Contractor.
   9. Existing Utilities: Verify with Owner’s representative that the location of existing underground utilities in the areas of work have been performed. If utilities are to remain in place, the contractor shall provide adequate means of protection during earthwork operations. Should uncharted or incorrectly charted piping or other utilities be encountered during excavation, consult Owner immediately for directions. Cooperate with the Owner and utility companies in keeping respectable services and facilities in operation. Contractor shall be responsible to contact Miss Utilities.
   10. Submission of List:As soon as possible, after notice of Work Order and in any event not later than three days prior to the time fixed in the Work Order, the Contractor will submit in writing to the Owner a list of the names of Subcontractors the Contractor shall employ on the work. The list is to include all emergency contract phone/pager/cellular phone numbers of Contractor and Subcontractor. The list of Subcontractors is for the purpose of establishing what trades and portions of the work are to be performed under the Work Order.
   11. Virginia Tech Parking Services requires the purchase and display of a parking permit for ALL vendor/ business/contractor vehicles, privately and company owned, that park on campus. The cost of the permit is the same as the faculty/staff permit (permit options: one year, six months, three month summer, or day). Existing permits and additional information is available from the Virginia Tech Parking Services (540) 231-3200 located at 455 Tech Center Drive, or via their website www.parking.vt.edu.
       1. Parking Policy: All Contractor vehicles parked on the Virginia Tech campus must display a parking permit. Contractors shall note that vehicles parked on the Virginia Tech campus without a parking pass or permit are subject to ticketing and fines.
       2. For overnight parking: The Contractor’s company owned vehicles shall use the parking lot in front of Virginia Tech Printing Services and Surplus Property offices at 1411 South Main Street also known as the old K-Mart parking lot. Privately owned vehicles (POV) may park at the location. No overnight (24 hours) parking is allowed on campus. If parking POV’s on campus, Parking Services will identify which lot the POV shall park; currently the Track/Soccer, Overflow or East Cassell lot. To be entitled to park in these lots the Contractor shall be required to buy a daily, weekly, monthly or annual permit from Parking Services. It shall be the responsibility of the Contractor to shuttle employees to the job site.
       3. If the need arises, Virginia Tech may direct that Contractor owned vehicles be parked in a location or locations other than 1411 South Main Street, Blacksburg, VA.
   12. Work Schedule: Hourly rate work shall normally be performed according to Virginia Tech’s work schedule, which is presently 8:00 a.m. to 4:30 p.m. with one half-hour (½ hour) for lunch. The work schedule may be adjusted as agreed upon by Virginia Tech and the Contractor. The work schedule for unit price work shall be as agreed upon for each project by Virginia Tech and Contractor.
   13. Turf Policy: Turf permits are issued by Parking Services to all vehicles requiring temporary parking on the grass, except for construction equipment, loaders, graders, etc. Parking Services’ management shall decide who can obtain a Turf Permit. Turf permits do not allow parking on sidewalks and plazas. As a courtesy please do not park under trees.
   14. Sidewalk Policy: Sidewalk access to land-locked buildings is only allowed along designated routes. Vehicle pull-offs are designed at land-locked building sites to move parked vehicles off sidewalks (but not onto turf). Parking an unattended vehicle on a sidewalk is strictly prohibited by State Law and shall be subject to fines. The vehicle operator shall be made aware that extreme caution shall be used to operate the vehicle in a way that will not be a hazard or hindrance to pedestrians using the sidewalk. The Contractor shall be responsible for any damage to the turf and anything that is located adjacent to the sidewalk.
       1. The procedure to obtain a permit to operate vehicles on a sidewalk is the same as outlined for Turf Policy. Any vehicle parked illegally on a sidewalk shall be subject to ticketing, fines and towing if necessary.
   15. Utilities: Virginia Tech will provide water and electricity as necessary for the performance of this work. The Contractor shall supply all connections to utilities, such as hoses, cords, etc.

VIII. PROPOSAL PREPARATION AND SUBMISSION:

1. Specific Requirements:

Proposals should be as thorough and detailed as possible so that Virginia Tech may properly evaluate your capabilities to provide the required goods or services. Offerors are required to submit the following information/items as a complete proposal:

* 1. Qualifications and Experience:
     1. Provide a listing of Offeror’s management and staff personnel to be used for this contract, designated by discipline and detailing qualifications and experience relative to the services described herein. Include a resume for each and proof of required certifications.
     2. Offeror’s organization data, including size, number of employees, financial rating/standing, and structure of firm, as well as any joint venture and/or subcontractor arrangements if any, and location of branch offices.
     3. Complete and detailed description of the Offeror’s qualifications and experience relative to the services described herein. Include proof of required certifications.
  2. Plan for Providing Services:
     1. Complete and detailed description of the Offeror’s method and plan for providing the services described herein.
     2. Description of what specific services the Offeror proposes to provide to include but not be limited to when the services will be performed, by whom, and the anticipated time durations for typical services. Offeror must also clearly identify all inspection, testing and maintenance services NOT included in the Offeror’s proposal which are required by the applicable fire prevention codes and which Virginia Tech should perform.
     3. Description of all certification and reporting documentation to be provided by the Offeror in the performance of work included in this solicitation. Include samples of all Offeror’s standard certifications, tags, and reports.
     4. Identification of applicable fire prevention codes, regulations, standards and manufacturer’s recommended practices to be followed by the Offeror in the performance of specific tasks proposed by the Offeror.
     5. List of service equipment to be used by the Offeror in the performance of work included in this solicitation.
  3. Price:
     1. Complete and detailed pricing schedule for the services proposed by the Offeror in Attachment G of this Request for Proposal. As a minimum, the proposed pricing schedule shall be broken down as shown in the attachment. Equipment catalogues and published list prices for all repair parts and equipment proposed by the Offeror should be included with all discounts off published list prices indicated.
     2. Comment on price firmness and discuss your plan for conveying price decreases/increases if Virginia Tech elects to renew the contract as provided for in Section III. Contract Period.
  4. References:  Please complete Attachment D.
  5. Participation of Small, Women-owned and Minority-owned Business (SWAM) Business:

If your business cannot be classified as SWaM, describe your plan for utilizing SWaM subcontractors if awarded a contract. Describe your ability to provide reporting on SWaM subcontracting spend when requested. If your firm or any business that you plan to subcontract with can be classified as SWaM, but has not been certified by the Virginia Department of Small Business and Supplier Diversity (SBSD), it is expected that the certification process will be initiated no later than the time of the award. If your firm is currently certified, you agree to maintain your certification for the life of the contract. For assistance with SWaM certification, visit the SBSD website at <http://www.sbsd.virginia.gov/>

* 1. The return of the General Information Form and addenda, if any, signed and filled out as required.

1. General Requirements
   1. RFP Response: In order to be considered for selection, Offerors shall submit a complete response to this RFP to include;
      1. One (1) **original and** four (4) **copies** of the entire proposal, including all attachments. Any proprietary information should be clearly marked in accordance with 2.e. below.
      2. **One (1) electronic copy** in WORD format or searchable PDF (*flash drive*) of the entire proposal as one document, INCLUDING ALL ATTACHMENTS mailed along with the hard copy above. Any proprietary information should be clearly marked in accordance with 2.e. below.
      3. Should the proposal contain **proprietary information**, provide **one (1) redacted hard copy** of the proposal and attachments **with proprietary portions removed or blacked out**.  This copy should be clearly marked *“Redacted Copy”* on the front cover. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable. Virginia Tech shall not be responsible for the Contractor’s failure to exclude proprietary information from this redacted copy.

Response shall be submitted to:

Virginia Polytechnic Institute and State University (Virginia Tech)

Procurement Department (MC 0333)

North End Center, Suite 2100

300 Turner Street NW

Blacksburg, Virginia 24061

**Reference the Due Date and Hour, and RFP Number in the lower left hand corner of the return envelope or package**.

No other distribution of the proposals shall be made by the Offeror.

2. Proposal Preparation:

a. Proposals shall be signed by an authorized representative of the Offeror. All information requested should be submitted. Failure to submit all information requested may result in Virginia Tech requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by Virginia Tech at its discretion. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

b. Proposals should be prepared simply and economically providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.

c. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, subletter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and subletter should be repeated at the top of the next page. The proposal should contain a table of contents which cross references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.

d. Each copy of the proposal should be bound in a single volume where practical. All documentation submitted with the proposal should be bound in that single volume.

e. Ownership of all data, material and documentation originated and prepared for Virginia Tech pursuant to the RFP shall belong exclusively to Virginia Tech and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act. However, to prevent disclosure the Offeror must invoke the protections of Section 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other materials is submitted. The written request must specifically identify the data or other materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and may result in rejection of the proposal.

3. Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to Virginia Tech. This will provide an opportunity for the Offeror to clarify or elaborate on the proposal but will in no way change the original proposal. Virginia Tech will schedule the time and location of these presentations. Oral presentations are an option of Virginia Tech and may not be conducted. Therefore, proposals should be complete.

IX. SELECTION CRITERIA AND AWARD:

1. Selection Criteria

Proposals will be evaluated by Virginia Tech using the following:

Maximum Point

Criteria Value

1. Quality of products/services offered and suitability for 10

the intended purposes

2. Qualifications and experiences of Offeror in providing 25

the goods/services

3. Specific plans or methodology to be used to provide the 25

Services

4. Cost (or Price) 30

5. Participation of Small, Women-Owned and Minority 10

(SWAM) Business \_\_\_\_\_\_

Total 100

1. Award

Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposal, including price, if so stated in the Request for Proposal. Negotiations shall then be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, Virginia Tech shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. Virginia Tech may cancel this Request for Proposal or reject proposals at any time prior to an award. Should Virginia Tech determine in writing and in its sole discretion that only one offeror has made the best proposal, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of this solicitation and the Contractor's proposal as negotiated. See Attachment C for sample contract form.

Virginia Tech reserves the right to award multiple contracts as a result of this solicitation.

X. OPTIONAL PRE-PROPOSAL CONFERENCE:

An optional pre-proposal conference will be held on **Wednesday, March 20, 2019 at 10:00 a.m.** in the Sterrett Classroom, 230 Sterrett Drive, Blacksburg, VA 24061. The purpose of this conference is to allow potential Offerors an opportunity to present questions and obtain clarification relative to any facet of this solicitation.

While attendance at this conference will not be a prerequisite to submitting a proposal, offerors who intend to submit a proposal are encouraged to attend.

Bring a copy of this solicitation with you. Any changes resulting from this conference will be issued in a written addendum to this solicitation.

**It is strongly recommended that you obtain a Virginia Tech parking permit for display on your vehicle prior to attending the conference. Parking permits are available from the Virginia Tech Parking Services Department located at 505 Beamer Way, phone: (540) 231-3200, e-mail:** [**parking@vt.edu**](mailto:parking@vt.edu)**.**

XI. INQUIRIES:

All inquiries concerning this solicitation should be submitted in writing via email, citing the particular RFP section and paragraph number. All inquiries will be answered in the form of an addendum. Inquiries must be submitted by **5:00 PM on MARCH 27, 2019**. Inquiries must be submitted to the procurement officer identified in this solicitation.

XII. INVOICES:

Invoices for goods or services provided under any contract resulting from this solicitation shall be submitted by email to [vtinvoices@vt.edu](mailto:vtinvoices@vt.edu) or by mail to:

Virginia Polytechnic Institute and State University (Virginia Tech)

Accounts Payable

North End Center, Suite 3300

300 Turner Street NW

Blacksburg, Virginia 24061

XIII. METHOD OF PAYMENT:

Virginia Tech will authorize payment to the contractor as negotiated in any resulting contract from the aforementioned Request for Proposal.

Payment can be expedited through the use of the Wells One AP Control Payment System. Virginia Tech strongly encourages participation in this program. For more information on this program please refer to Virginia Tech’s Procurement website located at the following link:

[http://www.procurement.vt.edu/vendor/wellsone.html](http://www.procurement.vt.edu/vendor/wellsone.html%20) or contact the procurement officer identified in the RFP.

XIV. ADDENDUM:

Any **ADDENDUM** issued for this solicitation may be accessed at the following link: <http://www.apps.vpfin.vt.edu/html.docs/bids.php>. Since a paper copy of the addendum will not be mailed to you, we encourage you to check the web site regularly.

XV. COMMUNICATIONS:

Communications regarding this solicitation shall be formal from the date of issue, until either a Contractor has been selected or the Procurement Department rejects all proposals. Formal communications will be directed to the procurement officer listed on this solicitation. Informal communications, including but not limited to request for information, comments or speculations regarding this solicitation to any University employee other than a Procurement Department representative may result in the offending Offeror’s proposal being rejected.

XVI. CONTROLLING VERSION OF SOLICITATION:

The posted version of the solicitation and any addenda issued by Virginia Tech Procurement Services is the mandatory controlling version of the document. Any modification of/or additions to the solicitation by the Offeror shall not modify the official version of the solicitation issued by Virginia Tech Procurement Services. Such modifications or additions to the solicitation by the Offeror may be cause for rejection of the proposal; however, Virginia Tech reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.

XVII. TERMS AND CONDITIONS:

This solicitation and any resulting contract/purchase order shall be governed by the attached terms and conditions, see Attachment A.

XVIII. CONTRACT ADMINISTRATION:

1. Kathryn M. Dicken, Contracts Officer, Facilities Contracts, at Virginia Tech or their designee, shall be identified as the Contract Administrator and shall use all powers under the contract to enforce its faithful performance.
2. The Contract Administrator, or their designee, shall determine the amount, quantity, acceptability, fitness of all aspects of the services and shall decide all other questions in connection with the services. The Contract Administrator, or their designee, shall not have authority to approve changes in the services which alter the concept or which call for an extension of time for this contract. Any modifications made must be authorized by the Virginia Tech Procurement Department through a written amendment to the contract.

XIX. ATTACHMENTS:

Attachment A – Terms and Conditions

Attachment B – Zone Map for Cooperative Contracts

Attachment C – Sample of Standard Contract Form

Attachment D – Professional References

Attachment E – Fixed Chemical Extinguishing System Equipment Inventory

Attachment F – Portable Fire Extinguishers Equipment Inventory

Attachment G – Pricing Schedule Format

**ATTACHMENT A**

**TERMS AND CONDITIONS**

**RFP GENERAL TERMS AND CONDITIONS**

See:

<https://www.procurement.vt.edu/content/dam/procurement_vt_edu/docs/terms/Full_GTC_RFP_01182019.pdf>

**ADDITIONAL TERMS AND CONDITIONS**

1. **ADDITIONAL GOODS AND SERVICES**: The University may acquire other goods or services that the supplier provides other than those specifically solicited. The University reserves the right, subject to mutual agreement, for the Contractor to provide additional goods and/or services under the same pricing, terms and conditions and to make modifications or enhancements to the existing goods and services. Such additional goods and services may include other products, components, accessories, subsystems, or related services newly introduced during the term of the Agreement.
2. **AUDIT**: The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. Virginia Tech, its authorized agents, and/or the State auditors shall have full access and the right to examine any of said materials during said period.
3. **AVAILABILITY OF FUNDS**: It is understood and agreed between the parties herein that Virginia Tech shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
4. **CANCELLATION OF CONTRACT**: Virginia Tech reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
5. **CONTRACT DOCUMENTS**: The contract entered into by the parties shall consist of the Request for Proposal including all modifications thereof, the proposal submitted by the Contractor, the written results of negotiations, the Commonwealth Standard Contract Form, all of which shall be referred to collectively as the Contract Documents.

**F. IDENTIFICATION OF BID/PROPOSAL ENVELOPE**: The signed bid or proposal should be returned in a separate envelope or package and identified as follows:

From: \_\_\_\_

Name of Bidder or Offeror Due Date Time Due

\_\_\_\_

Street or Box No. Solicitation Number

\_\_\_\_

City, State, Zip Code Solicitation Title

Name of Procurement Officer: \_\_\_\_

The envelope should be addressed to:

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY (Virginia Tech)

Procurement Department (MC 0333)

North End Center, Suite 2100

300 Turner Street NW

Blacksburg, Virginia 24061

The offeror takes the risk that if the envelope is not marked as described above, it may be inadvertently opened and the information compromised, which may cause the proposal to be disqualified. Bids or Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other bids/proposals should be placed in the envelope.

1. **Notices**: Any notices to be given by either party to the other pursuant to any contract resulting from this solicitation shall be in writing, hand delivered or mailed to the address of the respective party at the following address

If to Contractor: Address Shown On RFP Cover Page

Attention: Name Of Person Signing RFP

If to Virginia Tech:

Virginia Polytechnic Institute and State University (Virginia Tech)

Attn: Kimberly Dulaney

Procurement Department (MC 0333)

North End Center, Suite 2100

300 Turner Street NW

Blacksburg, Virginia 24061

and

Virginia Polytechnic Institute and State University (Virginia Tech)

Attn: Kathryn M. Dicken

      Facilities Contracts

      230 Sterrett Drive, Ste 90A

Blacksburg, Virginia 24061

1. **SEVERAL LIABILITY**: Virginia Tech will be severally liable to the extent of its purchases made against any contract resulting from this solicitation. Applicable entities described herein will be severally liable to the extent of their purchases made against any contract resulting from this solicitation.
2. **CLOUD OR WEB HOSTED SOFTWARE SOLUTIONS**: For agreements involving Cloud-based Web-hosted software/applications refer to link for additional terms and conditions: <http://www.ita.vt.edu/purchasing/VT_Cloud_Data_Protection_Addendum_final03102017.pdf>

**SPECIAL TERMS AND CONDITIONS**

1. **ADVERTISING**: In the event a contract is awarded for supplies, equipment, or services resulting from this solicitation, no indication of such sales or services to Virginia Tech will be used in product literature or advertising. The contractor shall not state in any of the advertising or product literature that the Commonwealth of Virginia or any agency or institution of the Commonwealth has purchased or uses its products or services.
2. **CRIMINAL CONVICTION CHECKS**: All criminal conviction checks must be concluded prior to the Contractor’s employees gaining access to the Virginia Tech Campus. Employees who have separated employment from Contractor shall undergo another background check prior to re-gaining access to the Virginia Tech campus. Contractor shall ensure subcontractors conduct similar background checks. Virginia Tech reserves the right to audit a contractor’s background check process at any time. All employees have a duty to self-disclose any criminal conviction(s) occurring while assigned to the Virginia Tech campus. Such disclosure shall be made to Contractor, which in turn shall notify the designated Virginia Tech contract administrator within 5 days. If at any time during the term of the contract Virginia Tech discovers an employee has a conviction which raises concerns about university buildings, property, systems, or security, the contractor shall remove that employee’s access to the Virginia Tech campus, unless Virginia Tech consents to such access in writing. Failure to comply with the terms of this provision may result in the termination of the contract.
3. **INSURANCE**:By signing and submitting a Proposal/Bid under this solicitation, the offeror/bidder certifies that if awarded the contract, it will have the following insurance coverages at the time the work commences. Additionally, it will maintain these during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

During the period of the contract, Virginia Tech reserves the right to require the contractor to furnish certificates of insurance for the coverage required.

INSURANCE COVERAGES AND LIMITS REQUIRED:

A. Worker's Compensation - Statutory requirements and benefits.

B. Employers Liability - $100,000.00

C. General Liability - $1,000,000.00 combined single limit. Virginia Tech and the Commonwealth of Virginia shall be named as an additional insured with respect to goods/services being procured. This coverage is to include Premises/Operations Liability, Products and Completed Operations Coverage, Independent Contractor's Liability, Owner's and Contractor's Protective Liability and Personal Injury Liability.

D. Automobile Liability - $500,000.00

F. The contractor agrees to be responsible for, indemnify, defend and hold harmless Virginia Tech, its officers, agents and employees from the payment of all sums of money by reason of any claim against them arising out of any and all occurrences resulting in bodily or mental injury or property damage that may happen to occur in connection with and during the performance of the contract, including but not limited to claims under the Worker's Compensation Act. The contractor agrees that it will, at all times, after the completion of the work, be responsible for, indemnify, defend and hold harmless Virginia Tech, its officers, agents and employees from all liabilities resulting from bodily or mental injury or property damage directly or indirectly arising out of the performance or nonperformance of the contract.

1. **PRICE ESCALATION/DEESCALATION**: Price adjustments may be permitted only for changes in the contractor's cost of materials not to exceed the increase in the following index/indices: CPI-W All Items. No price increases will be authorized for 365 calendar days after the effective date of the contract. Price escalation may be permitted only at the end of this period and each 365 days thereafter and only where verified to the satisfaction of the Virginia Tech Procurement Department.

Contractor shall give not less than 30 days advance notice of any price increase to the Virginia Tech Procurement Department.

1. **SUBCONTRACTS**: No portion of the work shall be subcontracted without prior written consent of Virginia Tech. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish Virginia Tech the names, qualifications and experience of their proposed subcontractors. The contractor shall, however, remain fully liable and responsible for the work to be done by his subcontractor(s) and shall assure compliance with all requirements of the contract.

**ATTACHMENT B**

Zone Map



**Virginia Association of State College & University Purchasing Professionals (VASCUPP)**

**List of member institutions by zones**

|  |  |  |
| --- | --- | --- |
| **Zone 1**  **George Mason University (Fairfax)** | **Zone 2**  **James Madison University (Harrisonburg)** | **Zone 3**  **University of Virginia (Charlottesville)** |
| **Zone 4**  **University of Mary Washington (Fredericksburg)** | **Zone 5**  **College of William and Mary (Williamsburg)**  **Old Dominion University (Norfolk)** | **Zone 6**  **Virginia Commonwealth University (Richmond)** |
| **Zone 7**  **Longwood University (Farmville)** | **Zone 8**  **Virginia Military Institute (Lexington)**  **Virginia Tech (Blacksburg)**  **Radford University (Radford)** | **Zone 9**  **University of Virginia - Wise (Wise)** |

The zone map is provided for the offeror to determine appropriate pricing structures based on approved zones for cooperative institutions. If no other prices are offered, pricing provided will apply to all zones in the Commonwealth. If you wish to provide pricing for a zone other than which this solicitation originated, please indicate you are doing so in the response. If you anticipate pricing differentials for different zones, a separate pricing sheet must be submitted for each zone that includes appropriate pricing for that zone**ATTACHMENT C**

**SAMPLE CONTRACT FORM**

**Standard Contract form for reference only**

**Offerors do not need to fill in this form**

COMMONWEALTH OF VIRGINIA

STANDARD CONTRACT

Contract Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This contract entered into this \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_, by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereinafter called the "Contractor" and Commonwealth of Virginia, Virginia Polytechnic Institute and State University called "Virginia Tech".

WITNESSETH that the Contractor and Virginia Tech, in consideration of the mutual covenants, promises and agreements herein contained, agrees as follows:

SCOPE OF CONTRACT: The Contractor shall provide the \_\_\_\_\_\_\_\_\_\_\_\_\_ to Virginia Tech as set forth in the Contract Documents.

PERIOD OF CONTRACT: From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ through \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

COMPENSATION AND METHOD OF PAYMENT: The Contractor shall  in accordance with the contract documents.

CONTRACT DOCUMENT: The Contract Documents shall consist of this signed contract, Request For Proposal Number \_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_, together with all written modifications thereof and the proposal submitted by the Contractor dated \_\_\_\_\_\_\_\_\_ and the Contractor's letter dated \_\_\_\_\_\_\_\_\_\_, all of which Contract Documents are incorporated herein.

In WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

Contractor: Virginia Tech

By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Attachment D**

PROFESSIONAL REFERENCES

(To be completed by Offeror. Use extra sheets and attachments as necessary to provide complete information).

1. OFFEROR REFERENCES: The Offeror shall be experienced in this type of work. Please list below four (4) references for whom you have performed work similar to those specified in this RFP within the past five years.

|  |  |  |
| --- | --- | --- |
| CLIENT: |  | |
| ADDRESS: |  | |
| CONTACT PERSON/PHONE #: | |  |
| PROJECTS/DATES/DESCRIPTION: | |  |
|  | | |
|  | | |

|  |  |  |
| --- | --- | --- |
| CLIENT: |  | |
| ADDRESS: |  | |
| CONTACT PERSON/PHONE #: | |  |
| PROJECTS/DATES/DESCRIPTION: | |  |
|  | | |
|  | | |

|  |  |  |
| --- | --- | --- |
| CLIENT: |  | |
| ADDRESS: |  | |
| CONTACT PERSON/PHONE #: | |  |
| PROJECTS/DATES/DESCRIPTION: | |  |
|  | | |
|  | | |

|  |  |  |
| --- | --- | --- |
| CLIENT: |  | |
| ADDRESS: |  | |
| CONTACT PERSON/PHONE #: | |  |
| PROJECTS/DATES/DESCRIPTION: | |  |
|  | | |

**Attachment E**

**Fixed Chemical Extinguishing System Equipment Inventory**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  | **QTY.** | **SIZE** |
| **BUILDING** | **SYSTEM TYPE** | **MANUFACTURER** | **MODEL #** | **CYLINDERS** | **CYLINDERS** |
|  |  |  |  |  |  |
| COCHRANE FIGHTING GOBBLER | WET CHEMICAL | ANSUL | R-102 | 2 | 3 GAL. |
| COCHRANE CHOP SHOP | WET CHEMICAL | ANSUL | R-102 | 1 | 3 GAL. |
| COCHRANE MAIN KITCHEN | WET CHEMICAL | ANSUL | R-102 | 3 | 3 GAL. |
| COCHRANE BISTRO | WET CHEMICAL | ANSUL | R-102 | 1 | 3 GAL. |
| COCHRANE BISTRO | WET CHEMICAL | ANSUL | R-102 | 1 | 3 GAL. |
| COCHRANE CHOP SHOP | WET CHEMICAL | ANSUL | R-102 | 1 | 3 GAL. |
| COCHRANE CUTTING EDGE | WET CHEMICAL | ANSUL | R-102 | 1 | 3 GAL. |
| DIETRICK KITCHEN | WET/DRY CHEM | ANSUL | R-101/102 | 3 | 30 LB. |
|  |  |  |  | 1 | 3 GAL. |
| DIETRICK KITCHEN | WET/DRY CHEM | ANSUL | R-101/102 | 1 | 30 LB. |
| DIETRICK EAST SIDE DELI  DIETRICK GAUCHOS  DIETRICK MANGIA  DIETRICK OLIVES  DIETRICK SALSAS  DIETRICK PAN ASIA | WET CHEMICAL  WET CHEMICAL  WET CHEMICAL  WET CHEMICAL  WET CHEMICAL  WET CHEMICAL  WET CHEMICAL  WET CHEMICAL  WET CHEMICAL  WET CHEMICAL  WET CHEMICAL | ANSUL  WET CHEMICAL  ANSUL  ANSUL  ANSUL  ANSUL  ANSUL  ANSUL  ANSUL  ANSUL  ANSUL  ANSUL | R-102  R-102  R-102  R-102  R-102  R-102  R-102  R-102  R-102  R-102  R-102 | 1  1  1  1  1  1  1  1  1  1  1  1 | 3 GAL.  3 GAL.  3 GAL.  3 GAL.  3 GAL.  3 GAL.  3 GAL.  3 GAL.  3 GAL.  3 GAL.  3 GAL.  1.5 GAL. |
| DIETRICK EXPRESS | WET CHEMICAL | ANSUL | R-102 | 2 | 3 GAL. |
| DONALDSON BROWN KITCHEN | WET CHEMICAL | ANSUL | R-102 | 3 | 3 GAL. |
| DONALDSON BROWN KITCHEN | WET CHEMICAL | ANSUL | R-102 | 1 | 3 GAL. |
| JOHNSTON STU CTR-BURGER KING | WET CHEMICAL | ANSUL | R-102 | 1 | 1.5 GAL. |
| JOHNSTON STU CTR-BURGER KING | WET CHEMICAL | ANSUL | R-102 | 1 | 3 GAL. |
| OWENS KITCHEN | WET CHEMICAL | ANSUL | R-102 | 5 | 3 GAL. |
| OWENS-CATERING KITCHEN | WET CHEMICAL | ANSUL | R-102 | 2 | 3 GAL. |
| OWENS-CATERING KITCHEN | WET CHEMICAL | ANSUL | R-102 | 1 | 3 GAL. |
| OWENS-CHICK FIL A | WET CHEMICAL | RANGE GUARD | 66 | 1 | 6 GAL. |
| OWENS-DYNASTY | WET CHEMICAL | ANSUL | R-102 | 2 | 3 GAL. |
| OWENS-SPATULA STREET | WET CHEMICAL | ANSUL | R-102 | 1 | 3 GAL. |
| OWENS-PHILLY CITY | WET CHEMICAL | ANSUL | R-102 | 1 | 3 GAL. |
|  | WET CHEMICAL | ANSUL | R-102 | 1 | 3 GAL. |
| SHULTZ KITCHEN | DRY CHEMICAL | ANSUL | R-101 | 2 | 20 LB. |
| SHULTZ KITCHEN | WET/DRY CHEM | ANSUL | R-101/102 | 1 | 30 LB. |
|  |  |  |  | 2 | 3 GAL. |
| SHULTZ KITCHEN | WET CHEMICAL | ANSUL | R-102 | 2 | 3 GAL. |
| SHULTZ KITCHEN | WET CHEMICAL | ANSUL | R-102 | 1 | 1.5 GAL. |
| SOUTH END ZONE STADIUM | WET CHEMICAL | ANSUL | R-102 | 1 | 3 GAL. |
| SOUTHGATE | WET/DRY CHEM | ANSUL | R-101/102 | 1 | 30 LB. |
| SQUIRES SBARRO | WET/DRY CHEM | ANSUL | R-102 | 1 | 3 GAL. |
| VET MED SNACK BAR | WET CHEMICAL | RANGE GUARD | 2.5 | 1 | 2.5 GAL. |
| WALLACE-RM 341 | WET CHEMICAL | ANSUL | R-102 | 1 | 3 GAL. |
|  |  |  |  |  |  |
| SKELTON CONFERENCE CENTER | WET CHEMICAL | PROCHEM | PCL 460 | 2 | 460 |
|  | WET CHEMICAL | PROCHEM | PCL 300 | 1 | 300 |
|  |  |  |  |  |  |
| STERRETT PAINT BOOTH  LANE STATDIUM CATERING KIT.  LANE STADIUM W. MAIN  KITCHEN | DRY  WET CHEMICAL  WET CHEMICAL | PROCHEM  ANSUL  ANSUL | PCI  R-102  R-102 | 3  1  3 | 70 LB.  3 GAL.  3 GAL. |

**HALON SYSTEM EQUIPMENT INVENTORY**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **CONTROL** | **PANEL** |  | **MANUAL** | **STORAGE** |  |
| **BUILDING** | **AREA** | **PANEL TYPE** | **MODEL** | **DETECTORS** | **STATIONS** | **TANKS** | **CAPACITY** |
| ANDREWS | COMPUTING | KIDDE | GEMINI | 80 | 6 | 4 | 575 |
|  |  |  |  |  |  |  | 520 |
|  |  |  |  |  |  |  | 350 |
|  |  |  |  |  |  |  | 200 |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **CO2 SYSTEM EQUIPMENT INVENTORY** | | | | | | | |
|  | | | | | | | |
|  |  | **CONTROL** | **PANEL** |  | **MANUAL** | **STORAGE** |  |
| **BUILDING** | **AREA** | **PANEL TYPE** | **MODEL** | **DETECTORS** | **STATIONS** | **TANKS** | **CAPACITY** |
| BURCHARD | PAINT BOOTH | KIDDE | SCORPIO | 7 | 1 | 2 | 100 |
| BURCHARD | ROOM 122A | KIDDE | SCORPIO | 6 | 1 | 2 | 100 |
| BURCHARD | WOOD SHOP | KIDDE | SCORPIO | 14 | 4 | 2 | 75 |

**Attachment F**

**Portable Fire Extinguishers Equipment Inventory**

|  |
| --- |
|  |
| EXTINGUISHER TYPES |
| ABC DRY CHEMICAL - 2-1/2, 5, 10 AND 20 LBS. |
| BC DRY CHEMICAL - 2-1/2, 5, 10 AND 20 LBS. |
| PURPLE K - 10 AND 20 LBS. |
| CLASS D - 30 LBS. |
| CLASS K - 2-1/2 GALLONS |
| CLEANGARD - 10 LBS. |
| CO2 - 5, 10, 15, 20, 50 LBS. |
| HALON - 2-1/2, 5, 9, 17 LBS. |
| HALOTRON - 11 LBS. |
| WATER - 2-1/2 GALLONS |
|  |
|  |
| APPROXIMATELY 5000 UNITS IN SERVICE |
|  |
| APPROXIMATELY 250 UNITS ARE DUE FOR HYDROSTATIC TESTING ANNUALLY. |
|  |
| APPROXIMATELY 400 UNITS ARE DUE FOR 6-YEAR MAINTENANCE ANNUALLY. |

**Attachment G**

**Fire Protection Systems Pricing Sheet**

|  |  |  |  |
| --- | --- | --- | --- |
| **Fire Extinguishers:** |  | **Fixed Chemical Systems:** | |
|  |  |  |  |
| **Annual Inspections:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/exting. | **Wet & Dry Chemical Systems:** | |
|  |  | Semi-annual test | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/ea. |
| **Dry Chemical:** |  | 360 deg fusible link | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/ea. |
| Recharge 2.5 lbs. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/exting. | 450 deg fusible link | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/ea. |
| Recharge 5 lbs. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/exting. | 500 deg fusible link | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/ea. |
| Recharge 10 lbs. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/exting. | Nozzle cap | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/ea. |
| Recharge 20 lbs. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/exting. |  |  |
| Hydrostatic Test | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/exting. |  |  |
| 6-Year Maintenance | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/exting. |  |  |
|  |  |  |  |
| **Water:** |  | **CO2 Systems:** |  |
| Recharge 2.5 gal | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/exting. | Semi-annual testing | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/ea. |
| Hydrostatic Test | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/exting. |  |  |
|  |  |  |  |
| **CO2:** |  | **Halon Systems:** |  |
| Recharge 5lbs | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/exting. | Semi-annual test |  |
| Recharge 10 lbs. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/exting. | Andrews Computing | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/ea. |
| Recharge 15 lbs. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/exting. | Smoke Detector Sensitivity | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/ea. |
| Recharge 20 lbs. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/exting. |  |  |
| Hydrostatic Test | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/exting. | **Labor Rates**: |  |
|  |  | Suppression Technician | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/hr. |
| **Type D:** |  | Overtime Rate | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/hr. |
| Recharge per lb. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/lb. |  |  |
| Hydrostatic Test | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/exting. | **Materials discount**: |  |
| 6-Year Maintenance | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/exting. | % off of parts list price | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_% |
|  |  |  |  |
| **Class K:** |  |  |  |
| Recharge per gal. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/gal. |  |  |
| Hydrostatic Test | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/exting. |  |  |
|  |  |  |  |
| **Halon:** |  |  |  |
| Recharge per lb. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/lb. |  |  |
| Hydrostatic Test | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/exting. |  |  |
| 6-Year Maintenance | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/exting. |  |  |
|  |  |  |  |
| **Halotron:** |  |  |  |
| Recharge per lb. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/lb. |  |  |
| Hydrostatic Test | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/exting. |  |  |
| 6-Year Maintenance | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/exting. |  |  |
|  |  |  |  |
| **Cleangard:** |  |  |  |
| Recharge per lb. | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/lb. |  |  |
| Hydrostatic Test | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/exting. |  |  |
| 6-Year Maintenance | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/exting. |  |  |