REQUEST FOR PROPOSAL FOR:
FIRE ALARM PANEL & LIFE SAFETY EQUIPMENT SERVICE
NHTI – Concord’s Community College

NHT14-75

PURPOSE:
The purpose of this REQUEST FOR PROPOSAL is to establish a contract for NHTI Concord’s Community College for parts and for the servicing of fire alarm panels and life safety equipment devices.

VENDOR CERTIFICATIONS
The vendor who is awarded the contract must either be duly registered as a vendor authorized to conduct business in the State of NH or if not will need to submit a completed Alternate W-9 form (no fee) with the contract and must be willing to comply with all terms and conditions of the State of New Hampshire.

NEW HAMPSHIRE SECRETARY OF STATE REGISTRATION
A person or persons conducting business under any name other than his/her own legal name must register with the NH Secretary of State. Businesses are classified as 'Domestic' (in-state) or 'foreign' (out-of-state). See the following website to find out more about the requirements and filing fees for both classifications: http://www.sos.nh.gov/corporate.

CONTRACT TERM:
The term of any resulting contract shall end on or before June 30, 2017.

NHTI – Concord’s Community College shall have the right to terminate the contract at any time by giving the Contractor a thirty (30) day written notice.

PAYMENT AND COMPENSATION:
Payment terms: 100% due within 30 days after satisfactory completion of work invoiced, receipt of the invoice, approval, and acceptance by NHTI – Concord’s Community College. Partial payments are allowed.

SCOPE OF SERVICES:
Work within this request for proposal (RFP) shall include the following:

FIRE ALARM/PANEL SERVICES:
The Contractor shall provide service on fire panels and system components located in the following buildings:

<table>
<thead>
<tr>
<th>Building</th>
<th>Panel Type</th>
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<tbody>
<tr>
<td>Child and Family Development Center</td>
<td>Gamewell Zans 400</td>
</tr>
<tr>
<td>Library</td>
<td>Simplex 4100</td>
</tr>
<tr>
<td>North Hall</td>
<td>Simplex 4100U</td>
</tr>
<tr>
<td>South Hall</td>
<td>Simplex 4100U</td>
</tr>
<tr>
<td>Strout Hall</td>
<td>Simplex 4100U</td>
</tr>
<tr>
<td>Sweeney Hall</td>
<td>Simplex 4100U</td>
</tr>
<tr>
<td>Goldie Crocker Wellness/Student Centers</td>
<td>Simplex 4100U</td>
</tr>
<tr>
<td>Little Hall</td>
<td>Simplex 4100U</td>
</tr>
<tr>
<td>MacRury Hall</td>
<td>Simplex 4010</td>
</tr>
<tr>
<td>Grappone Hall</td>
<td>Simplex 4010</td>
</tr>
<tr>
<td>Farnum Hall</td>
<td>Gamewell Zans 400</td>
</tr>
<tr>
<td>Business/Campus Safety/Maintenance Building</td>
<td>Silent Knight 5207</td>
</tr>
<tr>
<td>Maintenance/Grounds Building</td>
<td>Notifier NFW2-100</td>
</tr>
</tbody>
</table>

The Contractor shall, when necessary, work with other vendors utilized by NHTI as needed.

The Contractor shall make service available twenty-four (24) hours per day, (7) seven days per week. Normal system
maintenance shall occur Monday through Friday between the hours of 8:00 am and 5:00pm.

The Contractor shall respond to NHTI by telephone to all service calls within two hours of the initial call. The Contractor, if required, shall physically respond to NHTI within four (4) hours from the time of the first call or occurrence.

The Contractor shall, in performing the services as described herein, utilize technicians skilled in the service of the described systems as noted below:

- Vendor must have access to Simplex factory direct field bulletins that would address any product recalls, software upgrades, and critical product updates.
- Vendor must have SIMPLEX OEM parts in inventory.
- Vendor must have SIMPLEX factory trained technicians on staff with proof of training and current SIMPLEX programming software and authorized SIMPLEX software keys to program and maintain all fire alarm panels.
- Vendor must have Proper SIMPLEX testing and maintenance tools to properly maintain all systems. Vendor must have SIMPLEX True Start test devices.

All services will comply with NFPA Standards and Contracting Officer’s requirements depending on the type of system. All manufacturer recommendations and any State or local codes will be met to keep the fire alarm systems in proper working condition.

Perspective contractors must be able to demonstrate their ability to perform smoke detector sensitivity testing as required by NFPA 72, Chapter 7.3.21. Failure to meet this requirement may be grounds for bid rejections.

The Contractor shall be required to coordinate all activities with prior contractors as well as subsequent contractors in order to maintain a smooth transition of service.

The Contractor shall maintain or have readily available spare parts and properly trained personnel to support the equipment. Replacement items not readily available will be documented by the contractor for NHTI to decide to stock or not.

The Contractor shall report all items requiring further attention in writing to the Contracting Officer.

The Contractor shall perform all their own maintenance. Sub-Contractors will only be allowed upon receiving written approval in advance from the site contract person. The contractor must provide a list of proposed sub contractor’s that they plan to utilize with this bid.

The Contractor shall, in performing the services as described herein, utilize technicians skilled in the service of the described systems.

The vendor will be responsible for having master boxes plugged out. Fines assessed to the campus due to failure to have a master box plugged out will be the responsibility of the successful bidder. Campus Safety is to be notified when a master box is plugged out and when it has been put back into service.

The vendor will plug out master boxes upon 24 hour notification.

If required, the Contractor shall provide only replacement parts that are new and have the same quality and brand name as that being replaced. Substitutions will be permitted only with prior authorization of the Contracting Officer or his designated representative.

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

The Contracting Office shall be responsible to provide reasonable means of access to all equipment covered by this agreement and promptly notify the contractor of any malfunctions in the systems, which comes to NHTI’s attention.

All repair services, if required, shall be conducted in full compliance with all specified standards in a manner equal to or better than the normal safety and security procedures and standards established by NHTI. At no time shall NHTI facilities or its occupants be placed in jeopardy.
All work must be performed in such a manner as not to inconvenience building occupants. The Contractor shall determine NHTI’s normal working conditions and activities in progress and shall conduct the work in the least disruptive manner. All testing will be conducted on a day and time agreed upon in advance by the Contracting Officer.

The Contractor is required to sign in at the Maintenance Office when arriving on campus and signing out when leaving campus.

Remove and legally dispose of all waste generated by the work

Remove all unused material brought on site by the bidder.

SITE VISITATION:
A walk through will not be necessary.

Bidders are responsible for having ascertained pertinent local conditions, such as equipment, conditions, locations, accessibility, and general character of the site, knowledge of conditions affecting the work. The act of submitting a bid is to be considered as full acknowledgment that the bidder inspected the site and is familiar with the conditions and requirements of these specifications.

Any questions regarding the contents of this request should be directed to Anne Breen at (603) 230-4042.

ADDITIONAL INFORMATION:
NHTI – Concord’s Community College reserves the right to make a written request for additional information from a Contractor/Vendor to assist in understanding or clarifying a Bid Proposal. The responses are to be provided in writing.

Required Safety Data Sheets (SDS) for material brought on site by the successful bidder must be available on site at all times.

All local, state and federal regulations are to be followed. Any fines assessed to NHTI – Concord’s Community College due to the lack of these regulations being followed will be the responsibility of the successful bidder.

If applicable, vendor is responsible for calling Dig Safe System, Inc., a private locating service. A private locating service is needed as with the exception of natural gas, all utilities on the campus of NHTI – Concord’s Community College are privately owned. Any fines, damages, etc. assessed to NHTI – Concord’s Community College due to failure to obtain a Dig Safe permit and to have utilities located by a private company will be the responsibility of the successful bidder.

Shirts are required to be worn at all times on the work site, smoking is allowed only in designated smoking areas, no radios or headsets are allowed, food is available for purchase in two locations and parking for vehicles and equipment must be cleared through the Maintenance Department. Use of cell phones and radios are prohibited while vehicles are in motion. Posted speed limits are to be obeyed. Infractions of rules can result in the offender being asked to leave the campus.

The Contractor who is awarded the contract will need to complete a P-37 contract (sample available upon request) and provide the required Corporate Resolution (corporations/LLC) or Partnership Certificate of Authority or Sole Proprietor Certification of Authority, whichever applies, to show the individual signing the contract is authorized to do so.

Workers’ compensation requirements as outlined in the P37 (15) and as required by NH law must be followed, and includes, in part, providing proof by the Contractor of workers’ compensation insurance coverage for all of its employees on this site. The Contractor awarded the work is also to submit information as required under RSA 21-I: 81 B. This law requires, among other things, the Contractor to provide timely information on employee and subcontractor identity, including all CFOs and principals on a log for this purpose, and for the College to potentially post this information on a publicly accessible website. (Note: Any exemptions demonstrated by the Contractor can be noted in the contract at Exhibit C.)

After the Award of Bid, the Contractor shall submit a list of all employees, all subcontractors’ employees, and other related personnel who will be physically required to work at NHTI – Concord’s Community College, providing the following information for each person:
NHTI – Concord’s Community College reserves the right to request a criminal background check on any employee of Contractor. NHTI – Concord’s Community College also in its discretion may decide that anyone with a criminal history, other than traffic violations that have not been annulled, will not be allowed to work at the project site.

**COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS - EQUAL EMPLOYMENT OPPORTUNITY.**

In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws.

In addition, the Contractor shall comply with all applicable copyright laws.

During the term of any contract, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.

If the contract is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 of September 24, 1965 entitled “Equal Employment Opportunity”, as amended by Executive Order No. 11246 of October 13, 1967 and as supplemented in Department of Labor regulations (41C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States shall issue to implement these regulations.

The Contractor shall allow access by the grantee, the sub-grantee, the Federal agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audits, examinations, excerpts, and transcripts.

The Contractor further agrees to retain all pertinent records for three years after CCSNH makes final payment and all other pending matters are closed.

**INSURANCE:**

Insurance will be more fully addressed at the time a P37 is submitted after the bidding process. The Contractor awarded the contract will need to furnish an insurance certificate which includes the following:

The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, both for the benefit of the State and NHTI – Concord’s Community College, the following insurance: Comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than $250,000 per claim and $2,000,000 per incident, or the current statutory cap on the State’s liability, and fire and extended coverage insurance covering all property subject to subparagraph 9.2 (P-37) of these general provisions, in an amount not less than 80% of the whole replacement value of the property.

This insurance is in addition to the workers’ compensation insurance requirements outlined above in this document.

The policies shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire.

The certificates shall contain a clause prohibiting cancellations or modifications of the policy earlier than 10 days after written notice thereof has been received by the NHTI – Concord’s Community College.

The certificates are required to name NHTI – Concord’s Community College as additional insured.
BOND/SECURITY AND POWER OF ATTORNEY:

NH RSA 447:16 requires contracts for construction, repair or rebuilding of public buildings or other public works (not including design work) over $35,000 to include a payment bond or other security in an amount equal to 100% of the contract price. Other types of contracts may also have bond/security requirements for payment and/or performance. In such contracts, the bond and power of attorney of the person executing the bond must be included in the contract.

ADDENDUM:
In the event it becomes necessary to add to or revise any part of this RFP prior to the scheduled submittal date, NHTI – Concord’s Community College will fax addenda to all who have already submitted bids and post any changes to its website (www.ccsnh.edu/bidding). Before your submission, always check for any addenda or other materials that may have been issued which would affect the RFP by checking this website.

Any change, correction or deviation to this RFP must be addressed in a written addendum. Verbal changes will not be allowed

SUBMISSION OF RFP RESPONSE:
Bids are due June 30, 2014 at 2:00 p.m. If any Addenda to the RFP are issued, please acknowledge in your bid. Your response must include the following: Labor Total, Material Total and Project Total. All the materials requested in this RFP document. Bids should be mailed to NHTI – Concord’s Community College, Attention Melanie Kirby, Chief Financial Officer, 31 College Drive, Concord, NH 03301, faxed to (603) 230-9311, Attn: Melanie Kirby or hand carried to 31 College Drive, Concord, NH. NHTI – Concord’s Community College is not responsible for proposals not received due to equipment failure, mail delays, etc. If you want to ensure your proposal was received please verify by calling Melanie Kirby at (603) 230-4000 ext. 4225.

AWARD:
This contract will be awarded solely on the hourly rate quoted on the bid form, Exhibit A, for NHTI – Concord’s Community College, with Option B to be considered as an add alternate to the work..

NHTI – Concord’s Community College reserves the right to accept or reject any or all of the proposals.

NHTI – Concord’s Community College reserves the right to waive any and all informalities in its best interest.

BID RESULTS:
Bid results may be viewed when available, once the award has been made, on our website only at: www.ccsnh.edu/closed-bids

For Vendors wishing to attend the bid opening: Only the names of the Vendors submitting responses will be made public.
EXHIBIT A

FIRE ALARM PANEL & LIFE SAFETY EQUIPMENT SERVICE

NHTI14-75

NHTI – Concord’s Community College

BID FORM

Company Name: ________________________________________________________________

Address: ____________________________________________________________________

Telephone Number: _____________________________________________________________________

Fax Number: _______________________________________________________________________

Labor Rates
Monday thru Friday 7:00 am to 5:00 pm

$ __________________ per hour/per person 2014-2015

$ __________________ per hour/per person 2015-2016

$ __________________ per hour/per person 2016-2017

(Contract will be awarded based on hourly rate)

Labor Rates
Night/Weekend/Holiday rates

$ __________________ per hour/per person 2014-2015

$ __________________ per hour/per person 2015-2016

$ __________________ per hour/per person 2016-2017

Signature: __________________________________________________________________________________

Printed Name: __________________________________________________________________________

Date: __________________________________________________________________________________

Acknowledging Inclusion of Addendum:

Signature: __________________________________________________________________________________

Printed Name: __________________________________________________________________________

Date: __________________________________________________________________________________

This bid must be signed by a person authorized to legally bind the bidder.