REQUEST FOR PROPOSAL FOR:

Fire and Security Alarm Service and Monitoring

Manchester Community College

PURPOSE:
The purpose of this REQUEST FOR PROPOSAL is to establish a contract for Manchester Community College for Fire and Security Alarm Service and Monitoring.

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 New Hampshire 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, 2014.

Manchester 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 Manchester Community College. Partial payments are allowed.

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

FIRE and SECURITY ALARM SERVICE AND MONITORING:
The contractor shall provide service on an as needed basis to support the security alarm system. The security IDS system includes the following:

Control Panels/Keypads
Window contacts
Door Contacts
Motion Sensors

The Security System is a full operational system at the time of this bid.

The chosen contractor will be responsible for the monitoring of the alarm activations and will need to contact a MCC representative upon activation. (see below)

The Contractor shall respond to MCC by telephone to all service calls within two hours of the initial call. The Contractor, if required, shall physically respond to MCC within four (4) hours from the time of the first call or occurrence.
FIRE ALARM/PANEL SERVICE AND TESTING
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>
</tr>
</thead>
<tbody>
<tr>
<td>HSCI</td>
<td>Notifier with annunciator</td>
</tr>
<tr>
<td>A, B, C</td>
<td>Notifier, annunciator and sub panel</td>
</tr>
<tr>
<td>Maintenance Operations</td>
<td>King Fisher Master Box, control box</td>
</tr>
</tbody>
</table>

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 following list is an approximate number of device components which will be required to be tested during the annual inspection, and serviced on an as needed basis:

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Fire Panel &amp; batteries</td>
</tr>
<tr>
<td>1</td>
<td>Master Box</td>
</tr>
<tr>
<td>1</td>
<td>Annunciator</td>
</tr>
<tr>
<td>118</td>
<td>Strobes</td>
</tr>
<tr>
<td>63</td>
<td>Horns/Speakers</td>
</tr>
<tr>
<td>170</td>
<td>System Smoke Detectors</td>
</tr>
<tr>
<td>42</td>
<td>Pull Stations</td>
</tr>
<tr>
<td>20</td>
<td>Door Holders</td>
</tr>
<tr>
<td>10</td>
<td>Heat Detectors</td>
</tr>
<tr>
<td>18</td>
<td>Duct Detectors</td>
</tr>
<tr>
<td>2</td>
<td>Sub Fire Panels (Student Center &amp; Maintenance)</td>
</tr>
</tbody>
</table>

- Testing of the fire alarm system and its components must be done bi-annually and consist of 50% detector activation, relay operation and all interlocks (if applicable) ie: elevators, air handlers, etc. audible testing & central station verification and done by code and in compliance with regulations and statutes.

- Testing must be conducted once during MCC’s winter break between December and January and again during MCC’s summer break in June, weekdays between 8:00am and 4:00pm.

- The Contractor shall provide a schedule for acceptance by MCC for all required testing a minimum of 2 weeks before the actual inspection occurs. The contractor shall provide a sufficient number of qualified personnel to perform the work and be prepared to complete the testing within the scheduled time frame.

- Bi-Annual tests must be performed so that all initiating devices are tested at least once in a calendar year. The contractor is required to provide an inspection report to the contracting office within (7) seven days of the work being performed. The inspection report must clearly define what was tested and each devices status during the inspection. Any device or software that failed during the inspection which is an immediate threat to the life safety of persons must be reported immediately to the contracting office at the time of its discovery.

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.

All Fire Alarm System testing and maintenance service shall be accomplished as required by current NFPA and New Hampshire State requirements and manufacturers requirements. This includes but is not limited to smoke detector cleaning and sensitivity testing.
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 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.

- **Fire alarm and security system monitoring:**
  The contractor is to provide monitoring on the Fire Alarm system and designated security systems and their components (7) seven days a week, (24) twenty four hours a day including holidays. Components include but aren’t limited too, fire alarms activations on fire panels, entry and exit devices, batteries, glass break detectors, photocells, motion detectors, panic devices, card readers, door contacts, etc.

Once an activation of an event has occurred the contracting company must contact MCC by phone at a specified phone number determined by MCC.

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 MCC 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.

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 summery of the work performed and obtain the MCC’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 MCC’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 MCC. At no time shall MCC 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 MCC’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 be mandatory on August 28, 2012 at 10:00 am.

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.

**ADDITIONAL INFORMATION:**
Manchester 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 Material Safety Data Sheets (MSDS) 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 Manchester 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 Manchester Community College are privately owned. Any fines, damages, etc. assessed to Manchester 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 subcontractor employees, and other related personnel who will be physically required to work at Manchester Community College, providing the following information for each person:

- Name
- Employer’s Company Name
Manchester Community College reserves the right to request a criminal background check on any employee of Contractor. Manchester 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 (“Equal Employment Opportunity”), as supplemented by the regulations of the United States Department of Labor (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 further agrees to permit the State or United States access to any of the Contractor’s books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of a proposed contract.

**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 Manchester 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 Manchester Community College.

The certificates are required to name Manchester 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, Manchester 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 on September 6, 2012, at 2:00 pm. 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 Manchester Community College, Attention Sarah Diversi, CFO, 1066 Front Street Manchester, NH 03102, faxed to 603-668-7788, Attn: Sarah Diversi, or hand carried to 1066 Front Street Manchester, NH 03102. Manchester 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 emailing Sarah Diversi at sdiversi@ccsnh.edu.

AWARD: as applicable:

Manchester Community College reserves the right to accept or reject any or all of the proposals.

Manchester Community College reserves the right to waive any and all informalities in its best interest.
EXHIBIT A

PROJECT: MCC13-04 FIRE and SECURITY ALARM SERVICE AND MONITORING

COLLEGE NAME: Manchester Community College

BID FORM

Company Name: __________________________________________________________

Address: _______________________________________________________________________

Telephone Number: _______________________________________________________________________

Fax Number: ___________________________________________________________________________


<table>
<thead>
<tr>
<th></th>
<th>FY12</th>
<th>FY13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hourly rate Monday – Friday 7:00 am – 3:30 PM</td>
<td>$__________</td>
<td>$__________</td>
</tr>
<tr>
<td>Hourly rate Monday – Friday 3:30 PM – 7:00 AM</td>
<td>$__________</td>
<td>$__________</td>
</tr>
<tr>
<td>Weekends and Holidays</td>
<td>$__________</td>
<td>$__________</td>
</tr>
</tbody>
</table>

Bi-Annual Inspections $__________ $__________

Parts will not exceed a 20% mark up

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.