REQUEST FOR QUOTES
FOR
FIRE & SAFETY MAINTENANCE

PREPARED BY:
Suffolk Redevelopment & Housing Authority
Community Development Department
530 E. Pinner
Suffolk, Virginia 23434
Telephone: (757) 539-2100

Proposals may be withdrawn only by written notice, received at any time before the exact time set for the due date of said quotes.

Quote packet will be available electronically through email request to Tammy Jackson, Community Development Operations Director at tjackson@suffolkrha.org or downloaded from www.suffolkrha.org.

The Suffolk Redevelopment & Housing Authority (SRHA) hereby provides notice that it will receive proposals from qualified firms and individuals to perform a Fire & Safety Maintenance Services.

Written proposals will be received in person, by mail, or electronically. Proposals are due by 2:00 p.m., EDT, on June 30th, 2022, at the SRHA administrative offices located at 530 E. Pinner St., Suffolk, Virginia 23434. Proposals received after this time will not be considered.

In selecting the firm to perform these services consideration will be given to those firms that have performed said services for a minimum of five (5) years or are able to assure the Authority of their ability and experience to provide said services. The Housing Authority reserves the right to reject any or all proposals, to waive any irregularities and to reject any and all proposals or to request additional information from any respondent. All qualified firms, including minority-owned, women owned and Section 3 businesses are invited to submit a proposal.

Copies of the RFP, which contains the instruction for submitting proposals, may be obtained at the SRHA web site at www.suffolkrha.org or via email request to tjackson@suffolkrha.org. Questions regarding the RFP should be submitted in writing at least 7 days before the due date and time to tjackson@suffolkrha.org.

Accommodations for individuals with handicaps/disabilities or limited English proficiency shall be assisted upon request by calling (757) 539-2100, TTY 1-800-897-5630.

Fire & Safety Maintenance Services

INTRODUCTION

INTRODUCTION - It is the intent of this Request for Proposals (RFP) to establish a service contract with a professional fire suppression system inspection, maintenance and repair contractor to provide inspections when required and 'as-needed' repairs for its fire pump, standpipe, fire sprinklers and fire extinguishers for the Suffolk Redevelopment & Housing Authority (Authority) public housing sites listed herein. The scope of work is included in the Statement of Services section of the sample contract included herein.

The contract shall be for a two-year term, renewable at the agreement of both parties for three additional one-year periods.

The Authority is soliciting an annual fee to perform annual inspections and maintenance on SRHA owned property to include the following:

Chorey Park Apartments, a 100 unit, five story high rise with a central fire alarm system, hallway sprinkler system, fire pump, standpipes, fire dampers, emergency and exit lights, backflow valves and hall fire extinguishers.

Administration Building, Hoffler Apartments, Colander Bishop Meadows Apartments with offices and community centers with sprinkler systems, fire extinguishers, backflow valves and emergency exit lights.

Properties will require automatic annual state required inspections on these systems with repair, installation, and upgrading when required.

Contractors must have a minimum of 5 years' experience and be registered with the Commonwealth of Virginia and have all applicable State licenses, have all applicable State licenses, certifications, and comply with all other pertinent laws, rules and/or regulations.

Technical Specifications / Scope of Work

These specifications state the minimum acceptable characteristics for monitoring and inspection services and general terms, the operational requirements for testing and reporting, routine repairs and maintenance, emergency repairs and alarm monitoring shall include but not be limited to all smoke detectors, manual pull devices, sprinkler systems, enunciators, visual indicators and strobes, control units, voice/alarm communication systems, call buttons, hoses, extinguishers other special fire suppression systems and other devices that may be part of the fire safety system. Except as noted, the selected Contractor shall have total "turn-key" responsibility for ensuring that the status of all alarm systems are reported consistent with the requirements of these specifications and all applicable fire, and electrical codes and standards. Any aspect of these specifications, or future addendum, which appears to the Contractor to fall outside applicable codes or standards, shall immediately be brought to the attention of the SRHA.

In all cases, all equipment shall be maintained to manufacturer's specifications, kept in proper working order and in compliance with all applicable codes, at all times. Contractor shall schedule inspections and tests with the individual property managers to ensure all SRHA properties are in compliance. Contractor shall notify property manager at least twenty-four (24) hours prior to the inspection and testing of the system. Contractor shall notify the SRHA property manager within twenty-four (24) hours of any repairs required as a result of the inspection and test. Contractor is responsible for obtaining all permits required for testing, inspection or repairs. Contractor shall not begin any testing, inspection or repair work without obtaining a purchase order, except for emergency repair work as defined in the Procurement Policy:

"An emergency for the purposes of this Policy is defined as an event which, requires immediate action in order to prevent a hazard to life, health, safety, welfare or property or to avoid undue additional cost to SRHA."

Contractor shall notify SRHA in advance of any suggested and/or required upgrades or repairs that are not considered emergency repairs and shall provide a written estimate of cost prior to start of work. SRHA reserves the right to obtain competitive process for repairs or upgrades not covered by this IFB. SRHA reserves the right to request the actual invoice for any repair parts.

Contractor shall deliver requested invoice within seven (7) days of request or SRHA may refuse payment for the parts. Contractors shall provide cost for semi-annual, annual and sensitivity inspections of fire alarm systems (for

smoke detector/control unit arrangement where the detector does not cause a signal at the control unit when its sensitivity is outside its listed sensitivity range); and one (1) annual inspection for sprinkler systems. Internal pipe inspection shall be completed every five (5) years.

Contractor will be responsible for replacing all parts and materials for each portable fire extinguisher. Contractor shall submit cost for the fire extinguishers recharging, hydrostatic testing and annual inspection for the various types of fire extinguishers in service at SRHA.

The Contractor shall provide SRHA with their proposal the full list of services and line item costs for each service requested. SRHA wishes to have a choice in what monitoring services are available for each location and may choose to customize services on AMP by AMP basis. The Contractor shall submit a list of any startup costs associated with establishing accounts. The alarm monitoring Contractor shall work with SRHA to properly setup the reporting criteria for each AMP.

Annual certification of fire extinguishers, annual testing of emergency/exit lights. Contractors shall provide cost for annual emergency/exit lights functional testing according to National Fire Protection Association (NFPA) 101 Section 7.9.3.1.1(2) OFC 604.6.2.

The contractor shall provide services for an initial two-year period with three (3) twelve month optional renewals.

This is a federally funding project and additional forms and/or submittals may be required prior to the issuance of a contract.

Inspection, Testing and Maintenance

All testing and inspection shall be coordinated with SRHA as to minimize the disruption to residents and employees of the facilities and to ensure that responsible individuals are notified of up-coming activities. All work shall be performed on a scheduled and systematic basis and performed in accordance with all NFPA standards, testing frequency and local, state and Federal statutes for the following:

1. Fire alarm systems
2. Sprinkler systems
3. Wet and dry sandpipe systems, hose connections, pressure reducing valves and hose connection pressure reducing devices
4. Fire doors and dampers
5. Fire extinguishers
6. Emergency/Exit lights
7. Fire pumps

Repairs

The Contractor may potentially be responsible for providing repair services to the system. In the event that a deficiency, malfunction, etc., is discovered by the contractor, SRHA is not obligated or required to use the contractor as the source for repairing the deficiency, malfunction, etc. Contractor shall submit repair costs for regular and after hours pricing.

Reporting

A record of each inspection, test or service shall be maintained as specified in NFPA standards and local, State or Federal statutes. The Contractor shall forward copies of each inspection to the local, state or Federal authorities as required by law, code or ordinance. A copy of each inspection, test or service shall be forwarded to SRHA's Operations Department within twenty-four (24) hours of completion of the inspection and/or test.

The Contractor shall keep a detailed log of all tests and inspections performed and the status of all devices tested. This information shall be provided to SRHA after each inspection cycle for each location listing the status of each device and listing any non-functional or non-compliant device. This report is due to SRHA within five (5) working days of the inspection, including a list of deficiencies.

Inspection/Testing Process

Inspect and test fire alarm system

- Verify monitoring signal
- Load test all batteries
- Test all lamps, LED's, fuses, interface equipment, primary power, and battery charger
- Test pull stations by manually operating pull station
- Visually inspect alarm system components including detection devices, notification devices, and control panel for obvious dam mage or trouble indicators
- Functionally test system smoke detectors with aerosol spray smoke or other approved smoke device that insure smoke entry into chamber
- Test audio visual devices for strobe and sound
- Test duct smoke detectors by removing cover and spraying with aerosol smoke or other approved smoke device that insure smoke entry into chamber of the detector head
- Check remote annunciators for function and operation (if applicable)
- Test sprinkler flow switches and supervised control valves connected to sprinkler system
- Inspect remote power supplies (if applicable)
- Test all supervisory devices including control valve tamper switches
- FACP to be reset and left in normal operation and all finding documented on a fire alarm inspection report

Inspect and test wet sprinkler system

- Check hydraulic name plate is legible and securely attached
- Inspect air and water pressures are within the normal range for particular systems
- Inspect relief valves
- Water flow alarm devices will be tested by flushing water through inspectors test connections. Exception: During times of subfreezing temperatures where icing causes an unsafe condition, alternate means of testing will be used.
- Water flow alarm devices(s) will be inspected to determine that the device(s) are free from physical damages.
- Supervisory switches installed on control valves will be tested
- Inspect pressure reducing valves to ensure that they are in the open position, not leaking, are maintaining downstream pressure, and are in good condition
- The condition of the fire department Siamese connection shall be checked including caps, gaskets, clappers, and ball drips
- A flow test will be conducted at each system riser main drain
- Inspect sprinklers to make sure they are free from
    - Corrosion
    - Obstruction to spray pattern
    - Foreign material
    - Physical damage
    - Proper orientation
    - Proper clearance below sprinklers
- Inspect sprinkler piping for the following
    - In good condition
    - Free of mechanical damage
    - Leaks
    - Corrosion
    - Misalignment
    - Not subject to external load (sprinkler pipe not to support other items)
- Inspect pipe hangers for the following
    - Not loose
    - Damage
    - Corrosion
- Check for proper signage
    - Auxiliary system controls
    - Location of areas serviced
    - Low point drains
    - Locations of anti-freeze loops
    - Location of heat tape
- On wet sprinkler systems, check before freezing weather, to ensure windows, doors sky lights, ventilators, attics and other openings will not expose sprinkler piping to freezing temperatures.
- Verify supply of spare sprinklers for proper number and type and that sprinkler wrench is provided

Inspect and test electric fire pump

- Check pipe and fittings (exposed)
- Inspect pump shaft bearing and check play
- Check pressure gauges
- Circulation relief valve
- Inspect pump bearings and lubricate
- Inspect pump coupling alignment and lubricate couplings
- Exercise isolating switches and circuit breakers
- Operate manual starting
- Inspect and operate emergency manual starting means (without power)
- Lubricate mechanical moving parts (excluding starter and relays)
- Calibrate pressure switches
- Grease motor bearings
- Check voltmeter and ammeter for accuracy
- Check for corrosion, cracked wires and water leaks
- Provide flow test
- Verify fire alarm tie in/supervisory alarm
- Record all findings on a fire pump inspection report

Inspect and test portable fire extinguishers

- Insure proper location in designated place
- Operating instructions and DOT and HM labels are legible
- Pull pins, safety seals, and tamper indicators are in place and free from damage
- Verify manufacturer date, due dates for 6-year maintenance, and hydrostat testing
- Check for obstructions to access or visibility
- Check pressure gauge reading or indicator on the operable range or position
- Check fullness by weight or hefting
- Check cylinder, valve body, handle, hose and nozzles for damage
- Record locations and all findings on location sheet

Inspect and test exit and emergency lights

- Record brand name and model number, system wattage and voltage
- Check for physical damage to exterior of unit (test switch, pilot lamp, broken heads etc.)
- Verify battery voltage with a battery analyzer
- Remove AC power for 90-minute test
- Record and document findings make recommendations as needed

Inspect backflow preventer

- Check hydraulic name plate is legible and securely attached
- Inspect OS&Y gate valves are in normal position on double check assembly valve and double check assemblies
- Ensure reduced pressure assemblies and reduced pressure assemblies' differential-sensing valve relief port is not continuing discharging and OS&Y gate valves are in normal open position
- Report and document findings on a backflow preventer inspection form

Inspect and test standpipes

- Verify hydraulic design information sign is in place
- Check all control valves and flow switches
- Inspect pressure reducing vales
- Inspect piping and hangers
- Inspect hose connections
    - Missing caps
    - Missing valve handles
    - Fire hose connection damage
    - Leaking valves
    - Visible obstruction
    - Check for smooth operation of valve

Inspect and test fire dampers

- Confirm label on door is legible
- Confirm no open holes or breaks exist in surface of door or frame
- Verify damper is not blocked from closing
- Check chain and cables for damage
- Check for missing or broken parts
- Verify damper is operational and door closes completely
- Remove link for testing and replace with new link if damaged or painted

Provide sensitivity testing of smoke detectors

- Smoke detector sensitivity testing will check with a calibrated sensitivity tester
    - Producing smoke into smoke detector chamber
    - Verifying the detector is in its proper sensitivity range
    - Detectors found to have sensitivity outside the listed and marked sensitivity range shall be cleaned and recalibrated or be replaced

Chorey Park Apartments – 804 Constance Road

Annual test and Inspection of the Fire Alarm System and Devices (Common Areas Only) $_____

VCI-72 FACP
Remote Annunciator
Communicator
21 Manual Pull Stations
66 Smoke Detectors
2 Heat Detectors
5 Duct Smoke Detectors
5 Flow Switches
38 Horns/Strobes
3 Strobes

Annual Test and Inspection of (1) Wet Sprinkler System (Common Areas Only) $_____
Annual Test and Inspection of Standpipe System $_____
Annual Test and Inspection of (1) Electric Fire Pump $_____
Annual Test and In Inspection of (3) Backflow Preventors at $75.00 per backflow $_____
Annual Tag and Inspection of approximately (20) Fire Extinguishers at $8.00 each $_____
Annual Test and Inspection of approximately (102) Emergency Exit Lights at $9.00 each $_____
Total Per Year $_____

Administration Building – 530 E. Pinner

Annual test and Inspection of the Fire Alarm System and Devices $_____

Siemens Cerberus Pyrotechnics CP-400 FACP
Communicator
7 Manual Pull Stations
7 Smoke Detectors
12 Horns/Strobes
11 Strobes

Annual Tag and Inspection of approximately (8) Fire Extinguishers at $8.00 each $_____
Annual Test and Inspection of approximately (18) Emergency Exit Lights at $9.00 each $_____
Total Per Year $_____

Hoffler Apartments – 2210 E. Washington

Annual Test and Inspection of (2) Wet Sprinkler System at $_____ per system $_____
Annual Test and In Inspection of (2) Backflow Preventors at $_____ per backflow $_____
Annual Tag and Inspection of approximately (2) Fire Extinguishers at $_____each $_____
Annual Test and Inspection of approximately (7) Emergency Exit Lights at $_____each $_____
Total Per Year $_____

Colander Bishop Meadows Apartments 925 Brook Avenue

Annual Tag and Inspection of approximately (1) Fire Extinguisher at $_____each $_____
Annual Test and Inspection of approximately (4) Emergency Exit Lights at $_____each $_____
Total Per Year (Or Minimum Billing) $_____

Work Scope and Labor Rates

- 24-hour on call
- 2-hour phone response
- Onsite within 4 hours
- Provide spread sheet with dates and location of equipment
- All inspections to be done during the hours of 7:30 am to 4:00 pm

Emergency Service Call Rates

- Monday thru Friday service call 7:30 am to 4:00 pm $_____ per hour per technician (___-hour minimum)
- After Hours and Weekends $_____ per hour per technician (____-hour minimum)
- Holidays $_____per hour per technician (_____-hour minimum)

Scheduled Service Call Rates

- Monday thru Friday service call 7:30 am to 4:00 pm $_____per hour per technician (_____-hour minimum)
- Vehicle Trip Charge for all Service Calls $_____
- No Show/Reschedule fee for scheduled inspections $_____
- Tamper Seals for Fire Extinguishers $_____
- Recharges for 5 lb. Fire Extinguishers $_____
- Recharges for 10 lb. Fire Extinguishers $_____
- Five year internal inspection of sprinkler system piping $_____
- Five year Sprinkler System pipe flushing $_____
- Five year Internal Inspection of Wet Pipe Sprinkler Systems control or check valves $_____
- Three year full flow trip test of the Dry Pipe Sprinkler Systems $_____
- All parts and repairs not included in this proposal (to be priced separately)
- 10% discount from list price on all parts

Repair or replacement cost

Labor cost to install new Emergency Light	$
Labor cost to install new Exit Light	$
Labor cost to install new Combination Exit/Emergency Light	$
Batteries for emergency and exit lights (new)	$
5 lb. ABC dry chemical fire extinguisher (new)	$
5 lb. ABC dry chemical hydrostatic test	$
5 lb. ABC dry chemical fire extinguisher (recharge)	$
6-year maintenance on 5 lb. ABC dry chemical fire extinguisher	$
10 lb. ABC dry chemical fire extinguisher (new)	$
10 lb. ABC dry chemical hydrostatic test	$
10 lb. ABC dry chemical fire extinguisher (recharge)	$
6-year maintenance on 10 lb. ABC dry chemical fire extinguisher	$

Fire Alarm, Sprinkler and Fire pump repairs and or replacement is based on time and material using the pricing listed in this proposal under the work scope and labor rate section.