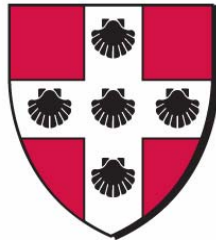


WESLEYAN

UNIVERSITY



Request for Proposal Fire Extinguishers and Suppression Systems Inspection, Testing and Maintenance

Proposal Due Date: August 14, 2012

Time and Date of Pre-Proposal Conference	9:00 ~ 11:00 A.M. 08/7/12/2012
Deadline for Inquiries	5:00 P.M. 08/9/12/2012
Time and Date Set for Closing – Sealed bids must be received by:	2:00 P.M. 08/14/12/2012
Planned Contract Start Date:	08/20/2012

Fire Extinguishers and Suppression Systems

SECTION I

REQUEST FOR PROPOSAL (RFP)

Request for Proposal for Fire Extinguishers and Suppression Systems Inspection, Testing and Maintenance at Wesleyan University, Middletown, CT

Wesleyan University is a liberal arts university established in 1831 with strong curricula in the physical and biological sciences as well as fine arts. It is a private residential facility, with approximately 3,000 students (undergraduate plus graduate). Students live either in residence halls, apartments or one and two family housing units adjacent to the core campus. There are 250 undergraduate, graduate, and faculty/staff residential units located throughout the campus. The residential units are adjacent to the central portion of the campus and are located in the surrounding residential areas. In addition to the residential buildings, the central campus consists of approximately 90 academic, laboratory, athletic, and administrative buildings.

There are almost 1,800 fire extinguishers in our campus inventory. They are located in 275 buildings on campus. Due to vandalism, the fire extinguishers have been removed from the cabinets in the undergraduate residence hall corridors, but remain in kitchens and mechanical rooms. Fire extinguishers are located in the common areas of apartment buildings and in all apartment kitchens. They are also located in the basements and kitchens senior of all undergraduate houses (approximately 125) basements and kitchens of undergraduate rooming houses (approximately 23).

The academic, administrative and athletic facilities have fire extinguishers installed per NFPA 10. Attachment #3 is a list of all campus buildings, sorted by the type of building – academic, administrative, undergraduate, graduate. Attachment #4 shows the locations of each fire extinguisher in the building. In some cases the specific extinguisher location, size and type may not be accurate if renovations or replacements have taken place since the last annual inspection. It is the responsibility of the ITM contractor to verify and/or update the location information.

PROJECT DESCRIPTION

Annual Fire Extinguisher inspection, testing and maintenance work at the Wesleyan University campus in Middletown, CT. The annual inspection is to be performed per the requirements of NFPA 10 – 2007 edition.

Annual Special Systems and semi-annual Fire Suppression inspection, testing and maintenance work at the Wesleyan University campus in Middletown, CT.

In addition to the bid form, contractor must provide a list of other facilities or organizations who the company currently has contracts with as well as the contact information for the organizations' key person; a list of personnel who will be conducting inspections and their qualifications and/or resume, and a brief description of Fire Extinguisher inspection protocol. See Instructions to Bidders section below.

SCOPE OF SERVICES

Annual Fire Extinguisher Inspection Services:

1. Perform inspections for each fire extinguisher at the designated 1,800 locations, as required by Wesleyan University Campus Fire Safety, in accordance with NFPA 10 - 2007 edition guidelines.
 - Is the Extinguisher in its proper place?
 - Is the Extinguisher visible and unobstructed?
 - Are the Extinguisher's nameplate and operating instructions visible?
 - Are the Extinguisher's safety seal and tamper indicators unbroken?
 - Is the extinguisher full?
 - Is there any obvious physical damage to the extinguisher?
 - Does the extinguisher have sufficient operating pressure?
 - Inspect nozzle and hose for condition
 - Inspect for hazardous material identification system (HMIS) label
 - Is the extinguisher due for 6 year, hydrostatic or other test?
2. Verify information on the Extinguisher Location spreadsheet (*Attachment #4*) provided by Wesleyan University Campus Fire Safety; document status and required maintenance of the listed extinguisher, extinguisher location, extinguisher type and size, and type of hook and/or mount.
3. Provide a quote for the required maintenance and/or coordinate the required maintenance documented in Item #2 above. Any required maintenance work must receive prior approval by Campus Fire Safety. *Failure to do so may result in non-payment for work performed.*
4. Forward information from Items #2 and #3 above to Campus Fire Safety within 14 days of the completion of Fire Extinguisher inspections, unless there is an immediate life safety threat, in which case notify Campus Fire Safety within 24 hrs of completed inspection.
5. Deliver a complete and updated Extinguisher Location spreadsheet in both paper and electronic (Microsoft Excel) format within 14 days of completion of required maintenance and repair work. *Failure to do so will void terms of the contract and may result in non-payment for work performed.*

Annual Special Systems and semi-annual Fire Suppression inspection Services:

1. Coordinate and schedule a date and time to perform an inspection and/or maintenance of all systems on campus. Inspections must be performed during specific dates/times due to class and dining schedules.
2. Provide a quote for the required maintenance. Any required maintenance work must receive prior approval by Campus Fire Safety. *Failure to do so may result in non-payment for work performed.*

3. Forward information from Items #2 above to Campus Fire Safety within 7 days of the completion of Fire Suppression inspections, unless there is an immediate life safety threat, in which case notify Campus Fire Safety within 24 hrs of completed inspection.

GENERAL CONDITIONS

1. The proposed term is for a three (3) year contract with an option for additional two (2) year extensions at the University's request.
2. Wesleyan Standard Terms and Conditions: By submitting a bid hereunder bidder agrees to be bound by terms and conditions contained in the Wesleyan University Master Purchase Agreement (*attachment #5*), attached hereto and made a part hereof. Bidders shall sign and deliver an executed copy of the agreement with the bid to be counter signed by the University if the bid is accepted.

INSTRUCTIONS TO BIDDERS

1. Contract RFP may be acquired by contacting:

Olga Bookas
(860) 685-2122

Any questions regarding this RFP shall be submitted in writing by email to obookas@wesleyan.edu

All Contractors intending to bid are required to attend a pre-bid conference:

Date: August 7, 2012
Time: 9:00 a.m. – 11:00 a.m.
Location: 237 High Street, North College,
Lower Level Conference Room 024

2. Directions to the University are located at www.wesleyan.edu
3. Bids are to be submitted electronically via email to: obookas@wesleyan.edu
4. Respondents shall supply one (1) original and two (2) copies of the proposal. Pages should be numbered to contain an organized, paginated table of contents corresponding to the section and pages of the proposal.
5. Sealed bids are to be submitted to:

Olga Bookas, Director of Purchasing
Wesleyan University
Finance Office
237 High Street, North College
Lower Level, Room 023
Middletown, CT 06459
obookas@wesleyan.edu
Phone: 860 685-2122, Fax: 860-685-2520

Sealed bids must be received by:
Date – August 14, 2012
Time – 2:00 p.m.

Telephone proposals will not be accepted. All submitted proposals become the property of Wesleyan University after the RFP submittal deadline/opening date. Responses submitted shall constitute an offer for a period of ninety (90) days or until selection is made by Wesleyan University management.

6. Content: Below is a summary of requested information. Proposals submitted without this information will be considered incomplete:
 - a. Company description, including Ownership
 - b. Physical address and mailing address
 - c. Telephone, fax, and cellular numbers of company and representatives
 - d. Email addresses of company and representatives
 - e. Bid Proposal Form (*Attachment #1*)
 - f. Insurance documentation as required by the Wesleyan University Master Purchase Agreement (*attachment #5, Schedule B*)
 - g. References: Provide a complete list of all companies you are currently servicing, including contact name and telephone number of client
 - h. A list of personnel who will be conducting inspections and their qualifications and/or resume
 - i. Provide a brief description of inspection protocol, including policy for replacement of extinguishers temporarily removed from service for maintenance work
 - j. Litigation the company has been involved with, in the New England area during the last two (2) years

7. Addenda or answers to any Request for Information RFI (if necessary) will be distributed by email to those who have attended the pre-bid meeting.

ATTACHMENTS

Attachment #1: Fire Extinguisher Proposal Form

Attachment #2: Campus Map – a copy will also be handed out at the pre-bid meeting

Attachment #3: Campus Building List, sorted by use group

Attachment #4: Extinguisher Location spreadsheet, sorted by use group and address
***This list is as of the 2011 inspections. The successful bidder will be given a CD with the 2011 locations and work completed in Excel spreadsheet format.*

Attachment #5: Extinguisher Maintenance list and amounts

Attachment #6: List of Kitchen Hood Suppression Systems and Special Systems

Attachment #7: Wesleyan University Vendor Agreement

***Please note the insurance requirements.*