



Request for Proposal for Fire Sprinkler 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 and are located in the surrounding residential areas. In addition to the residential buildings, the central campus consists of approximately 90 academic and administrative buildings.

PROJECT DESCRIPTION

The university is seeking proposals from qualified fire sprinkler contractors for inspection, testing and maintenance services per NFPA 25 for all fire sprinkler systems. There are 110 buildings with fire sprinkler systems in our campus inventory. See *Attachment #2* for a complete list of buildings and the types of systems. Most of the buildings have fire sprinkler systems installed per NFPA 13. Some of the larger residential buildings have NFPA 13R systems, and there are 55 one and two family woodframe houses with NFPA 13D systems. The university has an excellent record of maintaining and testing fire sprinkler systems, so with the approval of the fire marshal's office, the standard inspection schedule per NFPA 25 has been slightly modified.

SCOPE OF SERVICES

The system inspections are to be performed per the requirements of NFPA 25 - 2002 edition, as adopted and/or modified by the General Statutes of the state of Connecticut.

- ◆ All NFPA 13, 13R and 13D wet sprinkler systems and components are to be inspected and a flow test conducted once per year.
- ◆ All dry sprinkler systems, or wet systems with glycol/anti-freeze sections (approximately 14 buildings) are inspected and tested quarterly.
- ◆ All systems have backflow preventers that must be tested and certified once per year.
- ◆ All deficiencies found during inspections and testing are to be reported to the university within 24 hours of completing the inspection.

BID REQUIREMENTS

In addition to the bid form, contractor must provide the items described below. Failure to include any required information may disqualify the proposal.

1. Company description, including Ownership (see bid form, *Attachment #1*)
2. Physical address and mailing address (see bid form, *Attachment #1*)

3. Telephone, fax, and cellular numbers of company and representatives (see bid form, *Attachment #1*)
4. Email addresses of company and representatives (see bid form, *Attachment #1*)
5. Bid Proposal Form Section 00300 (see bid form, *Attachment #1*)
6. A list of personnel who will be conducting inspections and their qualifications and/or resume
7. A sample of all inspection and testing forms used by the company. Include blank samples, as well as a copy of each of the forms that has been filled out during a recent inspection. Delete the name and any other identifying information of the owner/company and location of service.
8. Insurance documentation as required by the Wesleyan University Master Purchase Agreement (*Attachment #3, Schedule B*)
9. References: Provide a list of at least 3 companies you are currently servicing, including contact name and telephone number of client
10. A signed copy of the Wesleyan University Master Terms and Conditions. See #2 below.

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 #3*), 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 documents may be acquired by contacting:

Olga Bookas, Purchasing Manager
Wesleyan University - Finance Office
North College - 4th Floor
237 High St
Middletown, CT 06459
(860) 685-2122

2. Bids are to be submitted electronically via email to:

Olga Bookas, Purchasing Manager
Wesleyan University
obookas@wesleyan.edu

Bids must be received by:

Date – Thursday January 21, 2010

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.

3. Pre-Bid Meeting: Interested bidders are encouraged to attend a pre-bid meeting and tour of the campus on **Tuesday January 7, 2009 at 2 pm. The meeting will be held at the Cady Building, 170 Long Lane, Middletown, CT.**
4. Requests for Information: Direct any questions about the scope of the work to:

Mike Conte, Assistant Director Mechanical Trades
Wesleyan University
170 Long Lane, Cady Building
Middletown, CT 06459
(860) 685-3792 office
(860) 982-8546 cell
(860) 685-3754 fax
mconte@wesleyan.edu

5. 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 Sprinkler Proposal Form
- Attachment #2: Fire Sprinkler system list by building
- Attachment #3: Campus Map – a copy will also be handed out at the pre-bid meeting
- Attachment #4: Wesleyan University Vendor Agreement

***Please note the insurance requirements.*