

REQUEST FOR PROPOSALS RFP23-047

FOR

SPRINKLER/FIRE ALARM SYSTEM TESTING

Submission Deadline: October 18, 2022

 2:00 p.m. Central Time

Questions and/or requests for clarification of this RFP should be submitted via email to the Purchasing Manager, Kelly Sloan at purchase@missouriwestern.edu. All questions and/or clarifications can be sent regarding this RFP to the Purchasing Department until 12:00pm on October 10, 2022. Questions received after this date may not be answered. Please reference RFP23-047 on all correspondence. Answers to the submitted questions will be emailed to each vendor as an addendum to this RFP. It is the responsibility of all interested parties to read this information and return it as part of the RFP confirming receipt.



**BID SPECIFICATION SHEET FOR RFP23-047**

FIRE/SPRINKLER ALARM SYSTEM TESTING

**scope of Project**

Missouri Western State University (MWSU), a public higher education institution, is accepting proposals and intends to enter into an agreement with a vendor(s) that specializes in Fire Alarm, Fire Sprinkler, Fire Suppression System Services, and Inspections.
In this Request for Proposal MWSU intends to select one or multiple vendors as a result of this RFP.

All fire sprinklers and fire alarms in campus buildings are to be inspected and tested in accordance with the NFPA 25, Standard for Inspection, Testing and Maintenance of Water-Based Fire Protection Systems, 2023 edition as well as any applicable local codes. Inspection intervals may vary based on AHJ (authority having jurisdiction) and types of systems but no less than what is required by NFPA 25.

Note: NFPA 25 requires that inspections and testing of fire sprinkler systems and fire alarms are to be performed weekly, monthly, quarterly, semi-annually, and annually. Note: MWSU will be responsible for conducting weekly and monthly inspection.

**School Overview**

Detailed information regarding Missouri Western State University may be found at

<http://www.missouriwestern.edu/about/>

**MANDATORY PRE-BID MEETING**

There will a mandatory pre-bid meeting in Popplewell Hall room 207 on October 5, 2022 at 10:00am. Tours of all areas and questions will be answered at this meeting.

**Bid specification**

Provide all labor, materials and tools for the complete inspections. Work must be coordinated with MWSU to minimize interference with University functions.

1. Semi-Annual Sprinkler System Testing and Inspections Shall Include but Not Limited To:
	* Vane and pressure switch type devices must be tested.
2. Annual Sprinkler System Testing and Inspections Shall Include but Not Limited To:
	* Hangar and seismic bracing, pipes and fittings, information signage, and spare sprinklers should be inspected. Every year, a full test and tagging and physical checks on all parts of the fire sprinkler system should be performed, including:
		1. Water flow test
		2. Fire pump test
		3. Antifreeze concentration test (if applicable)
		4. Alarm tests
		5. Trip tests of dry, deluge and pre-action valves
		6. Testing Post Indicator Values
3. 3 YEARS Sprinkler System Testing and Inspections Shall Include but Not Limited To:
	* Dry or pre-action sprinkler system, testing leak rates need to be tested every 3 years.
4. 5 YEARS Sprinkler System Testing and Inspections Shall Include but Not Limited To:
	* Internal inspection of the sprinkler piping performed including testing of all the gauges.
	* NOTE: Sprinkler systems are located in the following locations:
		1. Dorms: Leaverton Hall, Vaselakos Hall, Scanlon Hall, Vartabedian Hall
		2. Auxiliary: Commons, GISC, Baker Fitness, Spratt Stadium, Kit Bond Incubator
		3. Main Campus: Blum Union, Fulkerson, Leah Spratt Hall, Hearnes Center, Eder Hall, Murphy Hall, Popplewell Hall, Potter Hall, Remington Hall, Agenstein Hall
5. Semi-Annual Fire Alarm System Testing and Inspection Shall Include but Not Limited To:
	* Testing of the functionality of ALL flow switches, tamper switches (including PIV), and backup batteries should be performed. Visual inspections of initiation and notification devices should occur semi-annually.
6. Annual Fire Alarm System Testing and Inspection Shall Include but Not Limited To:
	* Full testing and inspection the fire alarm system should be performed every year, including:
		1. Horn/strobe testing and inspection.
		2. Inspection and testing of pull stations, detectors, and flow switches.
		3. Control panel testing and inspection.
		4. Battery and backup power supply panel testing and inspection.
		5. Testing of voice evacuation equipment.
		6. Send signals to monitoring center to test communication path.
	* NOTE: Tags / reports should be properly marked / completed for inspections on the Fire Sprinkler and Alarm Panels.
7. Kitchen Hood Inspection:
	* Inspect all kitchen hoods located in Blum Union Dining Hall adjoining food preparation locations in Blum Union.
	* Inspect kitchen hood in The Commons
8. Deficiency Report
	* Detailed Reports will be provided listing any and all deficiency including estimated cost of repairs.
	* **NOTE: Reported deficiencies will be reviewed by Missouri Western State University. After review deficiencies desired to be contracted for repair will be listed. Any and all deficiencies are subject to being placed out for bid.**

**Bidder Instructions**

* Proposals may not be accepted if the RFP number is not on the outside of the envelope.
* Proposal must be prepared in accordance with Submission Material (described below). Those proposals, which are not in compliance, may be deemed non-responsive.
* The last day for questions regarding this RFP is 12:00 p.m. Central Time, October 10, 2022. These questions should be submitted to purchase@misssouriwestern.edu.
* RFP should be submitted no later than October 18, 2022 2:00 p.m. Central Time to:

Missouri Western State University

Purchasing, Popplewell Hall 221

4525 Downs Drive

St. Joseph, MO 64507

**Submission Materials**

ELECTRONIC AND/OR FAXED COPIES WILL NOT BE ACCEPTED. Responses must be signed and sealed in mailing envelopes with the Vendor’s name and address clearly written on the outside. The Request for Proposals Bid Number (RFP23-047) shall also be clearly marked on the outside of the envelope or package. The following items should be mailed to MWSU by October 18, 2022 no later than 2:00pm.

* Invitation to Bid Page: Complete the required vendor contact information for RFP23-047.
* References (3) specifications found on page 6.
* Pricing: Include page 7
* Addendum: Include any addendums for verification of receipt.
* Current signed W-9

**Proposal Term**

MWSU is seeking a multi-year contract for full implementation beginning on July 1, 2023 running for three (3) years until June 30, 2026. MWSU requests proration of services after award of the contract until June 30, 2023 (approximately 8 months), after which full year pricing will occur.

Upon mutual agreement by the vendor and MWSU, the contract may be renewed by MWSU for an additional two (2) years (ending June 30, 2028) following the initial three (3) year contract period, possibly totaling contract to five (5) years.

**Questions**

Questions and/or requests for clarification of this RFP should be submitted via email to the Purchasing Manager, Kelly Sloan at purchase@missouriwestern.edu. **All questions and/or clarifications can be sent at any time regarding this RFP to the Purchasing Department until Monday, October 10, 2022 at noon.** Questions received after this date may not be answered. Please reference the RFP23-047 on all correspondence. Answers to the submitted questions will be e-mailed to each vendor as an addendum to this solicitation. It is the responsibility of all interested parties to read this information and return it as part of the RFP confirming receipt.

**Evaluation and Selection**

For vendors who meet the minimum qualifications their proposals shall be evaluated by the Selection Review Committee. Final decisions will be based on the Review Selection committee’s assessment of the best use of limited dollars and potential return on investment.

Responses to this RFP will be evaluated upon the features and functionality stated in the proposal and the related costs as well as the responses provided.

Factors that will be considered during the assessment and decision process include:

* Information from references provided by prior and current customers of the vendors
* Pricing
* Experience and Reliability
* Response and compliance to the requirements of RFP

**REFERENCES**

Every vendor will provide at least three (3) references, which reflect a successful implementation of similar scope and size. References should include the following information:

* Customer name and address
* Contact person and telephone number
* Description of the Project with timeline implementation
* Audience size

**REQUIRED AFTER AWARD/PRIOR TO WORK BEGINNING**

* A Certificate of Liability Insurance will also be required with MWSU listed as an additional insured will be required after bid has been awarded.
* Missouri Revised Statute Chapter 292.675 went into effect on August 28, 2008, all on-site employees are required to complete the ten-hour safety training program.



**PRICING SHEET FOR RFP23-047**

FIRE/SPRINKLER ALARM SYSTEM TESTING

Initial prorated pricing (11-1-22 to 6-30-23) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First year pricing (7-1-23 to 6-30-24) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Second year pricing (7-1-24 to 6-30-25) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Third year pricing (7-1-25 to 6-30-26) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Optional Fourth year (7-1-26 to 6-30-27) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Optional Fifth year (7-1-27 to 6-30-28) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONDITIONS OF BID AND SALE:

The vendor must comply with all Federal, State and Local regulations and laws.

Proposals received after the deadline will not be accepted or considered.

Missouri Western State University reserves the right to reject any and all proposals received in response to this RFP and to waive any minor irregularity or informality.

MWSU reserves the right to award to the bidder whose bid complies with all mandatory specifications and requirements and is the lowest and best bid for supplies. MWSU reserves the right to accept or reject any or all items of this bid.

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Vendor Signature

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROJECT INFORMATION**

TO: ALL BIDDERS

FROM: MISSOURI WESTERN STATE UNIVERSITY

DATE: January 2014

RE: ADDITIONAL BID SUBMISSION REQUIREMENTS

Please review Missouri statute, 285.530 RSMo, regarding employment of unauthorized aliens. Pursuant to RSMo 285.530 (1), No business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri, and (2), the bidder must affirm its enrollment and participation in a federal work authorization program with respect to the employees proposed to work in connection with the services requested herein by:

Submitting a completed, notarized copy of AFFIDAVIT OF WORK AUTHORIZATION (attached) and,

Providing documentation affirming the bidder’s enrollment and participation in a federal work authorization program (see below) with respect to the employees proposed to work in connection with the services requested herein.

A copy of RSMo 285.530 can be viewed in its entirety at:

<http://www.moga.mo.gov/statutes/C200-299/2850000530.HTM>

E-Verify is an example of a federal work authorization program. Acceptable enrollment and participation documentation consists of completed copy of the E-Verify Memorandum of Understanding (MOU). For vendors that are not already enrolled and participating in a federal work authorization program, E-Verify is available at:

<http://www.dhs.gov/files/programs/gc_1185221678150.shtm>

*The successful bidder will be required to submit a notarized Affidavit of Work Authorization and the completed MOU signature pages (the last three pages) with their bid. A bid that does not include these items may be deemed non-responsive.*

**WORK AUTHORIZATION AFFIDAVIT**

**PURSUANT TO R.S.Mo. §285.530**

**(For all bids in excess of $5,000.00)**

**Effective 1/1/09**

State of Missouri )

 )ss

County of Buchanan )

Comes now \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of Business Entity Authorized Representative) as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Position/Title) first being duly sworn on my oath, affirm \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri for the duration of the contract(s), if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Business Entity Name)does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services provided under the contract(s) for the duration of the contract(s), if awarded.

***In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)***

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|  |  |  |
| Authorized Representative’s Signature |  | Printed Name |
|  |  |  |
|  |  |  |
| Title |  | Date |
| E-Mail Address |  | E-Verify Company ID Number |

Subscribed and sworn to before me this \_\_\_\_\_\_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I am

 (DAY) (MONTH, YEAR)

commissioned as a notary public within the County of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, State of

 (NAME OF COUNTY)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and my commission expires on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

(NAME OF STATE) (DATE)

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Signature of Notary |  | Date |