Maryland Department of General Services
Ellicott City District Court/Multi-Service Center
Fire Alarm, Sprinkler System and Fire Extinguishers Maintenance Service Contract
eMaryland Marketplace Advantage Small Procurement Solicitation

SECTION C - SPECIFICATIONS

1. **SCOPE OF WORK:**

1.1 The contractor shall furnish all labor, materials, supplies, tools, insurance necessary to provide total maintenance, inspections, testing, repairs, replacements of the fire alarm, sprinkler system and all fire extinguishers.

1.2 The contractor shall render four (4) inspections per year on the fire alarm and sprinkler systems. The fire extinguishers shall be inspected, serviced, recharged and certified as required by code.

1.3 Equipment included in this contract consists of, but not limited to the following:

Fire Alarm:

a. Pull Stations
b. Heat Detector
c. Gongs
d. Horns
e. Horn Light Stations
f. Chimes
g. Light Stations
h. Ionization/Smoke Detectors
i. Auxiliary Relay Bases
j. Duct Detectors
k. Remote Trouble Units
l. Alarm Receiving Zone Panels
m. Alarm Receiving Zone Modules
n. Low Voltage Ionizations/Photo Electric Smoke Alarm Receiving Modules, Class A
o. Audible Signal Panels
p. Audible Signal Pulse Rate Control Panels
q. Signal Control Module, Class A
r. Fire Department Connection Module
s. Master Power and Control Panel

t. Signal Control Module
u. A. C. Power Supply and Panel
v. Double Supervision Panel
w. Auxiliary Relay Panel and Relays
x. Lamp Flashing Panels and Lamps
y. Halon System and Related Equipment
z. Main Control Panel/Related Components
aa. Remote Annunciators

Sprinkler System:

a. Model "A" center strut automatic sprinkler (SCS)
b. Model "B" royal flush concealed automatic sprinkler (SCS)
c. Model "75" grooved swing check valve (CSC)
d. Model "20" check valve (Chermetron Fire System)
e. Flanged O.S. & Y gate valve (Nibco)
f. Waterflow detector, switches
g. Supervisory switches (notifier)
h. Fire department connection (Elkhart)
I. Aurora fire pump (Model 133)
j. Sylvania jockey pump, limited service controller
k. All related piping of sprinkler system
l. Pressure gauges
m. Strainers
n. Detector - Check Valve (Model E-I)

Approximately:

14 Total Fire Extinguishers

1.4 The contractor shall assume total maintenance, repair or replacement of this equipment as directed by these specifications and/or in compliance with the manufacturer's recommendations.

1.5 This fire alarm, sprinkler system and fire extinguishers contract pertains only to:

Ellicott City District Court/Multi-Service Center
3451 Courthouse Drive
Ellicott City, Maryland 21043

2. TERM OF CONTRACT:

The term of this contract shall be for a period of three (3) years, from May 1, 2023 through April 30, 2026.

3. **SITE VISIT:**

A time and date has been established for a site visit on the Invitation to Bid (ITB) of this solicitation. All bidders are encouraged to attend so that they may examine the scope of work and have any questions answered pertaining to this contract, or contract documents.

4. **QUALIFICATIONS OF BIDDER:**

4.1 Prior to submitting a bid for this contract, the bidder must have had no less than five (5) years of successful experience in providing the type of service required by these Detailed Specifications.

The experience of officials gained prior to the formation of a corporation or other business entity can be considered when evaluating responsibility.

4.2 The bidder shall furnish with their bid the following information:

a. The names and addresses of no less than 3 concerns and/or similar institutions for which they have provided comparable service. The concerns and/or institutions rendered by the bidder must be of the size, or greater than, the building and equipment for which this bid is submitted.

b. The bidder shall furnish the name and telephone number of the person who shall represent the contractor in all matters of concern regarding this contract on a 24 hour basis.

The person whose name is given as required above, must be available to consult with the Maintenance Supervisor and/or his/her designee at a time, place, or method deemed appropriate by that authority.

c. Evidence the Contractor is able to respond to an emergency service call within two (2) hours and available (24) hours, (7) days a week when conditions warrant such service. Service shall be provided as required to restore the equipment or system to proper operations without additional cost to the State of Maryland.

5. CONTRACTOR'S ORGANIZATION AND CHAIN OF COMMAND:

5.1 Five working days following the award of this contract, the contractor shall submit an organizational chart to the Maintenance Supervisor. The chart shall clearly identify each position in the contractor's organization, beginning with the highest local position in his/her chain of command and list in descending order his/her subordinate positions that will, or may manage or supervise the contractor's employees during the term of this contract.

5.2 For each position given, a telephone number where the Maintenance Supervisor or his/her designee may reach that person during normal working hours and at least one telephone number where the contractor or his/her representative can be reached on a seven (7) day a week, twenty four (24) hour a day basis.

5.3 The organizational chart shall be maintained current at all times during the full term of this contract, and should a change occur during this contract period, the contractor shall notify the State in writing, specifying any changes.

6. EQUIPMENT BREAKDOWNS OR SHUTDOWNS:

Minor breakdowns and shutdowns such as electrical problems, leaks in piping and mechanical adjustments will be repaired or corrected expeditiously. No breakdowns or shutdowns shall take more than 2 calendar days to correct after such trouble is reported. This includes locating the trouble, obtaining parts, installing the parts and placing the equipment back into operation. Every effort shall be made to expedite any and all repairs in accordance with the contract.

7. PREVENTIVE MAINTENANCE:

7.1 Two (2) weeks from the date the contract is awarded, the contractor shall provide the Supervisor with a preventive maintenance schedule for the duration of this contract.

Should there be any need for guidance on the alarm systems or equipment, specific valves, pumps, hydrants, etc., the contractor shall refer to the manufacturer's manual and perform the required maintenance according to the manufacturer's recommendations.

7.2 Preventive maintenance shall be performed quarterly during the term of the contract. One additional visit will be required each year to test any fire alarm devices in elevator machine rooms and hoistways. The test must be coordinated and witnessed by a third party elevator inspector.

7.3 The Contractor shall conduct one employee training seminar, during normal working hours, the purpose of which will be to familiarize employees with the operations of the Fire Alarm and Sprinkler System.

7.4 When preventive maintenance is being performed at this facility, it shall be completed at such a time the work will not interfere with any function or activity of the building. Said maintenance shall be documented and performed at intervals corresponding with preventive maintenance schedules submitted by the contractor for the listed equipment and system noted as follows:

7.5 Sprinkler system

a. Fire pump - the condition of the pump, bearings, stuffing boxes, suction pipe strainers, and the various details pertaining to the driver and the control equipment should be inspected. An annual flow test should be made to ensure the pump and suction pipe is unobstructed and the pump operates properly. Control valves, check valves, pressure relief valves, casing relief valves, shaft packing mercoid switches and all electrical interfaces should be adjusted, lubricated or replaced as required.

b. Valves - Stems shall be oiled or greased and packing adjusted, if necessary. Valves shall be exercised annually.

c. Fire department connections - Caps or plugs in place and threads to be checked for condition. Ball drip to be adjusted, if necessary, and ensure check valve sealed properly.

d. Sprinklers - Shall be visually checked for corrosion, foreign material, paint, or physical damage.

e. Piping - Shall be checked for corrosion, security of hangers, and proper pitch where required. Broken hangers shall be replaced.

f. Gauges - Shall be checked for pressure maintenance, and accuracy. Broken gauges shall be replaced.

g. Water flow alarms, pressure switches - Shall be tested electrically for proper alarm indications/operations. Replace or adjust as required.

h. Perform annual inspection, maintenance and certification for back flow preventer.

7.6 Schedule Inspections, Test and Maintenance

The contractor shall provide four (4) inspections each year on a quarterly basis to determine any deficiencies of control valves, water supplies, devices, fire pumps, alarms, electrical devices, sprinklers, piping, hangers and any and all related equipment of the sprinkler system. A report of each inspection will be submitted to the Maintenance Supervisor or his designee at the time of inspection.

Testing, inspections and maintenance shall be performed by qualified trained mechanics.

The following work shall be performed at each quarterly inspection:

1. Wet and Dry Systems

   a. Test alarms by opening inspector's test connection.

   b. Check exposed and concealed piping to ensure proper notification for winter and/or summer operation.

   c. Provide and replace when necessary renewable rubber gaskets, rubber clapping facings, and renewable valve disks and control valves.

   d. Perform field test and adjustments for all controls and alarm devices.

   e. Check operation of air compressors and air pressure maintenance systems.

7.7 Fire Pump

Fire pump shall be tested annually in accordance with NFPA guidelines. May have to be performed after hours.

7.8 Fire Alarm System:

a. Pull station – inspect, clean and adjust manual pull stations as required. Test all stations in each zone within the fire alarm system for proper

operations.

b. Heat detectors- remove heat detectors from circuit and inspect for dirt and oxidation, clean if necessary. Test detectors for proper operation.

c. Smoke detectors, ionization and air duct type – clean, inspect and test for proper operation. Recalibrate sensitivity, inspect for oxidation and change bulbs as required.

d. All equipment listed, but not limited to, shall be inspected, cleaned, tested for proper operation and bulbs changed as required.

1. Gongs
2. Horns
3. Horn Light Stations
4. Chimes
5. Light Stations
6. Auxiliary Trouble Units
7. Remote Trouble Units
8. Alarm Receiving Zone Panel
9. Alarm Receiving Module
10. Low voltage ionization/photo-electric smoke alarm receiving module, Class A
11. Audible signal pulse rate control panel
12. Audible signal panel
13. Signal control module, class A
14. Fire Department connection module
15. Master power and control panel

16. Signal Control Module

17. A.C. power supply panel

18. Double supervision panel

19. Auxiliary panel

20. Lamp flashing panel

21. Tamper proof switches

e. Scheduled Inspections, Test and Maintenance Adjustments:

1. The contractor shall make regularly scheduled inspections and adjustments to the Fire Alarm System and related equipment in accordance with manufacturer's recommendations.

2. Testing, inspections and maintenance shall be performed according to the standards recommended under the National Fire Codes.

3. Testing, inspections and maintenance shall be performed by qualified trained mechanics.

4. Flow Switches- The contractor shall be responsible for testing and actuation of the internal switch.

7.9 **HALON SYSTEMS CHECK:**

Dry inspection – The Contractor shall conduct a total and complete maintenance inspection of the Halon System two (2) times for each year of the contract, with five (5) of these inspections to include checking for the proper operation of the electrical devices that discharge the Halon bottles only and cleaning, repairing or replacing the related equipment such as the detectors.

a. Fan Pressurization Test – On the second inspection of the second year of the contract, the contractor shall conduct a fan pressurization test in both Halon spaces. This shall be complete in every aspect using the most recent state-of-art method and the leakage; if any, shall be corrected to the acceptable levels specified by the latest addition of the NFPA Standards.

b. The Contractor shall submit a separate maintenance report on each of the above specified inspection visits; recording in detail the maintenance that was done and any defects that were found during these inspections.

c. At any other time, the above referenced equipment shall receive the same coverage as any other fire alarm equipment protected under the provisions of this contract.

8. BUILDING ACCESS:

The contractor's personnel shall be responsible for signing in and picking up keys for building access. The keys may be picked up at the office of the Department of General Services. At the conclusion of each site visit, the representative must sign out and return all keys to the Department of General Services.

9. REGULAR SERVICE CALLS:

9.1 Regular maintenance of the fire alarm, sprinkler system and related equipment shall be accomplished during regular working hours of 6:00 a.m. to 3:00 p.m. excluding weekends and State holidays. Any other work that must be accomplished outside of those hours should be coordinated with the Building Manager/Maintenance Supervisor at no additional expense to the State.

9.2 The contractor shall respond to a regular service call within four (4) hours after receiving a request from the Maintenance Supervisor or his/her designee. However, where the contractor cannot respond within the four (4) hours timeframe during the building's normal operating hours as set forth in 9.1 above because of the hour the call was made by the State, he/she shall have a mechanic on site at 6:00 a.m. the following day irrespective of the day of the week, or the month of the year.

10. EMERGENCY CALL-IN SERVICE:

10.1 The contractor shall provide a 24 hour a day, seven days a week emergency call-in service. The emergency shall be declared by the Maintenance Supervisor or his/her designee, and the contractor shall respond to this call by having service personnel on site within two (2) hours after having been notified.

10.2 The extent of the emergency shall be determined by the Regional Manager or Maintenance Supervisor, and the contractor may be required to provide a continuous operation.

10.3 An emergency may occur and be declared as such at any time by the Regional Manager, Maintenance Supervisor or his/her designee and the contractor **may not** invoice for extra payment when rendering a service under this condition.

11. MATERIALS:

The contractor shall furnish and replace all parts, materials, and supplies conforming to equipment manufacturer's part number, except that in the event of emergencies where replacement of a part is necessary to keep the fire alarm and sprinkler systems and related equipment in operation, the contractor shall substitute standard replacement parts, as manufactured by recognized manufacturers.

12. MAJOR REPAIRS & OVERHAULS:

12.1 Where the fire alarm, sprinkler system or related equipment have experienced a major repair or overhaul the contractor shall make every possible effort to re-establish normal and safe operation of this equipment as soon as possible.

12.2 However, and in no case shall this equipment remain inoperable beyond seventy two (72) hours after the equipment is shut down for repair.

12.3 The above condition shall include locating the trouble, obtaining the parts and/or materials necessary for repairs, installation of the parts and/or materials.

12.4 When performing major repairs and overhauls as defined in these contract documents, the contractor shall be responsible for the total cost of work related materials and supplies. All individual repair and replacement parts costing $1,000.00 or less per part shall be paid by the contractor. Any cost for individual repair and replacement parts beyond $1,000.00 shall be borne by the State. In all cases, this cost responsibility shall apply to each part required. **NO COMBINING OF COSTS FOR MULTIPLE PARTS WILL BE PERMITTED**

12.5 Repair and replacement parts charged to the State will be invoiced at cost. At cost is defined as the manufacturer's charge to the contractor including freight and transportation charges reflected on the manufacturer's invoice. The State reserves the right to selectively audit the contractor's invoices in order to verify the cost price for said parts.

12.6 The $1,000.00 deductible includes parts only applicable to work designated as major repairs/overhauls. All parts applicable to preventive maintenance are supplied on a no-charge basis. All labor costs and all supply and materials costs are included in the bid price.

13. TECHNICAL OR ENGINEERING SUPPORT:

13.1 The State will not accept any excuse from the contractor for not being able to acquire technical or engineering support if semi-professional or professional experience is required to resolve a problem with the fire alarm or sprinkler system at this facility.

13.2 Where the contractor has failed to satisfy the requirement in 13.1 above, the Procurement Officer may at his/her discretion, obtain the service necessary outside the terms and conditions of this contract to place the fire alarm or sprinkler systems back into a trouble free and safe operation.

13.3 If the Procurement Officer deems it necessary to obtain service outside the concerns of this contract, the contractor will be found in default of this contract, and required to reimburse Department of General Services for any cost occasioned by this circumstance.

14. STATE RIGHTS OF INSPECTION AND TEST:

The State reserves the right to make, or cause to be made, such inspections and tests as deemed advisable to ascertain that the requirements of these specifications are being fulfilled. Should it be determined that the standards herein specified are not being satisfactorily maintained, the State may immediately demand that the contractor place the fire alarm or sprinkler system in a condition to meet those requirements. If the Contractor fails to comply with such demands, within a reasonable time, the State may, by written notice to the contractor, terminate his right to proceed further with the work. In such event, the State may take over the work and prosecute it to completion, by contract or otherwise, and the Contractor and his sureties (if any) shall be liable for any additional cost to the State.

15. IN HOUSE SERVICE REPORTS:

15.1 The State reserves the right to implement and have executed by the contractor's service mechanic, in-house service reports if it is deemed necessary by the Regional Manager or Maintenance Supervisor, to augment the maintenance/preventive maintenance schedule required in paragraph 7.5 of this specification.

15.2 The contractor shall furnish a copy of each inspection report to the Office of Facilities Management. The report shall also include any fire alarm or sprinkler deficiencies noted during inspection or servicing, recommend corrective action and advise of repairs that should be made to the fire alarm or sprinkler systems.

16. TECHNICAL STANDARDS:

The item(s), materials(s), or appliance(s) required by this invitation must conform to the standards of the NFPA.

17. SERVICE RECORDS:

17.1 It shall be the responsibility of the contractor's service personnel to sign in and out each site visit for either routine or demand service checks.

17.2 A service ticket indicating the work accomplished will be left with the State representative after each visit. The service ticket must be legible and a detailed description of work performed.

17.3 The contractor shall keep all drawings and diagrams updated reflecting any additions or modifications to the equipment or systems covered under this contract. Copies of the updated drawings or diagrams shall be given to the Maintenance Supervisor or designee.

18. AFTER HOURS SERVICE AREA ACCESS AND BUILDING REGISTRATION:

18.1 When it is necessary for the mechanic to render a service to this center at any other time outside regular working hours, to include holidays or weekends, he/she shall sign in and out on the log provided at the security guards desk.

18.2 The security guard will provide access to allow the mechanic to perform work that is related to the problem for which called.

19. LOCAL CONDITIONS COVERING WORK:

The Contractor shall cooperate with those in authority on the premises to prevent the entrance and exit of all workmen and/or removal of all materials and equipment (to observe all rules and regulations in force on the grounds), to avoid unnecessary dust or accumulated debris, or undue interference with the convenience, sanitation, or routine of the State (and to prevent the loss of, or damage to, the property of the State and/or its employees). The Contractor shall repair any and all damage he may cause to the building or property, to the full satisfaction of the Supervisor.

The Contractor shall maintain all work areas in reasonable clean condition at all times.

20. NO SUBCONTRACTING:

20.1 All work performed under the provisions of these Detailed Specifications shall be held exclusively to the successful bidders in-house personnel. The contractor shall not solicit a service outside his/her own concern in this regard to perform maintenance, preventive maintenance or repairs to any equipment specified herein.

20.2 To violate the above provisions may be viewed by the Department of General Services as a breach of contract, and action initiated against the contractor under the authority of that provided in the Terms and Conditions governing default of contract proceedings.

21. PROTECTION FROM INJURY DURING SERVICE TO THIS CENTER:

The contractor shall constantly guard against unsafe conditions when rendering a service to this center and shall save harmless the State of Maryland, Department of General Services and this facility from any litigation arising from any injury resulting from the contractor's work or negligence on the part of his/her service personnel in the performance of their duties at this center.

22. PAYMENT TO THE CONTRACTOR:

22.1 The contractor shall submit an invoice for payment at the end of each calendar month for the services provided.

22.2 Each invoice submitted shall **clearly identify the month** for which payment is due under this invoice period in a conspicuous place on the face of the invoice, and the payment called for shall not exceed (1/36) of the total sum of the base bid.

22.3 The Department of General Services shall not be responsible for any invoice submitted prior to the last day each month as called for in 22.1 above, or after the 15th of the following month for which the service was rendered.

22.4 To avoid mailing problems please properly address all invoices to the following:

Department of General Services
Fiscal Services
301 West Preston Street
Room 1309
Baltimore, Maryland 21201

23. STATE HOLIDAYS:

State holidays which services will not be required (unless in the case of an emergency) by the Contractor shall be:

New Year's Day
Martin Luther King Day
Washington's Birthday
Memorial Day
Juneteenth
Independence Day
Labor Day
Columbus Day
Election Day
Veteran's Day
Thanksgiving Day
Day After Thanksgiving
Christmas Day

and all other additional days authorized by the Governor plus official general election holidays.

24. LIABILITY:

The Contractor shall not be held responsible for non-operation of said equipment by reason of fire, flood, acts of civil or military authorities, or by insurrection, or riot.

25. BASIS FOR TERMINATION OF CONTRACT:

The following items indicate reasons that may be used to terminate this Contract by the State. The list is not all inclusive.

a. Failure to provide specified level of preventive maintenance.
b. Failure to make needed repairs and perform safety tests.
c. Failure to provide new parts unless approved by the Regional Manager or Maintenance Supervisor.
d. Failure to notify the State of changes in assigned employees or job supervisor.
e. Failure to respond to emergency calls.
f. Failure of personnel to follow work reporting requirements.
g. Failure to keep required maintenance and repair logs in accordance with NFPA.

26. BASE BID:

The base Bid for this Contract shall include the total amount for three years for the provision of all labor, equipment, supplies, permits, fees and transportation required to completely fulfill this contract.

27. BASIS OF AWARD:

The Contract will be awarded to the responsive and responsible bidder who submits the lowest base bid for the total three (3) year duration of the contract.

28. ACCEPTANCE OF FIRE ALARM, SPRINKLER SYSTEM & FIRE EXTINGUISHERS:

Should the bidder consider that repair work or deviations from specified methods be necessary to achieve the acceptable results, he/she shall submit written recommendations within thirty (30) days of contract award. A cost estimate should be included and will not be made a part of this contract. The absence of written recommendations in this regard will be construed as totally accepting the condition of the fire alarm and sprinkler systems.