

INVITATION FOR BID # 16-01

COUNTY OF MONTGOMERY
PURCHASING DEPARTMENT
 755 ROANOKE STREET, SUITE 2C
 CHRISTIANSBURG, VA 24073-3179

| | | | |
|---------------|--|---------------------------|------------|
| DATE | | BID OPENING DATE AND HOUR | SEALED BID |
| June 25, 2015 | | July 14, 2015 3:00PM | No |

ADDRESS ALL INQUIRES AND
 CORRESPONDENCE TO:
 Montgomery County Purchasing Department
 755 Roanoke Street, Suite 2C
 Christiansburg, VA 24073-3179
 Heather M. Hall, C.P.M.
 Telephone Number: (540) 382-5784
 Fax Number: (540) 382-5783
 e-mail address:
hallhm@montgomerycountyva.gov

SPECIAL INSTRUCTIONS

1. **Sealed Bid** responses should be returned in a envelope with the bid number and opening date indicated on the outside of the envelope.
2. Faxed responses to Sealed Bids cannot be sent directly to the Purchasing Department.
3. Responses must be submitted on this form and the attachment provided.
4. Responses should be signed below.
5. Responses will be received in the Montgomery County Purchasing Department, at the address listed above, until the bid opening date and hour or, if specified, the bid return date and hour shown above.
6. Contact the Purchasing Department for bid award information. Enclose a self-addressed stamped envelope if you wish to obtain price information.
7. DELIVERY IS F.O.B. DESTINATION UNLESS OTHERWISE NOTED IN THE BODY OF THE BID.
8. Attachment A is incorporated by reference into this invitation for bid and any resulting contract.

COMMODITY: Fire Suppression System Inspection Services

| NO | Description | Quantity | Unit | Unit Price | Extended Price |
|----|---|----------|------|------------|----------------|
| 1. | Fire Suppression System Inspection Services per attached specifications and pricing schedule. | | | | |

IN ACCORDANCE WITH THIS INVITATION FOR BID AND SUBJECT OF ALL TERMS AND CONDITIONS IMPOSED HERIN AND IN ATTACHMENTS, THE UNDERSIGNED OFFERS AND AGREES TO FURNISH THE ITEM(S) FOR THE PRICES OFFERED.

| | | | | | |
|----------------------------|------------------|-------------------------------|--|-------------------------|--|
| FULL LEGAL NAME (PRINT) | | FEDERAL TAXPAYER NUMBER (ID#) | | DELIVERY DATE | |
| PURCHASE ORDER ADDRESS | | PAYMENT ADDRESS | | TERMS NET 30 | |
| CONTACT NAME/TITLE (PRINT) | | SIGNATURE (INK) | | DATE | |
| E-MAIL ADDRESS | TELEPHONE NUMBER | TOLL FREE NUMBER | | FAX NUMBER | |

- I. Purpose:** The intent and purpose of this invitation for Bid is to establish a term contract with a single source that can provide inspection services as a certified Contractor to provide facility inspections on fire suppression systems.
- II. Requirement:** Vendor shall be licensed and certified to perform inspections within the Commonwealth of Virginia. Vendor shall submit along with their proposal, a copy of their certification.
- III. Intent:** To perform inspections on the various fire suppression systems (list attached) to the extent and as required by the attached specifications.
- IV. Facilities:** Montgomery County Courthouse (inspections I, II, III, IV, & V)
Montgomery County Health & Human Services (inspections I, II, IV, & V)
Montgomery County Government Center (inspections I, II, IV, V)
Meadow Brook Library (I, IV, V)
Blacksburg Library (I, IV, V)
Jail (I, II, III, IV, V)
Public Safety Building (I, II, III, IV, V)

Inspection I. Wet Pipe Sprinkler Systems

Quarterly: Conduct a full flow test through the system main drain when possible. Record static and residual flow pressures. Check mechanical condition for operation and system components including alarm valve clapper, pilot valve, and retard chamber. System shall be flushed through the inspectors test valves to insure proper water delivery. All local and supervisory alarms shall be tested for proper operation. Electric tamper switches shall be tested by operating the control valve to sufficiently operate the switch. The position and condition of all scaled control valves shall be checked, and if required new seals installed and recorded. Check the condition of the Siamese connection including caps, gaskets, clappers, and ball drips. Visually inspect all gauges.

Annually: Make thorough visual inspections of all systems components, including checking distribution piping for damage, loose hangers, and leaks. Sprinkler heads shall be checked for damage, leaks, corrosion, loading, obstruction, positioning, and other factors that may impair their operation. Check all sprinkler control valves for operation and lubricate.

Inspection II. Dry Pipe Sprinkler System

Quarterly: A full flow test shall be made through the system main drain when possible. Record static and residual flow pressures. Check and adjust as needed, priming water level. Check air pressure. Check air compressor if applicable. Check oil level and belt condition. Drain condensation from tank. Check quick opening device for proper operation, service and reset. Drain all low-point drains. All local and supervisory alarms shall be tested for proper operation. All sprinkler system control valves that are equipped with electric tamper switches shall be functionally tested by operating the control valve sufficiently to operate the switch. The position and condition of all sealed control valves shall be checked and if necessary, new seals will be installed and recorded. The condition of the Siamese connection shall be checked, including caps, gaskets, clappers, and ball drips. All gauges shall be visually checked.

Semiannually: The quick opening device shall be tripped, cleaned, inspected, reset and checked for air leaks. The control valves will be sealed in the proper position and the device will be left in normal service.

Annually: Make thorough inspections of all systems components, to include checking distribution piping for damage, loose hangers and leaks. Sprinkler heads shall be visually checked for damage, leaks, corrosion, loading, obstructions, proper position, and any other factor that may impair the operation. All sprinkler system control valves shall be fully operated. The interior condition of the valve, clapper, latching devices, velocity check valve and facings shall be cleaned and checked. The operation and condition of the valves shall be recorded.

Inspection III. Fire Pump Systems

Quarterly: Make a thorough visual inspection of all system components to verify that the pump assembly in operating condition and free from physical damage. Verify pump house conditions. Check adequacy of suction supplies pressure. Verify that the controller is in the proper position. If appropriate, check the transfer switch position and the reverse phase alarm and diesel fuel alarm on generator backup system. Perform a no-flow test by starting the pumps automatically. Electric pumps shall be operated a minimum of ten minutes. All local and supervisory alarms shall be tested for proper operation. Test all sprinkler system control valves that have tamper switches for to insure they are operable and

functioning properly. Check the position and condition of sealed control valves, and replace and record if necessary.

Annually: Test for proper operation of the systems mechanical condition. Control valves shall be tested for operation and lubricated. Test each pump assembly under no-flow, rated at 100%, 150% peak flow of the fire pump by controlling the quality of water discharges through approved testing devices. Document all measurements.

Inspection IV. Backflow Prevention Device

Quarterly: Visually check to insure leaks or unusual conditions are not present. Control valves shall be fully tested for operation and be lubricated. The condition and position of all sealed valves shall be checked, and seals replaced if necessary.

Annually: Test for proper mechanical condition of the systems components. The backflow prevention device shall be tested for function and certified by a Certified Backflow tester in accordance with the policies and procedures of the authority having jurisdiction. Test tag shall be completed and installed.

Inspection V Additional Requirements

- The inspections report shall be reviewed with the owner upon completion of the inspection.
- The jurisdiction having authority shall access to all records in regards to the inspections, equipment and testing.
- All fire protection systems will be properly tagged during each inspection.
- All fire protection systems will be inspected and functionally tested in accordance with the National Fire Protection Associations recommendations, manufacturer specifications and local codes.
- Trained and experienced technicians will perform all inspections and testing.

V. Pricing Schedule:

| | Quarterly | | Annually | | Award Scenario |
|----------------|-----------|-------|----------|-------|----------------------|
| Inspection I | \$ _____ | x 4 = | \$ _____ | x 7 = | \$ _____ |
| Inspection II | \$ _____ | x 4 = | \$ _____ | x 5 = | \$ _____ |
| Inspection III | \$ _____ | x 4 = | \$ _____ | x 3 = | \$ _____ |
| Inspection IV | \$ _____ | x 4 = | \$ _____ | x 7 = | \$ _____ |
| Inspection V | \$ _____ | x 4 = | \$ _____ | x 7 = | \$ _____ |
| | | | | | GRAND TOTAL \$ _____ |

VI. Contract Term: The term of this contract shall be one year from date of award. There will be an option for four (4) one-year renewals.

VII. METHOD OF PAYMENT: The County will authorize payment to the contractor after each satisfactory scheduled inspection and service and receipt of the Contractor's invoice.

VIII. INVOICES: Invoices for services provided under any contract resulting from this solicitation shall be submitted to:

Montgomery County General Services
Attn: Tabatha Dulaney
755 Roanoke Street, Suite 1C
Christiansburg, VA 24073-3172

IX. CONTRACT ADMINISTRATION:

A. Steve Phillips, Director of General Services, or his designee shall be identified as the Contract Administrator and shall use all powers under the contract to enforce its faithful performance.

B. The Contract Administrator, or his designee, shall determine the amount, quantity, acceptability, and fitness of all aspects of the services and shall decide all other questions in connection with the services. The Contract Administrator, or his designee, shall not have authority to approve changes in the services which alter the concept for which call for and extension of time for this contract. Any modifications made, must be authorized by the Montgomery County Purchasing Department through a written amendment to the contract.

ATTACHMENT A

TERMS AND CONDITIONS

GENERAL TERMS AND CONDITIONS

http://www.montgomerycountyvva.gov/filestorage/16277/16344/16633/16661/IFB_terms_and_conditions.pdf

SPECIAL TERMS AND CONDITIONS

1. **AWARD OF CONTRACT:** Awards are made to the lowest responsive and responsible Bidder. Evaluation will be based on net prices. Unit prices, extensions and grand total must be shown. In case of arithmetic errors, the unit price will govern. If cash discount for prompt payment is offered, it must be clearly shown in the space provided. Discounts for prompt payment will not be considered in making awards. Montgomery County reserves the right to reject any and all bids in whole or in part, to waive any informality, and to delete items prior to making an award.
2. **AUDIT:** The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. Montgomery County, its authorized agents, and/or State auditors shall have full access to and the right to examine any of said materials during said period.
3. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that Montgomery County shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
4. **BID ACCEPTANCE PERIOD:** Any bid received in response to this solicitation shall be valid for (90) days. At the end of the (90) days the bid may be withdrawn at the written request of the Bidder. If the bid is not withdrawn at that time it remains in effect until an award is made or the solicitation is cancelled.
5. **CANCELLATION OF CONTRACT:** Montgomery County reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
6. **CONTRACTOR/SUBCONTRACTOR LICENSE REQUIREMENT:** By my signature on this solicitation, I certify that this firm/individual and/or subcontractor is properly licensed for providing the goods/services specified

Contractor Name: _____ Subcontractor Name: _____

License #: _____ Type: _____

7. **INDEPENDENT CONTRACTOR:** The contractor shall not be an employee of Montgomery County, but shall be an independent contractor. Nothing in this agreement shall be construed as authority for the contractor to make commitments which shall bind Montgomery County, or to otherwise act on behalf of Montgomery County, except as Montgomery County may expressly authorize in writing.
8. **INSPECTION OF JOB SITE:** My signature on this solicitation constitutes certification that I have inspected the job site and am aware of the conditions under which the work must be accomplished. Claims, as a result of failure to inspect the job site, will not be considered by Montgomery County.
9. **INSURANCE:**
By signing and submitting a bid under this solicitation, the Bidder certifies that if awarded the contract, it will have the following insurance coverages at the time the work commences. Additionally, it will maintain these during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.
During the period of the contract, Montgomery County reserves the right to require the Contractor to furnish certificates of insurance for the coverage required.
INSURANCE COVERAGES AND LIMITS REQUIRED:
 - A. Worker's Compensation - Statutory requirements and benefits.
 - B. Employers Liability - \$100,000.00
 - C. General Liability - \$500,000.00 combined single limit. Montgomery County and the Commonwealth of Virginia shall be named as an additional insured with respect to goods/services being procured. This coverage is to include Premises/Operations Liability, Products and Completed Operations Coverage, Independent Contractor's Liability, Owner's and Contractor's Protective Liability and Personal Injury Liability.
 - D. Automobile Liability - \$500,000.00The contractor agrees to be responsible for, indemnify, defend and hold harmless Montgomery County, its officers, agents and employees from the payment of all sums of money by reason of any claim against them arising out of any and all occurrences resulting in bodily or mental injury or property damage that may happen to occur in connection with and during the performance of the contract, including but not limited to claims under the Worker's Compensation Act. The contractor agrees that it will, at all times, after the completion of the work, be responsible for, indemnify, defend and hold harmless Montgomery County, its officers, agents and employees from all liabilities resulting from bodily or mental injury or property damage directly or indirectly arising out of the performance or nonperformance of the contract.
10. **MINORITY BUSINESS, WOMEN-OWNED BUSINESSES SUBCONTRACTING AND REPORTING:** Where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the contractor is encouraged to offer such business to minority and/or women-owned businesses. Names of firms may be available from the buyer and/or from the Division of Purchases and Supply. When such business has been subcontracted to these firms and upon completion of the contract, the contractor agrees to furnish the purchasing office the following information: name of firm, phone number, total dollar amount subcontracted and type of product/service provided.
11. **PRIME CONTRACTOR RESPONSIBILITIES:** The Contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime Contractor. The Contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.
12. **SAFETY:** All contractors working on projects for Montgomery County must maintain an adequate safety program to insure the safety of contractor employees, subcontractor employees, and all other individuals working under this contract. The Virginia Occupational Health Act (VOSHA) provides for safety and health protection for employees on the job. The contractor is required to comply with the VOSHA standards. In addition, the contractor must also provide Montgomery County with a written safety program that he intends to follow in pursuing work under this contract. In lieu of providing such a program, the contractor may elect to comply with the "Montgomery County Safety Guide for Contractors and Subcontractors" and advise Montgomery County in writing of his election to do so. No work under this contract will be permitted until Montgomery County is assured that the contractor has an adequate safety program in effect.
13. **SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of Montgomery County. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish Montgomery County the names, qualifications and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by his subcontractor(s) and shall assure compliance with all requirements of the contract.
14. **WARRANTY (COMMERCIAL):** The Contractor agrees that the supplies or services furnished under any award resulting from this solicitation shall be

covered by the most favorable commercial warranties the contractor gives any customer for such supplies or services and that the rights and remedies provided therein are in addition to and do not limit those available to Montgomery County by any other clause of this solicitation. A copy of this warranty must be furnished with the bid.

15. **WORK SITE DAMAGES:** Any damage to existing utilities, equipment or finished surfaces resulting from the performance of this contract shall be repaired to the Owner's satisfaction at the Contractor's expense.

16. **PRICE ESCALATION/DEESCALATION:** Price adjustments may be permitted only for changes in the Contractor's cost of materials not to exceed the increase in the following index/indices: CPI-W Services. No price increases will be authorized for 365 calendar days after the effective date of the contract. Price escalation may be permitted only at the end of this period and each 365 days thereafter and only where verified to the satisfaction of the Montgomery County Purchasing Department. However, "across the board" price decreases are subject to implementation at any time and shall be immediately conveyed to Montgomery County.

Contractor shall give not less than 30 days advance notice of any price increase to the Montgomery County Purchasing Department. Any approved price changes will be effective only at the beginning of the calendar month following the end of the full 30 day notification period. The Contractor shall document the amount and proposed effective date of any general change in the price of materials. Documentation shall be supplied with the Contractor's request for increase which will: (1) verify that the requested price increase is general in scope and not applicable just to Montgomery County; and (2) verify the amount or percentage of increase which is being passed on to the Contractor by the Contractor's suppliers.

The Montgomery County Purchasing Department will notify the Contractor in writing of the effective date of any increase which it approves. However, the Contractor shall fill all purchase orders received prior to the effective date of the price adjustment at the old contract prices. The Contractor is further advised that decreases which affect the cost of materials are required to be communicated immediately to the Montgomery County Purchasing Department

ATTACHMENT B

**COUNTY OF MONTGOMERY
STANDARD CONTRACT**

Contract Number:

This contract entered into this ___ day of, 201__, by _____ hereinafter called the "Contractor" and the Montgomery County, called the "County".

WITNESSETH that the Contractor and Montgomery County, in consideration of mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF SERVICES: The Contractor shall provide the services to the County as set forth in the Contract Documents.

CONTRACT PERIOD: The initial contract period is _____ through _____.

COMPENSATION AND METHOD OF PAYMENT: The Contractor shall be paid in accordance with the Contract Documents.

CONTRACT DOCUMENTS: The Contract Documents shall consist of signed Contract, the Invitation for Bid Number, dated _____, together with all written modifications thereof, the bid submitted by the Contractor dated _____, all of which contract documents are incorporated herein.

In **WITNESS WHEREOF**, the parties have caused this Contract to be duly executed intending to be bound thereby.

CONTRACTOR:

MONTGOMERY COUNTY:

By: _____ By:

Title: _____ Title: