

**CITY OF NORWICH
INVITATION TO BID**

BID NO. 7282

**INSPECTION, MAINTENANCE AND REPAIRS
OF FIRE EXTINGUISHERS**

**NORWICH PUBLIC UTILITIES, NORWICH PUBLIC WORKS,
NORWICH PUBLIC SCHOOLS**

Sealed bids will be received at the Office of the Purchasing Agent, City of Norwich, City Hall Building, Norwich, Connecticut until 2:00 p.m. Prevailing time, **Tuesday, June 28, 2011** and will be publicly opened and read at 2:00 p.m. in the Finance Office.

Specifications and information for bidders may be obtained at the Office of the Purchasing Agent, City Hall Building. Bid documents are also available at the State of Connecticut DAS web portal or at www.norwichct.org.

Bidder is to submit bid on the attached forms and in the manner requested. Bids must be deposited with the Purchasing Agent before closing time. Bids transmitted by facsimile will not be accepted.

The right is reserved to reject any or all, or any part of any or all bids when such action is deemed in the best interest of the City.

All Bids received must be in a sealed envelope. Each envelope is to be marked on the front with bid number and the bidder's name. All final awards of bid are subject to comply with **Ordinance # 1235, adopted 12/3/91**.

WILLIAM BLOCK
PURCHASING AGENT

INSPECTION, MAINTENANCE AND REPAIRS OF FIRE EXTINGUISHERS

1. Scope:

This contract covers the requirements for any City Department, Norwich Public School, or Norwich Public Utilities for the inspections, repairs, and maintenance of Fire Extinguishers to include parts and refills and related equipment which may also be referred to as “Equipment” of “Item”.

The Contractor must be factory authorized for each type of equipment their company sells or services.

2. Applicable Codes/Recommendations:

Fire extinguishers and all work (to include inspection, maintenance and repairs of fire extinguishers) shall be in strict accordance with all, but not limited to, applicable National Fire Protection Association (NFPA) codes (such as NFPA’s 10 and other NFPA codes that may apply), latest revision accepted by the State Fire Marshall, Connecticut Fire Safety Codes (CFSC), latest revision as applicable; Manufacturer recommendations and/or requirements; US Department of Transportation, Uniform Fire Code, American National Standards Institute, Underwriters Laboratories, Occupational Safety and Health Administration, Federal Regulations and Standards; any other Regulations/Statutes/ Codes or other industry standards. If any of these codes/requirements change and have an impact on the Contract, a Contract supplement may be issued to reflect these changes at any time during the contract.

3. Contractor Requirements

3.1 Licenses:

Contractor shall maintain a valid Halon Reclamation Certificate and a DOT Retest Certificate, if applicable.

When electrical work is required, the work shall be done by an individual having a current L-5 or E-1 license, as determined by the type of work performed. Tests shall not be conducted by independent contractors (as defined by the Internal Revenue Service).

Contractor’s personnel shall carry their licenses with them when performing any type of service and show the required licenses to the Department representative as proof prior to beginning any type of work, if requested.

3.2 General:

The Contractor shall:

- Be required to have a representative available, at reasonable times, for consultation with the Department Representative, should the need arise.
- Coordinate all work with the Department Representative prior to beginning any service. Contractor shall follow all the Department's working policy procedures while performing any work in the facility. All work shall be performed during normal working hours unless authorized by the Department Representative.
- Coordinate and schedule all inspections with the Department Representative at least 48 hours in advance of the inspection.
- Not be allowed any charges, including but not limited to the following: equipment rental, truck charges, fuel surcharges, travel time, travel costs, trip charges, mileage charges, portal-to-portal rates, parking fees, ancillary fees and costs, including permits, licenses, insurance, and other expenses not listed in the Contract.
- Provide their own equipment necessary to perform inspection and maintenance services. Contractor shall not utilize any Department equipment, tools, ladders, etc. to perform any service or installation, unless approved by the Department Representative. Contractor shall maintain the equipment and materials provided for the work consistent with applicable safety and health codes.

3.3. Response Time:

All service calls should be started within twenty-four (24) hours of notification regardless of the time of day and completed without delay.

Emergency service rendered under this Contract shall be available continually on a twenty-four hour a day basis. Twenty-four hour emergency service capability shall include an "answering service" response system. Home telephone numbers or recording devices shall not be substituted for answering service capability.

4. Requirements of Fire Extinguishers:

4.1. Condition/Material

All fire extinguishers shall be standard, new goods, latest model of regular stock with all parts regularly used with the items and with no attachment/part which has been substituted/alterd or applied contrary to manufacturer's standard practice. Approval shall be stamped on fire extinguisher in a permanent manner.

All fire extinguishers described herein including all component hardware, charge, propellant and packaging shall be new and unused. Price includes units fully charged in accordance with manufacturer's recommendations and all requirements herein. The fire extinguishers shall be free from defects that affect its appearance and service ability. All safety pins, plastic tags, service tags, required six years labeling, mechanical inscribing, required records of maintenance, transportation fees, relocating, mounting, and mounting of related signage shall be at no additional charge to the Department.

The fire extinguisher shall be corrosion resistant. The fire extinguisher (including all component hardware), charge and propellant shall be new and suitable for the use intended. Any locking pins required by the unit shall be furnished by the manufacturer.

4.2. Identification:

Each fire extinguisher shall have a plate or panel permanently affixed which shall include a barcode label with the manufacturer's name, serial number, instructions for use, directions for charging, and size and type of fire extinguisher. Fire extinguisher shall also include Underwriter's Laboratories approval with type and ratings.

4.3. Delivery

Each fire extinguisher delivered shall be newly charged and shall have an approved standard service tag meeting the specifications of the Uniform Fire Code. Fire extinguisher shall include a tag for the purpose of recording service dates.

5. Types of Fire Extinguishers

5.1. Fire Extinguishers

The following fire extinguishers are included in this Contract.-Refer to Specifications for more details of certain fire extinguishers.

- Carbon Dioxide
- Dry Chemical
- Dry Chemical (Purple K)
- ABC or multi-purpose
- Pressurized Water
- Water Mist
- Wet Chemical(Kitchen Use)
- Clean Agent
- Halon 1211

6. Description of Services For Fire Extinguishers and other Related Equipment

The Contractor shall:

- Maintain all portable fire extinguishers as fully charged and in operable condition.
- Ensure proper labeling of all fire extinguishers (checking weights, pressures, etc. when appropriate).
- Be responsible for providing the replacement of a fire extinguisher of equal size and type, at each site, while authorized repairs are completed. Such replacement fire extinguisher shall be provided at no additional cost to the Department and shall remain available for Department use until all repairs have been completed and the equipment is fully repaired and certified.
- Be responsible for providing each Department Contact with the serial number of any fire extinguisher(s) removed from the site for repairs or any other reason. All fire extinguishers shall be returned to their proper location(s) prior to submission of invoice(s) for payment.
- Furnish all labor, material, tools and equipment to perform all operations in connection with the annual Inspections, Hydrostatic Testing, Maintenance, Recharging and Repairs to all Department owned fire extinguishers at the various locations.
- Shall be factory authorized to perform repair, maintenance, and inspection of fire extinguishers or other related equipment listed. Only authorized factory parts shall be used.
- Have written preapproval for all repairs from the Department Representative.
- Guarantee all material and workmanship for a period of one (1) year, only after acceptance by the Department Representative.
- Be responsible to pay for any fines or added charges incurred because said contracted work was incomplete, unfinished, and/or overdue.
- Tag all equipment upon completion of repairs and testing.
- Not dispose any Ozone Depleting Substances by directly releasing into the atmosphere. The Contractor shall employ Recycling and Other Conservation practices applicable to the State of Connecticut and the Federal Government to the utmost of their efficiency.
- Provide all services to include, but not be limited to, annual maintenance, recharging, and testing of fire extinguishers. Prices listed on bid form for each type of service includes all the necessary parts, labels, seals, pins, etc. for all fire extinguishers for that specific service the Contractor is performing. No additional charges for these items shall be allowed.

SPECIFICATIONS

1. CARBON DIOXIDE FIRE EXTINGUISHER:

The contract price per unit for each service for all Annual Maintenance, Recharging and Hydrostatic Testing includes the installation of the proper Hazardous Materials identification System (HMIS) Label, UN DOT Label, replacement of tamper seals and the replacement of the fire extinguisher pull pin, if necessary.

In addition, the Contract price for all Carbon Dioxide Fire Extinguishers includes a Conductivity Test on all hose assemblies. If the hose assembly passes the Conductivity Test, a Conductivity Label shall be affixed to the hose as described in NFPA-10.

2. DRY CHEMICAL FIRE EXTINGUISHER

The Contract Price per unit for each service for Annual Maintenance Recharging, Six-Year Maintenance and Hydrostatic Testing shall include the installation of the proper HMIS Label, UN DOT Label, replacement of tamper seals and replacement of the fire extinguisher pull pin, if necessary.

3. HALON 1211 FIRE EXTINGUISHER:

The Contract price per unit for each service for Annual Maintenance, Recharging, Six-Year Maintenance and Hydrostatic Testing shall include the installation of the proper HMIS Label, UN DOT Label, replacement of tamper seals and replacement of fire extinguisher pull pin, if necessary.

In addition, the Contract price per Six-Year Maintenance of Hydrostatic Testing of any Halon 1211 Fire Extinguisher shall include the reclamation fee and price per pound of additional Halon 1211, if necessary. No fully discharged Halon 1211 Fire Extinguisher shall be recharged without prior approval from the Department Representative and upon determination of necessity of Halon 1211 as the fire extinguishing agent.

OEM REPLACEMENT PARTS

The equipment to be supplied shall be newly manufactured equipment and shall be guaranteed to be standard new equipment, latest model of regular stock product and current production, with all parts regularly used with the type of equipment offered. No attachment or part shall be substituted or applied contrary to the manufacturer's recommendations and standard practice. Replacement/repair parts shall meet or exceed manufacturer's specifications and shall have written approval from the Department Representative. All equipment delivered for installation shall conform the testing standards at the time of purchase under this Contract and incorporate the most recent design changes from the manufacturer as of the scheduled delivery dates.

Copies of original invoicing shall be made available upon request in order to allow the Department Representative to substantiate the Contractor's cost for any miscellaneous items that are not part of this bid.

LABOR RATES:

Labor rates listed on the bid form apply to repairs of fire extinguishers only. Labor rates shall not be added to any of the costs for the purchase of fire extinguishers or any services for any fire extinguishers listed herein.

Labor rates are to be considered straight time costs for work accomplished during regular working hours between 7:30 AM and 4:30 PM, Monday through Friday, excluding holidays with a minimum of one (1) hour. Any work performed at other times will be considered overtime and shall be allowed a two (2) hour minimum with written approval from the Department Representative.

REQUIRED REPORTS:

Technician service reports shall include make and model number of equipment being serviced, date and location of service, arrival time and departure time for each service call, description of service performed, technician's name, signature of Department staff person upon completion. Service reports shall supply manufacturer and manufacturer's part number for any parts to be billed to the City.

Contractor shall submit the following report in electronic format (i.e. Microsoft Excel) to the Purchasing Agent, City Hall, Rm. 105, 100 Broadway, Norwich, CT 06360 at no charge. The report shall be required six months prior to the Contract expiration date. The report shall cover the entire Contract period. The report will include the name and

address of the Contractor, the bid number, and period covered by the report. The report will be broken down by each City Department, and each service performed and fire extinguishers purchased shall be listed separately.

Bidders are advised that actual quantities encountered during the contract period may vary.

If site visits are desired, they may be arranged by contacting the following:

- City of Norwich; Bob Sewart, Maintenance, Superintendant 860-823-3728.
- Norwich Public Schools; Dolores Thayer, Facilities Manager 860-859-5015, ext. 4
- Norwich Public Utilities: Tammy Petersen: Purchasing and Inventory Control Supervisor; 860-823-4503.

This contract shall be in effect from July 1,2011 until June 30,2014.

**Inspect, Hydrostatic Testing, and Six Year Maintenance
at various locations in Norwich Public Schools,
Norwich Public Utilities and City of Norwich**

Quantity (All sizes)	Extinguisher Type	Annual Inspection	6 Yr Maint	Hydro Test	Recharge
320	ABC - 2.5 lb				
	ABC - 5 lb				
	ABC - 10lb				
84	Carbon Dioxide				lb.
87	Pressurized Water				w/antifreeze
4	Halon - 9				
	Halon - 13				
11	Wet Chemical				
7	BC - 25 lb				
	BC - 5lb				
	BC - 10lb				
	Repair Labor Charge:				
	Straight time/ hr				
	Overtime/ hr				

Replacement Fire extinguishers

Size (lbs)	Extinguisher Type	Price delivered	Mfg	Warranty
2.5	ABC			
5	ABC			
10	ABC			
2.5	BC			
5	BC			
10	BC			
5	Carbon Dioxide			
10	Carbon Dioxide			
15	Carbon Dioxide			
20	Carbon Dioxide			
2.5	Pressurized Water			
9	Halon			
13	Halon			
6 hr.	Wet Chemical			

CONTRACTOR'S INSURANCE REQUIREMENTS

The successful bidder must, within 10 days from the date of acceptance of his proposal, file with the City, Workmen's Compensation, Comprehensive General Liability, Comprehensive Auto Liability, Certificates of Insurance satisfactory to the City, in compliance with the law, and in the following form and amount:

Comprehensive General Liability	
Premises - Operations - Products/Completed Operations	
General Aggregate.....	\$2,000,000.00
Occurrence.....	\$1,000,000.00
Comprehensive Automobile Liability	
Combined Single Limit.....	\$1,000,000.00
Workmen's Compensation.....	Statutory
Employer's Liability.....	\$100,000.00

Fire and Special Extended coverage in Builder's Risk policy in the amount of 100% of insurable completed value.

If subcontractors are employed, same limits as named above shall apply and the certificate of insurance must be filed with the City.

No contract shall be binding upon the City of Norwich until such bond shall have been given and until Comprehensive General Liability, Comprehensive General Auto Liability and Workmen's Compensation policy certificates indicated above have been filed with the City and approved as to form and sufficiency by the Owner. The insurance policy certificate provided by the successful bidder and all subcontractors shall carry a statement by the insurance company that the City of Norwich will receive at least ten (10) days notice prior to cancellation of any portion of the policies or any modifications in the insurance coverage that may affect the City's interest. The cost of all insurance coverage shall be included in the price of the contract cost.

The insurance company must be licensed to do business in the State of Connecticut and must be satisfactory to the City of Norwich. THE CITY OF NORWICH MUST BE NAMED AS ADDITIONAL INSURED.