

County of Henry

P.O. BOX 7
COLLINSVILLE, VIRGINIA 24078-0007
<http://www.co.henry.va.us/>

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MEMBER OF
VAGP
NIGP

PURCHASING DEPARTMENT

JUNE 3, 2014
REQUEST FOR PROPOSAL
RFP # 14-06193-A139
HENRY COUNTY PURCHASING DEPARTMENT

A MANDATORY PRE-PROPOSAL MEETING WILL BE HELD ON JUNE 11, 2014, AT 10:00 AM, AT BASSETT HIGH SCHOOL, 85 RIVERSIDE DRIVE, BASSETT, VA 24055.

The Henry County Public Schools solicits firms to submit proposals for “Fire & Life Safety System Inspection, Testing and Maintenance Services.” The original and **three (3) submittals (**FOR A TOTAL OF FOUR (4) PROPOSALS**), marked “**Fire & Life Safety System Inspection, Testing and Maintenance Services**” RFP #14-06193-A139 will be received in a sealed envelope not later than **3:00 p.m., Local Prevailing Time, JUNE 19, 2014, in the:****

Purchasing Department
Attn: Carole Jones, Chief Purchasing Agent
Henry County Administration Building
Room 210, Kings Mountain Road
P.O. Box 7 (Postal Service)
3300 Kings Mountain Road (Fed-ex, UPS)
Collinsville, VA 24078-0007

Facsimile and/or electronic proposals will not be accepted. Proposals received after the announced time and date of receipt, by mail or otherwise, will be returned unopened. Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition.

RFP# 14-06193-A139

On the contrary, all responsible firms, local, faith-based, minority-owned and female-owned are encouraged to submit a proposal.

The County of Henry reserves the right to reject any or all of the proposals, to waive informalities and to award in part or in whole any or all proposals.

Any proposal submitted MUST be signed by an individual authorized to bind the offer.

Enclosed is a ***“Proposal Requirements and Non-Collusion Statement”*** that must be signed and returned with the proposal or proposal may be rejected.

If you desire not to quote on this proposal, please forward your acknowledgement of NO PROPOSAL SUBMITTED to the above address.

Otherwise, your name shall be removed from our bidders list after three (3) non-responses.

Contract Period

A notice of award will be signed and publicly posted once this RFP has been approved. The date on the notice of award will be when the RFP becomes effective (not date of service). This contract shall be good from **the terms setforth on page 7 of this RFP**. We reserve the right to negotiate extending this contract for not more than one (1) additional year after original contract terms without having to go through any other procurement process. **The above terms shall override any other written terms in this RFP and/or verbal comments made during negotiations, unless authorized by Chief Purchasing Agent.**

Piggy Back Clause:

This contract shall be available for piggy backing for any other state and local agency or government agency.

ILLEGAL ALIENS

Vendor promises they will not hire illegal aliens. By signing this proposal document the vendor confirms this promise.

CONTACT FOR THIS RFP:

Please contact Keith Scott at kascott@henry.k12.va.us for any questions pertaining to this RFP.

During the performance of any contract awarded pursuant to this RFP, the contractor agrees as follows:

- A. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, or handicaps, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the operation of the contractor. The Contractor agrees to post in conspicuous places, available to provisions of this nondiscrimination clause.
- B. The Contractor, in all solicitations or advertisements for employees placed on behalf of the contractor, will state that such contractor is an equal opportunity employer.
- C. Notices, advertisements, and solicitations placed in accordance with federal law, rule or regulations shall be deemed sufficient for the purpose of meeting the requirements of this section.

The Contractor shall include in provisions of the foregoing paragraph A, B, and C in every subcontract or purchase order over \$5,000 so that the provisions will be binding upon each subcontractor or vendor.

PROPOSAL REQUIREMENTS AND NON-COLLUSION STATEMENT

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth.

My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under Title 18.2, Chapter 12, Article 1.1 of the Code of Virginia as amended. Futhermore, I understand that fraud and unlawful collusion are crimes under the Virginia Governmental Frauds Act, the Virginia Bid Rigging Act, and Virginia Antitrust Act, and Federal Law, and can result in fines, prison sentences, and civil damage awards.

I hereby certify that I am authorized to sign as a Representative for the Firm:

NAME OF FIRM _____

ADDRESS _____

SIGNATURE _____

NAME (TYPE/PRINT) _____

TITLE _____

DATE _____

TELEPHONE () _____

FAX () _____

Subcontractor Information

Must fill form out completely even if no subcontractors are being used.

You must check appropriate box below and list any subcontractors that will be used for this RFP# 14-06193-A139 for FIRE & LIFE SAFETY SYSTEM INSPECTION, TESTING AND MAINTENANCE SERVICES.

_____ I will be using subcontractors. (See list below)

_____ I may or may not be using subcontractors. Not sure at this time. If you are the awarded vendor, you are responsible for contacting Commissioner of Revenue's Office at (276-634-4691) with subcontractor information. Payment of invoices is contingent upon receiving required information.

_____ I will not be using subcontractors.

1.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

2.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

3.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

4.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

5.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

6.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

Bidders Company Name _____

Bidders Authorized Signature _____ **Date:** _____

Bidders Telephone # _____ **Federal ID #** _____

*Note- Add a separate sheet if you need additional space for subcontractors

**REQUEST FOR PROPOSALS FOR FIRE AND LIFE SAFETY SYSTEM
INSPECTION, TESTING AND MAINTENANCE SERVICES**

MANDATORY PRE-PROPOSAL CONFERENCE: A pre-proposal conference will be held at Bassett High School on June 11, 2014 at 10:00am. Attendance is a mandatory requirement in order to respond to the RFP.

Direct inquiries for information to:

Henry County Public Schools
Keith Scott
Supervisor of Facilities Maintenance
2285A Fairystone Park Highway
Bassett, Virginia 24055
Phone: (276) 666-2404
Fax: (276) 666-2240
kascott@henry.k12.va.us

In compliance with this Request For Proposals (RFP) and subject to all the terms and conditions set forth herein, the undersigned offers and agrees to furnish the services described in the RFP cited above and submit this signed proposal which includes this completed and signed page, the completed and signed Proposal Sheets 1 through 5, and all other data as required by the RFP. It is understood that this proposal and the scope of services may be modified, by mutual agreement in subsequent negotiations.

Name and Address of Proposer:

_____	Date: _____
_____	By _____
_____	(Signature in Ink)
_____	Typed Name: _____
_____ Zip _____	Title: _____
FEIN/SSN # _____	Telephone No. () _____

**HENRY COUNTY PUBLIC SCHOOLS
FIRE AND LIFE SAFETY SYSTEM
INSPECTION, TESTING AND MAINTENANCE SERVICES**

1.01 GENERAL

Henry County Public Schools invites proposals for fire and life safety system inspection, testing and maintenance services for fifteen schools and three support facilities.

1.02 DEFINITIONS

The following definitions shall be applicable throughout these specifications:

- A. SERVICE shall be defined as all work related to inspecting, testing and maintaining fire and life safety systems at all schools and one support facilities. A list of facilities and addresses is provided in **Appendix A, School Addresses and Contact Information.**
- B. OWNER shall be defined as Henry County Public Schools.
- C. CONTRACTOR shall be defined as the party with whom the OWNER has entered into a contractual agreement to perform the SERVICE.

1.03 CONTRACT TERM

The period of this contract shall be from about July 14, 2014 through June 30, 2015, with an option to renew for up to four (4) additional twelve month extensions by mutual consent of the contracting parties. The school system reserves the right to award this proposal to multiple vendors if it's in their best interest. Through mutual agreement with the Contractor, this contract may be extended to other school divisions and local governments.

1.04 INSURANCE

Contractor shall carry and maintain in force throughout the duration of the contract insurance in the amounts specified below, including contractual liability assumed by the contractor. Contractor shall deliver to the Owner, prior to the commencement of work, a Certificate of Insurance from carriers acceptable to the Owner specifying such limits. The Certificate shall name the Owner as an additional insured for the Commercial General Liability and Automobile Liability, including owned, non-owned and hired car coverage and Umbrella Liability coverage. The coverage shall be provided by a carrier(s) rated "Excellent" by A.M. Bests. In addition, the insurer shall agree to give the Owner 30 days notice of its decision to cancel coverage.

- 1. Workers' Compensation and Employer's Liability
 - Coverage A – Statutory Requirements
 - Coverage B - \$1,000,000 Per Occurrence
 - Coverage C - \$1,000,000/\$1,000,000 Accident and/or Disease

All States Endorsement

2. Automobile Liability, including Owned, Non-Owned and Hired Car Coverage

Limits of Liability

Bodily Injury \$1,000,000 each person
 \$1,000,000 each occurrence

Property Damage \$1,000,000 each occurrence

3. Comprehensive General Liability

Limits of Liability

Bodily Injury \$1,000,000 each occurrence

Property Damage \$1,000,000 each occurrence

Or

Single Limit \$2,000,000 each occurrence
Bodily Injury
Property Damage

Including

- A. Completed Operations/Products
- B. Contractual Liability for Specified Agreement
- C. Personal Injury
- D. (XCU) Explosion, Collapse and Underground Coverage
- E. Broad Form Property Damage

NOTE 1: Contractual Liability covers the following indemnity agreement: “The Contractor shall indemnify and hold harmless the owner against and from all liability, claims, damages and costs, including attorney’s fees of every kind and nature and attributable to bodily injury, sickness, disease or death or to damage or destruction of property resulting from or in any manner arising out of or in connection with the project and the performance of the work under this contract”

1.05 SCHEDULE

- a. Service shall commence immediately after receipt of Purchase Order or a notice to proceed, on or about July 14, 2014. The Contractor shall schedule work in a manner to maximize safety and minimize the distraction of students. As much as practical, work shall be scheduled during times when students are not attending school, i.e. student breaks, late in the day, etc., in the months of April, July, September and December. Work shall be schedule to avoid conflict with instruction, meal preparations and school operations. The Contractor shall refrain from performing noisy activities adjacent to buildings while students are in class. Services shall be performed between the hours of 7:30 a.m. and 4:00 p.m Monday through Friday,

excluding holidays. No change in schedule may be made without the prior approval of Owner.

1.06 SITE INVESTIGATION

As a requirement for submitting proposal, Contractor shall satisfy himself as to the nature of existing conditions. All information provided in these specifications shall be confirmed by Contractor prior to proposal. Contractor's failure to examine the site and include all work in proposal shall result in denial of claims for additional compensation after submission of proposals.

1.07 QUALIFICATIONS

The Contractor and its employees shall be licensed and certified as required by law to perform this service. The Contractor shall obtain and pay for all licenses and permits from the appropriate governmental agencies/jurisdictional authorities as required by law in order to perform the work. The Contractor shall have a minimum of five consecutive years experience in the fire alarm business serving schools or commercial accounts of comparable size and scope to this contract. Contractor shall have demonstrated experience performing similar services on equipment of the quantity, type, age and condition as described herein. Contractor shall have sufficient financial resources to successfully provide services described herein.

As required by Section 22.1-296.1 of the Code of Virginia, the Contractor shall certify that its employees and the employees of its subcontractors have not been convicted of a felony or any offense involving the sexual molestation, physical or sexual abuse or rape of a child. The Contractor shall comply with the schools' No Smoking/No Drugs policy while on school property. The Owner may require the Contractor to bar from the site any employee the Owner deems to be incompetent, careless or disruptive to school operations.

Contractor shall have an office within a 50 mile radius of Henry County staffed during normal business hours (Monday through Friday) with emergency service available 24 hours per day, 7 days per week via staffed answering service or other live contact. Time is of the essence in an emergency. Applicable after-hours staff or answering service should maintain an accurate multiple technician call list of no less than two technicians capable of response to an emergency situation within the 24 hour time limit stipulated by this contract.

Contractor shall have a demonstrated understanding of and experience with the current Statewide Fire Prevention Code of the Commonwealth of Virginia, the Building Officials and Code Administrators (BOCA) Fire Prevention Code, and applicable National Fire Protection Association (NFPA) codes.

Contractor technicians shall be trained and certified in accordance with the applicable requirements of NFPA to inspect, test and repair the respective fire and life safety systems. All hydrostatic testing of cylinders shall be performed by a company approved by the U.S. Department of Transportation for inspection and testing of high and low pressure vessels and

assigned a Re-tester Identification Number (RIN) in accordance with 49CFR, Section 173.34 (e) (iv). **Provide RIN for inspection and testing of high and low pressure vessels with Proposal.**

1.08 EMERGENCY SERVICE CALLS

Rapid response to emergency repair calls is of the utmost importance. In order to ensure minimal downtime caused by equipment malfunctions, the Contractor, when notified or requested, shall respond on site within 24 hours from the time the call is received by the Contractor for emergency service. Owner will notify the contractor when emergency service is required. Emergency service shall be available 24 hours per day, 7 days per week, including holidays.

1.09 PARTS AND COMPONENTS

The Contractor shall repair or replace worn parts or complete components using only U.L. listed and manufacturer's approved equipment and replacement parts or components. This is applicable only to the system and equipment covered by these specifications. The Contractor shall not be responsible for the cost of replacement or repairs necessitated by reason or negligence or misuse of the equipment or vandalism. Such costs shall be borne by Owner.

The Contractor shall have available locally or be able to source within 24 hours in an emergency, the majority of equipment and components as needed to restore system to proper working order. This shall include but not be limited to CPU cards, power supplies, signal circuits, zone modules, batteries, and peripheral items.

1.10 SERVICE AND INSPECTION REPORTS

Contractor shall prepare detail reports of every regular inspection or emergency call provided. This report shall indicate the date the service was provided, location of the service, defects discovered, and an itemized listing of the devices provided (labor and material). This report shall note any repairs required on the equipment serviced and a legible report. Reports for fire alarms and sprinkler systems shall be signed by principal or assistant principal. Reports for range hoods shall be signed by the principal or cafeteria manager. Contractor shall provide one copy each of reports to the school principal, the Facilities Maintenance Department and the Henry County Fire Marshall. In the case of range hoods, the Contractor shall also provide one copy each to the cafeteria manager and the Director of Nutrition Services.

Inspection reports shall indicate the number, location and type of device tested. The inspection report shall provide all information as required in the National Fire Protection Association Standard governing the maintenance and inspection of the respective fire and life safety system.

At the time of each inspection, the Contractor shall furnish and complete tags on equipment, including but not limited to range hoods, fire extinguishers and sprinkler systems, to provide the date of inspection, the service performed and the signature or initials of the inspector.

1.11 SAFETY PRECAUTIONS

Contractor shall take all necessary precautions to protect school children, employees, the public and the facilities, and meet laws and governmental safety requirements, such as OSHA.

Contractor shall take necessary precautions to protect facilities during work. Contractor shall assure that all work areas, etc. are kept clean and functional during and upon completion of work. Contractor shall take necessary precautions to protect building, vehicles and grounds from damage resulting from work. The Contractor shall be responsible for ensuring that Owner's premises and equipment are not disturbed or damaged by the work. Leaks of lubricants, etc. from vehicle, shall be immediately contained and cleaned up by the Contractor. In the event of any damage, the Contractor shall be responsible for the cost of restoring buildings, vehicles and grounds to previous equivalent condition.

1.12 PRICING

Prices provided in the Proposal Sheet(s) are to reflect the scope of services as outlined in this RFP and shall be fixed for each period, with the exception of the addition or deletion of facilities or the use of additional services. If during the term of this contract, the school system adds or deletes facilities or elects to utilize additional services of the selected firm, an adjustment shall be made in the amount of the contract by applying units prices established in the proposal or by adding or deducting such costs where identified as a line item, and if not so identified, then the cost shall be determined through negotiation.

1.13 ADDITIONAL SERVICES

The Contractor may provide additional services under this contract. The Contractor shall provide a written quote when additional services are requested. Such services shall be paid as an addition to the contract. The Contractor may only proceed with additional services when authorized through a purchase order.

When additional services are required, only time spent on site at the school facility may be charged according to hourly rates or unit costs established in this proposal. Travel time, vehicle mileage, etc. shall not be charged to the Owner. Those costs shall be included in hourly rates or unit costs.

1.14 PRICE ESCALATION/DE-ESCALATION

Prices shall be unchanged for the first year of the contract. At time of subsequent contract renewals, price adjustments may be permitted for changes in the Contractor's cost of labor and materials not to exceed the lesser of four percent or the increase in the U.S. Department

of Labor, Bureau of Labor Statistics Consumer Price Index (<http://www.bls.gov/cpi/home.htm#overview>) for Urban Consumers (CPI-U) in the South Region, for all items, over the preceding twelve month period.

1.15 PAYMENT

Invoices for inspection, testing and maintenance of kitchen range hoods shall be sent to attention of the Director of Nutrition Services at Henry County Public Schools, P.O. Box 8958, Collinsville, Virginia 24078.

Invoices for all other work shall be sent to the attention of the Supervisor of Facilities Maintenance at Henry County Public Schools, 2285A Fairystone Park Highway, Bassett, Virginia 24055.

All invoices shall be submitted on a monthly basis. Invoices shall reference the purchase order number and itemize the work and cost by school. Separate invoices shall be provided for additional services.

1.16 SERVICE REQUIREMENTS

All workmanship shall be of the highest quality in conformance with these specifications, industry standards and shall meet the complete satisfaction of Owner. All work shall be in strict accordance with all federal, state and local laws.

In the event of unsatisfactory service, the Owner may withhold payment for those facilities where this occurs. The Owner reserves the right to contract with others to remedy unsatisfactory work and deduct that cost from payment to the Contractor. The Owner may terminate this contract for any reason upon 30 days written notice. The Owner may terminate the contract immediately for failure to perform or if the Contractor fails to take properly protect students and staff.

1.17 WARRANTY

All equipment and workmanship shall be warranted against defects for one (1) year from date of completion. Any substitutions of equipment or material must be approved by Owner.

1.18 PROPOSAL PREPARATION AND EVALUATION

Proposals shall be signed by an authorized representative of the Proposer. By submitting a proposal, the Proposer certifies that all information provided in response to this RFP is true and accurate. Failure to provide information required by this RFP may result in rejection of the proposal.

Proposals shall be prepared simply and economically, providing a straightforward, concise description of the Proposer's capabilities for satisfying the requirements of the RFP. Emphasis should be on completeness and clarity of content. All documentation submitted

with the proposal shall be included in a single bound volume. Elaborate brochures and other representations beyond those sufficient for presenting a complete and effective proposal are neither required nor desired.

Proposers shall submit a bound original and three bound copies of the proposal, which shall include the following information, in sequence.

1. Complete and provide Page 1-6 of this RFP.
2. Description of Firm: Provide a description of the company, not to exceed two pages, providing years in business, its qualifications, office location, financial standing, number of employees, types and quantities of equipment used, and number and types of current customers.
3. Description of Subcontractors: Provide a description of subcontractors, not to exceed two pages, providing the services that will be rendered, years in business, qualifications, number of employees, types and quantities of equipment used, and number and types of current customers.
4. Evidence of Licensure: Provide a copy of Commonwealth of Virginia contractor's license for prime firm and subcontractors.
5. Evidence of Insurance: Provide a certificate of insurance or letter from insurer demonstrating ability to meet the specified insurance requirements.
6. References: Provide a list of references, using the **Reference Form** at the end of this document, from contracts of similar size and scope within the past two (2) years.
7. Price: Complete and attach copies of all proposal sheets.
8. Additional Services: Provide a list of hourly rates for personnel and equipment for additional services offered.

Henry County will evaluate proposals based on the following criteria:

Price
Experience & Qualifications
Geographic Location
References
Insurance

1.19 AWARD OF CONTRACT

The Owner shall engage in individual discussions and may interview Proposers deemed fully qualified, responsible and suitable on the basis of initial responses, and with competence to

provide the required services. Repetitive informal interviews are permitted. Proposers shall be encouraged to elaborate on their qualifications, performance data, and expertise relevant to the proposed contract. Proprietary information from competing proposers (including any data on estimated man-hours or rates and the plan for accomplishing the scope of work) will not be disclosed to the public or to competitors provided such information is duly marked as "Proprietary Information" by the Proposer and the designation is justified as required by §2.2-4342, Code of Virginia, as revised. At the conclusion of the informal interviews, on the basis of evaluation factors published in the Request for Proposal and all information developed in the selection process to this point, the Owner shall rank, in the order of preference, the interviewed proposers whose qualifications and proposed services are deemed most meritorious.

Negotiations shall then be conducted with the one or more of the top ranked Proposers to establish an acceptable memorandum of understanding (MOU). Contracts may be awarded to one or more top ranked Proposers agreeing to terms acceptable to the Owner. If unable to negotiate acceptable terms with any of the top ranked Proposers, the Owner shall formally terminate negotiations and proceed to conduct negotiations with the next highest ranked Proposer, and so on, until such contract(s) can be negotiated at fair and reasonable rates.

2.00 FIRE AND LIFE SAFETY SYSTEMS SERVICES

2.01 SCOPE

The Contractor shall furnish all necessary equipment, labor and materials, including parts and travel, to inspect, test and maintain all fire and life safety systems according to these specifications, at all Henry County Public Schools including all buildings on each school campus, the Axton Records Building, the Fieldale-Collinsville Driving Range and the School Bus Garage as described in these specifications. The following systems shall be included:

- Fire Alarm Systems
- Fire Suppression Systems
- Range Hoods and Range Hood Fire Suppression Systems
- Portable Fire Extinguishers

A list of facilities and abbreviations referenced in this specification is provided in **Appendix B, Facilities Name Abbreviations**. Information on the above fire and life systems is provided in **Appendix C, Inventory of Fire and Life Safety Systems**. Quantities provided are approximate and shall be verified by Contractor prior to submitting a proposal. Selected Contractor shall inventory and provide an updated electronic spreadsheet listing of all systems and components not less than 60 days after award of contract.

Contractor shall coordinate all service with Principals or his/her designee to ensure that work does not conflict with scheduled events. Any time a conflict occurs when requested by the

Principal, the Contractor shall cease work and return at a mutually agreed upon time to complete work.

Contractor shall have Principal or Assistant Principal sign all inspection reports. Copies of certificates of inspection and cleaning shall be provided to the principal, the Supervisor of Facilities Maintenance and the Henry County Fire Marshall, and in the case of range hoods, to cafeteria managers and the Director of School Nutrition.

The Contractor shall furnish and install the following items when required to replace broken, missing or depleted components at no additional cost to the Owner:

- a. Fire alarm panel lamps and annunciator lamps.
- b. Fire alarm pull station break glass bars and resistance bars.
- c. Labor and travel to replace emergency backup batteries for all panels.
- d. Inspection and service tags, service collars, DOT, OSHA and HZMAT stickers, for all equipment.
- e. Fuse links.
- f. Safety seals, caps and tamper indicators.
- g. Fire extinguisher pull pins, nylon chains, safety discs, collar O-rings, valve stem assemblies and gauges.
- h. Fire extinguisher hangers, cabinet break bars and cabinet flat glass.
- i. Recharging of all fire extinguishers and fire suppression chemical cylinders as required to perform inspections and tests.
- j. Hydrostatic testing of all fire extinguishers and fire suppression chemical cylinders.

The Owner shall pay for replacement of the following as additional services:

- a. Batteries, but no labor or travel.
- b. Fire extinguisher cabinet bubble glass.
- c. Fan belts and motors.
- d. Light globes.
- e. Recharging fire extinguishers and fire suppression chemical cylinders discharged as a result of Owner's use or vandalism.

Prior to performing any tests, maintenance or repair to any system, which may trigger the fire alarm, the Contractor shall notify the Owner's central station monitoring company and request that the system be placed in the test mode. All building fire alarm panels are tied into DMP XR100NFC, which meets NFPA 72. The Owner's current central station monitoring company, Security Services, may be contacted at 276-632- 1283 (select option 0) during normal operating hours and at 800-286-5699 during other times.

2.02 FIRE ALARM SYSTEMS SERVICES

Inspect, test and service fire alarm systems to these specifications, the Statewide Fire Prevention Codes and National Fire Protection Association (NFPA) Standards, as follow:

- A. The Contractor shall provide preventative maintenance and emergency services for fire alarm panels and peripheral equipment. Preventive maintenance shall consist of work described in the specifications.
- B. The Contractor shall test, service and maintain systems using only U.L. listed and manufacturer's approved testing equipment and replacement parts. The integrity of systems shall be maintained at all times.
- C. Service shall consist of two semi-annual inspections, during the months of July and December, which shall provide a 100% inspection per year of all fire alarm panels and peripheral equipment.
- D. All work shall be in accordance with current Statewide Fire Prevention Code and NFPA standards and shall comply with manufacturer's recommendations. If, while this agreement is in effect, any of the fire codes are amended in such a manner as to require modification of the services rendered, the Contractor shall notify Owner in writing. Any additional work and charge shall be negotiated at that time.
- E. At least once per year, Contractor shall thoroughly examine, adjust, calibrate as necessary, and clean all fire alarm system controls resistors and accessories.
- F. Testing of all fire alarm system devices shall include, but not be limited to fire alarm panels, annunciators, power supplies, pull stations, audio units, visual units, audiovisual units, speakers, heat detectors, smoke detectors, duct detectors, sprinkler flow switches, magnetic door hold/release systems and all other fire alarm panel peripheral equipment. Testing shall also include testing of all NFPA 72 compliant DMP Model XR100NFC panels and associated heat and smoke detectors.

During regular semi-annual visits, Contractor shall test:

- 1. All pull stations once per year in accordance with the Statewide Fire Prevention Code and NFPA 72, 7-2.2:
 - a. Pull station handles on single action and coded stations.
 - b. Reset key switch and remove key.
 - c. Open station with key or Allen wrench.
 - d. Replace broken glass (plates and rods).
 - e. Close and lock.
 - f. Or operate by manufacturer's recommendations.
 - g. Test pre-signal as well as general alarm circuits.
- 2. All system smoke detector and duct detector heads once per year in accordance with the Statewide Fire Prevention Code and NFPA 72, 7-2.2:
 - a. Detectors shall be tested in place to ensure smoke entry into the sensing chamber and an alarm response using manufacturer's approved smoke source such as a listed aerosol.
 - b. Record trouble as well as alarm conditions in supervised zones.
 - c. Visually inspect detectors semi-annually to ensure that each detector remains in good condition and that there are no changes that would affect detector performance.

- d. Canned smoke is not permitted for sensitivity testing and shall not be used.
 - e. Clean all smoke detectors in accordance with sensitivity testing (see below) by first vacuuming, then wiping the exterior with approved supplies and cleaning solution. For very dirty detector heads, remove and clean interior in accordance with manufacturer's recommendations.
3. Sensitivity testing of smoke detectors per the Statewide Fire Prevention Code and NFPA 72, 7-2.2.
- a. Sensitivity test all smoke detectors in accordance with NFPA 72. 100% of detectors shall be tested in July 2011 and then 50% annually each year thereafter. Tested detectors shall be recorded on a separate inspection form. Contractor shall list exact detector location, detector model number or type, rated sensitivity (percent /foot obscuration), tested sensitivity (percent/foot obscuration), and acceptable/non-acceptable status.
 - b. Detectors found to have a sensitivity range of 0.25 percent/foot obscuration or more outside the listed sensitivity range shall be cleaned and recalibrated if possible. Those detectors where recalibration is not possible shall be reported as failed on the reports.
 - c. Ensure that each detector is within its listed and marked sensitivity range by testing using either:
 - A calibrated test method; or
 - The manufacturer's calibrated sensitivity test instrument; or
 - Listed control equipment arranged for the purpose; or
 - A smoke detector/control unit arrangement whereby the detector causes a signal at the control unit when its sensitivity is outside the acceptable sensitivity range; or
 - Other calibrated sensitivity method acceptable to the authority having jurisdiction.
 - d. Detector sensitivity shall not be tested or measured using any device that places an unmeasured concentration of smoke or aerosol into the detector.
 - e. Single station smoke detectors shall be tested in place to ensure smoke entry into the sensing chamber and an alarm response. Sensitivity testing is not required on single station smoke detectors.
4. All heat detectors, rate of rise or fixed temperature shall be tested annually in accordance with the Statewide Fire Prevention Code and NFPA 72, 7-2.2:
- a. Rate of rise detectors use a heat source, i.e., heat detector tester, to raise temperature of detector until it alarms. Temperature shall not exceed 135 degrees or detector will be permanently destroyed. For fixed temperature detectors, test electrically for function. Do not heat test.
5. All signaling devices, both audio and/or audiovisual shall be tested annually per the Statewide Fire Prevention Code and NFPA 72, 7-2.2:

- a. Audible: Test and record operation of each device.
 - b. Visible: Test and record operation of each device.
6. All door holders and fan shutdown shall be tested annually in accordance with the Statewide Fire Prevention Code and NFPA 72, 7-2.2:
- a. Remove all fusible links and operate the associated devices to ensure proper operation. Lubricate any moving parts as necessary.
7. Digital Communicator (DACT) shall be tested annually in accordance with the Statewide Fire Prevention Code and NFPA 72, 7-2.2.
- a. Verify the appropriate signal is received by the supervising station. Verify that completion of the transmission attempt was completed within 90 seconds from going off-hook to on-hook.
 - b. Verify that both primary and secondary lines transmit appropriately.
8. System supervision shall be tested as follows according to the Statewide Fire Prevention Code and NFPA 72, 7-2.2:
- a. Control panel will be tested annually:
 - Control equipment shall be tested to verify proper receipt of alarm, supervisory, and trouble signals, operation of evacuation signals and auxiliary functions, circuit supervision including detection of open circuits and ground faults, and power supply supervision for detection of loss of ac power and disconnection of secondary batteries.
 - Check earth ground by grounding one side of a circuit field wiring.
 - Check system trouble by removing fuses, disconnecting supervisory wiring, opening panel interlock, or removing interlock module.
 - Lamps and LED's shall be illuminated.
 - Check battery for corrosion and leakage and record date of battery manufacture. Note manufacturer's recommended replacement period. Test battery under load to verify capacity to provide 24 hours standby and 5 minutes full alarm.
 - Check battery charge for trickle / fast charge rates. Findings of less than 80% shall be recorded as failed.
 - Test alarm verification circuits in those systems so equipped.
 - b. Annunciator supervision shall be tested annually:
 - Remove lamp or use test button in annunciator, if provided.
 - If not supervised, test each zone annunciator by activating the zone alarm circuit.
 - Test remote system troubles and reset.
 - c. Zone troubles shall be tested annually, if applicable.

- Open wiring on one pull station, heat detector, smoke detector, duct detector or one tamper cover.
 - Test for each zone.
 - For each scheduled test, use different devices.
- d. Signal circuits shall be tested annually:
- Open wiring on one signal device (audio or visual) per signal circuit.
 - For each scheduled test, use different devices.
9. System testing final actions and documentation:
- a. After completion of all above requirements, correct all disarming features and restore control panel to normal operating condition ready for emergency action. Notify Owner's central station to resume monitoring. Report to designated agencies and individuals that tests have been completed.
 - b. Complete inspection report prior to leaving premises. Inspection reports shall list Owner, panel type and serial number, type of device and location, total number of devices tested and response by exact location and response (both trouble and alarm as it applies). All equipment failures or devices nearing failure, repairs made, or action to be taken to make repairs shall be listed.

2.03 FIRE SUPPRESSION SYSTEMS SERVICES

Inspect, test and service sprinkler systems according to these specifications and the Statewide Fire Prevention Codes and by the following National Fire Protection Association Codes, as follow:

NFPA 13 Care and Maintenance of Sprinkler Systems
 NFPA 25: Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems

In addition to the above itemized components, all other pertinent pieces of equipment attached to, or a part of these systems such as piping, sprinkler heads, auxiliary alarms, etc., shall be included in the inspection and functional testing of the systems.

1. Test Requirements:
 - a. Inspections shall be made quarterly during the months of April, July, September and December.
 - b. Annual maintenance shall be conducted during the July inspection.
 - c. Copies of approved inspection reports shall record the condition of the system at the time of the inspection and all pertinent test data.

- d. Sprinkler systems shall be functionally tested and inspected in accordance with applicable State Codes as well as applicable National Fire Protection Association Codes, manufacturer's recommendations and local requirements.

2. Testing Procedures:

- a. Wet Pipe Sprinkler Systems: Inspect and test system components in accordance with frequencies prescribed in NFPA 25, Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems

Quarterly:

Make a thorough visual inspection of all system components, where possible, to include checking distribution piping for mechanical damage, loose hangers, leaks, etc. Check sprinkler heads for loading, corrosion, mechanical damage, leaks, obstructions, proper heat range for area being protected and all other factors affecting the proper operation of the sprinkler heads.

Conduct a full flow test through the system main drain connection, with the static and residual flow pressure being properly recorded on the inspection report and system tag. Functionally test all local and supervisory alarms for proper operation. Test for proper operation system components including valve clapper, pilot valve, retarding chamber.

Check the following:

- Position and condition of all control valves.
- Condition of Siamese connections, including caps, gaskets, clappers and ball drips.
- Threads for proper type and condition.

Annually - During July Inspection

All system control valves shall be cleaned, lubricated and fully operated. Siamese Connection ball drip shall be disassembled, cleaned, checked for proper condition, and reinstalled.

2.04 Range Hoods and Range Hood Fire Suppression Systems

Inspect, test and service range hoods and range hood fire suppression systems according to these specifications and the Statewide Fire Prevention Codes and by the following National Fire Protection Association Codes:

NFPA 17A Standard for Wet Chemical Extinguishing Systems

NFPA 96 Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations

In addition to the above itemized components, all other pertinent pieces of equipment attached to, or a part of these systems such as piping, sprinkler heads, auxiliary alarms, etc., shall be included in the inspection and testing of the systems.

1. Inspection and Testing Requirements:

- a. Inspections shall be made semi-annually during the months of July and December.
- b. Annual cleaning shall be performed in July.
- c. Copies of approved inspection reports shall record the condition of the system at the time of the inspection and all pertinent test data.
- d. Maintain service tags on range hoods providing a description of the inspection and service, the date of performance and the name of the company and technician performing the service.
- e. Fire suppression systems shall be and inspected in accordance with applicable State Codes as well as applicable National Fire Protection Association Codes, manufacturer's recommendations and local requirements.
- f. All work shall be performed when kitchens are not in operation.

2. Semiannual Inspection and Testing Procedures:

Check all actuation components, including remote manual pull stations, mechanical or electrical devices, detectors, actuators, and fire-actuated dampers, for proper operation. Verify adequacy of nozzle coverage of appliances. Check to ensure that all piping, conduit and fittings are clear and tight and that all nozzles are clean and that seals and caps are in place. Check to ensure that all pulleys and cable are in good condition and operating freely. Check and grease bearings as needed. Check and adjust or replace fan belts. Check and replace any damaged light globes. Check wet chemical cylinders and hydrostatically test when due at twelve year intervals. Perform trip test to ensure that all covered appliances shut down and that the local alarm communicates to its supervising panel. Replace all fusible links, including fusible links on fire damper assemblies, and automatic sprinkler heads annually, or more frequently where required by the manufacturer. Where automatic bulb-type sprinklers or spray nozzles are used and inspection shows no buildup of grease or other material on the sprinkler or spray nozzles, annual replacement shall not be required. Note the year of manufacture and the date of installation of fusible links on the system inspection tag on the range hood. Sign or initial the inspection tag.

Report all maintenance issues not cover under contract to Owner for resolution. Replacement of fan belts and light globes, hydrostatic testing of cylinders and recharging cylinders after discharge shall be handled as an additional service.

3. Annual Cleaning Range Hood Systems:

Inspect range hood systems including but not limited to the interior and exterior of the hood, fans, ducts and filters, and if found to be contaminated with deposits from grease-laden vapors, thoroughly clean the entire system.

Since cooking practices at many schools produce few grease-laden vapors, proposal shall be based on the following cleaning schedule.

Frequency or Year	Schools
Annual	BHS, MVH
2015	AE, DME, FCMS, MOE, CCL
2016	CPS, JRE, LPMS, STE
2017	CCE, CE, RAE, SE, BHS Grill and BHS Wage

If deposits from grease-laden vapors are in range hoods not scheduled for cleaning, then the range hood shall be cleaned as an additional service.

Lock out and tag out electrical power sources for range hood electrical circuits prior to cleaning. Hoods, grease removal devices, fans, ducts, louvers and other appurtenances shall be cleaned to bare metal. Remove and thoroughly clean all filters. Refrain from using flammable solvents or other flammable cleaning aid and avoid applying cleaning chemicals to fusible links or other automatic extinguishing detection devices. Polish interior and exterior of all stainless steel after cleaning. When cleaning is complete, reinstall all access panels and cover plates, position dampers and diffusers for proper airflow, and reactivate all electrical circuits.

2.05 Portable Fire Extinguishers

Inspect, test and service portable fire extinguishers in all buildings and vehicles according to these specifications and the Statewide Fire Prevention Codes and by the following National Fire Protection Association Code:

NFPA 10 Standard for Portable Fire Extinguishers

1. Inspection and Testing Requirements:
 - a. Annual inspections and hydrostatic testing shall be performed during the month of July.
 - b. Copies of approved inspection reports shall record the condition of fire extinguishers at the time of the inspection and all pertinent test data.
 - c. Maintain service tags on fire extinguishers providing the inspection or service date and the name of the company and technician performing the service.
 - d. Fire extinguishers shall be and inspected in accordance with applicable State Codes as well as applicable National Fire Protection Association Codes, manufacturer’s recommendations and local requirements according to frequencies provided in the following table.
 - e. All work shall be performed when students are not present.

Type	Maintenance Frequency, Years ¹	Recharging Frequency, Years ²	Hydrostatic Testing Frequency, Years ³
Dry Powder (ABC and BC)	1	Empty and internally inspect at 6	12
Carbon Dioxide	Check conductivity at 1	5	5
Water (Stored pressure)	1	5	5
Wet Chemical (K - Kitchen)	1	5	5
Halogenated (Halon or Halotron)	1	Empty and internally inspect at 6	12
Notes:			
1. Refer to NFPA 10 and Annex I of NFPA 10 for maintenance procedures.			
2. Recharge after use if need identified during inspection.			

Fire extinguishers shall be inspected for the following:

- a. Placement in designated location.
- b. No obstructions to access or visibility.
- c. Operating instructions on nameplate legible and facing outward.
- d. Safety seals and tampers indicators not broken or missing.
- e. Fullness determined by weighing or “hefting.”
- f. Examinations for obvious physical damage, corrosion, leakage or clogged nozzle.
- g. Pressure gauge reading or indicator in the operable range or position.
- h. Label in place.

Maintenance procedures shall include a thorough examination of the basic elements of a fire extinguisher:

1. Mechanical parts of all fire extinguishers.
2. Extinguishing agent of cartridge or cylinder-operated dry chemical stored chemical, stored pressure, loaded stream, and pump tank fire extinguishers.
3. Expelling means of all fire extinguishers.

Internal examination during annual maintenance is not required for non-rechargeable fire extinguishers, carbon dioxide fire extinguishers or stored pressure fire extinguishers, except for those types specified in NFPA 10 section 6.3.1.1. These fire extinguishers are to be thoroughly examined externally in accordance with the applicable items of NFPA10 section 6.3.2.1.

Maintenance, servicing, and recharging, shall be performed by trained and certified person(s) having available the appropriate servicing manual(s), the proper types of tools, recharging materials, lubricants and manufacturer's recommended replacement part(s) specifically listed for use in the fire extinguishers. Halogenated fire extinguishers shall be charged using a totally enclosed recharging system designed to capture and recover gases.

Maintenance is to be performed in full compliance with the maintenance requirements of NFPA-10. **During the time period that fire extinguishers are removed from service for maintenance or recharge, a replacement fire extinguisher suitable for the type of hazard being protected and of at least equal rating is to be provided. Once maintenance or recharge is complete, the fire extinguisher shall be returned to its original location.**

2.06 Training

At no additional cost to Owner and at a mutually agreed upon time, the Contractor shall provide up to ten separate training sessions on the following topics at Owner selected site(s), if requested by Owner:

- a. Operation of fire alarm panels or range hood fire suppression systems
- b. Use of portable fire extinguishers.

Appendix A: School Addresses and Contact Information

Bassett High School

85 Riverside Drive
Bassett, VA 24055
John Gibbs
629-1731 fax 629-8221

Magna Vista High School

701 Magna Vista School Road
Ridgeway, VA 24148
Gracie Agnew
956-3147 fax 956-1401

Fieldale-Collinsville Middle School & Fieldale-Collinsville Driving Range

645 Miles Road
Collinsville, VA 24078
Wendy Durham
647-3841 fax 647-4090

Laurel Park Middle School

280 Laurel Park Avenue
Martinsville, VA 24112
Benjamin E. Gravely
632-7216 fax 632-4865

Axton Elementary School & Axton Records Building

1500 Axton Middle School Road
Axton, VA 24054
Jo Ellen Hylton
650-1193 fax 650-1462

Carver Elementary School

220 Trott Circle
Martinsville, VA 24112
Judy Edmonds
957-2226 fax 957-4234

Campbell Court Elementary School

220 Campbell Court
Bassett, VA 24055
Patricia Wamsley
629-5344 fax 629-3849

Collinsville Primary School

15 Primary School Road
Collinsville, VA 24078
Lisa Millner
647-8932 fax 647-9585

Drewry Mason Elementary School

45 Drewry Mason School Road
Ridgeway, VA 24148
Dr. Sherri Lewis
956-3154 fax 956-3156

John Redd Smith Elementary School

40 School Drive
Collinsville, VA 24078
Ben Boone
647-7676 fax 647-9434

Mount Olivet Elementary School

255 Lancer Lane
Martinsville, VA 24112
Elizabeth Minter
638-1022 fax 638-2281

Rich Acres Elementary School

400 Rich Acres School Road
Martinsville, VA 24112
Elizabeth Fulcher
638-3366 fax 638-2462

Sanville Elementary School

19 Sanville School Road
Bassett, VA 24055
Dr. Sally T. Rodgers
629-5301 fax 629-4648

Stanleytown Elementary School

74 Edgewood Drive
Stanleytown, VA 24168
Laryssa Hairston-Penn
629-5084 fax 629-2925

Figsboro Center for Community Learning

340 Ridgedale Drive
Martinsville, VA 24112
Lynn Fitzgibbons
638-1668 fax 638-3942

School Bus Garage

119 Coffman Avenue
Collinsville, VA 24078
Tim Fulcher or Charles Beasley
647-3704 fax 647-9275

Appendix B: Facilities Name Abbreviations

No.	Facility Name	Abbreviation
1.	Axton Elementary School	AE
2.	Axton Records Building	ARB
3.	Bassett High School	BHS
4.	Campbell Court Elementary School	CCE
5.	Carver Elementary School	CE
6.	Collinsville Primary School	CPS
7.	Drewry Mason Elementary School	DME
8.	Fieldale-Collinsville Middle School	FCMS
9.	Fieldale-Collinsville Driving Range	FCDR
10.	Figsboro Center for Comm. Learning	CCL
11.	John Redd Smith Elementary School	JRE
12.	Laurel Park Middle School	LPMS
13.	Magna Vista High School	MVHS
14.	Mt. Olivet Elementary School	MOE
15.	Rich Acres Elementary School	RAE
16.	Sanville Elementary School	SE
17.	Stanleytown Elementary School	STE
18.	School Bus Garage	SBG

Appendix C: Inventory of Fire and Life Safety Systems

Fire Alarm Systems								
No.	Facility	Panel Manufacturer	Duct Detector	Smoke Detector	Heat Detector	Audio-Visual	Visual Only	Pull Station
1.	AE	Pyrotronics Model CP-35	9	11	9	18	0	24
2.	ARB	Fire Command Station	0	5	0	6	0	3
3.	BHS	Edwards Model 4208	16	31	0	38	0	43
4.	CCE	Simplex	2	1	0	31	0	13
5.	CE	Simplex	14	55	3	49	60	25
6.	CPS	Simplex Model 4002-9101	6	3	0	12	7	7
7.	DME	Siemens Model FS250	12	0	0	85	77	22
8.	FCMS	Simplex Model 4020 Serial 111	31	1	0	37	45	50
9.	FCDR	None	0	0	0	0	0	0
10.	CCL	Simplex Model 4001-9403	2	0	0	8	5	8
11.	JRE	Simplex Model 4001-9401	0	0	0	29	0	15
12.	LPMS	Simplex Model 4020-8001 Serial H75784	30	0	0	65	14	22
13.	MVHS	Pyrotronics Model CP-35	16	22	2	42	0	39
14.	MOE	Silent Knight	4	3	0	47	0	14
15.	RAE	Simplex Model 4002-8001 Serial V57295	14	9	0	23	8	16
16.	SE	Simplex Model 4002-8001	8	8	0	29	3	18
17.	STE	Pyrotronics	0	0	0	27	0	17
18.	SBG	None	0	0	0	0	0	0

Security/Fire Alarm Systems				
No.	Facility	Panel Manufacturer	Smoke Detectors	Heat Detectors
1.	AE	DMP XR100NFC	0	0
2.	ARB	DMP XR100NFC	2	0
3.	BHS	DMP XR100NFC	6	1
4.	CCE	DMP XR100NFC	0	0
5.	CE	DMP XR100NFC	0	0
6.	CPS	DMP XR100NFC	0	0
7.	DME	DMP XR100NFC	0	0
8.	FCMS	DMP XR100NFC	7	0
9.	FCDR	DMP XR100NFC	1	0
10.	CCL	DMP XR100NFC	0	0
11.	JRE	DMP XR100NFC	0	0
12.	LPMS	DMP XR100NFC	9	0
13.	MVHS	DMP XR100NFC	5	2
14.	MOE	DMP XR100NFC	0	0
15.	RAE	DMP XR100NFC	0	0
16.	SE	DMP XR100NFC	0	0
17.	STE	DMP XR100NFC	0	0
18.	SBG	DMP XR100NFC	4	2

Fire Suppression Systems						
No.	Facility	Sprinklers	Wet Chemical Range Hood Fire Suppression			
			Cylinder Size, Gal.	Quantity	Manufacturer	Quantity of Links
1.	AE	Limited Area System	4	1	Range Guard	3
2.	ARB	None	None	None	None	None
3.	BHS	Wet Pipe System, 3 Risers	6	2	Range Guard	3
4.	BHS Grill	See Above	4	1	Range Guard	2
5.	BHS Wage	See Above	6	2	Range Guard	2
6.	CCE	None	4	1	Range Guard	3
7.	CE	None	4	1	Range Guard	3
8.	CPS	None	4	1	Range Guard	4
9.	DME	None	3	1	Pyro-Chem	2
10.	FCMS	Limited Area System In Former Shops	6	1	Range Guard	4
11.	FCDR	None	None	None	None	None
12.	CCL	None	4	1	Range Guard	3
13.	JRE	None	4	1	Range Guard	3
14.	LPMS	None	6	1	Range Guard	3
15.	MVHS	Shotgun Wet Pipe System, 1 Riser, In Current/Former Shops	6	2	Range Guard	6
16.	MOE	None	4	1	Range Guard	2
17.	RAE	Limited Area System In Gym Closet	3	1	Ansul	4
18.	SE	Limited Area System In Gym Closet	4	1	Range Guard	3
19.	STE	Limited Area System In Gym Closet	3	1	Ansul	3
20.	SBG	None	None	None	None	None

Range Hoods			
No.	Facility	Hood Quantity	Quantity of Filters
1.	AE	1	8
2.	ARB	0	0
3.	BHS	1	16
4.	BHS Grill	1	5
5.	BHS Wage	1	10
6.	CCE	1	10
7.	CE	1	5
8.	CPS	1	12
9.	DME	1	4
10.	FCMS	2	12
11.	FCDR	0	0
12.	CCL	1	8
13.	JRE	2	12
14.	LPMS	2	18
15.	MVHS	2	18
16.	MOE	1	6
17.	RAE	2	8
18.	SE	1	6
19.	STE	2	10
20.	SBG	0	0

Building Portable Fire Extinguishers			
No.	Type	Size	Quantity
1.	ABC	5#	29
2.	ABC	6#	19
3.	ABC	10#	440
4.	ABC	20#	1
5.	BC	5#	5
6.	BC	5.5#	1
7.	BC	6#	1
8.	BC	10#	19
9.	CO2	5#	2
10.	CO2	10#	2
11.	HALON	5#	10
12.	HALON	9#	2
13.	HALON	13#	1
14.	HALOTRON	5#	10
15.	Kitchen (K)	6 Liter	15
16.	Pressurized Water (PW)	2.5 Gallon	1
17.	Total		558

Vehicle Portable Fire Extinguishers				
No.		Type	Size	Quantity
1.	Buses	ABC	5#	136
2.	Maintenance Vehicles	ABC	5#	15
3.	Spares	ABC	5#	20
4.	Total			162

Appendix D: Inspection, Testing and Maintenance Frequencies

No.	Facility	Inspection, Testing and Maintenance				Range Hood Fire Suppression Cleaning
		Fire Alarm Systems	Fire Suppression Systems	Portable Fire Extinguishers	Range Hood Fire Suppression	
1	AE	Semiannual	Annual	Annual	Semiannual	Triennial
2	ARB	Semiannual	NA	Annual	NA	NA
3	BHS	Semiannual	Quarterly	Annual	Semiannual	Annual
4	BHS Grill	NA	NA	NA	Semiannual	Annual
5	BHS Wage	NA	NA	NA	Semiannual	Annual
6	CCE	Semiannual	NA	Annual	Semiannual	Triennial
7	CE	Semiannual	NA	Annual	Semiannual	Triennial
8	CPS	Semiannual	NA	Annual	Semiannual	Triennial
9	DME	Semiannual	NA	Annual	Semiannual	Triennial
10	FCMS	Semiannual	NA	Annual	Semiannual	Triennial
11	FCDR	Semiannual	NA	Annual	NA	NA
12	CCL	Semiannual	NA	Annual	Semiannual	Annual
13	JRE	Semiannual	NA	Annual	Semiannual	Triennial
14	LPMS	Semiannual	NA	Annual	Semiannual	Triennial
15	MVHS	Semiannual	Quarterly	Annual	Semiannual	Annual
16	MOE	Semiannual	NA	Annual	Semiannual	Triennial
17	RAE	Semiannual	Annual	Annual	Semiannual	Triennial
18	SE	Semiannual	Annual	Annual	Semiannual	Triennial
19	STE	Semiannual	Annual	Annual	Semiannual	Triennial
20	SBG	Semiannual	NA	Annual	NA	NA
21	Vehicles	Semiannual	NA	Annual	NA	NA

Proposal Sheet 1 of 5, Fire and Life Safety Services for the Period of July 14, 2014 through June 30, 2015 (Twelve Months)

No.	Facility	Fire Alarm Systems Cost	Fire Suppression Systems Cost	Range Hood Cost	Portable Fire Extinguishers Cost	Total Cost
1	AE				Enter lump sum cost for portable fire extinguishers in line 22 only.	
2	ARB		NA	NA		
3	BHS					
4	BHS Grill	NA	NA			NA
5	BHS Wage	NA	NA			NA
6	CCE		NA			
7	CE		NA			
8	CPS		NA			
9	DME		NA			
10	FCMS		NA			
11	FCDR		NA	NA		
12	CCL		NA			
13	JRE		NA			
14	LPMS		NA			
15	MVHS					
16	MOE		NA			
17	RAE					
18	SE					
19	STE					
20	SBG		NA	NA		
21	Vehicles	NA	NA	NA		
22	Total Cost (Lines 1-21)					

Proposal Sheet 2 of 5, Fire and Life Safety Additional Services, Technician Hourly Rates for the
Period of on or about July 14, 2014 through June 30, 2015

Provide hourly rates for additional services for technicians to perform repairs to the following systems.

No.	Technician	Hourly Rate	Overtime Rate	Periods During Which Overtime Time Rates Are Applicable
1.	Fire Alarm			
2.	Fire Suppression Systems			
3.	Range Hoods			
4.	Portable Fire Extinguishers			

Notes:

1. Only time spent on site at the school facility may be charged. Travel time, vehicle mileage, etc. shall not be charged to the Owner. Those costs shall be included in the above hourly rates.

Proposal Sheet 3 of 5, Fire and Life Safety Additional Services, Range Hood Cleaning Unit Prices for the Period of on or about July 14, 2014 through June 30, 2015

Provide unit prices for additional services to perform a single cleaning of the range hood systems at the following locations.

Range Hoods Additional Cleaning Services		
No.	Facility	Additional Service, Single Cleaning Unit Price, \$/Each
1.	AE	
2.	BHS	
3.	BHS Grill	
4.	BHS Wage	
5.	CCE	
6.	CE	
7.	CPS	
8.	DME	
9.	FCMS	
10.	CCL	
11.	JRE	
12.	LPMS	

13.	MVHS	
14.	MOE	
15.	RAE	
16.	SE	
17.	STE	
18.	Total	

**Proposal Sheet 4 of 5, Fire and Life Safety Additional Services, Portable Fire Extinguisher Recharging and Replacement Unit Prices
for the Period of on or about July 14, 2014 through June 30, 2015**

Provide unit prices for additional services to recharge or replace fire extinguishers.

Portable Fire Extinguishers				
No.	Type	Size	Unit Price to Recharge Extinguisher, \$/Each	Unit Price for Replacement Extinguisher, \$/Each
1.	ABC	5#		
2.	ABC	6#		
3.	ABC	10#		
4.	ABC	20#		
5.	BC	5#		
6.	BC	5.5#		
7.	BC	6#		
8.	BC	10#		
9.	CO2	5#		
10.	CO2	10#		
11.	HALOTRON	5#		
12.	K	6 Liter		
13.	PW	2.5 Gallon		

Proposal Sheet 5 of 5, Fire And Life Safety System Inspection, Testing And Maintenance Services for Henry County Public Schools

Item No.	Description	Proposed Price
1.	Total Cost for Period of July 14, 2014 through June 30, 2015	\$ _____

Proposals shall be binding for a period of 60 days.

Name of Firm _____

Address _____

Telephone Number _____ After-Hours Telephone Number _____

Contractor License Number _____

Signature of Authorized Representative of Firm _____

Provide the following information with Proposal:

No.	Firm Name	All Contractors shall be licensed by the State Board of Contractors in accordance with Title 54, Code of Virginia.		
		Class	Virginia Contractor License Number	Specialty
1				

No.	Hydrostatic Testing Firm Name	U.S. Department of Transportation Re-tester Identification Number
1		

REFERENCE FORM

Name of Firm: _____

Proposer must provide three (3) references from contracts within the past two (2) years.

Reference #1: _____

Contact: _____

Address: _____

Phone: _____

Reference #2: _____

Contact: _____

Address: _____

Phone: _____

Reference #3: _____

Contact: _____

Address: _____

Phone: _____

CERTIFICATION OF CONTRACTOR
(To be completed by the selected firm.)

Full Name of Contractor: _____

As required by Section 22.1-296.1 of the Code of Virginia, the undersigned hereby certifies as follows:

- (i) that my employees have not been convicted of a felony or any offense involving the sexual molestation, physical or sexual abuse or rape of a child.

I further understand that if I make a materially false statement regarding any of the above offenses, I will be guilty of a Class 1 misdemeanor.

Date: _____

Signature of Contractor