

REQUEST FOR QUOTE

RFQ #12-06

New York State Division of Military and Naval Affairs Fire Detection, Alarm, Smoke and Suppression Equipment Inspection Services Armed Forces Reserve Center 25 Baiting Place Rd, Farmingdale NY

Purpose: The Division of Military and Naval Affairs is seeking quotes from qualified vendors to inspect, test, and maintain the fire suppression systems. Items to be maintained include fire extinguishers, fire pumps, sprinklers, alarm, detection and smoke control systems. These systems should be maintained to operate at the level for which they were originally designed. This shall include testing and inspecting as well as providing maintenance and repairs to all operational components. Performance of routine maintenance shall be as prescribed by the original equipment manufacturers of the applied components of these systems and pursuant to NYS Fire Code and NFPA Standards.

Term: The term of service shall be from December 1, 2012 through November 30, 2013 (12 months). This service may be renewed for two additional one-year periods based on the same terms and conditions. The option to renew shall be upon mutual written agreement between the contractor and DMNA.

Work Location: Armed Forces Reserve Center, 25 Baiting Place Road, Farmingdale, NY.

Method of Award: DMNA intends to make one award onto the lowest responsive and responsible bidder. The lowest bidder shall be determined by the Grand Total Bid as represented on the Bid Proposal Form.

Bid Submission: If you are responding to this RFQ, the attached Bid Proposal and Facility Site Visit Verification Forms must be completed and received by this office no later than 2:00 PM on Monday, November 5, 2012. The bid forms may be submitted by hand, U.S. mail, electronic mail (email) to the contact listed below.

Nancy Bik, Purchasing Agent
NYS Division of Military and Naval Affairs
MNBF-PC
330 Old Niskayuna Road
Latham, New York 12110-3514
nancy.bik@us.army.mil
(518) 786-4964 voice/office
(518) 786-6098 fax

Bidders assume all risks for timely, properly submitted deliveries. Bidders are strongly encouraged to arrange for delivery of bids to DMNA prior to the scheduled bid opening. There is a separate Bid Proposal Form for each facility.

Hours of Work: All work will be accomplished between the hours of 7:30 AM and 4:00 PM Monday through Friday excluding State and Federal Holidays or at the discretion of the Hub Superintendent.

Conditions: Prior to bidding, the contractor shall visit the site to verify the general conditions within the project scope. By submitting a bid, the contractor is verifying that he/she has visited the site and is aware of existing conditions.

Mandatory Site Visit: A mandatory site visit is required to ascertain the conditions. Bidder is required to inspect premise and render a quote. A Site visit for all vendors has been scheduled for 10am on Tuesday, October 30, 2012. Bids will not be accepted from prospective Contractors who have not conducted site visits prior to submitting their bids. Prospective bidders must complete a Site Visit Verification Form (attached).

Clarification/Questions: All inquiries relating to this Request for Quote must be submitted in writing by mail, fax or email at least 5 working days prior to the bid opening. Requests submitted after that time WILL NOT be considered. All inquiries must be directed to the facility representative listed below:

Mr. Frank McDermott
Frank.mcdermott@us.army.mil (email)
(631) 471-0944 (fax)
(631) 471-0480 (voice-office)
(518) 429-9960 (voice-cellular)

Cost of Preparation: DMNA will not pay any costs incurred in the bid/proposal preparation, printing or demonstration process. All costs shall be borne by the contractors.

Compliance with the Law: Contractors shall render the services to be provided pursuant to this agreement in compliance with all applicable Federal, State, and local laws, ordinances, rules, and regulations.

Appendix A: Appendix A, Standard Clauses for New York State Contracts, dated December 2011, attached hereto is hereby expressly made a part of this RFQ as fully as if set forth at length herein. Please retain this document for future reference.

Appendix B: Appendix B, Office of General Services General Specifications, dated July 2006, attached hereto, is hereby expressly made a part of this RFQ as fully as if set forth at length herein and shall govern any situations not covered by this RFQ or Appendix A. Please retain this document for future reference.

MWBE & EEO REQUIREMENTS

CONTRACTOR REQUIREMENTS FOR EQUAL EMPLOYMENT AND BUSINESS PARTICIPATION OPPORTUNITIES FOR MINORITY GROUP MEMBERS AND NEW YORK STATE CERTIFIED MINORITY- AND WOMEN-OWNED BUSINESS ENTERPRISES

NEW YORK STATE LAW

Pursuant to New York State Executive Law Article 15-A, DMNA recognizes its obligation under the law to promote opportunities for maximum feasible participation of certified minority and women-owned business enterprises and the employment of minority group members and women in the performance of DMNA contracts.

In 2006, the State of New York commissioned a disparity study to evaluate whether minority and women-owned business enterprises had a full and fair opportunity to participate in state contracting. The findings of the study were published on April 29, 2010, under the title "The State of Minority and Women-Owned Business Enterprises: Evidence from New York" ("Disparity Study"). The report found evidence of statistically significant disparities between the level of participation of minority and women-owned business enterprises in state procurement contracting versus the number of minority and women-owned business enterprises that were ready, willing and able to participate in state procurements. As a result of these findings, the Disparity Study made recommendations concerning the implementation and operation of the statewide certified minority and women-owned business enterprises program. The recommendations from the Disparity Study culminated in the enactment and the implementation of New York State Executive Law Article 15-A, which requires, among other things, that DMNA establishes goals for maximum feasible participation of New York State Certified minority and women-owned business enterprises ("MWBE") and the employment of minority groups members and women in the performance of New York State contracts.

Business Participation Opportunities for MWBEs

For purposes of this solicitation, DMNA hereby establishes an overall goal of 20% for MWBE participation, 10% for Minority-Owned Business Enterprises ("MBE") participation and 10% for Women-Owned Business Enterprises ("WBE") participation (based on the current availability of qualified MBEs and WBEs). A contractor ("Contractor") on the subject contract ("Contract") must document good faith efforts to provide meaningful participation by MWBEs as subcontractors or suppliers in the performance of the Contract and Contractor agrees that DMNA may withhold payment pending receipt of the required MWBE documentation. The directory of New York State Certified MWBEs can be viewed at:

<http://www.esd.ny.gov/MWBE/directorySearch.html>

For guidance on how DMNA will determine a Contractor's "good faith efforts," refer to 5 NYCRR §142.8.

Equal Employment Opportunity Requirements

By submission of a bid or proposal in response to this solicitation, the Bidder/Contractor agrees with all of the terms and conditions of Appendix A including Clause 12 - Equal Employment Opportunities for Minorities and Women. The Contractor is required to ensure that it and any subcontractors awarded a subcontract over \$25,000 for the construction, demolition, replacement, major repair, renovation, planning or design of real property and

improvements thereon (the "Work") except where the Work is for the beneficial use of the Contractor, shall undertake or continue programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation. This requirement does not apply to: (i) work, goods, or services unrelated to the Contract; or (ii) employment outside New York State.

Further, pursuant to Article 15 of the Executive Law (the "Human Rights Law"), all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor and sub-contractors will not discriminate against any employee or applicant for employment because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of a prior criminal conviction and a prior arrest.

Utilization forms and other related forms in meeting MWBE goals are available at:

<http://www.OGS.ny.gov/MWBE/Forms.asp>

Taxes: DMNA does not pay Federal excise and State sales taxes. Our tax exemption number is 14740026K, Certificate of Exemption will be provided upon request.

Pricing: The Contractor warrants that the pricing stated herein shall remain firm for the duration of the contract.

Cancellation for Convenience: The State of New York Division of Military and Naval Affairs retains the right to cancel this contract in whole or in part without reason provided that the Contractor is given at least thirty (30) days notice of its intent to cancel. This provision should not be understood as waiving the State's right to terminate the contract for cause or stop work immediately for unsatisfactory work, but is supplementary to that provision. Any such cancellation shall have no effect on existing Agency agreements, which are subject to the same 30 day discretionary cancellation or cancellation for cause by the this agency.

Emergency Telephone Contact: The contractor will be required to maintain a twenty-four (24) hour per day, seven (7) days a week emergency telephone contact. The contractor shall provide emergency services to address system and operational failures.

Personnel: The contractor will provide a contract manager who will be responsible for the performance of the work. The name of this person along with an alternate (who will act for the contract manager when that person is absent) will be designated in writing to the facility superintendent prior to contract start date. The contractor will also provide telephone numbers for those persons listed. The contract manager and the designated alternate must be able to read, write, speak and understand English.

Employee Identification: The contractor personnel and their vehicles must be recognizable while at the facility. This must be accomplished by wearing distinctive clothing bearing the

name of the company or by wearing appropriate badges with the company and employee's name. In the event that the contractor chooses to use badges, the contractor is responsible for acquiring an appropriate number of badges to meet their needs at his/her own expense.

- **ALL CONTRACTED PERSONNEL MUST HAVE VALID PHOTO IDENTIFICATION BEFORE ENTERING THE FACILITY.**
- **AT THE DISCRETION OF SECURITY PERSONNEL AND/OR THE MAINTENANCE SUPERVIOR, ANY VEHICLE MAY BE SUBJECT TO A SEARCH.**
- **FAILURE TO COMPLY WITH ANY OF THE ABOVE CONDITIONS COULD RESULT IN REFUSAL OF ENTRY INTO THE FACILITY.**

Occupational Safety and Health Act: While at the facility, all contractor personnel shall comply with applicable safety requirements of the Occupational Safety and Health Act.

Prevailing Wage: Work being bid is subject to the prevailing wage rate provisions of New York State Labor Law Article 8. This contract is subject to all applicable prevailing wage rates as published by the New York State Department of Labor. A prevailing wage schedule has been assigned to this project – PRC # 2012008643. Any Federal or State determination of a violation of any public works law or regulation, or labor law or regulation, or any OSHA violation deemed “serious or willful” may be grounds for a determination of vendor non-responsibility and rejection of bid.

Damages: The contractor shall be responsible for all damages to government facilities and equipment caused by his action.

Invoicing Requirements: The Contractor will submit detailed invoices to the facility manager. Payment for invoices submitted by the Contractor shall only be rendered electronically unless payment by paper check is expressly authorized by the Adjutant General of the Division of Military and Naval Affairs, in the Adjutant General's sole discretion, due to extenuating circumstances. Such electronic payment shall be made in accordance with ordinary State procedures and practices. The Contractor shall comply with the State Comptroller's procedures to authorize electronic payments. Authorization forms are available at the State Comptroller's website at www.osc.state.ny.us/epay/index.htm by email at epunit@osc.state.ny.us or by telephone at (518) 474-4032. Contractor acknowledges that it will not receive payment on any invoices submitted under this Contract if it does not comply with the State Comptroller's electronic payment procedures, except where the Adjutant General has expressly authorized payment by paper check.

Please note that in conjunction with New York State's implementation of a new Statewide financial system, the Office of the State Comptroller requires all vendors doing business with New York State agencies to complete a Substitute W-9 form. Vendors registering for electronic payment can complete the W-9 form when they register. Vendors already registered for electronic payment are requested to go to the above website and complete the Substitute W-9 form and submit following the instructions provided.

Service dates will be indicated on all invoices. DMNA requires the contractor to furnish the Hub Superintendent with a detailed invoice for labor utilized, including dates, number of man hours (rounded to nearest 1/4 hour), number of employee(s) used, and a detailed material list including quantities, unit prices, and total prices. Monthly PM services will be submitted on a monthly basis and all other services/repairs within five business days. DMNA will not pay for travel or any fuel surcharges. Each work location will be treated as a separate account and be billed as a separate financial transaction.

SAMPLE INVOICE

Company Letter

Service Performed: Annual Inspection of Fire Extinguishers

Date of Service: March 31, 2010

Description of Service:

Inspected twenty (20) ABC Fire Extinguishers @ \$5.35 per inspection/test = \$107.00

Total Cost for Service: \$107.00

Reports: Within forty-eight (48) hours of each service call, a detailed written report of the results shall be submitted to, and reviewed with, the facility representative.

Fire Protection Equipment on Hand: The following is an illustration of our current equipment by location:

Location	ABC Fire Extinguishers	Class K Fire Extinguishers	Kitchen Hoods	Fire Pumps	Sprinkler System
1 st Floor	10	3	1	1	YES
2 nd Floor	9	0	0	0	YES
3 rd floor	14	0	0	0	YES
4th floor	12	0	0	0	YES
Penthouse 1	2	0	0	0	YES
Penthouse 2	2	0	0	0	YES
Penthouse 3	2	0	0	0	YES
FMS 1 st floor	9	0	0	0	YES
FMS 2 nd floor	2	0	0	0	YES
Parking Garage 1	5	0	0	0	NA
Parking Garage 2	5	0	0	0	NA
Totals	72	3	1	1	1 System

Location	Equipment	Device Count	Rollup Door Fusible Links
Facility	Fire - Simplex 4100U	883	2
1 st Floor	Fire Pump	1	
Penthouse	Smoke Control System	2	
1 st Floor	Kitchen Suppression	1	
All Floors & penthouses	Sprinkler system		
All Floor	Fire /Smoke Door	14	
All Floors	LED Anunciators	62	
Elevators	Recall shunt	4	
All floor	Fire Alarm box manual	57	
4 th floor	Smoke beam detector	2	
Facility	Smoke Detector	54	
Facility	Speakers	187	
Facility	Visual Aid Strob	584	
Facility HVAC	Shunts		
Atrium Smoke System	Smoke and Makeup air	4	
Facility HVAC	Duct Detector	62	
Totals			2

It is the responsibility of the bidder to visit each site and it is the responsibility of the bidder to verify the fire protection equipment on hand and quantities.

Statement of Work: The intent of these specifications is to describe the minimum requirements for the inspection, preventive maintenance, and testing of fire protection equipment installed at the Armed Forces Reserve Center. These systems are fire extinguishers, fire pumps, kitchen hoods, sprinkler systems, fusible links, and fire alarm systems. All inspections performed shall meet or exceed NFPA standards. All known deficiencies affecting extinguishing efficiency at any location shall be identified and reported in writing to the Hub Superintendent upon completion of inspection at each location. Report will include the type and location of any deficient units (devices).

A. **Fire Protection, Alarm and Detection Systems:**

Fire Extinguishers: The inspection, testing, maintenance, and repair of portable fire extinguishers shall be performed in accordance with NFPA 10. Inspections and testing will be on an annual basis. The vendor shall verify that each portable fire extinguisher is fully charged, operational, and advise the Hub Superintendent if hydrostatic testing is needed. Gauge pressures shall be in operational range. Nozzles, discharge valves, and hoses shall be unobstructed, with lock pins, seals, and current tags in place.

Kitchen Hood Suppression Systems: The inspection, testing, maintenance, and repair of kitchen hood suppression systems and fusible links shall be performed in accordance with NFPA 96. The vendor shall perform kitchen range hood suppression system inspections and testing not less than every six (6) months. Inspections shall be in accordance with the manufacturer's guidelines, NFPA standards, and service tagged by a certified technician. Additionally, kitchen vent hoods, exhaust ducts, exhaust fans, and accessories shall be inspected to ensure against excess grease accumulations in accordance with manufacturer's guidelines. The vendor shall notify the Hub Superintendent when accumulations reach unsafe limits.

Fire Pumps: The inspection, testing, maintenance, and repair of fire pumps shall be performed in accordance with NFPA 25 and manufacturer's recommendations. Service will be performed on a monthly and annual basis by a certified technician.

Sprinkler Systems: The inspection, testing, maintenance, and repair of fire sprinkler systems shall be performed in accordance with NFPA 25 and manufacturer's recommendations. Service will be performed on a quarterly and annual basis by a certified technician.

Fire Alarm Systems: The Quarterly and Annual inspection, testing, maintenance, and repair of fire alarm systems shall be performed in accordance with NFPA 72. Service will be performed on a quarterly and annual basis by a certified technician. Tests shall be performed so that all initiating devices are tested at least once in a 12 month period. Annual Inspection and testing of fire alarm systems to include, but not limited to, all smoke detectors, duct detectors, heat detectors, pull stations, strobes, horns, audio/visuals, beam detectors, and flame detectors in accordance with NFPA 72 and manufacturer's recommendations. Cleaning and adjustment of detection devices is to be included in the contract

Fire Door and Smoke Dampers: The inspection, testing, maintenance, and repair of fire pumps shall be performed in accordance with NFPA 80 and manufacturer's recommendations. Service will be performed on a Semi-Annual basis by a certified technician.

Duct Detectors: The inspection, testing, maintenance, and repair of duct detectors shall be performed in accordance with NFPA 80 and manufacturer's recommendations. Service will be performed on a Quarterly basis by a certified technician.

Beam Detectors: Test each beam detector in accordance with NFPA 72. Verify that the optical line of sight is free from obstructions and reflective objects. Clean beam detectors per manufacturer's procedure. If alignment is required follow manufacturer's procedure. Verify all wiring connections and appropriate power is applied to the detector.

Smoke Management System The inspection, testing, maintenance, and repair of fire pumps shall be performed in accordance with NFPA 92 A, 92 B and NFPA 1 and manufacturer's recommendations. Service will be performed on a Semi-Annual basis by a certified technician.

B. Delivery of Services:

1. Contractors responding to this bid must be able to provide service twenty four (24) hours a day, seven (7) days a week, three hundred sixty five (365) days a year, including holidays, for the duration of the agreement.
2. DMNA expects the Contractor to give "priority" service to any service call. Response time must be stated on the Bidder's response form. Contractor must commit to Emergency Response times on the Bidder's Proposal. A loss of fire suppression protection is a matter of public safety; therefore reliable Emergency Response capabilities are critical.

C. Procedures for Normal Working Hours (Routine Service): Request for services shall originate from and shall be coordinated by the facility representative, during normal business hours, 7:00 AM to 4:30 PM, Monday through Friday. All work outside the scope of the specified inspection / maintenance process will require an estimate for any service proposed. Estimates will be provided at no cost to DMNA.

D. Procedures for Normal Working Hours (Emergency Service): Request for services shall originate from and shall be coordinated by the Hub Superintendent, during normal business hours, 7:00 AM to 4:30 PM, Monday through Friday; the contractor shall have a service technician on site within two (2) hours of receiving a call for service.

E. Procedures for After Hours (Emergency Service): After hours emergency calls are defined as calls for service between the hours of 4:30 PM and 7:00 AM, Monday through Friday. Weekend emergency calls are defined as calls for service between the hours of 4:30 PM Friday until 7:00 AM Monday. The contractor shall have a service technician on site within two (2) hours of receiving a call for service

F. Parts and Materials:

1. All parts and materials selected by the contractor shall be approved by the Hub Superintendent prior to application.

2. DMNA reserves the right to provide materials and/or parts.

G. Work Estimates (Time and Materials): Under contract for work that is outside the scope of the specified inspection / maintenance process, the contractor shall furnish the Hub Superintendent with a non-binding written estimate of the total cost to complete the work. The estimate must include the labor rate as specified in this RFQ (as stated on Bidder's Response Form), and the total cost of materials to include the cost for rentals (equipment). If the Hub Superintendent determines that the estimated price is not fair and reasonable, the Hub Superintendent has the right to ask the contractor to re-evaluate the estimate. If the revised estimate is determined to be not fair and reasonable, the facility representative reserves the right to obtain additional quotes from other vendors to justify the reasonableness of the estimate.

Bidder's Response Form

(Form must be completed and returned with Bid)

**Armed Forces Reserve Center
65 Baiting Place Rd
Farmingdale, New York 11735**

COSTS MUST REMAIN SAME FOR ENTIRE CONTRACT PERIOD. THE CONTRACT PERIOD IS FROM December 1, 2012 TO November 30, 2013. PROVIDE A COSTBREAKDOWN FOR ONLY THOSE ITEMS YOUR COMPANY CAN PERFORM

Annual Inspection and Servicing of Fire Extinguishers (ABC)		
Cost to inspect and service one ABC fire extinguisher	Quantity	Annual Cost
\$	72	\$

Annual Inspection and Servicing of Fire Extinguishers (Class K)		
Cost to inspect and service one class K fire extinguisher	Quantity	Annual Cost
\$	3	\$

Semi-Annual Inspection and Servicing of Commercial Hood Suppression Systems			
Cost to inspect and service	Cost per Service	Frequency	Annual Cost
\$		2	\$

Quarterly Inspection Testing and Servicing of Fire Alarm and Detection System			
Cost to inspect and service the fire alarm system	Cost per Service	Frequency	Annual Cost
\$		4	\$

Annual Inspection Testing and Servicing of Fire Alarm and Detection System			
Cost to inspect and service the fire alarm system	Cost per Service	Frequency	Annual Cost
\$		1	\$

Quarterly Inspection and Servicing of Sprinkler System			
Cost to inspect and service the sprinkler system	Cost per Service	Frequency	Annual Cost
\$		4	\$

Annual Inspection, Testing and Servicing of Sprinkler System			
Cost to inspect and service the sprinkler system	Cost per Service	Frequency	Annual Cost
\$		1	\$

Monthly Inspection and Servicing of Fire Pump			
Cost to inspect and service the fire pump	Cost per Service	Frequency	Annual Cost
\$		12	\$
Annual Inspection Testing and Servicing of Fire Pump			
Cost to inspect and service the fire pump	Cost per Service	Frequency	Annual Cost
\$		1	\$

Semi Annual Inspection and Servicing of Fire Doors and Smoke Dampers			
Cost to inspect and service the Door and Dampers	Cost per Service	Frequency	Annual Cost
\$		2	\$

Semi Annual Inspection and Servicing Cleaning of Beam Detectors			
Cost to inspect and service the Smoke System	Cost per Service	Frequency	Annual Cost
\$		2	\$

Semi Annual Inspection and Servicing of Smoke Management System			
Cost to inspect and service the Smoke System	Cost per Service	Frequency	Annual Cost
\$		2	\$
Quarterly Inspection and Servicing cleaning of smoke and duct detectors			
Cost to inspect and service the Smoke System	Cost per Service	Frequency	Annual Cost
\$		4	\$

Bidder's Response Form

(Continued)

**Armed Forces Reserve Center
65 Baiting Place Rd
Farmingdale, New York 11735**

Service Calls/Trouble Shooting – Indicate the hourly rate as specific for service calls/repairs outside the scope of the specified inspection / maintenance process. All invoices must be itemized as stated in this RFQ.	
Cost per hour for service calls/repairs outside the scope of the specified inspection / maintenance process during Normal Business Hours (7:00 AM to 4:30 PM, Monday through Friday).	\$
Cost per hour for service calls/repairs outside the scope of the specified inspection / maintenance process outside Normal Business Hours (including weekends and holidays).	\$
State response time for service calls during Normal Working Hours.	
State response time for Emergency service calls during Normal Working Hours.	
State response time for Emergency service calls outside Normal Business Hours (including weekends and holidays).	
Materials for repair to be billed at net cost. Include a percentage allowed for overhead and profit. (Indicate this percentage in the space to the right) A copy of the itemized materials invoice from the supplier must be included with all billings.	_____ % mark-up

Name of Vendor: _____, Federal ID No. _____

Vendor ID No _____

Address: _____

City _____, State _____, Zip Code _____

Email Address: _____

Name: _____, Title: _____

Telephone number (____) ____ - ____, Fax: (____) ____ - ____, 24-Hour Number (____) ____ - ____

Small Business: Yes No Women Owned Business (MWE) Yes No

Minority Owned Business (MBE) Yes No Method of Payment Visa Voucher

The undersigned hereby agrees to perform the services in accordance with the enclosed Scope of Work at the prices indicated above. Award of contract will be made to lowest responsible bidder.

Authorized Signature: _____

Facility Site Visit Verification Form

**Armed Forces Reserve Center
65 Baiting Place Rd
Farmingdale, New York 11735**

I met with the Facility Manager or designated representative to comply with the site visit verification requirement as stated in the RFQ 12-06.

(Date)

(Company representative signature)

(Company Name)

FOR AGENCY USE ONLY

Verification of site visit confirmed by agency representative

Print Name: _____

Title: _____

Signature: _____

Date: _____