

COLLEGE OF DuPAGE
SPECIAL BOARD MEETING

STANDARD BOARD APPROVAL

1. SUBJECT

Fire Alarm System Inspection & Testing.

2. BUDGET STATUS

Funds in the amount of \$66,500.00 are being provided by the Maintenance of Plant Dept : Facilities Maintenance Service Budget # 02-70-00705-5304003.

3. BACKGROUND INFORMATION

A Request for Proposal (RFP) for Fire Alarm Testing and Inspection Services was advertised in October 2014. The work involved with this proposal includes the testing and inspection of the College's fire alarm system campus-wide. This testing is necessary to ensure the integrity of the fire alarm systems and to comply with national and local fire alarm codes that require each system to be tested annually. All testing will be coordinated with the College's Engineering and Police Departments. All signaling devices will be tested during the evening hours to ensure minimum disruption to students and staff.

A legal notice was published and eight (8) vendors were solicited. Four (4) responses were received. A selection committee reviewed the proposals and, based on ability to meet the scope of work, qualified vendors were identified. The committee then selected the qualified responder offering the lowest price, Commercial Alarm Systems of Elmhurst, IL for a total spend of \$21,800.00 for Fiscal Year 2015. The aggregate spend of \$66,500.00 for the contract period covering Fiscal Year 2015-2017 is allocated as follows:

Annual Investment per RFP	
Year 1- 2014/2015	\$21,800.00
Year 2- 2015/2016	\$22,000.00
Year 3- 2016/2017	\$22,700.00

This purchase complies with State Statute, Board Policy and Administrative Procedures.

4. RECOMMENDATION

That the Board of Trustees award the three-year contract for Fire Alarm Testing and Inspection Services to Commercial Alarm Systems, LLC, 485 W. Fullerton Ave., Elmhurst, IL 60126, for a total expenditure of \$66,500.00.



NAME OF PROPOSER: _____

Request for Proposal 2015-R0018 FIRE ALARM TESTING & INSPECTION

FOR THE FACILITIES DEPARTMENT

QUESTIONS DUE: October 23, 2014 at 4:00 P.M.

RESPONSES DUE: October 30, 2014 at 2:00 P.M.

DELIVER PROPOSALS TO:

**College of DuPage
Purchasing Department
Berg Instructional Center, Room 1540
425 Farwell Blvd
Glen Ellyn, Illinois 60137**

Issued by the COD Purchasing Department

I. INTRODUCTION:

College of DuPage ("COD" or the "College"), located in Glen Ellyn, Illinois is requesting proposals from qualified Fire Alarm Testing & Inspection Suppliers.

The goal is to supply the College of DuPage with all labor, materials, and equipment necessary for completion of the Fire Alarm Testing & Inspection.

This Request for Proposal is for qualified firms in Illinois who have provided these services for other colleges.

II. RFP PROCESS:

The supplier is requested to **submit a final proposal that includes all indicative calculations and any related materials before 2:00 pm, Thursday, October 30, 2014 for evaluation**. There will be no public opening of any proposals received.

III. SCOPE OF WORK: See Attachment C

Proposals shall be prominently identified with the project title, submittal date, time and the name and address of the company. The company name shall appear on each page of the proposal. Any information received as part of this proposal shall become the property of the College. All submittals shall contain one (1) copy of the proposal.

IV. QUALIFICATION:

In order to be considered a qualified supplier, vendor(s) who submit proposals must provide an explanation of their qualification(s):

- A. Must be a certified supplier.
- B. Demonstrate financial creditworthiness to offer a large volume load response programs
- C. Comply with all federal, state, and local laws, regulations and procedures, particularly with respect to certification and procedures associated with Fire Alarm Testing & Inspection Services.
- D. Demonstrate that the supplier has experience in serving educational customers in Illinois;

V. GENERAL REQUIREMENTS:**Information Required from Respondent**

1. A copy of the respondents' fully executable contract and enrollment documents for the submitted proposal and all applicable exhibits.
2. A list of all exceptions to the RFP Requirements provide below.
3. Attachments B and C filled out completely. Failure to fill out Attachments B and C completely may result in disqualification.
4. Sample Manual.
5. Provide **technical support**

6. College of DuPage requires a clear and concise explanation of when and how training shall be provided to the College.

VI. PROPOSAL REQUIREMENTS

College of DuPage requests that all proposals to be submitted including line loss costs must be disclosed on Attachments

All proposals must have a fully executable contract submitted with the Attachment B.

VII. PROPOSAL EVALUATION:

Key evaluation criteria will be based on items submitted with your proposal.

VIII. CONFIDENTIALITY:

The College is sensitive to the integrity and confidentiality of this RFP and any proprietary information related to the responding Supplier. The contents of this RFP are considered confidential until proposal award.

IX. CONDITIONS:

Non-Binding Acceptance of Response - This RFP does not commit the College or any of its affiliates to award a contract for any products or services. The College shall not be obligated for any costs whatsoever incurred in connection with or related to the preparation or submittal of a supplier's response to this RFP.

Rejection of Proposal: The supplier acknowledges the right of the College to reject any or all proposals received, to negotiate with any supplier considered qualified, to make award without further discussions, or to waive any informality or irregularity in any proposal received. In addition, the supplier recognizes the right of the College to reject a proposal if the supplier failed to submit the data required by the proposal documents, or if the proposal is in any way incomplete or irregular.

Non-acceptance of a proposal shall mean that another was deemed more advantageous to the College, or that all proposals were rejected. Suppliers whose proposals are not accepted shall be notified after a binding contractual agreement between the College and the selected supplier exists, or after the College has rejected all proposals.

Award of Contract: The award will be made to the supplier whose proposal is determined to be totally, technically complete, and is the most responsible and qualified supplier meeting specifications based upon evaluation of the information furnished, as required under this request for proposal. The selection process may include a request for additional data or oral presentations as deemed necessary by the College. However, since the College may make an award without further discussion, each supplier should include in his/her written proposal, all statements, requirements, terms or conditions it may have and should not assume that an opportunity will exist to add such matters after the proposal is submitted.

The College may reject any or all offers if such action is in the best interest of the College, except other than the lowest offer, and waive any informalities and minor irregularities in offers received.

Contract Termination: Any violation to the terms, conditions, requirements, and/or non-performance of the agreement resulting from this RFP may result in cancellation of the agreement consistent with terms of the contract entered into between the College and the selected supplier(s).

X. DIRECTIONS & RESPONSE:

It is extremely important that you respond to all points in the RFP. **Your responses are to be numbered to correspond to the specific point that you are addressing.** However, this does not preclude the addition of clarifying comments, explanations, or remarks deemed necessary by the supplier. Do not defer replies to supplier documents and/or manuals. Supplier's brochures or a customized service specification may also accompany your proposal. The quality and professionalism of your response will also be taken into consideration. Please address each item thoroughly. **Any blank answers can potentially lead to the respondent's reply being considered incomplete, and so may be rejected at the discretion of the College.**

XI. Forms Supplied by the College of DuPage:

Service Agreement for the Main Campus – **Attachment A** (signed)

Additional Questions – **Attachment B**

General Requirements – **Attachment C**

Scope of Work – **Attachment D**

XII. INSTRUCTIONS TO VENDORS:

(1) copy of the final proposal will be received until **2:00 Pm on Thursday, October 30, 2014**

Proposals must use **Attachment B and C** as the template for the submittal. All proposals must be typed or legibly printed on form provided.

Proposals received after the deadline will NOT be accepted.

No faxed or email proposals will be accepted.

Any corrections on submittal form must be initialed and dated adjacent to the modification.

Suppliers may withdraw their proposals at any time prior to the time specified in the advertisement as the closing time for the receipt of proposals. However, no Vendor shall withdraw or cancel his proposal for a period of sixty (60) calendar days after said advertised closing time for the receipt of proposals, nor shall the successful supplier withdraw or cancel or modify his proposal after having been notified by the Purchasing Department that said proposal has been accepted by the College.

College of DuPage reserves the right to accept or reject all or part of your proposal, to waive irregularities, and to accept that proposal which is considered to be in the best interests of the College.

Proprietary Data – Any restrictions on the use of data contained within a proposal must be clearly stated on the proposal itself. It is not acceptable for a proposal to be marked “proprietary” in its entirety. Proprietary information submitted in response to this request for proposal will be handled in accordance with College of DuPage procurement regulations.

Final proposals must be submitted in a clearly marked, sealed envelope, addressed to:

College of DuPage
Purchasing Department
Berg Instructional Center (BIC) Room 1540
425 Fawell Blvd.
Glen Ellyn, IL 60137

All questions related to this request for proposal must be submitted to andersons270@cod.edu and a copy sent to almazan@cod.edu

The college shall not be responsible for any explanation, interpretation or communication made that does not follow this procedure. **No questions or clarifications shall be accepted for this RFP after 4:00 pm. Thursday, October 23, 2014** so as to allow the college sufficient time to respond.

All questions shall be answered in writing through a proposal addendum, and both the question and response shall be sent to all RFP responders.

XIII. ACH PAYMENT REQUIREMENTS:

All vendors responding to this RFP must agree to send all load response revenue payments to the College via an Automated Clearing House (ACH) transfer. By signing this proposal, you agree to send all load responses event and test payments via ACH transfer. Be advised that the College ACH financial website is secured and the Responders ACH bank must also be secured. Information is encrypted and can only be accessed through a password protected site. Instructions for registering for ACH payments will be sent via e-mail to the awarded contract vendor from this RFP solicitation. Within 10 days of award of any contract or purchase order, the vendor must submit or must have already submitted their ACH information within their user profile in the College's financial system. Failure to comply with the ACH requirements may result in termination of the contract or purchase order. Before any ACH transfer takes place, all banking information will be pre-noted which verifies that the account numbers and routing information is valid. Pre-noting takes approximately three weeks... You are strongly encouraged to set up your account upon notice of award to avoid unnecessary payment delays.

Attachment A

College of DuPage Fire Alarm Testing & Inspection Service Agreement included in this RFP:

Main Campus:

COD Campus Building Locations:

1. BIC: Berg Instructional Center
2. 2 Generation Plants (Included in the BIC System)
3. SRC: Student Resource Center North & South
4. PEC: Physical Education Building
5. MAC: McAninch Arts Center
6. SCC: Seaton Computing Center
7. EC: Early Childhood Center
8. TEC: Technology Education Center
9. HSC: Health Sciences Center
10. CHC: Culinary & Hospitality Center
11. HEC: Homeland Security Education Center
12. SSC: Student Services Center
13. CMC: Campus Maintenance Center

HOURLY RATES:

Skilled Fire Alarm System
Technician:

Dec. 19, 2014 thru Jan. 9, 2015

Normal Business Hrs. • \$ _____/hr

Overtime \$ _____/hr

Holidays: \$ _____/hr

All work required by the foregoing documents will be accomplished for the ANNUAL FEE of

Dollars (\$ _____)

_____ & 00/100

Show amount in both words and figures. In case of discrepancy, amount shown in words will govern.)

Authorized Signature

Date

ATTACHMENT B

Additional questions: (Enter N/A if Not Applicable)

Are there any monthly fees or charges of any sort not included in the preceding document (If yes, list out all fees and charges)?

Does your contract contain a renewal clause: ____ YES ____ NO

Annual cost per Year

YEAR 1	YEAR 2	YEAR 3

Describe in details any/all penalties involved in your program _____

Can you provide a price list for replacement parts:

**ATTACHMENT C
GENERAL REQUIREMENTS**

Total System Test and Inspection:

The contractor will inspect and test all components in the system per NFPA 72 standards.

Inspection and Testing Records:

1. Records complying with NFPA 72 10.6.2 will be prepared by the contractor and two copies provided to the College. One (1) paper and one (1) DVD.
2. The records will include all information required by NFPA 72 10.6.2.3.
3. A Complete device list will be generated identifying each device, device location, whether it passed or failed and if it failed, the reason for failure. The device list will be included in the records.

Procedures:

1. The contractor shall provide all labor, tools, equipment, programming and parts required to complete the system testing.
2. Contractors will check in and out daily with the College's Engineering and Police Departments.

Time of Service:

- a) All testing of signaling devices must be done at night between the hours of 10:00 PM and 6:00 AM.
- b) Testing of initiating devices and control equipment may be done during regular business hours but cannot interfere with the operation of the college.
- c) All testing will be coordinated with the College's Engineering and Police Departments.

College Assistance:

- a) College personnel will be provided during the testing on a one to one basis with the contractor's personnel to provide assistance with access, locating devices, and setting up the system for testing. They may be used to augment the contractor's technicians but the college assumes no liability for the testing certification.
- b) The College will provide one man lift and assistance operating it to access high bays.

Qualifications: Please provide documentation with your RFP response:

1. The company providing the testing must be an Authorized Dealer.
2. The company providing the testing must be experienced with and qualified to perform inspections and testing of systems of the size and complexity of the system at the college.
3. The personnel performing the test must be experienced in testing and inspection. Personnel must meet the qualifications listed in NFPA 72 10.2.2.5.
4. The contractor must provide a list and briefly describe projects of similar size and/or complexity which have been completed satisfactorily.
5. The contractor must provide documentation showing 5 years experience in commercial and institutional fire alarm testing. This documentation must list and briefly describe projects of similar size and/or complexity which have been completed satisfactorily. The list should include names of contracts, dates of contracts, location, and names and addresses of owners.
6. The contractor must provide evidence that they are licensed by the appropriate government agency(s) to perform the work specified.

Project Duration:

Initial annual testing must be completed between December 19, 2014 and January 9, 2015.

ATTACHMENT D**I. Scope of Work**

1.1 Description: Work required under this specification shall include, but is not limited to, supplying all labor, materials, and equipment necessary for completion of the Fire Alarm Testing & Inspection project for College of DuPage, per the attached drawings and specifications.

II. General Provisions

2.1 All work shall be completed in a professional manner by a knowledgeable contractor who is familiar with the type of work required.

2.2 Contractor shall inspect the site of work before submitting their proposal and shall familiarize themselves with the conditions of the area to be remodeled as specified herein. Submission of a proposal shall be accepted evidence that such a visit and investigation has been made. No allowance shall be made on behalf of a contractor because of existing conditions.

2.3 Any deviation from the specifications must have written approval at least seven (7) days prior to the RFP date.

2.4 All dimensions shall be obtained by the contractor for the accommodation of equipment and materials furnished and installed by the contractor.

2.5 Contractor shall obtain all state and local permits and licenses as required by law and pay for all fees which may be required in the performance of his work.

2.6 Contractor shall clean the job site daily and remove from the premises any waste material and debris caused by the performance of the included in the contract.

2.7 Contractor shall comply with all fire, safety and security regulations.

2.8 Contractor shall warrant that no materials containing asbestos will be used on this project.

2.9 Contractor shall be held responsible for any damage caused to the building or grounds resulting from the execution of this work.

III. Materials

3.1 All materials shall be new, except where noted on RFP specifications, and in manufacturer's original, unopened containers with labels intact and legible, and in sufficient quantity to allow continuity of work.

3.2 Environmental Hazards:

The Contractor or Subcontractor shall incorporate the use of products containing the lowest available amounts of volatile organic compounds (VOC's) in the completion of all aspects of the

contract. Material Safety Data Sheets (MSDS) shall be provided to the college for any product that poses a potential health hazard from its use. All MSDS's for such products shall be submitted to the college for review prior to their use. In the event that products with low VOC's cannot be utilized, the Contractor shall notify the college of this situation and limit the application of such products to periods when the facilities are minimally populated. The contractor shall make every effort to keep exposure to hazardous materials below OSHA permissible limits.

The Contractor shall furnish the college with satisfactory proof of compliance, whenever requested.

3.3 Storage of Materials:

- A. Store all materials on clean raised platforms with protective covering.
- B. Protect materials against damage by construction traffic.
- C. Provide continuous protection of materials.
- D. Remove damaged materials from the job site.

3.4 The Contractor shall be responsible for any materials delivered to the College during the term of the contract. Any storage of materials provided by the College shall be at the sole risk of the Contractor.

IV. Warranty

4.1 Contractor shall furnish a written warranty of all materials and labor supplied in the attached proposal for a minimum period of one (1) year from the date of project completion. Contractor shall further guarantee to replace any and all materials and labor with defects occurring within the guarantee period without cost to the owner.

Equipment:

- Equipment to be tested includes all equipment shown in the as built drawings and/or the equipment data base provided as part of this package.

System components to be tested include but not limited to:

- Network Command Stations (NCS)
 - Computers
 - Monitors
 - Printers
- Control Panels
 - Network Cards
 - Fuses
 - Interfaced Equipment
 - Lamps & LEDs

- Power Supplies
 - Transponders
 - Batteries
 - Remote (NAC) panels
 - Power supplies
 - Batteries
 - Batteries
 - Fiber Optic Cable Power
 - Conductors Metallic
 - Conductors Non Metallic
 - Emergency Voice / Alarm Communication Equipment
 - Remote Annunciators
 - Initiating Devices
 - Air Sampling
 - Duct Detectors
 - Electromechanical Releasing Devices
 - Fire-Extinguishing System(s) or Suppression System(s) Switches
 - Pre action panels
 - Fire Alarm Boxes
 - Heat Detectors
 - Smoke Detectors
 - **Smoke detectors are due for sensitivity testing NFPA 72 10.4.3.2.**
 - Duct Smoke Detectors
 - Beam Smoke Detectors
 - Supervisory Signal Devices
 - Water flow Devices
 - Tamper Devices
 - Interface Equipment
 - Alarm Notification Appliances Supervised
 - Audible Devices
 - Audible Visual Devices
 - Visual Devices
 - Test All Emergency Messages Campus Wide
 - Test to verify the loop is working
-
- PDF files containing as built drawings of each buildings fire alarm system, and system components are provided with this bid package on CD.

EXHIBIT A**GC-15 INSURANCE REQUIREMENTS**

- 1) The Contractor shall require all policies of insurance that are in any way related to the work and are secured and maintained by Contractor and all tiers of subcontractors to include clauses providing that each underwriter shall waive all of its rights of recovery, under subrogation or otherwise, against College of DuPage, Board of Trustees and employees of the College.
- 2) The Contractor shall waive all rights of recovery against College of DuPage, Board of Trustees, employees of the College and other Contractors and subcontractors which Contractor may have or acquired because of deductible clauses in or inadequacy of limits of any policies of insurance that are in any way related to the work and that are secured and maintained by Contractor.
- 3) The Contractor shall require all tiers of subcontractors to waive the rights of recovery against College of DuPage and all tiers of subcontractors.

Insurance Requirements of the Contractor

Prior to the effective date of this Contract, the Contractor, at its cost, shall secure and maintain at all times, unless specified otherwise, until completion of the term of this Contract the insurance specified below.

Nothing contained in these insurance requirements is to be construed as limiting the extent of the Contractor's responsibility for payment of damages resulting from its operations under this Contract. The insurance purchased and maintained by the Contractor shall be primary and not excess or pro rata to any other insurance issued to the College.

The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

The limits of liability shall be as stated below, unless, prior to the effective date of this Contract, written approval is granted by the College of DuPage Department of Risk Management for variance from those limits.

1. Coverages**(a) Workers Compensation Insurance**

Workers' Compensation shall be in accordance with the laws of the State of Illinois or any other applicable jurisdiction.

The Workers Compensation policy shall also include the following provisions:

- (1) Employers' Liability coverage with a limit of
 - \$500,000 each Accident
 - \$500,000 each Employee
 - \$500,000 Policy Limit for Disease
- (2) Broad form all states coverage

(b) Commercial General Liability Insurance

(1) The Commercial General Liability shall be on an occurrence form basis to cover bodily injury and property damage including loss of use.

General Liability limits shall not be less than \$1,000,000 per occurrence and \$2,000,000 aggregate combined single limit for bodily injury and property

damage. The General Liability policy shall include, without limitation the following coverages:

GC-15 INSURANCE REQUIREMENTS (CON'T.)

- (a) All premises and operations;
- (b) Broad Form Blanket Contractual Liability;
- (c) Products/Completed Operations;
- (d) Broad Form Property Damage Liability;
- (e) Cross Liability.

(c) **Comprehensive Automobile Liability Insurance**

Comprehensive Automobile Liability to cover all owned, non-owned and hired automobiles, trucks and trailers. The Comprehensive Automobile Liability limits shall not be less than the following:

- 1) Liability - All Autos: Bodily Injury & Property Damage - \$1,000,000 per Occurrence
- 2) Uninsured/Motorists: Per Illinois Requirements

(d) **Umbrella/Excess Liability Insurance**

In addition to the coverages and limits specified above, Contractor and Sub-Contractors of any tier shall secure and maintain a limit of liability no less than:

- 1) \$2,000,000 each occurrence for all liability
- 2) \$2,000,000 in the aggregate per policy year separately with respect to products and completed operations

2. Additional requirements

(a) **Additional Insured**

College of DuPage, its officials, employees and agents shall be named as additional insured under the Commercial General Liability policy.

(b) **Qualification of Insurers**

All insurance companies providing coverage shall be licensed or approved by the Department of Insurance, State of Illinois, and general rating of "A", and shall be a Class V or higher in the financial size category as listed in A.M. Best's Key Rating Guide, current edition or interim report. Companies with ratings lower than "A", V will be acceptable only upon written consent of the College of DuPage Department of Risk Management.

(c) **Insurance Notices**

All policies of insurance which may be required under terms of this Contract shall be endorsed to provide that the insurance company shall notify the Purchasing Manager, College of DuPage Room BIC 1540, 425 Fawell Blvd., Glen Ellyn, Illinois 60137 at least 30 days prior to the effective date of any cancellation or modification of such policies. When required in the Special Conditions, the successful Respondent shall furnish prior to the date on which Contractor commences performance of the contract, Certificates of Insurance maintained by Contractor.

In no event shall any failure of the College to receive Certificates of Insurance required hereof or to demand receipt of such Certificates of Insurance be construed as a waiver of Contractor's obligations to obtain insurance pursuant to these insurance requirements.