

INVITATION FOR BID – BID NO. B010035

ARKANSAS TECH UNIVERSITY
Purchasing Department
Young Building East End
203 West O Street
Russellville, AR 72801-2222

BID RESPONSE MUST BE SUBMITTED IN A SEALED ENVELOPE WITH THE BID NUMBER, BID OPENING DATE AND TIME SHOWN ON THE OUTSIDE OF THE ENVELOPE.

FAXED BID RESPONSES WILL NOT BE ACCEPTED.

RESPONSE DUE BY: May 18, 2010

TIME: 2:00 p.m.

Company Name & Address:

For additional information, contact Beth Foster, ATU Special Projects Coordinator.

Tel: 479-968-0269

Fax: 479-968-0633

e-mail: efoster@atu.edu

The following forms must be completed and submitted with bid response:

Contract & Grant Disclosure & Certification Form

EEO Policy Letter

Illegal Immigrant Certification Form

The forms are available on our web site: <http://www.atu.edu/purchasing/bids.shtml>.

FAILURE TO DO SO WILL RESULT IN REJECTION OF BID

DESCRIPTION

Inspection and Diagnostic Testing of University Fire Alarms, Smoke Detectors and Sprinkler Systems, as per the following specifications.

Does NOT include repairs or replacements.

Award will be in the best interests of the University.

Please complete and return this ENTIRE bid form. Any exceptions to the bid specifications must be so noted; otherwise, successful bidder will be required to comply with specifications as written.

ARKANSAS TECH UNIVERSITY
Russellville, AR 72801-2222

BID NO. B010035

SPECIFICATIONS:

Arkansas Tech University is requesting bids for the Inspection and Diagnostic Testing of the University's Fire Alarms, Smoke Detectors and Sprinkler Systems in accordance with the Arkansas Fire Prevention Code, NFPA 25 and 72 requirements for the period of July 1, 2010 through June 30, 2011 with an *option to renew on an annual basis for six (6) additional years*. **NOTE: Bid is for inspecting and testing only – not for repairs or replacements.**

SCOPE:

The University reserves the right to add or delete buildings, as circumstances require.

Semi Annual Test and Inspection:

Fire Alarm Control Panels and Peripherals (including cleaning of smoke detection devices),
Tamper Switches and Water Flow Switches

Annual Test and Inspection:

Sprinkler Systems and Backflow Preventers

SITE VISITS:

Site visits are by appointment only. Access to the buildings is to be coordinated with the following personnel: Russellville Campus - Dennis Hill or Brian Lasey at 479-968-0261
Lake Point Conference Center – Chip Porter at 479-356-6230
Ozark Campus – Sandra Anderson at 479-667-2117

You MUST have an appointment and you MUST be escorted by University personnel.

EMPLOYEES:

Attach a sheet listing the names of the employees who will be performing the inspections at Tech, including their years of experience and certifications. Also attach a copy of their Arkansas license (Class A), NICET certification (Level 3 or 4), MBF&A (Level 3), NTS certification and factory certifications.

Failure to do so will result in rejection of bid.

CERTIFICATE OF INSURANCE:

Successful bidder will be required to provide Certificate of Insurance for general public liability, automobile liability and workers compensation.

INVOICES:

Invoices are to be submitted upon completion of each inspection. Mail or fax to:

ATU Accounts Payable Office
Administration Building Room 205
1509 North Boulder Avenue
Russellville, AR 72801-2222

Tel: 479-968-0691

Fax: 479-968-0303

SCHEDULES:

The summer inspections shall begin after Summer 2 ends on August 13, 2010, and shall be completed by August 23, 2010, when the fall term begins. This inspection shall include the Annual Fire Sprinkler Inspection.

The winter inspections shall begin after graduation on December 18, 2010, and shall be completed by January 11, 2011, when the spring term begins.

REPORTS: Reports and recommendations are to be submitted to Mr. Dennis Hill, Physical Plant Director, within 6 weeks of the completed testing and inspections.

The results of the inspections shall be reported in a 3-ring binder with a white plastic cover and approximately 2" thick back. The front leaf shall have clear plastic cover into which a paper title sheet can be inserted for convenient identification. The inside front leaf shall have a pocket for follow-up notes. Front leaf shall have typed identification or title sheet that shall include the following information in 1/4" tall font. This sheet may be on the inspection company's letterhead.

Fire Alarm Inspection Report
Month and year inspections are made
Name, address and phone number of Inspection Company
Contact person

Page 1 in the binder is to be a dated transmittal letter on company letterhead.

Page 2 is to be titled "Inspection Deficiencies Summary". This sheet and others as needed shall list each building in a separate paragraph with a brief list of all defects or comments. Each building shall be listed, and if there are no deficiencies for that building, the paragraph shall state "no deficiencies."

The next sheet shall be a tabbed divider sheet with the tab in the upper right hand corner labeled "Index". The index shall list each building in the same order shown above (by Building Number).

For each of the buildings, there shall be a tabbed divider with the appropriate index number on the right hand tab and the building name at the top of the sheet, centered and in 1/4" font. Behind this divider shall be the individual building report that will have 3 parts as follows:

- Part 1 – Panel Report
- Part 2 – Initiating Device Report
- Part 3 – Notification Appliance Report

See attached sample sheets of **preferred** format. Other formats may be used, but they must contain the same information at a minimum.

The divider tabs shall be arranged such that the numbers will be in ascending order from top to bottom and each tab can be readily accessed for quick reference.

Two complete binder reports will be required before payment will be made. Reports are to be delivered to the Physical Plant within 6 weeks after the last building inspection.

LIST OF BUILDINGS:

Attached is a list of the buildings with the brand and model of the alarm system and the count of the individual devices for each. This information is furnished as an aid in determining the scope of the inspection. The quantities of the devices are not guaranteed correct but represent the best information available at this time. An explanation of the abbreviations used is as follows:

Initiating Device Abbreviations

MS	Manual station
SD	Smoke detector
DD	Duct detector
HD	Heat detector
WF	Water flow switch
TS	Tamper switch
RA	Remote annunciator
PS	Pressure switch
PR	Pump running switch

Notification Device Abbreviations

HS	Horn strobe
HN	Horn only
ST	Strobe
SS	Speaker strobe
SP	Speaker only
CS	Chime strobe
CH	Chime only
ANN	Annunciator
DH	Door holder
RA	Remote annunciator

ATU BID B010035 BID PRICES

LINE NO.	BUILDING	NO. OF INSPECTIONS PER YEAR	UNIT PRICE	COST PER YEAR
	FIRE/SMOKE DETECTORS			
	Russellville Campus			
1.	Administration Building	2 each	\$	\$
2.	Agri. Classroom	2 each	\$	\$
3.	Baswell Hall	2 each	\$	\$
4.	Brown Hall	2 each	\$	\$
5.	Bryan Hall	2 each	\$	\$
6.	Campus Courts	2 each	\$	\$
7.	Caraway Hall	2 each	\$	\$
8.	Chambers Cafeteria	2 each	\$	\$
9.	Chartwell Sports Complex	2 each	\$	\$
10.	Corley Building	2 each	\$	\$
11.	Crabaugh Building	2 each	\$	\$
12.	Critz Hall	2 each	\$	\$
13.	Dean Building	2 each	\$	\$
14.	Doc Bryan Student Services Building	2 each	\$	\$
15.	Energy Center	2 each	\$	\$
16.	Fisheries and Wildlife Building	2 each	\$	\$
17.	Hughes Hall	2 each	\$	\$
18.	Hull Building	2 each	\$	\$
19.	Jones Hall	2 each	\$	\$
20.	McEver Building	2 each	\$	\$
21.	Morton Hall	2 each	\$	\$
22.	Norman Art Center	2 each	\$	\$

LINE NO.	BUILDING	NO. OF INSPECTIONS PER YEAR	UNIT PRICE	COST PER YEAR
23.	Nutt Hall	2 each	\$	\$
24.	Paine Hall	2 each	\$	\$
25.	Pendergraft Library	2 each	\$	\$
26.	Physical Plant – Administration Building	2 each	\$	\$
27.	Physical Plant – Shop Building	2 each	\$	\$
28.	Roush Hall	2 each	\$	\$
29.	South Hall	2 each	\$	\$
30.	Techionery	2 each	\$	\$
31.	Tomlinson Building	2 each	\$	\$
32.	Tucker Coliseum	2 each	\$	\$
33.	Turner Hall	2 each	\$	\$
34.	Williamson Building	2 each	\$	\$
35.	Wilson Hall	2 each	\$	\$
36.	Witherspoon Building	2 each	\$	\$
	Lake Point Conference Center			
37.	Guest House	2 each	\$	\$
38.	Hickory Lodge	2 each	\$	\$
39.	Oak Lodge	2 each	\$	\$
	Ozark Campus			
40.	Air Conditioning Building	2 each	\$	\$
41.	Allied Health Building	2 each	\$	\$
42.	Collegiate Center	2 each	\$	\$
43.	Student Services Building	2 each	\$	\$
44.	Technology & Academic Support Building	2 each	\$	\$
	To be Added in Jan. 2011			
45.	Rothwell Hall (see Note 1)	1 each	\$	\$

LINE NO.	ANNUAL SPRINKLER INSPECTIONS	NUMBER OF INSPECTIONS PER YEAR	UNIT PRICE	COST PER YEAR
Russellville Campus				
46.	Baswell Hall (with booster pump)	1 each	\$	\$
47.	Critz Hall (no pump)	1 each	\$	\$
48.	Doc Bryan Building (no pump)	1 each	\$	\$
49.	Hughes Hall (no pump)	1 each	\$	\$
50.	Hull Building (no pump)	1 each	\$	\$
51.	Morton Hall (Masco) (no pump)	1 each	\$	\$
52.	Norman Art Center (no pump)	1 each	\$	\$
53.	Nutt Hall (with booster pump)	1 each	\$	\$
54.	Pendergraft Library (with booster pump)	1 each	\$	\$
Ozark Campus				
55.	Allied Health Building (Viking C-1) (no pump)	1 each	\$	\$
56.	Student Services Building (Tyco R-209) (no pump)	1 each	\$	\$
TO BE ADDED IN JANUARY 2011 (see Note 1)				
57.	Rothwell Hall (with booster pump)	1 each	\$	\$

	ANNUAL BACKFLOW PREVENTER INSPECTIONS	NUMBER OF PREVENTERS	UNIT PRICE	COST PER YEAR
58.	Baswell Hall	2 each	\$	\$
59.	Doc Bryan Student Services	1 each	\$	\$
60.	Hull Building	1 each	\$	\$
61.	Norman Art Center	2 each	\$	\$
62.	Nutt Hall	2 each	\$	\$
Ozark Campus				
63.	Allied Health	1 each	\$	\$
64.	Student Services Building	2 each	\$	\$

GRAND TOTAL for 2010-11 FY			\$
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NOTE 1: Rothwell Hall was completed in November 2009, and has a 1 year warranty. The Fire Alarms AND Sprinkler system will require inspection in winter (Dec 2010 – Jan 2011).

ESCALATION:

Bidder agrees that prices will increase only at renewal time, July 1, and increase will not exceed, from prior year:

2nd Year	3rd Year	4th Year	5th Year	6th Year	7th Year
%	%	%	%	%	%

REFERENCES:

List three (3) references, including the name of a contact person and telephone number. **Failure to do so will result in rejection of bid.**

COMPANY NAME	ADDRESS	CONTACT PERSON & TELEPHONE NUMBER
		Tel:
		Tel:
		Tel:

Prices firm until: _____ Date Quote Submitted: _____

Signature: _____

Name & Title: _____
(printed or typed)

Company: _____

Mailing Address: _____

City, State, Zip: _____

Tel No: _____ Fax No: _____

E-mail: _____ Web Site: _____

ATU: FIRE ALARMS

BUILDING	MAKE & MODEL	INITIATING DEVICES								NOTIFICATION DEVICES						
		MS	SD	DD	HD	WF	TS	PS	Other	HS	HN	ST	SS	CH	RA	OTHER
RUSSELLVILLE CAMPUS																
Administration	Simplex 4001	3											3			
Agri. Classroom	Gamewell 7100-1	2	5	1				2		6						
Baswell Hall	FCI 9000-0574	17	223	8	4	9	9								1	
Brown Hall	Siemens FS-250	7	23		3					29					1	
Bryan Hall	Simplex 4010	5	54		1					20					1	
Campus Courts	Siemens FS-250	27	102		8					XX						Exit Gate Opens
Caraway Hall	ITI 60-652-03	9	89		2							22			1	
Chambers Cafeteria	Siemens FS-250	13	2	3						19		16			1	
Chartwell Sports	Edwards Quickstart	3	2												1	
Corley Building	Simplex 4005	9	14	4					6-DS @ 2 nd FL double doors	11						
Crabaugh Building	Simplex 4001	6								6						
Critz Hall	Notifier M-9200 UD	4	34			1	2								1	
Dean Building	FCI BMFC-6	10	13							11						
Doc Bryan Building	Siemens MXL-IQ	11	87	11	5	4	5			38		14				
Energy Center	Simplex 4002	7	7	4	7					XX						
Fisheries & Wildlife	Siemens MXL-IQ	5	11							3		2				
Hughes Hall	Honeywell Notifier	7	77	2		3	6			13		10				3-Dual Monitor Modules
Hull Building	Simplex 4009 Simplex 4003 Simplex 4010	29	54	10	3	1	1				3	8	22			
Jones Hall	Simplex 4002	6	158	11						13		5			1	

BUILDING	MAKE & MODEL	INITIATING DEVICES								NOTIFICATION DEVICES						
		MS	SD	DD	HD	WF	TS	PS	Other	HS	HN	ST	SS	CH	RA	OTHER
McEver Building	Simplex 4020	19	12	3	6								28		1	
Morton Hall	Honeywell Silent Knight SK-5208	4									11					
Norman Art Center	Siemens FS-250	9	26	1	3	1	4								1	
Nutt Hall	Tornado Pull Station Siemens MXL	18	376	4	16	13	16	1	1-PR	3		24	129		1	
Paine Hall	Secutron 2400-B	27	55	2					130-AB	1		5	34			
Pendergraft Library	Siemens MXL-IQ	10	94	6	3	3	10		3-HS on Cat walk	22		26			1	
Physical Plant – Admin Bldg.	Gamewell 7100-1D	4	11	8	1					15						
Physical Plant – Shop Bldg.	Gamewell 7100-D	8	2		15					14						1 Fuel Island Monitor
Rothwell Hall	Honeywell Notifier NFW2-100	14	60	8	11					16		75				
Roush Hall	Simplex 4020	5	26		2								18			
South Hall	Silent Knight 5204	4	21		1					XX						Maglocks release
Techionery	Firelite MS-9200	2	8							1	2	2				
Tomlinson Building	Siemens MXL-IQ	5	17	4					1-HS Mech Room	12		14			1	
Tucker Coliseum	Simplex 4208	7														Buzzer
Turner Hall	Siemens FS-250	7	31		2					35					1	
Williamson Building	Edwards EST-2	6	2	2	2					4		3				
Wilson Hall	Simplex 4010	4	146												1	
Witherspoon		10	9													SDs include 2 in elevator shaft
LAKE POINT CONFERENCE CTR																
Guest House	Firelight MS 5210UD Panel	1	4		1					XX						
Hickory Lodge	Firelight 2000 Panel	4	37		4					XX						
Oak Lodge	Firelight 2000 Panel	4	23		4					XX						

<i>BUILDING</i>	<i>MAKE & MODEL</i>	INITIATING DEVICES								NOTIFICATION DEVICES						
		MS	SD	DD	HD	WF	TS	PS	Other	HS	HN	ST	SS	CH	RA	OTHER
OZARK CAMPUS																
Air Conditioning Bldg	FCI Panel	2								1						
Allied Health Bldg	Simplex 4010 Panel	3				1				3		3				
Collegiate Center	Faraday Fire Watch 200 Panel	4	5							4		2				
Student Services Bldg	Siemens Fire Alarm Panel	4	16			1	2			10		6				
Technology & Academic Support Bldg	Faraday, Tecumseh & Vibratone	6									4					

Company Name, Address, etc.

Fire Alarm Inspection Report

Sample Preferred format

Customer/Site Name: Arkansas Tech University

Date: 1-10-2005

Building: Massie Hall

Inspection Frequency: () Monthly () Quarterly (X) Semiannually () Annually

Panel Location: RA's Office

Panel Manufacturer: Simplex Model: 4020& 4003

Power Supply Voltage: 122.2 VAC

Battery Voltage Connected: 27.93 Volts DC Disconnected: 27.44 Volts DC

Date of Battery Installation: 11-05-2001 Battery Size (Amp-Hrs): 18 4020, 7 4003

Location of Disconnecting Breaker: Not Labeled

Breaker Panel # and Breaker #: Not Labeled

Remote Annunciator Functioning: (X) Yes () No () N.A.

Did Hvac Shut Down Properly?: () Yes () No (X) N.A.

Did the Elevators Recall Properly?: () Yes () No (X) N.A.

Did the Elevator Shunt Trip Work Properly?: () Yes () No (X) N.A.

Did the Security Exit Doors Release Upon Alarm?: () Yes () No (X) N.A.

Did the Fire Doors Close Upon Alarm?: () Yes () No (X) N.A.

List Any Other Special Functions and Any Deficiencies of Those Functions: _____

Sample
preferred
format

Alarm Initiating Devices

Device Types: MS-Manual Station, SD-Smoke Detector, DD-Duct Detector, HD-Heat Detector, WF-Flow Switch, TS-Tamper Switch, PS-Pressure Switch

Location	Address/Zone	Device Type	Pass/Fail
Coat Room 1 st fl	3	SD	P
Boiler Room 1 st fl	11	HD	P
Boiler Room 1 st fl	9	MS	P
By Custodian 1 st fl	8	SD	P
By Room 109 1 st fl	14	SD	P
By Rooms 103/104 1 st fl	17	SD	P
By Rooms 118/119 1 st fl	21	SD	P
East Lounge 1 st fl	22	SD	P
East Stairway Exit 1 st fl	19	SD	P
East Stairway Exit 1 st fl	20	MS	P
Main Lounge East Wall 1 st fl	5	SD	P
Main Lounge North Wall 1 st fl	4	SD	P
South Main Entrance 1 st fl	1	MS	P
South Main Lobby 1 st fl	2	SD	P
Transformer Vault 1 st fl	13	HD	P
Vending Area 1 st fl	6	HD	P
West Lounge 1 st fl	18	SD	P
West Stairway Exit 1 st fl	15	MS	P
West Stairway Exit 1 st fl	16	SD	P
By Custodian 2 nd fl	30	SD	P
By Room 131 2 nd fl	24	SD	P
By Rooms 203\204 2 nd fl	35	SD	P
By Rooms 215\216 2 nd fl	31	SD	P
By Rooms 227\228 2 nd fl	25	SD	P
East Lounge 2 nd fl	23	SD	P
East Lounge 2 nd fl	22	SD	P
East Stairway 2 nd fl	25	MS	P
East Stairway 2 nd fl	27	SD	P
Laundry 2 nd fl	28	HD	P
West Lounge 2 nd fl	36	SD	P
West Stairway 2 nd fl	34	SD	P
West Stairway Exit 2 nd fl	32	SD	P
West Stairway Exit 2 nd fl	33	MS	P
Boiler room 1 st floor	12	MS	P
Custodian	29	SD	P
Stair 2 nd floor	26	MS	P

Sample
Preferred
format

Notification Appliances:

Device Types: HS-Horn Strobe, HN-Horn Only, ST-Strobe, SS-Speaker Strobe, SP-Speaker Only, CS-Chime Strobe, CH-Chime Only, RA- Remote Annunciator

Location	Address/Zone	Device Type	Pass/Fail
By Boiler Room 1 st fl		SS	P
By East Hall Shower 1 st fl		SS	P
By Main Entrance 1 st fl		SS	P
By Room 107 1 st fl		SS	P
By Room 119 1 st fl		SS	P
East Hall Shower 1 st fl		SS	P
East Lounge 1 st fl		SS	P
In Boiler Room 1 st fl		SS	P
Lounge 1 st fl		SS	P
Lounge 1 st fl		SS	P
Main Entrance 1 st fl		SS	P
Visitor Restroom 1 st fl		RA	P
West Lounge 1 st fl		SS	P
West Shower 1 st fl		SS	P
By West Stairwell 2 nd fl		SS	P
By Room 203 2 nd fl		SS	P
By Room 213 2 nd fl		SS	P
By Room 231 2 nd fl		SS	P
East Lounge 2 nd fl		SS	P
East Shower 2 nd fl		SS	P
East Stairwell 2 nd fl		SS	P
West Lounge 2 nd fl		SS	P
West Shower 2 nd fl		SS	P
West Stairwell 2 nd fl		SS	P

**ARKANSAS TECH UNIVERSITY
Purchasing Department
203 West O Street
Russellville, AR 72801-2222**

Act 2157 of 2005 of the Arkansas Regular Legislative Session requires that any business or person responding to a Request for Quotation (Bid) submit their most current Equal Employment Opportunity policy (EEO Policy).

Although bidders are encouraged to have a viable equal opportunity policy, a written response stating that the bidder does not have an EEO Policy will be considered that bidder's response and will comply with the requirement of Act 2157.

Submitting your EEO Policy is a one-time requirement. The Arkansas Tech University Purchasing Department will maintain a file of the EEO Policies or written responses received.

This is a mandatory requirement when submitting a bid response. Failure to submit an EEO Policy or response may result in rejection of your bid.

If you have any questions, please call the Purchasing Department at 479-968-0269.

Thank you.

Beth Foster, C.P.M., A.P.P.
Special Projects Coordinator

TO BE COMPLETED BY BUSINESS OR PERSON SUBMITTING BID RESPONSE

- _____ EEO Policy attached
- _____ EEO Policy previously submitted to ATU Purchasing Department
- _____ EEO Policy is not available

Name of Company or Person

Signature

Name (printed or typed)

Title

Date

ARKANSAS TECH UNIVERSITY
Purchasing Department
203 West O Street
Russellville, AR 72801-2222
Tel: 479-968-0269
Fax: 479-968-0633

Act 157 of 2007 of the Arkansas Regular Legislative Session **requires** that any business or person responding to a Request for Proposal (RFP) for professional services, technical and general services or any category of construction in which the total dollar value is \$25,000 or greater **certify, prior to the award of the contract**, that they do not employ or contract with any illegal immigrants. Bidders are to certify online at:

<https://www.ark.org/dfa/immigrant/index.php/user/login>

This is a mandatory requirement. Failure to certify may result in rejection of your proposal, and no award will be made to a vendor who has not so certified. If you have any questions, please contact the Purchasing Department.

Thank you.

Beth Foster, C.P.M., A.P.P.
 Special Projects Coordinator

TO BE COMPLETED BY BUSINESS OR PERSON SUBMITTING RESPONSE:

Please check the appropriate statement below:

_____ We have certified on-line that we do not employ or contract with any illegal immigrants
 Date on-line certification completed: _____

_____ We have NOT certified on-line at this time, and we understand that no contract can awarded to our firm until we have done so.
 Reason for non-certification: _____

Name of Company	
Mailing Address	
City, State & Zip	
Signature	
Name & Title (printed or typed)	
Date	