

**INVITATION FOR BID – BID NO. B010075**

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:** July 27, 2010

**TIME:** 2:00 p.m.

Company Name & Address:

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

Tel: 479-968-0269

Fax: 479-968-0633

e-mail: [efoster@atu.edu](mailto:efoster@atu.edu)

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

1. EEO Policy Letter
2. Illegal Immigrant Certification Form
- 3.

**FAILURE TO DO SO WILL RESULT IN REJECTION OF BID**

The Contract & Grant Disclosure and Certification Form must be completed by the **apparent low bidder(s)** before an award can be made. In the interest of time, all respondents are asked to submit the completed form with their response.

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

**DESCRIPTION**

**NOTE: THIS IS A RE-BID OF B010035. SPECIFICATIONS HAVE BEEN REVISED.**

***Please review requirements carefully.***

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 August 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

Bidder should be aware that a ladder will be required to access some duct detectors. The University will not provide a ladder or any other equipment needed to complete the inspections.

**TOBACCO-FREE CAMPUS:** The entire University campus is tobacco-free. Bidder's employees will not be allowed to use tobacco products in any form while on the campus or its outlying facilities.

**SITE VISITS:** Site visits are by appointment only. Access to the buildings is to be coordinated with the following personnel:

Russellville Campus - 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.** *If bidder has already visited the sites in response to our previous bid (B010035), another visit is not necessary.*

**AWARD:** The University reserves the right to accept or reject, in part or in its entirety, any and all bids received as a result of this invitation and to waive minor technicalities.

Award will be in the best interests of the University, and the University's decision will be final.

Award will be made on the basis of total costs for three (3) years, based on the information provided in the bid response.

**GOVERNING LAW:** Any resultant contracts shall be governed by the laws and regulations of the State of Arkansas. Nothing in any resultant contracts shall be construed to waive the Sovereign Immunity of the State of Arkansas or its agencies, including Arkansas Tech University.

**ASSIGNMENT:** Any resultant contract shall not be assigned without express written consent of the University. It is the intent of the University that the contractor and persons under their direct supervision perform all services.

**DISPUTES:** All disputes regarding any resultant contracts/agreements shall be submitted to the Arkansas Claims Commission for adjudication in accordance with A.C.A. § 19-10-201 et seq.

**INDEMNIFICATION:** Successful bidder agrees to indemnify and hold harmless the University and its officers and employees from any claim, damage, liability, injury, expense or loss, including defense cost and attorney's fees, arising out of bidder's performance of any contract resulting from this bid.

**DAMAGES:** Contractor must notify the University's representative(s) immediately whenever property damages occur. Damages are to be repaired as directed by the University and must be done at the contractor's expense.

Also, the contractor is to immediately notify the University if any condition prevents the proper performance of contract requirements.

**TERMINATION OF CONTRACT:** The University or the contractor shall have an option to terminate any resultant contract with two (2) weeks written notice. Reasons for termination may include, but are not limited to:

1. Unsatisfactory service. The University shall be the sole judge of the quality of service.
2. The University's or the contractor's decision not to exercise a renewal option.

**SIGNATURE:** All bids MUST be signed in ink by an agent with the authority to bind the company.

**LICENSURE:** Companies AND individuals inspecting fire alarm systems MUST be properly licensed by the Alarm Company Licensing Section of the Arkansas State Police. Companies AND individuals inspecting fire suppression systems MUST be properly licensed by the Arkansas Fire Protection Licensing Board. Backflow Preventer Testing Technicians MUST be properly licensed by the Arkansas Department of Health.

**Bidder MUST be licensed for any section quoted. Bids for services to be provided by sub-contractors will NOT be accepted.** The following licenses will be required. ***Failure to submit proof of current licensure for each section quoted WILL result in rejection of bid.***

1. Fire Alarm/Smoke Detectors: Company License AND Inspector License
2. Sprinkler Systems: Company License AND Inspector with NICET Level III certification
3. Backflow Preventers: Testing Technician License

**EMPLOYEES:** Attach a sheet listing the names of ALL employees who will be performing the inspections at Tech, including their years of experience, licensure and certifications. Attach a copy of their Arkansas license, NICET certification, NBF/AA/NTS certification (now Electronic Security Association or ESA) or ADH license. ***Failure to do so WILL result in rejection of bid.***

Contractor shall not permit its employees who are registered sex offenders to work on the campus of the University. Further, contractor shall not permit its employees to engage in sexually harassing behavior toward University faculty, staff, students, guests or any other persons present on the campus.

Contractor shall not discriminate against any person based on race, religion, color, national origin, sex, age, disability or veteran's status during the term of this contract.

**EQUAL EMPLOYMENT OPPORTUNITY POLICY:** Attached is an EEO Policy Form. Act 2157 of 2005 requires that any business/person responding to a Request for Bid must submit their current EEO policy, if available. All bidders MUST complete this form. ***Failure to submit an EEO Policy or this EEO Policy Form WILL result in rejection of bid.***

**ILLEGAL IMMIGRANT CERTIFICATION FORM:** Attached is an Illegal Immigrant Certification Form. Act 157 of 2007 requires that any business/person responding to a Request for Bid in which the total dollar value is \$25,000 or greater must certify on-line with the Arkansas Department of

Finance and Administration that they do not employ or contract with illegal immigrants. All bidders MUST so certify and complete this form. ***Failure to do so WILL result in rejection of bid.***

**CONTRACT & GRANT DISCLOSURE AND CERTIFICATION FORM:** The **successful bidder(s)** MUST complete this form before the contract award can be finalized. The form is available on the Purchasing web site: <http://www.atu.edu/purchasing/bids.shtml>.

“Failure to make any disclosure required by Governor’s Executive Order 98-04, or any violation of any rule, regulation or policy adopted pursuant to that Order, shall be a material breach of the terms of this contract. Any contractor, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation or policy shall be subject to all legal remedies available to the University.”

**CERTIFICATE OF INSURANCE:** **Successful bidder** will be required to provide Certificate of Insurance for general public liability, automobile liability, property damage and workers compensation in the following minimum amounts:

Public liability covering operations and completed operations:  
\$1,000,000 per occurrence for bodily injury  
\$ 100,000 per occurrence for property damage

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

ATU Accounts Payable Office	Tel: 479-968-0691
Administration Building Room 205	
1509 North Boulder Avenue	Fax: 479-968-0303
Russellville, AR 72801-2222	

**SCHEDULES:** Contractor will be expected to schedule the inspections at the most convenient times for the University. Contact the University’s representative at each location to coordinate. If possible, the University must be given 24-hours advance notice of any changes in schedule.

All employees MUST be accompanied by University personnel at all times. ***Failure to do so WILL result in cancellation of contract.***

The University will provide one (1) escort per location during the following hours, on normal working days, Monday through Friday:

8:00 a.m. to 4:00 p.m.	Lake Point Conference Center and Ozark Campus
8:00 a.m. to 3:00 p.m.	Russellville Campus

The summer inspections shall begin after Summer 2 ends on August 13, 2010, and shall be completed as soon after August 23, 2010, as possible since the fall term begins on that date. 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. Bidder should be aware that the University (all locations) will be closed for the Christmas holidays from December 23, 2010, through January 2, 2011.

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

Two copies of 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 ¼" 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 ¼" 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.

**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, if available. 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

If the quantity is not known, there is an "XX" in the appropriate column(s).

**PART I - BID PRICES for FIRE/SMOKE DETECTOR INSPECTIONS**

BUILDING	INSPECTIONS PER YEAR	COST PER INSPECTION	COST PER YEAR
<b>Russellville Campus</b>			
Administration Building	2 each	\$	\$
Agri. Classroom	2 each	\$	\$
Baswell Hall	2 each	\$	\$
Brown Hall	2 each	\$	\$
Bryan Hall	2 each	\$	\$
Campus Courts	2 each	\$	\$
Caraway Hall	2 each	\$	\$
Chambers Cafeteria	2 each	\$	\$
Chartwell Sports Complex	2 each	\$	\$
Corley Building	2 each	\$	\$
Crabaugh Building	2 each	\$	\$
Critz Hall	2 each	\$	\$
Dean Building	2 each	\$	\$
Doc Bryan Student Services Building	2 each	\$	\$
Energy Center	2 each	\$	\$
Fisheries and Wildlife Building	2 each	\$	\$
Hughes Hall	2 each	\$	\$
Hull Building	2 each	\$	\$
Jones Hall	2 each	\$	\$
McEver Building	2 each	\$	\$
Morton Hall	2 each	\$	\$
Norman Art Center	2 each	\$	\$
Nutt Hall	2 each	\$	\$
Paine Hall	2 each	\$	\$

BUILDING	INSPECTIONS PER YEAR	COST PER INSPECTION	COST PER YEAR
Pendergraft Library	2 each	\$	\$
Physical Plant – Administration Building	2 each	\$	\$
Physical Plant – Shop Building	2 each	\$	\$
Roush Hall	2 each	\$	\$
South Hall	2 each	\$	\$
Techionery	2 each	\$	\$
Tomlinson Building	2 each	\$	\$
Tucker Coliseum	2 each	\$	\$
Turner Hall	2 each	\$	\$
Williamson Building	2 each	\$	\$
Wilson Hall	2 each	\$	\$
Witherspoon Building	2 each	\$	\$
<b>Lake Point Conference Center</b>			
Guest House	2 each	\$	\$
Hickory Lodge	2 each	\$	\$
Oak Lodge	2 each	\$	\$
<b>Ozark Campus</b>			
Air Conditioning Building	2 each	\$	\$
Allied Health Building	2 each	\$	\$
Collegiate Center	2 each	\$	\$
Student Services Building	2 each	\$	\$
Technology & Academic Support Building	2 each	\$	\$
<b>TOTAL FOR PART 1</b>			<b>\$ _____</b>
<b>TO BE ADDED IN JANUARY 2011</b> <b>Rothwell Hall (see Note 1)</b>	<b>\$ _____</b>		

**PART 2 – BID PRICES FOR ANNUAL SPRINKLER INSPECTIONS**

BUILDING	COMMENTS	NUMBER OF INSPECTIONS PER YEAR	COST PER INSPECTION
<b>Russellville Campus</b>			
Baswell Hall	With booster pump	1 each	\$
Critz Hall	No pump	1 each	\$
Doc Bryan Building	No pump	1 each	\$
Hughes Hall	No pump	1 each	\$
Hull Building	No pump	1 each	\$
Morton Hall (Masco)	No pump	1 each	\$
Norman Art Center	No pump	1 each	\$
Nutt Hall	With booster pump	1 each	\$
Pendergraft Library	With booster pump	1 each	\$
<b>Ozark Campus</b>			
Allied Health Building (Viking C-1)	No pump	1 each	\$
Student Services Building (Tyco R-209)	No pump	1 each	\$
<b>TOTAL FOR PART 2</b>			<b>\$ _____</b>
<b>TO BE ADDED IN JANUARY 2011</b> <b>Rothwell Hall (see Note 1)</b> <b>With booster pump</b>	<b>\$ _____</b>		

**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).



### **PART 3 – BID PRICES FOR ANNUAL BACKFLOW PREVENTER INSPECTIONS**

BUILDING		COST PER INSPECTION
Baswell Hall	1 of 2 Preventers	\$
Baswell Hall	2 of 2 Preventers	\$
Doc Bryan Student Services	1 Preventer	\$
Hull Building	1 Preventer	\$
Norman Art Center	1 of 2 Preventers	\$
Norman Art Center	2 of 2 Preventers	\$
Nutt Hall	1 of 2 Preventers	\$
Nutt Hall	2 of 2 Preventers	\$
<b>Ozark Campus</b>		
Allied Health	1 Preventer	\$
Student Services Building	1 of 2 Preventers	\$
Student Services Building	2 of 2 Preventers	\$
<b>TOTAL FOR PART 3</b>		<b>\$ _____</b>

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

\_\_\_\_\_ % 2<sup>nd</sup> Year                      \_\_\_\_\_ % 3<sup>rd</sup> Year

Any increases for Years 4 thru 7 will be negotiated and in an amount agreed upon by both the University and the contractor.

**EMPLOYEES:**

Do you run background checks on your employees?                      \_\_\_\_\_ yes                      \_\_\_\_\_ no

If yes, what kind? \_\_\_\_\_

Do you perform random drug tests on your employees?                      \_\_\_\_\_ yes                      \_\_\_\_\_ no

**CONTRACTOR'S REPRESENTATIVE:** Provide the name and contact information for the contractor's designated representative who will be thoroughly familiar with the University's contract and will have the authority to make day-to-day decisions on behalf of the contractor.

Name & Title: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Years of Experience: \_\_\_\_\_

**REFERENCES:**

Bidder **MUST** furnish not less than three (3) commercial or industrial 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:

Bidder acknowledges receipt of the following addenda (if any): \_\_\_\_\_

Prices firm until: \_\_\_\_\_

Company Name:	
Mailing Address:	
City, State, Zip Code:	
Telephone No:	
Fax No:	
Signature:	
Name & Title: (printed)	
Date Submitted:	
E-mail Address:	
Web Site:	
Years company has been in business:	
Are there any past/pending litigation or claims filed against company?	If yes, please explain
Is company currently in default on any loan agreement, financial institution or other entity?	If yes, please explain

# ATU: FIRE ALARMS

“XX” denotes that the quantity is unknown.

BUILDING	MAKE & MODEL	INITIATING DEVICES								NOTIFICATION DEVICES						
		MS	SD	DD	HD	WF	TS	PS	Other	HS	HN	ST	SS	CH	RA	OTHER
<b>RUSSELLVILLE CAMPUS</b>																
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 <sup>nd</sup> 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	

		INITIATING DEVICES								NOTIFICATION DEVICES						
<b>BUILDING</b>	<b>MAKE &amp; MODEL</b>	<b>MS</b>	<b>SD</b>	<b>DD</b>	<b>HD</b>	<b>WF</b>	<b>TS</b>	<b>PS</b>	<b>Other</b>	<b>HS</b>	<b>HN</b>	<b>ST</b>	<b>SS</b>	<b>CH</b>	<b>RA</b>	<b>OTHER</b>
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 – no HD
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	(see Note 2)	10	9													SDs include 2 in elevator shaft
<b>LAKE POINT CONFERENCE CTR</b>																
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						

		INITIATING DEVICES								NOTIFICATION DEVICES						
<b>BUILDING</b>	<b>MAKE &amp; MODEL</b>	<b>MS</b>	<b>SD</b>	<b>DD</b>	<b>HD</b>	<b>WF</b>	<b>TS</b>	<b>PS</b>	<b>Other</b>	<b>HS</b>	<b>HN</b>	<b>ST</b>	<b>SS</b>	<b>CH</b>	<b>RA</b>	<b>OTHER</b>
<b>OZARK CAMPUS</b>																
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					

NOTE 2: The Witherspoon elevator shaft is equipped with an elevator recall that is tested annually by an elevator inspector.

BUILDING	SQ. FT.	LEVELS
<b>Russellville Campus</b>		
Administration Building	15,167 sq. ft.	2 Levels
Agriculture Classroom	1,980 sq. ft.	1 Level
Baswell Hall	54,826 sq. ft.	5 Levels
Brown Hall	28,602 sq. ft.	3 Levels
Bryan Hall	24,466 sq. ft.	2 Levels
Campus Courts – Building A	A – 17,156 sq. ft.	2 Levels
Building B	B – 17,472 sq. ft.	2 Levels
Building D	D – 160 sq. ft.	1 Level
Caraway Hall	24,650 sq. ft.	4 Levels
Chambers Cafeteria	41,096 sq. ft.	1 Level
Chartwell Sports Complex	3,696 sq. ft.	1 Level
Corley Building	57,665 sq. ft.	3 Levels
Crabaugh Building	26,046 sq. ft.	3 Levels
Critz Hall	11,255 sq. ft.	1 Level
Dean Building	42,612 sq. ft.	2 Levels
Doc Bryan Student Services Building	58,076 sq. ft.	3 Levels
Energy Center	12,786 sq. ft.	1 Level
Fisheries & Wildlife Building	4,290 sq. ft.	1 Level
Hughes Hall	12,000 sq. ft.	2 Levels
Jones Hall	33,996 sq. ft.	3 Levels
McEver Building	65,114 sq. ft.	1 Level
Morton Hall	19,240 sq. ft.	1 Level
Norman Art Center	25,763 sq. ft.	3 Levels
Nutt Hall	89,487 sq. ft.	6 Levels
Paine Hall	49,488 sq. ft.	3 Levels
Pendergraft Library	92,424 sq. ft.	4 Levels
Physical Plant – Administration Building	7,072 sq. ft.	1 Level
Physical Plant – Shop Building	25,973 sq. ft.	1 Level
Rothwell Hall	65,080 sq. ft.	4 Levels
Roush Hall	19,619 sq. ft.	2 Levels
South Hall	9,406 sq. ft.	1 Level
Techionery	17,202 sq. ft.	2 Levels
Tomlinson Building	27,300 sq. ft.	3 Levels
Tucker Coliseum	69,897 sq. ft.	3 Levels
Turner Hall	32,972 sq. ft.	3 Levels
Williamson Building	14,636 sq. ft.	2 Levels
Wilson Hall	42,508 sq. ft.	3 Levels
Witherspoon Building	82,366 sq. ft.	3 Levels
<b>Lake Point Conference Center</b>		
Guest House	5,641 sq. ft.	2 Levels
Hickory Lodge	12,688 sq. ft.	2 Levels
Oak Lodge	7,734 sq. ft.	2 Levels
<b>Ozark Campus</b>		
Air Conditioning Building	3,750 sq. ft.	1 Level
Allied Health Building	9,308 sq. ft.	1 Level
Collegiate Center	12,900 sq. ft.	1 Level
Student Services Building	12,025 sq. ft.	1 Level
Technology & Academic Support Building	46,522 sq. ft.	1 Level

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: \_\_\_\_\_



### 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 <sup>st</sup> fl	3	SD	P
Boiler Room 1 <sup>st</sup> fl	11	HD	P
Boiler Room 1 <sup>st</sup> fl	9	MS	P
By Custodian 1 <sup>st</sup> fl	8	SD	P
By Room 109 1 <sup>st</sup> fl	14	SD	P
By Rooms 103/104 1 <sup>st</sup> fl	17	SD	P
By Rooms 118/119 1 <sup>st</sup> fl	21	SD	P
East Lounge 1 <sup>st</sup> fl	22	SD	P
East Stairway Exit 1 <sup>st</sup> fl	19	SD	P
East Stairway Exit 1 <sup>st</sup> fl	20	MS	P
Main Lounge East Wall 1 <sup>st</sup> fl	5	SD	P
Main Lounge North Wall 1 <sup>st</sup> fl	4	SD	P
South Main Entrance 1 <sup>st</sup> fl	1	MS	P
South Main Lobby 1 <sup>st</sup> fl	2	SD	P
Transformer Vault 1 <sup>st</sup> fl	13	HD	P
Vending Area 1 <sup>st</sup> fl	6	HD	P
West Lounge 1 <sup>st</sup> fl	18	SD	P
West Stairway Exit 1 <sup>st</sup> fl	15	MS	P
West Stairway Exit 1 <sup>st</sup> fl	16	SD	P
By Custodian 2 <sup>nd</sup> fl	30	SD	P
By Room 131 2 <sup>nd</sup> fl	24	SD	P
By Rooms 203\204 2 <sup>nd</sup> fl	35	SD	P
By Rooms 215\216 2 <sup>nd</sup> fl	31	SD	P
By Rooms 227\228 2 <sup>nd</sup> fl	25	SD	P
East Lounge 2 <sup>nd</sup> fl	23	SD	P
East Lounge 2 <sup>nd</sup> fl	22	SD	P
East Stairway 2 <sup>nd</sup> fl	25	MS	P
East Stairway 2 <sup>nd</sup> fl	27	SD	P
Laundry 2 <sup>nd</sup> fl	28	HD	P
West Lounge 2 <sup>nd</sup> fl	36	SD	P
West Stairway 2 <sup>nd</sup> fl	34	SD	P
West Stairway Exit 2 <sup>nd</sup> fl	32	SD	P
West Stairway Exit 2 <sup>nd</sup> fl	33	MS	P
Boiler room 1 <sup>st</sup> floor	12	MS	P
Custodian	29	SD	P
Stair 2 <sup>nd</sup> 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 <sup>st</sup> fl		SS	P
By East Hall Shower 1 <sup>st</sup> fl		SS	P
By Main Entrance 1 <sup>st</sup> fl		SS	P
By Room 107 1 <sup>st</sup> fl		SS	P
By Room 119 1 <sup>st</sup> fl		SS	P
East Hall Shower 1 <sup>st</sup> fl		SS	P
East Lounge 1 <sup>st</sup> fl		SS	P
In Boiler Room 1 <sup>st</sup> fl		SS	P
Lounge 1 <sup>st</sup> fl		SS	P
Lounge 1 <sup>st</sup> fl		SS	P
Main Entrance 1 <sup>st</sup> fl		SS	P
Visitor Restroom 1 <sup>st</sup> fl		RA	P
West Lounge 1 <sup>st</sup> fl		SS	P
West Shower 1 <sup>st</sup> fl		SS	P
By West Stairwell 2 <sup>nd</sup> fl		SS	P
By Room 203 2 <sup>nd</sup> fl		SS	P
By Room 213 2 <sup>nd</sup> fl		SS	P
By Room 231 2 <sup>nd</sup> fl		SS	P
East Lounge 2 <sup>nd</sup> fl		SS	P
East Shower 2 <sup>nd</sup> fl		SS	P
East Stairwell 2 <sup>nd</sup> fl		SS	P
West Lounge 2 <sup>nd</sup> fl		SS	P
West Shower 2 <sup>nd</sup> fl		SS	P
West Stairwell 2 <sup>nd</sup> 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

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*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

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*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	