

COLUMBUS METROPOLITAN LIBRARY

Invitation to Bid

Fire Protection System Inspection, Maintenance, and Repair

Issue Date: February 7, 2022

ITB Number: CML #22-002

Issued by

Procurement Department
96 S. Grant Ave.
Columbus, OH 43215

Deadline for Submittal

Thursday, March 3, 2022
No later than 12:00 NOON EST



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 Procurement Department
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INVITATION TO BID COVER SHEET

The Columbus Metropolitan Library (“CML” or “Library” or “Owner”) is issuing this Invitation to Bid (“ITB”) for *Fire Protection System Inspection, Maintenance, and Repair* (“Project”). The ITB Identification Number is: **CML #22-002**.

Bids must be received by the Procurement staff at the Columbus Metropolitan Library via email to procurement@columbuslibrary.org **no later than 12:00 PM on 03/03/2022**.

Any Bid (“Bid”) arriving after 12:00 PM will be marked late and will receive no consideration for selection to provide the specified services.

All questions or requests for clarifications should be submitted no later than 5:00 p.m., seven (7) days prior to the bids due date to procurement@columbuslibrary.org . All questions will be answered in the form of an addendum and posted on the CML website.

The Bidder declares to have read and understood and agrees to be bound by all the instructions, terms, conditions and specifications of this ITB and agrees to fulfill the requirements of any contract (“Contract”) for which it is selected to provide the specified goods and/or services at the prices proposed.

The Bidder certifies, by signature affixed to this Invitation to Bid Cover Sheet, that the information provided by it in response to the ITB, including certified statements, is accurate and complete.

Federal Taxpayer Identification Number (TIN)		
Name of person signing Bid (Please print or type)	Title	
Bidder Name		
Mailing address		
City	State	ZIP
Telephone	Toll Free Telephone	
Contact Person	Fax Number	
E-Mail address		
Authorized Signature (Original signature only) Please use Blue Ink.		

THIS FORM MUST BE SIGNED AND SUBMITTED WITH THE BID

OVERVIEW

The Columbus Metropolitan Library is seeking competitive sealed bids (“Bids”) from qualified and experienced firms to provide fire system inspection and repair services for fire extinguishers, fire pumps, private fire hydrants, fire alarms and sprinklers (testing/repair) as required per NFPA 13 and NFPA 72 – 2022 and NFPA 25 – 2020.

GENERAL INSTRUCTIONS

The Contractor shall furnish all labor, materials, equipment services and supervision required to complete the work (“Work”), complying with the specifications outlined herein.

The successful Bidder is responsible for removal of all debris and excess material from job site on a daily basis. Use of CML’s dumpster will not be permitted.

All buildings, walks, steps, fences, shrubs, autos, etc. shall be protected. Any damage caused by the Contractor shall be repaired by the Contractor, at no cost to the Library.

Access is to be maintained to the branch during open hours unless otherwise agreed-to in advance.

The Bidder is responsible for protecting and providing unobstructed access to the branch.

SCOPE OF WORK

The Bidder is responsible for all requirements as provided in the attached Project documents. All testing and inspections will be documented with completion information for each device recorded. Information for each device must include: name of activity, date of activity, required frequency of the activity, name and contact information, including affiliation of the person who performed the activity, NFPA standard(s) referenced for the activity, and results of the activity.

Locations:

Building locations are listed in Appendix A for all CML facilities covered under this Contract. Due to the current construction program, buildings will be added and or deleted during the contract term at CML’s discretion.

Preparation:

A predetermined schedule listed in Appendix A will be followed unless approval is given from CML’s Property Management Operations Manager. All inspections must be completed in the assigned month per this schedule.

Duration and Schedule:

Service period to commence on June 1, 2022 through May 31, 2025. The initial term of the Contract is three (3) years, with the possibility to extend two additional years at 2025 prices.

All planned service visits will be scheduled at least 48 hours in advance. Once the schedule has been agreed to by the Bidder and CML, the Bidder will not change the schedule without agreement of CML.

Parts and Repairs:

Any replacement parts or repairs not covered under the Bidder must be authorized by CML prior to proceeding. Parts and labor will be invoiced separately and per the contractual repair rates.

Device Counts:

List of alarms, fire extinguishers, and sprinkler devices are listed in Appendix B. This Contract is not limited to this number or figure as this list has been created for initial inventory purposes only. The Bidder is responsible for producing the inventory necessary for it to submit a Bid.

Pricing:

Price each individual facility, with each inspection as related to the chart in Appendix A. On a separate rate sheet please list your corrective maintenance rates that will be fixed price as part of this Contract. Note that this Contract does not guarantee all corrective maintenance work at all CML locations. CML reserves the right to seek multiple competitive quotes for any repair work that is needed.

PRE-BID CONFERENCE

A pre-Bid conference will be held **virtually on Monday 02/14/2022 at 10:00 AM** to discuss the requirements of this ITB and answer any questions. Interested Bidders will be asked to RSVP to procurement@columbuslibrary.org, at which time they will be provided with a link to the pre-Bid meeting. An edited and annotated summary of the pre-Bid conference will be published in the form of an addendum to the solicitation and will be available on the Doing Business with CML page of the Columbus Metropolitan Library website, www.columbuslibrary.org.

SITE VISIT

Qualified Bidders can schedule a tour any branch to review all fire system components on by contacting procurement at procurement@columbuslibrary.org **prior to 2/22/22.**

DIVERSITY

Because Columbus Metropolitan Library serves a diverse central Ohio population, CML has a strong preference for professional service providers to propose teams made up of MBE/DBE/WBE certified staff to provide CML with a diverse professional staff representative of the central Ohio region in which they will be working and of the customers that CML serves every day. Minority Business Enterprises are encouraged to respond to this solicitation.

A completed Bidder's Diversity & Inclusion Participation Form or documentation of good faith efforts must accompany the completed Bid. Please refer to Appendix E, *Bidder's Diversity & Inclusion Participation Form* to submit or denote omission of participation.

COMPLIANCE WITH APPLICABLE LAWS

By submitting a Bid for Work on the Project, the Bidder acknowledges that it is in compliance with applicable federal, state, and local laws and regulations, including, but not limited to, the following:

Equal Employment Opportunity/Nondiscrimination. The Bidder agrees that if it is awarded a contract that in the hiring of employees for performance of work under the Contract or any subcontract, neither it nor any subcontractor, or any person acting on its behalf or its subcontractor's behalf, by reason of race, creed, sex, disability as defined in Section 4112.01 of the Ohio Revised Code, or color, shall discriminate against any citizen of the state in the employment of labor or workers who are qualified and available to perform work to which the employment relates. The Bidder further agrees that neither it nor any subcontractor or any person on its behalf or on behalf of any subcontractor, in any manner, shall discriminate against or intimidate any employees hired for the performance of the work

under the contract on account of race, creed, sex, disability as defined in Section 4112.01 of the Ohio Revised Code, or color.

Ethics Laws. The Bidder represents that it is familiar with all applicable ethics law requirements, including without limitation Sections 102.04 and 3517.13 of the Ohio Revised Code, and certifies that it is in compliance with such requirements.

BID SUBMISSION REQUIREMENTS

1. Bidders are cautioned to carefully review all parts of the ITB. No allowance may be made for any error or negligence of the Bidder.
2. Bids are to be prepared in such a way as to provide a straightforward, concise description of the Bidder's capabilities to satisfy the requirements of this ITB and provide sufficient information to fully establish the Bidder's ability to perform all of the actions, activities and functions described in this ITB.
3. Emphasis should be on conformance to the ITB instructions, responsiveness to the ITB requirements, completeness and clarity of content and should minimize extraneous marketing materials.
4. Costs for developing the Bid are entirely the responsibility of the Bidder and shall not be chargeable to the Library.
5. The Bidder must address all of the requirements listed in the Invitation to Bid. All Bids must be emailed to procurement@columbuslibrary.org, with the Bid Identification Number **CML #22-002**, title, and Bidder name in the subject line of the email and the file names.

Bid Format and Content

To facilitate comparison, Bids shall be organized into the following marked or tabbed sections:

1. Bids must include a table of contents listing all sections:
 - a. A cover letter, on the Bidder's letterhead, shall be submitted and shall include, but need not be limited to, the following information:
 - i. The signature of a person authorized to bind the Bidder legally to the extent of work and financial obligation outlined in its Bid.
 - ii. A statement that the Bid will be valid for 90 days.
 - iii. Identification of all the material enclosures submitted in response to this ITB.
 - iv. A summary of the submitted Bid and a brief statement of the Bidder's qualifications to meet all requirements as described in this ITB.
 - b. Executive-level summary of the proposed solution, which shall include but shall not be limited to:
 - i. The Contractor's Work Plan. The Work Plan must address exactly how the Contractor will provide all required services specified in this ITB.
 - c. Statement as to the Contactor's particular abilities and qualifications to include, but not limited to:
 - i. Brief history of the company.
 - ii. Product and services offerings.
 - iii. Describe the core competencies.
 - iv. The number of years the Contractor has been in business.
 - v. Primary corporate location's address.

- vi. The geographical area of operations and professional affiliations.
 - vii. Overview of the ownership structure of the company.
 - viii. All alliances and/or strategic partnerships with other companies.
 - ix. Size and composition of the organization.
 - x. Number of current customers.
- d. A description of the Contractors staffing plan for this project, which shall include but shall not be limited to:
- i. The name of each team member that will be assigned to this project and their assigned role for each location.
 - ii. Copies of all applicable State of Ohio HVAC Licenses for members of the project team.
 - iii. A resume of experience, certifications, skills and abilities of each team member.
 - iv. A list of current clients that are represented by each of the members of the project team.
- e. A disclosure of all adverse information that may be publicly available, which shall include but shall not be limited to:
- i. Lawsuits, judgments, liens, bankruptcies, or claims made against the Contractor within five (5) years of the Bid due date.
 - ii. Debarment from entering into contracts with the State of Ohio, any county in the State of Ohio, or any other government entity within five (5) years of the Bid due date.
- f. If applicable, include a list of proposed Subcontractors for this project. For each Subcontractor listed, identify whether or not the Subcontractor is a certified woman- or minority-owned business. CML reserves the right to reject any Subcontractor not identified within the Contractor's response.
- g. References - The Contractor shall provide at least three (3) references for engagements within three (3) years of the Bid submission date.
- h. Include any other information documentation believed to be pertinent, but not specifically mentioned in this ITB, that may be useful and applicable to this project.
- i. The Contractor must include a completed W-9 Form.
- j. The Contractor must provide a Certificate of Insurance ("COI") with coverage per the terms provided herein and list CML as an Additional Insured. Waiver of Subrogation shall also apply and indicated on the COI.
- k. A completed Acknowledgement of Addenda form.
- l. A list of all assumptions and exceptions to the specifications outlined in the ITB.
2. Completed Bid Price Form – Appendix A
3. Completed Bidder's Diversity & Inclusion Participation Form – Appendix E

4. Completed Acknowledgement of Addenda Form – See Appendix F

The Bid shall contain all price information in the format specified on the Bid Price Form.

Bidders may not amend, alter or omit any items on the Bid Price Form or include additional clarifying or contingent language on or attached to the form. Failure to adhere to any of these instructions may result in the Bid being determined to be non-responsive and rejected by CML. Prices offered shall be all-inclusive and shall remain fixed for the duration of the agreement. CML is a tax-exempt entity.

ADDITIONAL INFORMATION

1. Addenda to this ITB will be posted on the Columbus Metropolitan Library Web-site: www.columbuslibrary.org/about/doing-business at least five (5) business days prior to the ITB opening. Bidders are responsible for any information provided in any and all issued addenda.
2. Correct and proper invoices will be paid within 30 days of receipt. Invoices are to detail the services provided, the date and detail costs and are to be submitted on company letterhead, to the e-mail address on the Library's purchase order. Refer to terms and conditions herein for additional information regarding payment.
3. Times referenced herein are Columbus, Ohio local time.
4. Award shall be determined by the lowest Bid Price submitted by a responsive and responsible Bidder.

QUESTIONS

All questions regarding this ITB must be sent to procurement@columbuslibrary.org and must reference the ITB Identification Number and title of the ITB no later than **5:00 p.m. seven (7) days prior to the Bid due date. CML will post written responses to all properly received questions no later than five (5) days prior to the Bid due date.** Answers to all questions will be documented and posted on the "Doing Business with the Library" page of the Library's Web site at www.columbuslibrary.org/about/doing-business.

PROJECTED TIMELINE

The projected timeline for this ITB process is provided below. The Library may, at its sole discretion, modify the schedule as necessary to allow for thorough and complete analysis of responses.

Activity	Target Completion Date
Issuance of ITB Inquiry Period Begins	February 7, 2022
Inquiry Period Ends	February 24, 2022 (5:00 PM)
Final Response to Vendor Questions	February 28, 2022 (5:00 PM)
Due Date	March 3, 2022 by 12:00 p.m. (Noon)
Selection of Successful Bidder	TBA

Notification of changes in the response due date will be posted on the CML Website or as otherwise stated herein. All times are Columbus Local Time

TECHNICAL SPECIFICATIONS

The intent of this Contract is to insure the life safety systems are operating correctly as designed and all codes, guidelines, etc. are followed. Contractor will provide maintenance and repair services for all life safety systems to included, but not limited to: fire alarm panels, sprinkler systems, fire pumps, fire suppression, annunciators, smoke heads, replace batteries, flow switches, tamper switches and low-pressure alarms, valves, fire hydrants, switches, including the Central Monitoring System, etc. for all Columbus Metropolitan Library facilities under the purview of the Property Management Division.

Contractor will meet with CML’s designee at each assigned location and time to complete all inspections assigned at that facility, during one business day per month of service.

*Example: If the annual fire extinguisher inspection and the fire panel inspection are due in the same month, then all inspections for that facility must be completed on the same scheduled business day.

For any inspection that could disturb the public’s use of the library (Annual fire alarm panel inspection), the Contractor will be required to schedule this inspection prior to Library opening to the public.

It is the Contractor’s responsibility to verify the location, nomenclature, and update any incorrect information on CML’s Master Fire System Asset Spread Sheet.

The Contractor will have software that is able to generate CML fire inspection schedule, and send all necessary reports that are required to the respective city of each location. Bidder will be prepared to virtually walk CML through their software system to see a schedule for a 12 month period, and track each of CML’s building repairs.

The stated Contractor is only allowed to subcontract the proprietary programming involved in the fire alarm panels. No other subcontracting of any kind is allowed for any inspection.

Emergency Response Time

This Contract includes the Contractor providing an on-call service and staff 24 hours a day, 7 days a week, 365 per year.

Required Two (2) hours maximum emergency response time to any library facility, to provide emergency repair for any fire system covered by this contract.

Confirmation of all emergency calls to CML Designee within 30 minutes.

Employees must be in uniform, including safety equipment, and have proper company identification.

Contractor must have the capability to meet the above requirements of this specification for the Central Ohio local area due to the possibility of emergency services and response time.

Debris

Contractor is responsible for the removal of all debris and excess material from job site on a daily basis. Use of CML's dumpster will not be permitted.

Licensing and Guarantee Requirements

Following any testing and making deficiency repairs, etc., The Contractor must provide a one-year workmanship (Labor,) and material warranty.

Contractor must be qualified per Section NFPA 72, 14.2.2.5 and Ohio Fire Codes.

The Contractor must have at least two (2) of the company's technicians, performing service on these systems certified by NICET (National Institute for Certification in Engineering Technologies) at a minimum of Level 2 for Fire Protection Engineering Technology, and that at least one (1) other person in the organization be certified at minimum Level 4. Proof of these certifications shall be required with this bid packet.

The Library further intends to make a single award as a result of the ITB.

Invoicing

Bidder will invoice CML for all inspection services on a monthly basis. Invoices must be sent to Account Payable accountspayable@columbuslibrary.org in order to process payment. All invoices will have the building name where the inspection was performed, type of inspection done, and contractual cost per inspection broken out.

Scope of Work

The Contractor shall provide Fire Safety Equipment Assessment Inspection, Testing, Maintenance and Repair Services to include fire extinguisher, sprinkler system(s)/apparatus, fire alarm panels, and fire pump for equipment installed at all Columbus Metropolitan Library owned and or operated facilities. The Contractor shall furnish all labor, materials, tools and equipment necessary to keep all fire extinguishers, fire pumps, fire alarm panels, sprinkler system(s)/apparatus, and apparatus in good working order.

Item No.	Document Type	Title	Version
1	U.S. Law	NFPA 17A Standard for Wet Chemical Extinguishing Systems	Most Current
2	U.S. Law	NFPA 10 Standard for Portable Fire Extinguishers	Most Current
3	U.S. Law	NFPA 25 Standard for the Inspection, Testing and Maintenance of Water Based Fire Protection System	Most Current
4	U.S. Law	NFPA 72 National Fire Alarms and Signaling Code	Most Current

REQUIREMENTS

All assessment, inspection, testing, maintenance and repair related services described hereunder shall be provided on a firm-fixed rate basis (whether monthly and or hourly) for each Aggregate Award Group, per location. All services under the firm-fixed rates, are all inclusive and shall be provided in accordance with the service level agreements and standards governed by the National Fire Protection Agency (NFPA) 25 guidelines, and or most current as amended

Standard Hours of Operation

The Contractor shall perform all routine assessment, inspection, testing and maintenance services Monday through Friday, excluding weekends and Government Holidays, between the hours of 6:30 AM and 4:00 PM.

Equipment/Apparatus(s) Assessment Services

The Contractor shall perform an annual assessment of all equipment/apparatus systems at all CML. The Contractor(s) will be responsible for documenting the count of system(s)/apparatus in each facilities throughout the term of the Contract to include (a detailed inventory of Fire Extinguisher, Sprinkler Systems wet/dry, Fire Alarm Panels, and Fire Pumps that require inspection, maintenance and possible repair services. CML reserves the right to add or remove facilities and or subject equipment from service at its sole discretion.

Qualified contractors must use one of the following software scheduling systems or comparable:

- servicetrade

- Inspect Point
- SmartServ
- Life Safety Inspector

Scheduling software must possess the following capabilities:

- Look forward schedule planning for the customer
- Auto-scheduling and reminder features
- Digital inspection forms, with up to date NFPA recommendation
- In field estimate proposals to reduce life safety equipment down time.
- E-Signatures
- Picture notes

Each bidder should be prepared to give a digital overview on how their scheduling software works via “Teams,” or “Zoom.”

Licensing and Guarantee Requirements

Following any testing and making deficiency repairs, etc., The Contractor must provide a one-year workmanship (Labor,) and material warranty

All inspectors must be qualified per Section NFPA 72, 14.2.2.5 and Ohio Fire Codes.

The Contractor must have at least two (2) of the company's technicians, performing service on these systems certified by NICET (National Institute for Certification in Engineering Technologies) at a minimum of Level 2 for Fire Protection Engineering Technology, and that at least one (1) other person in the organization be certified at minimum Level 4. Proof of these certifications shall be required with this bid packet.

Fire Alarm and Signaling Testing (Semi-Annual)

Perform a visual inspection of the remote annunciators, electromechanical releasing devices; pull stations, heat detectors, smoke detectors, water flow devices, duct detectors, radiant energy fire detectors, and signaling devices.

Perform a function test on the batteries to ensure all are operating properly.

Familiarize CML’s designated personal the basic and proper operation of the fire alarm panel.

Fire Alarm and Signaling Testing (Annual)

Perform a functional test of all initiating, control equipment, trouble signals, supervising station alarm system, emergency communications equipment, remote annunciators, keypads, notification appliance circuit power extenders, remote power supplies, initiating devices, system control functions, alarm notification appliances and all notification devices. Which include the following specific devices: Functions, fuses, interface equipment, lamps/LED's, primary (main) power supply, audible and visual, disconnect switches, ground fault monitoring, transmission of signals to off-premises location, digital alarm communicator transmitter, electromechanical releasing devices, fire extinguishing systems or suppression system switches (water flow, tampers) fire-gas and other detectors, heat detectors, manual fire alarm boxes (pull stations) smoke detectors, duct smoke detectors, projected beam type, carbon monoxide detectors, supervisory initiating devices, control valve switch, air pressure

switch, room temperature switch, water level switch, water temperature switch, elevator recall, elevator shunt trip, HVAC, AHU or exhaust fan shutdown, door hold-open releasing devices, door unlocking, fire/smoke dampers, and any other devices that may be connected to the fire alarm panel.

Perform a charger and discharge test on the batteries to insure they are operating properly. If replacement is needed, the Contractor shall quote out separately.

Familiarize CML's designated personnel the basic and proper operation of the fire alarm panel.

Ensure there are no changes that affect equipment performance. Inspect for building modifications, occupancy changes, changes in environmental conditions, device locations, physical obstructions, device orientation, physical damage and degree of cleanliness.

*Main Library's fire alarm annual testing all of the atrium window and exhaust fans actuators must be tested during the fire alarm test. Must be completed prior to library opening.

*Hilliard Library has a window fire door that needs to be inspected annually. This system is directly tied into the Notifier fire alarm system.

Sensitivity Testing (Biannual)

Every other year all devices connected to the Notifier alarm panel must have their sensitivity ratings tested per the manufacturer's specification. Note that all of CML's Alarm panels are Notifier brands.

Fire Extinguisher Inspection(s) – (Annual Inspection per NFPA 10)

Visually check the fire extinguishers for damage, correct pressure or weight, condition of hose, gauge, cabinet, bracket and signs. Replace the tamper seal, fire extinguisher inspection tag and gently fluff the fire extinguisher to insure the powder is not caked.

If any units are deemed non-functional, Contractors should replace non-functional fire extinguisher with a spare extinguisher at that location. Any repairs or replacements need to be quoted out prior to replacing.

Fire Extinguisher Inspection(s) – (5, 6 or 12 Year hydrostatic / internal examination per NFPA 10)

If the cost of this test is at 50% or greater for a new fire extinguisher of its same size, please contact CML Operations Manager for purchase approval.

A hydrostatic test always begins with an internal and external examination of the extinguisher as described in the maintenance section. The extinguisher then has many of its components removed so it is stripped down to pretty much just the shell and hose and is filled with water at a certain pressure for a certain time. The extinguisher must then be completely dried to get rid of all of the water and is then reassembled and recharged. If there is any leakage, distortion or permanent moving of couplings the cylinder fails the hydrostatic test and it must be condemned.

Wet Sprinkler Testing (Quarterly)

Visually inspect the hydraulic placard, vane type water flow switch, alarm pressure switch, water motor alarm gong, valve tamper switch and spare sprinkler head box.

Inspect the Siamese connection for visibility, accessibility, identification signs, caps, leakage from check valve, drain valve and general condition of couplings and clapper assembly.

Perform a function test on any alarm pressure switches and water motor alarm gong (if applicable)

Inspect all water flow alarm devices, valve supervisory signal devices, supervisory signal devices, and all gauges, report all discrepancies.

Perform a main drain test on any wet system that has a backflow preventer or pressure control valve upstream from the wet pipe sprinkler system. Flow one (1) wet riser in a multiple riser configuration alternating between risers each quarter.

Wet Sprinkler Testing (Annual)

Visually inspect the hydraulic placard, vane type water flow switch, alarm pressure switch, water motor alarm gong, valve tamper switch, gauges, information signs, and spare sprinkler head box.

Inspect the Siamese connection for visibility, accessibility, identification signs, caps, leakage from check valve, drain valve and general condition of couplings and clapper assembly.

Inspect from the ground level any exposed sprinkler pipe, fittings, pipe hangers, sprinkler heads, and make any recommendations to areas that appear might be troublesome during cold weather month.

Function test on any alarm pressure switch, vane type water flow switch, and valve tamper switch and water motor alarm gong (if applicable).

Perform a main drain test on each wet sprinkler riser.

Operate each control valve thru a full range of motion from open to shut and back to open.

Perform maintenance on the OS&Y valve(s) by lubricating the stem.

Inspect all pipe hangers, seismic bracing, pipes and fittings, sprinklers, low alarm devices, valve supervisory signal devices, supervisory signal devices, gauges, and information signs.

Clean all dirty sprinkler heads with canned air.

Ensure there are no changes that affect equipment performance. Inspect for building modifications, occupancy changes, changes in environmental conditions, device locations, physical obstructions, device orientation, physical damage and degree of cleanliness.

Dry Sprinkler Testing (Quarterly)

Visually inspect the hydraulic placard, vane type water flow switch, alarm pressure switch, water motor alarm gong, valve tamper switch and spare sprinkler head box.

Inspect the Siamese connection for visibility, accessibility, identification signs, caps, leakage from check valve, drain valve and general condition of couplings and clapper assembly.

Perform a function test on any alarm pressure switch, low air pressure switch and water motor alarm gong (if applicable)

Inspect all water flow alarm devices, valve supervisory signal devices, supervisory signal devices, and all gauges, report all discrepancies.

Dry Sprinkler Testing (Annual)

Visually inspect the hydraulic placard, vane type water flow switch, alarm pressure switch, water motor alarm gong, valve tamper switch, gauges, information signs, and spare sprinkler head box.

Inspect the Siamese connection for visibility, accessibility, identification signs, caps, leakage from check valve, drain valve and general condition of couplings and clapper assembly.

Perform a function test on any alarm pressure switch, low air pressure switch and water motor alarm gong (if applicable).

Inspect from the ground level any exposed sprinkler pipe, fitting, sprinkler heads and hangers.

Clean all dirty sprinkler heads with canned air.

Perform a function test on any alarm pressure switch, valve tamper switch, low air supervisory switch, low temperature supervisory switch and water motor alarm gong (if applicable).

Perform a main drain test on each dry sprinkler riser.

Operate each control valve thru a full range of motion from open to shut and back to open

Perform maintenance on the OS&Y valve(s) by lubricating the stem.

Flow test the dry valve by lowering the air pressure in the system until the system trips. Before resetting the dry valve perform a visual inspection in the interior of the dry valve to include those valves that can be reset without taking off the front inspection plate.

Ensure there are no changes that affect equipment performance. Inspect for building modifications, occupancy changes, changes in environmental conditions, device locations, physical obstructions, device orientation, physical damage and degree of cleanliness.

Dry Sprinkler Full Flow Test and 3-Year Pressure Test

Perform a full flow test every three (3) years on all dry systems. This test consists of flowing water through the system to the inspectors test connection and recording the time it took to get there. For those years that a full flow trip is not required, perform a controlled flow test. This consists of partially closing the main sprinkler system control valve three quarters of the way closed and lowering the air pressure in the system until the valve trip then quickly closing off the main sprinkler system control valve. Before resetting the dry valve, perform a visual inspection in the interior of the dry valve to include those valves that can be reset without taking off the front inspection plate.

Perform the required 3-year pressure test, with guidance from NFPA 25, on dry systems at 40 psi for two (2) hours. The system shall be permitted to lose up to 3 psi (0.2 bar) during the duration of the test. Follow up with estimate for repairs if necessary.

Pre-action Sprinkler Testing (Quarterly)

Visually inspect the hydraulic placard, vane type water flow switch, alarm pressure switch, water motor alarm gong, valve tamper switch and spare sprinkler head box.

Inspect the Siamese connection for visibility, accessibility, identification signs, caps, leakage from check valve, drain valve and general condition of couplings and clapper assembly.

Perform a function test on any alarm pressure switches and water motor alarm gong (if applicable)

Inspect all water flow alarm devices, valve supervisory signal devices, supervisory signal devices, and all gauges, report all discrepancies.

Perform a main drain test on any wet system that has a backflow preventer or pressure control valve upstream from the wet pipe sprinkler system. Flow one wet riser in a multiple riser configuration alternating between risers each quarter.

Pre-action Sprinkler Testing (Annual)

Visually inspect the hydraulic placard, alarm pressure switch, low air supervisory switch, water motor alarm gong, valve tamper switch and spare sprinkler head box.

Inspect the Siamese connection for visibility, accessibility, identification signs, caps, leakage from check valve, drain valve and general condition of couplings and clapper assembly.

Inspect from the ground level any exposed sprinkler pipe, fitting, sprinkler heads and hangers.

Perform a function test on any alarm pressure switch, valve tamper switch, low air supervisory switch, low temperature supervisory switch and water motor alarm gong (if applicable).

Perform a main drain test on each pre-action sprinkler riser.

Operate each control valve thru a full range of motion from open to shut and back to open.

Perform maintenance on the OS&Y valve(s) by lubricating the stem.

Full flow test the pre-action valve by operating any of the electronic detection devices until the system trips.

Pre-action valves that can be reset externally without removing the front cover plate only need internal inspections every five (5) years.

Pre-action valves that require resetting by removing the front cover plate will be inspected internally.

Ensure there are no changes that affect equipment performance. Inspect for building modifications, occupancy changes, changes in environmental conditions, device locations, physical obstructions, device orientation, physical damage and degree of cleanliness.

5-Year Tests Which Need To Be Completed Concurrently

5-Year Internal Inspection of Piping

Remove alarm check face plate, remove flushing connection and pull random sprinkler head. Perform a visual inspection, fill out appropriate paperwork, attach inspection sticker, and leave results with any corrective recommendations if applicable. NFPA 25, 2011 edition Sections 14.2.1, 14.2.2.

Quote out in detail with parts, labor, and rental break down any and all repairs required.

5-Year Dry Standpipe Hydrostatic Test

Dry standpipe systems and dry sections on wet standpipe systems shall be hydrostatically tested at a minimum of 200 psi for 2 hours or 50 psi above the design pressures in the system whichever is greater. Pressures will be recorded from the point of the test connection to the standpipe, usually at ground level. The standpipe system will be visually inspected during the test to insure that no visible sign of leaks are present.

5-Year Wet Standpipe Flow Test

Conduct a flow test of the most remote standpipe at the most remote accessible outlet. Accomplish this by attaching 2-1/2 fire hose to the existing outlet and flowing water on the roof of the building; either through the roof hatch or the roof outlet. Record the static and residual pressures found, and calculate the gallons per minute available.

5-Year Pressure Reducing Valve Test

Operate and test each of the 2-1/2" pressure reducing valves located on the existing standpipe(s). We will perform this by attaching a test device to each of the outlets and flowing water through a 2-1/2" fire hose down the stairwell or attaching it to the drain riser (if equipped). We will record the static pressure, residual pressure and flow at each of the valves and provide a test sticker or tag at the valve to indicate information obtained during the test.

Fire Pump Testing (Annual)

Perform the fire pump test and inspection during warm months due to the amount of water discharged during the flow test.

Operate the pump at churn, 100% and 150% of its manufacturer's rated capacity providing water supply is sufficient.

Record the suction, discharge, pivot, rpm, amps and volts at each of the flow points. Provide a visual inspection of the pump, pump house, fuel system, ventilation, piping, fitting and hangers.

During the testing and inspection the Contractor will insure that the packing glands and casing relief valve are operating correctly by monitoring the heat transfer at the casing and stuffing box.

Operate each control valve thru a full range of motion from open to shut and back to open.

Perform maintenance on the OS&Y valve(s) by lubricating the stem.

Perform a function test on any valve tamper switch, pump power failure supervisory switch and pump running supervisory switch.

Private Fire Hydrant Testing (Annual)

Operate the fire hydrant through a full range of operation, watching flow conditions for any unusual sounds or debris being discharged during the flow.

Perform a visual inspection on the caps, threaded outlets, bonnet and operating nut.

Insure that the hydrant drains properly for 60 minutes after the flushing has been completed.

Perform preventive maintenance on the hydrant by lubricating the threaded outlets and bonnet on those hydrants that have an external lubrication port. Those systems that contain hose houses should be visually inspected for proper operation and any system that has a monitor nozzle attached will be flow tested to determine range and correct operation.

Winterize fire hydrant by removing all water above the valve with a hand pump to prevent freezing must be completed prior to October 15th every year.

**Columbus Metropolitan Library
Procurement Department
Standard Contract Terms and Conditions**

Contract Components, Entirety, Changes Interpretation

Contract Components: This contract consists of this document, the Standard Contract Terms and Conditions, the Special Contract Terms and Conditions (if any), the specifications or scope of work (SOW), and any written amendments to this document, valid Columbus Metropolitan Library (CML) purchase orders or other ordering documents (together referred to as the "Contract").

Entire Agreement; Parties to the Contract: This contract is the entire agreement between the individual or entity selected to provide equipment, supplies and/or services on the basis of a SOW submitted to CML in response to a request (referred to as the Contractor in these Terms and Conditions) and Columbus Metropolitan Library (CML).

Contract Changes: Waivers, Changes or Modifications to this Contract must be made in writing and signed by both parties. If a party to this Contract does not demand strict performance of any item of this Contract, the party has not waived or relinquished any of its rights; the party may at any later time demand strict and complete performance of the term.

Contract Orders: CML will order supplies or services under this Contract from the Contractor directly. The Contractor may receive purchase orders by telephone, facsimile, electronically or in-person by authorized employees of CML. The Contractor is not required to fill an order date more than 30 days beyond the date of Contract expiration, termination, or cancellation, unless the Contract provides for a quarterly delivery or quarterly service. Under a Contract that provides for quarterly delivery, the Contractor is not required to fill an order with a delivery date of more than 90 days beyond the date of Contract expiration, termination, or cancellation.

Standard Invoice and Payment

Invoice: The Contractor shall submit invoices to accountspayable@columbuslibrary.org. The invoice must be a proper invoice to receive consideration for payment. A "proper Invoice" is defined as being free of defects, discrepancies, errors or other improprieties. Improper invoices will be returned to the Contractor noting the areas of discrepancy.

Payment: In consideration for the Contractor's performance, CML will pay the Contractor at the rate specified in the contract. *Payments will be made by electronic funds transfer (EFT)*. For all transactions, the Contractor must have a valid W9 form on file with the Finance Department. The completed form should be mailed to: Finance Department, Columbus Metropolitan Library, 96 South Grant Avenue, Columbus, Ohio 43215.

Payment Due Date: CML will pay invoices 30 days after it has received an invoice for supplies and services it has received and accepted, unless otherwise indicated herein.

Taxes: Columbus Metropolitan Library is exempt for all federal, state and local taxes as CML is a political subdivision of the State of Ohio.

Term of Contract: This contract is effective upon the projected beginning date of the Contract Cover Page or upon signature of CML by the Fiscal Officer, whichever comes later in time. This Contract will remain in effect until the Contract is fully performed by both parties or cancelled in accordance with the Terms found herein.

Contract Renewal: This contract may be renewed solely at the discretion of CML for a period of one month. Any further renewals will be by agreement of both parties, any number of times for any period of time. The cumulative time of all renewals may not exceed two years.

Delivery

F.O. B. The Place of Destination: The Contractor must provide the supplies or services under this Contract F.O.B., the place of delivery/destination, unless otherwise stated. The address of delivery will be specified by the purchase order or other ordering document. Freight will be prepaid unless otherwise stated.

Time of Delivery: If the Contractor is not able to deliver the supplies or services on the date and time specified by CML ordering department on the ordering document, the Contractor must coordinate an acceptable date and time for delivery. If the Contractor is not able to, or does not, provide the supplies or services to an ordering department by the time and date agreed upon, CML may obtain any remedy provided below or any other remedy at law.

Minimum Orders-Transportation Charges: For purchase orders placed that are less than the stated minimum order, the transportation will be prepaid and added to the invoice by the Contractor to the delivery location designated in the ordering documents. Shipment is to be made by private or commercial freight service, airmail, water, parcel post, express or commercial package delivery, whichever is the most economical and expeditious method for proper delivery of the item. Failure of the Contractor to utilize the most economical mode of transportation shall result in the Contractor reimbursing CML the difference between the most economical mode of transportation and the mode of transportation used by the contractor. Failure to reimburse CML shall be considered a default.

Contract Cancellation: Termination: Remedies

Contract Cancellation: If a Contractor fails to perform any one of its obligations under this Contract, it will be in default, and CML may cancel this Contract in accordance with this section. The cancellation will be effective on the date delineated by CML.

- A. **Contract Performance is Substantially Endangered:** If the Contractor's default is substantial and cannot be cured within a reasonable time, or if CML determines that the performance of the contract is substantially endangered through no fault of CML, CML may cancel this Contract by written notice to the Contractor.
- B. **Cancellation by Unremedied Default:** If a Contractor's default may be cured with a reasonable time, CML will provide written notice to the Contractor specifying the default and the time within which the Contractor must correct the default. If Contractor fails to cure its default in the time required, CML may cancel this Contract by providing written notice to the Contractor. If CML does not give timely notice of

default to Contractor, CML has not waived any of its rights or remedies concerning the default.

- C. Cancellation by Persistent Default: CML may cancel this Contract by written notice to Contractor for defaults that are cured but persistent. "Persistent" means three or more defaults. After CML has notified Contractor of its third default, CML may cancel this Contract without providing Contractor with an opportunity to cure, if the Contractor defaults a fourth time. CML shall provide written notice of the termination to the Contractor.
- D. Cancellation for Financial Instability: CML may cancel this Contract by written notice if Contractor does not pay its subcontractors and material suppliers within 10 days of payment to the Contractor by CML. To the extent permitted by law, CML may cancel this Contract by written notice to Contractor if a petition in bankruptcy or similar proceedings has been filed by or against the Contractor.

Contract Termination: CML may terminate this Contract for convenience after issuing 30 days written notice to the Contractor.

Remedies for Default:

- A. Actual Damages. The Contractor is liable to CML for all actual and direct damages caused by the Contractor's default. CML may buy substitute supplies or services, from a third party, for those that were to be provided by the Contractor, and CML may recover the costs associated with acquiring substitute supplies or service, less any expenses or costs saved by the Contractor's default, from the Contractor.
- B. Deduction of Damages for Contract Price. CML may deduct all or any part of the damages resulting from Contractor's default from any part of the price still due on the Contract, after CML has provided prior written notice to Contractor of such default and intent to deduct damages from the Contract Price.

Force Majeure: If CML or Contractor is unable to perform any part of its obligation under this Contract by reason of force majeure, the party is excused from its obligations, to the extent that its performance is prevented by force majeure, for the duration of the event. The party must remedy with all reasonable dispatch the cause preventing it from carrying out its obligations under this Contract. The term "force majeure" means without limitation: Acts of God, such as epidemics, lightning, earthquakes, fires, storms, hurricanes, tornadoes, floods, washouts, droughts, and any other severe weather; explosions; arrests; restraint of government and people; strikes; and any other like events or any other cause that could not be reasonable foreseen in the exercise of ordinary care, and that is beyond the reasonable control of the party.

CML Consent to Assign or Delegate: The Contractor may not assign any of its rights under this contract unless CML consents to the assignment or delegation in writing. Any purported assignment or delegation made without CML's written consent is void.

Indemnification: Contractor will indemnify CML, its employees, members of the Board of Trustees, and its Officers and administrators for any and all claims, damages, lawsuits, costs, judgments, expenses, liabilities that may arise out of, or are related to, the Contractor's performance under this Contract, including the performance by Contractor's employees and agents and any individual or entity for which the Contractor is responsible.

Confidentiality: Contractor may learn of information, documents, data, records and other material that is confidential in the performance of this Contract. Contractor may not disclose any information obtained by it as a result of the Contract without written permission from CML.

Contractor must assume that all CML information, documents, data, records or other material is confidential.

Publicity: Contractor and any of its subcontractors may not use or refer to this Contract to promote or solicit Contractor's or subcontractor's supplies or services. Contractor and its subcontractors may not disseminate information regarding this Contract, unless agreed to in writing by CML.

Governing Laws; Severability: The Laws of the State of Ohio govern this Contract, and venue for any dispute will be exclusively with the appropriate court of competent jurisdiction in Franklin County, Ohio. If any provision of the Contract or the application of any provision is held by a court of competent jurisdiction to be contrary to law, the remaining provisions of the Contract will remain in full force and effect to the extent that the remaining provisions continue to make sense.

Workers Compensation: The Contractor shall carry Workers' Compensation Liability Insurance as required by Ohio law for any work to be performed within the State of Ohio. Failure to maintain Workers Compensation Liability Insurance for the duration of the contract and any renewal hereto will be considered a default.

Automobile and General Liability Requirements: During the term of the Contract and any renewal hereto, the Contractor, and any agent of the Contractor, at its sole cost and expense, shall maintain a policy of automobile liability and commercial general liability insurance as described in this clause. Copies of the respective insurance certificates shall be filed with the Procurement Department within seven (7) calendar days after notification by the CML of its selection of the Contractor to provide the specified supplies and/or services. Failure to submit the insurance certificates within the time period may result in the Contractor being considered in default. Said certificates are subject to the approval of the CML Procurement Manager and shall contain a clause or endorsement providing thirty (30) days prior written notice of cancellation, non-renewal or decrease in coverage will be given to the Procurement Manager. Failure of the Contractor to maintain this coverage for the duration of the Contract, and any renewals, thereto may be considered a default.

Automobile Liability: Automobile Insurance is required for anyone coming onto CML branches and/or property to deliver goods or perform services using a vehicle, which is owned, leased, hired, or rented by the Contractor. Any Contractor, broker, or subcontractor who will be on CML property, but not delivering goods or performing services, is required to carry Automobile Liability Insurance that complies with the state and federal laws regarding financial responsibility. Automobile liability insurance, including hired, owned, and non-owned vehicles used in connection with the Work, shall have a combined single limit coverage covering personal injury, bodily injury (including death) and property damage of not less than \$2,000,000 per accident.

Commercial General Liability: Insurance coverage with a \$2,000,000 annual aggregate and a \$1,000,000 per occurrence limit for bodily injury, personal injury, wrongful death and property damage. The defense cost shall be outside of the policy limits. Such policy shall designate CML as an Additional Insured, as its interest may appear. The policy shall also be endorsed to include a blanket waiver of subrogation. The certificate shall be endorsed to reflect a per project/per location General Aggregate limit of \$2,000,000. If the Contractor uses an umbrella/excess policy to meet the required limits, it is understood that the policy shall follow from per project/per location basis. It is agreed upon that the

Contractor's commercial general liability insurance shall be primary over any other coverage. The Procurement Department reserves the right to approve all policy deductibles and levels of self-insurance retention.

Contract Compliance: The participating CML branches and departments will be responsible for the administration of the Contract and will monitor the Contractor's performance and compliance with the terms, conditions and specifications of the Contract. If a branch or department observes any infraction such shall be documented and conveyed to the Contractor for immediate correction. If the Contractor fails to rectify the infraction, the department/branch will notify the Procurement Department in order to resolve the issues. These terms and conditions will be used by the Procurement Department to resolve the issues.

Warranties: Unless otherwise stated, all supplies shall be new and unused. All products shall carry manufacturer's warranties in addition to implied warranties. The Contractor warrants all supplies to be free from defects in labor, material, and workmanship (manufacturing) and be in compliance with the contract specifications.

ADDITIONAL TERMS:

1. This Contract represents the entire agreement of the parties hereto, and may not be amended except in writing signed by both parties.
2. All times referenced herein are Columbus, Ohio local times.
3. *CML is not responsible for any work or services provided by Contractor prior to the issuance of a P.O. by CML.*
4. Contractor will supply its own tools and materials.
5. Contractor will make arrangements for EFT (electronic funds transfer).
6. A completed W9 form is required on file with CML prior to CML issuing payment for services provided by Contractor. The W9 form can be found at
7. <http://www.irs.gov/pub/irs-pdf/fw9.pdf>. Please fill out the form and return with the signed contract to the Procurement Department of the Columbus Metropolitan Library at 96 S. Grant Avenue, Columbus, OH 43215 or email: procurement@columbuslibrary.org.

Appendix A
Branch Locations and Cost Sheet
Fire Protection Systems Maintenance Services
ITB Number: CML #22-002

Branch locations and cost sheet are located in a separate Excel file under the ITB link at the CML website.

Appendices B, C, D
Additional Documents
Fire Protection Systems Maintenance Services
ITB Number: CML #22-002

Fire alarm system device counts, sprinkler system inventory lists, Fire Alarm Inspection and Water Based Fire Protection Inspection & Test Reports are located in a separate file under the ITB link at the CML Website.

Appendix E
Bidder's Diversity & Inclusion Participation Form
Fire Protection Systems Maintenance Services
ITB Number: CML #22-002

A completed Bidder's Diversity & Inclusion Participation Form or documentation of good faith efforts must accompany the completed Bid Form.

_____ ("Bidder") submits the following information regarding its levels of MBE/WBE Participation:

List all MBE/WBE subcontractors and suppliers, with contract amounts, that Bidder will use for its work on the Project. (Continue list on additional sheets of paper if necessary.)

Name of Subcontractor / Supplier	MBE or WBE	Subcontract Amount
1.		\$
2.		\$
3.		\$
4.		\$
	A. TOTAL AMOUNT OF MBE/WBE SUBCONTRACTS	\$
	TOTAL BID	\$
	B. PERCENTAGE OF DIVERSITY PARTICIPATION* (A ÷ B x 100)	%

The Bidder's commitment of total workforce hours for Minority Workforce participation on the project is: _____%.

The Bidder's commitment of total workforce hours for Women Workforce participation on the project is: _____%.

I certify under penalty of perjury that the forgoing and/or attached statements and information are true and correct. The undersigned will immediately notify the Owner in the event that any of the information provided in this Diversity & Inclusion Participation Form changes in any material way.

By: _____ Date: _____

Print Name and Title: _____

***If the Bidder does not indicate that it has achieved the Diversity & Inclusion Participation Goal set forth in the Instructions to Bidders, the Bidder must attach to this Form, a narrative, including exhibits, demonstrating and certifying that good faith efforts, as set forth in the Instructions to Bidders, were actively and aggressively undertaken by the Bidder, to reach such goals.**

Appendix F
Acknowledgement of Addenda
Fire Protection Systems Maintenance Services
ITB Number: CML #22-002

Project Description: HVAC and Mechanical Preventative Maintenance

Instructions: The respondent is to complete Part I or Part II of this form, whichever is applicable, and sign and date this form. This form serves as the respondent's acknowledgment of the receipt of the Addenda to this solicitation which may have been issued by the CML prior to the Bid Due Date and Time.

Part I: Check Box if Applicable:

Listed below are the dates of issue for each Addendum received in connection with this solicitation.

Addendum # 1, dated: ____/____/____ Addendum # 2, dated: ____/____/____

Addendum # 3, dated: ____/____/____ Addendum # 4, dated: ____/____/____

Addendum # 5, dated: ____/____/____ Addendum # 6, dated: ____/____/____

Part II: Check Box if Applicable: NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS COMPETITIVE SEALED BID.

NOTE: THE BIDDER MUST SIGN AND COMPLETE THIS FORM

Company Name: _____

Name: _____

Signature: _____

Title: _____

Date: _____