

Specifications

Fire Alarm Systems Inspection & Maintenance

Service Location:

**Northwest Correctional Complex
960 State Route 212
Tiptonville, TN 38079**

Note: On-Site Service is required in the performance of this contract.

Site Inspection:

Bidders are strongly encouraged to visit the site, take exact measurements and examine the premises to become familiar with existing problems and conditions. No allowances will be made by the state for quotation errors due to any bidder not visiting the site prior to submitting their bids. Bidders will be responsible for their own measurements.

Site Inspection may be arranged by contacting:

Lori Phillips, Procurement Officer
Northwest Correctional Complex
960 State Route 212
Tiptonville, Tennessee 38079

Tel: (731) 253-5261

Fax: (731) 253-5270

e-mail: lori.e.phillips@tn.gov

Agency Contact:

Fire Safety Officer
Northwest Correctional Complex
960 State Route 212
Tiptonville, Tennessee 38079

Tel: (731) 253-5217

Scope of Service:

This contract provides services that includes, labor, maintenance, testing, inspection, additions, retrofits and repairs to the Fire Alarm Systems located at Northwest Correctional Complex.

Services are to be rendered and performed within the requirements of all federal, state, local codes and recommended procedures of the system's manufacturer.

Minimum Qualifications:

The vendor shall be licensed in accordance with all industry, federal, state and local board(s) requirements.

Requirements and Responsibilities:

1. The vendor awarded this maintenance contract is to have an established and qualified full-time service staff with the ability to receive and dispatch service technicians upon request of the institution.
2. Vendor will provide telephone numbers and/or beeper numbers to personnel to contact on an as-needed basis for emergency and non-emergency service calls. An outside answering service and/or voice mail system is not acceptable to the state as a contact for non-emergency and/or emergency situations.
3. Vendors to have technical skills, materials, equipment, and an inventory of parts that are necessary to operate, test, and maintain the systems covered under this contact.
4. Upon completion of any labor, maintenance, testing, inspection, additions, retrofits or repairs, the completed work shall be inspected by the fire safety officer or his representative and the vendor. A service invoice shall be left on-site documenting man hours and materials used. This service invoice shall be required as supporting documentation to execute payment to the contractor. Vendor to provide a written report of all findings after each service call.
5. During the course of the work, the contractor will maintain a clean work area and upon completion of the job, the contractor will clean the area and remove all debris and trash from the work site. All work shall be performed in a workman-like manner.
6. In carrying out the specifications of this contract, the successful bidder of this contract shall place the highest priority on energy conservation and shall coordinate all activities with the facility staff for the most economical operation of building equipment, machinery, and systems.
7. The contractor's labor force shall log in and log out with the facility security staff upon arrival and departure of the facility. Labor rates do not apply until the contractor has signed in. **All invoices shall correspond with the sign-in/out log—No Exceptions. Invoiced labor hours that are not verified by the sign-in/out log will not be paid.**

Definitions:

Parts – Replacement parts will be of like and/or current design to minimize system(s) depreciation and obsolescence, and in order to protect the integrity of the system.

Corrective Maintenance – Identifies the maintenance activity intended to restore the system to the state in which it can perform its intended function.

Preventive Maintenance (PM) – Identifies the maintenance activity associate with preventing equipment failures.

On-Site Maintenance Response – A trained service representative will be on-site with necessary parts and equipment to make necessary repairs.

As-Needed Work – Refers to any work authorized exclusive of the semi-annual inspections. (i.e., maintenance, repairs, modifications/alterations and/or additions)

Location of Fire Alarm Systems:

Northwest Correctional Complex has fire alarm systems in a total of forty-seven (47) buildings located on two (2) separate compounds. Systems that are to be covered under this contract are listed below:

Main Compound Total 20 Buildings Building Name & Number	Annex Compound Total 27 Buildings Building Name & Number
Housing Unit 10A (N7-N8)	Fiscal Building #35
Housing Unit 10B (N9-N10)	B-Building #17
Housing Unit 10C (N11-N12)	Main School #18
Housing Unit 10D (N13-N14)	Commissary #44
Housing Unit 10E (N5-N6)	Annex School #23
High Security Bldg. #8 (N1-N4)	Chapel/Intake #19/20
Large Program Bldg. #6	Operations #21
Program Bldg. 11A	Training Building #40
Program Bldg. 11B	MIS/Tool Control #45
Program Bldg. 11C	Archives Building #42
HSA Program Bldg. 9	Boiler Room #28
Security/Visitation #4	Guild 1
Administration Bldg. #12	Guild 2
Warehouse Bldg. #1	Guild 3

Main Kitchen/Laundry Bldg. #3	Guild 4
Industry Bldg. #2	Guild 5
Maintenance Bldg. #1	Guild 6
Minimum Security Building #16 (N15-N16)	Guild 7
Gym Bldg. #7	Guild 8
Infirmary Bldg. #5	Guild 9
	Guild 10
	Guild 11
	Guild 12
	Guild 13
	Guild 14
	Guild 15
	Guild 16

Alarm Systems Information:

Main Compound:

Seventeen (17) buildings have Simplex 4002 systems and three (3) have Edwards Alarm Panels.

Annex Compound:

All systems located at the Annex Compound are a Siemens/Cerberus Pyrotronics Addressable System.

Specifications for Line 1, Quarterly Inspection:

The contractor shall inspect 25% of the fire alarm systems at Northwest Correctional Complex four (4) times per year in accordance with the current and revised editions of the National Fire Protection Association (NFPA) and according to the recommended procedure of the system's manufacturer. Upon completion of the quarterly inspections, the contractor shall forward a completed written report of the inspection to the Facility's Fire Safety Officer and will be required to file the same with insurance authorities as designated by the State of Tennessee. Said report shall be provided within five (5) working days after the inspection is completed. Price quoted on line 1 shall include all cost associated with performing the quarterly inspections.

Specifications for Line 2 through Line 6, Labor Rates/Trip Charge:

(Note: These lines are exclusive of line 1)

The state will pay the contractor for any “as-needed” work authorized by the facility’s Fire Safety Officer in accordance with the rates established in lines 2 through 6. All work performed shall be in accordance with current and revised editions of NFPA and recommended manufacturer’s procedures. Prior to any “as-needed” work being performed, contractor shall provide the facility with a written maximum not to exceed cost estimate.

Trip Charge:

Trip charges are limited to a single charge per round trip or given work order. . Any job requiring more than two (2) working days may be subject to additional trip charges. The contractor may request approval for additional trip charges from the facility Fire Safety Officer, who will decide whether or not additional trip charges are applicable. Return trips due to incomplete work and/or services shall be limited to a single trip charge will not be approved.

Warranties (Where Applicable):

Fire suppression systems requiring repairs and/or replacement parts that are under warranty of the manufacturer, and are maintained by the state, said warranty will be honored. There may be instances whereby the contractor will require manufacturer’s technical assistance. This will be permitted; however, any charges incurred as a result of technical assistance from the manufacturer shall be borne by the contractor.

Response Requirements for “As Needed” Work:

On-site maintenance response time requirements will vary depending on the service level that is required. The decision as to which level of service is required shall be made solely by the Warden of Northwest Correctional Complex or his/her designee. The contractor shall affect an on-site maintenance response according to the following service level categories:

Level I No threat to the security of the institution exists. Only preventative maintenance (PM) is required or a modification/alteration or addition to the system is being requested. Maintenance at this level shall be scheduled three (3) weeks in advance with the Fire Safety Officer or his/her designee. All work will be scheduled during the state’s normal business hours (i.e. 8:00 am – 4:00 pm) Monday through Friday excluding legal holidays.

Level II A minor threat to the security of the institution exists due to an equipment malfunction. Corrective maintenance is required. An

on-site maintenance response must be performed within forty-eight (48) hours of notification. All work will be scheduled during the state's normal business hours (i.e. 8:00 am – 4:00 pm) Monday through Friday excluding legal holidays.

Level III A major threat to the security of the institution exists due to an equipment malfunction. This is a critical situation which requires immediate corrective maintenance. An on-site maintenance response shall be performed with four (4) hours after notification that such service is required. Service at this level must be available twenty-four (24) hours per day, seven (7) days per week including legal holidays.

Security Requirements – Northwest Correctional Complex:

The vendor is advised that this is a correctional institution and you are required to strictly abide by all Tennessee Department of Correction and Northwest Correctional Complex policies and procedures at all times. Deviations from these policies by the vendor or the vendor's employees will not be tolerated and will be considered grounds for immediate contract cancellation. Contractor's employees and vehicles are subject to search:

Per TDOC policy 506.06, all persons and property are subject to search. Drugs, alcohol, firearms, ammunition, explosives and weapons are prohibited. Violators will be prosecuted.

TDOC policy 206.02 restricts and may prohibit the usage of cellular telephones at this Correctional facility. Use of cellular telephones while on state property must have the prior approval of the Warden. The Warden's decision will be based on the contractor's need to perform his/her job responsibility. Contractors have no guarantee that approval will be granted.

Contractors may request an orientation meeting at the beginning of the contract period to familiarize their staff with applicable security requirements.

Tobacco Free Facility:

Northwest Correctional Complex is a tobacco free facility. Any tobacco product(s) outside a secure vehicle will be considered contraband on state property. This rule applies to all staff, contractors & visitors.