



Attachment B – Specifications
RFx No. 3000006116 Title: Fire Alarm Maintenance
LHH – Pinecrest Supports & Service Center

To establish a maintenance contract for automatic fire detection systems on grounds of Pinecrest Supports and Services Center to include all labor, parts, supplies, and equipment to test, inspect, and maintain fire alarm systems for the period of date of award through June 30, 2017.

Scope of Work

Contractor shall perform all maintenance in a safe manner and in accordance with applicable law and regulations and in accordance with the manufacture’s performance specifications.

Contractor is required to maintain the Simplex 4100 Fire Panel, other Simplex Panels, Faraday Panels, and all other equipment in accordance with the manufacture’s specifications and service requirements.

Contractor is to maintain both fire Alarm Control Panels in operating condition in accordance with all material and labor requirements, and performance of related equipment, in optimum condition at no additional cost to the Agency.

The Contractor shall perform quarterly test of all fire alarm systems (See Schedule II), Contractor will perform the tasks as out-lines in the Scope of Work and shall provide the Agency with a detailed report of each inspection, labor hours expended, and equipment replaced or installed.

The contractor shall maintain the efficiency, safety, and operational status of all equipment within the limits of all applicable codes.

The Contractor shall perform smoke Detector Sensitivity Testing on all smoke detectors installed on or after September 1, 1986 in accordance with NFPA 72E Guidelines and using UL Listed Sensitivity Tester.

Contractor will be required to respond to emergency requests upon notification from Wymon Terrell, Director of Facility Maintenance or designee. The contractor is required to provide documentation with information on the labor hours expended, and parts which were repaired or replaced. Maintenance of equipment shall conform to the schedule recommended by the manufacturer.

The cost of any maintenance including emergency repairs and emergency service that is required on the fire panels and safety equipment between routine maintenance periods will be at no cost to the Agency.

The Contractor will replace all worn, failed, or intermittent malfunctioning parts at no cost to Agency. All replacement parts shall be of the same quality and design or of equal design as the parts being replaced.

Contractor will not be responsible for maintenance of phone lines, wiring and conduit. However, Contractor must provide troubleshooting assistance in these areas as they relate to Fire Alarm System’s proper operation at no cost to the Agency.



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The Contractor shall be able to perform system software changes to the Master Campus Fire Alarm Control Panel's operating program as required for project additional and or deletions. All programming must be performed in strict accordance with the manufacture's standard procedures for such operations.

The Contractor must be able to perform system programming to meet the U.L. standard to which the control panel was manufactured and listed. Any change made to the system shall also be archived to provide a secondary system file. This shall be provided to the system manufacturer so that the archived file may be placed in a data bank with the original panel software file.

The Contractor shall provide UL fire listed, 24 hour Central Station monitoring of the Simplex 4100 Panel at no additional cost to the Agency.

It is the intent of Maintenance Services that all components of the Fire Panel and related safety equipment be inspected and tested.

Upon arrival and departure from the premises, the Contractor's service representative shall report to Wymon Terrell, Director of Facility Maintenance or designee.

Agency Inspection of Contractors Performance

The Agency reserves the right to make any tests deemed advisable to ascertain that the requirements of this Contract are being fulfilled. In the event the Fire Alarm System is not being satisfactorily maintained, the Agency may immediately demand that the Contractor place the Fire Alarm System in a condition to meet contract requirements. The Contractors failure to comply with such a demand within a reasonable period of time shall constitute a contract dispute. In event of such a contract dispute the Agency may terminate the Agreement, obtain a separate Agreement with others to have such work performed, and charge to and recover from the Contractor, the total cost thereof.

Performance Requirements

Contractor shall be responsible for assuring that service conducted at the facility is performed in a safe, courteous and professional manner. Must have lockout/Tagout policy and confined space policy.

Contractor shall notify Wymon Terrell, Director of Facility Maintenance or designee two (2) days prior to any service being performed as part of this Maintenance Agreement to coordinate equipment downtime as may be required.

All services performed under this contract must conform to the highest standard of good trade practices in the industry, and all service under the Contract shall be rendered promptly and efficiently.



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For the purposes of this contract, normal working hours shall be defined as the hours of 8:00 a.m. to 4:30 p.m., Monday through Friday, holidays on which the Agency offices are closed accepted.

Other Requirements

The Contractor shall not be responsible for repairs necessitated by the negligence, misuse by vandalism of equipment or any other cause beyond its control except ordinary wear and tear. The burden of proof that the cause of the malfunction was due to negligence; misuse by vandalism of equipment shall be the responsibility of the Contractor.

Contractor's standard replacement parts such as printed circuit boards and peripheral devices shall be stocked on-hand to prevent down-time. See Schedule III for equipment required to be stocked by Contractor.

Contractor must provide Agency up to a 4 CAD generated drawings per year, as requested. These drawings shall depict a scaled representation of the building showing the facility fire alarm system devices and wiring. Contractor must provide to Wymon Terrell, Director of Facility Maintenance or designee both the electronic CAD file and one set of reproduction vellums.

Contractor is to provide Fire Alarm Panels with all wire hook ups and testing, 2 per year, at no cost to Agency.

Contractor will perform an annual test and inspection of the Closed Circuit TV system and provide documents certifying proper operation. Should repairs be needed, Contractor will provide a written quotation to restore system to 100% operational. Labor to include up to 10 hours at no cost. Material will be paid by Agency with a separate purchase order or credit card and is not part of this maintenance contract.

Emergency Service:

The Contractor shall be able to respond to any emergency situation on the job site with both manpower and material. As the Simplex 4100 panel monitors all fire alarm systems, the Contractor, when notified or requested, will provide emergency service response to any emergency situation relating to the Simplex 4100 panel and all other Fire Alarm systems, with manpower and material within two (2), or three (3) hours of notification at no cost to the Agency. The Agency will not pay for travel time or truck charges.

“Emergency Service” is defined as equipment malfunction prior to or between its scheduled routine maintenance which disabled any component of the fire alarm and/or signaling devices. For products specified within this proposal, emergency service calls are provided at no additional charge. This provision includes one price for any labor, travel, and mileage charges for repairs associated with normal



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equipment failures. This provision covers labor to troubleshoot and diagnose system problems, and the labor to replace failed devices.

Wymon Terrell, Director of Facility Maintenance or designee will provide the contractor with access to the premises and equipment. Most work is to be performed during regular working days unless otherwise specified herein.

Contractor's Employees

The Contractor shall only employ trained, qualified service technicians licensed by the Louisiana Office of State Fire Marshal, who are skilled in the performance of Fire Alarm System Maintenance Services, and be certified at NICET Level II or higher. Only NICET II certified technicians shall be allowed to perform maintenance services. Pinecrest Supports and Services Center Reserves the right to require proof of employment, the number of and identity of employees to be assigned to this project. Contractor represents and agrees that all Contractors' employees performing the services contemplated by this Contract presently have and shall retain all certifications and training necessary for the performance of this Contract. Failure to secure such training and certification for Contractor's employees may be considered a contract dispute by the Agency.

The contractor shall maintain an adequate number of employees to satisfactory perform scheduled services. Also, must have a minimum of one (1) man for three (3) days a week to service Fire Alarm Systems.

Contractor shall employ skilled, responsible persons who in manner and character are suitable and responsible in Agency's facilities. The Agency shall have the right to require that the Contractor dismiss from the premises any employees of the Contractor whose conduct is improper, inappropriate, or offensive and such employees shall not be assigned to the facility by the Contractor without the written consent of the Agency.

Omissions

It is the intention of this specification to Acquire Maintenance services for Pinecrest Supports and Services Center. Any services that have been omitted from this specification which are clearly necessary for the facility's fire maintenance services shall be considered a requirement although not directly specified or called for in this specification.

*****Must be compatible with Simplex Software for Simplex Panel*****

Bidders should submit with bid proof of having been in business for a minimum of three (3) years with experience in testing, according to fire code requirements and maintenance of similar/like systems.



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Bidders shall provide a list of no fewer than three (3) references from owners of similar large systems that are currently tested and maintained by the bidder. References shall include property/business name, contact person's name, telephone number and address.

Contractor shall be trained and regularly engaged in performance of tests, inspections, and maintenance of automatic fire detection systems.

Successful vendor's standard replacement parts such as printed circuit boards and peripheral devices shall be stocked and on hand by successful contractor to prevent down time accumulation of more than eight (8) working hours before fire alarm system repairs are made.

Pinecrest Developmental Center will make payment by check to contractor on a monthly basis. Under no circumstances will the agency make payment in advance for services. All checks will be made payable to contractor at the end of each calendar month.

Notice to Bidders

The contractor, its employees and subcontractors shall comply with all recognized standards, including those of the National Fire Protection Association, those recognized by federal law or regulation, those published by nationally recognized standards-making organizations, those industry standards established by accepted practices or trade associations, or those contained in manufactures' installation manuals in accordance with life safety & property protection licensing law R.S. 40:1664.2. Additionally, the contractor, its employees and subcontractors shall install life safety and property protection in a workmanship manner and in accordance with any required plan. Submittal to the fire marshal pursuant to R.S. 40:1574 et seq.

No person or firm shall engage in life safety and property protection contracting without holding a current and valid license issued by the Fire Marshal unless specifically exempted by the life safety & property protection licensing law R.S. 40:1664.4 or associated rules. Life safety and property protection contracting is divided into the three main categories of fire sprinkler, fire protection, and property protection. Each operating location of a firm shall hold a separate firm license in accordance with life safety & property protection licensing law R.S. 40:1664.4

Any and all lockout, installer, or programming code of a life safety or property protection system shall be returned to the factory default setting at the end of the contract in accordance with life safety & property protection licensing law R.S. 40:1664.12.



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The contractor, its employees and subcontractors providing services shall maintain current licenses in good standing with the Fire Marshals' Office for each trade application related to this contract in accordance with life safety & property protection licensing law R.S. 40:1664.6, 1664.7 and 1664.14 all installations, certification, inspection, service and maintenance of fire sprinkler, fire protection and property protection systems and equipment shall comply will all applicable laws and administrative rules promulgated by the state fire marshal.

Award is subject to a review of Fire Marshal Licenses of the Contractor, its employees and subcontractors designated to provide services to the facility. The contractor, its employees and subcontractors designated to provide services to the facility must also be in good standing with Fire Marshal. Past or current administrative action taken by the Fire Marshal against the contractor its employees and subcontractors may be grounds for denying the award to.