



INVITATION TO BID

Maintenance Testing and Operation of Fire Detection and Suppression Systems at Various Locations



Prepared by Chris Hokanson

Ogden City Facilities Division

March 16, 2022

INVITATION TO BID

Ogden City Corporation

Maintenance Testing and Operation of Fire Detection and Suppression Systems at Various Locations

Ogden City is accepting sealed bids from Contractors interested in providing services related to maintenance, testing, and operation of fire detection and suppression systems for various Ogden City Facilities. All work must meet current industry standards and all federal, state, and local rules and regulations.

Bid information packets may be downloaded from the Ogden City Website located <https://www.ogdencity.com/264/Purchasing>. Bidders are responsible in securing any and all addenda issued for this ITB.

A **mandatory pre-bid meeting** will be held on **March 30, 2022, at 10 AM**. We will meet at the **7th Floor Conference Room** of the Municipal Building located at 2549 Washington Blvd, Ogden UT. Please allow at least two (2) hours for the pre-bid meeting. All contractors intending to submit a bid are **REQUIRED** to attend to obtain relevant information concerning the project.

Sealed bids shall be submitted to the Purchasing Office, **c/o 1st Floor Information Desk** located at 2549 Washington Blvd, Ogden, Utah, **no later than 1:30 PM on April 6, 2022**. At which time, bids will be opened and read aloud at the 7th Floor Conference Rm at the same address. **LATE BIDS WILL NOT BE ACCEPTED.**

The City reserves the right to accept or reject any proposals that best serve its convenience and/or is found to be in the best interest of the City.

Ogden City encourages and welcomes bids from local, small, women and minority owned businesses and other disadvantaged business enterprises.

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Systems at Various Locations

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I. SCOPE OF WORK – See Exhibit A

II. BID CONTENT

The city will accept bids from contractors that can provide all of the work described in the scope of work. Applicants shall include qualifications for work set forth in the Scope of Work for which it proposes to provide services. Each Proposal must include, at a minimum, the following information:

A. Contractor Form & Bid Sheets. Complete and submit the following Exhibits (located at the end of this document):

1. Contractor Information Sheet and required attachments (See Exhibit B),
 - i. Provide a list of three references from current clients.
 - ii. Include supporting documents – IRS W9 Form, Current Contractor License, Certificate of Insurance (or letter from insurance company stating bidder can qualify for required City insurance coverages).
2. Bid Sheets for each location; State total bid amount for each property in figures (see Exhibit C),
3. List by date issued each addendum received, if any, to acknowledge its receipt (See Exhibit D).

Complete required information and signatures on all forms.

B. Specifications. The Specifications and Scope of Work herein provides the specific work locations and specifications that are to be considered when submitting the bid.

Bid Price shall include all materials, supplies (except as specifically noted) and equipment to complete the Work.

The successful bidder will be expected to respond to special requests within a reasonable time, to report any known equipment or systems problems to Facilities Maintenance and to complete the work in a safe professional manner. Specifics are included in the Scope of Work.

C. Contract: This bid document will become part of the final contract. The Contract(s) will be issued for a Three (3) Year period with the possibility of Two (2) one-year extensions. Additional properties may be added and/or removed from the list of properties throughout the length of the contract. Contractor will be provided written instructions for such properties if different standards of maintenance are expected than those outlined in the Scope of Work.

III. INSURANCE REQUIREMENTS

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by Contractor, its agents, representatives, employees, or subcontractors. The cost of such insurance shall be included in Contractor's bid. The amount of insurance shall not be less than:

Commercial General Liability: Minimum of \$3,000,000 commercial general liability coverage with \$1,000,000 for each occurrence. Policy to include coverage for operations, contractual liability, personal injury liability, products/completed operations liability, broad-form property damage (if applicable) and independent contractor's liability (if applicable) written on an occurrence form.

Business Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage for owned, non-owned and hired autos.

Workers' Compensation and Employers' Liability: Workers' compensation limits as required by the labor code of the State of Utah and employers' liability with limits of 1,000,000 per accident.

Each Insurance policy required by this Agreement shall contain the following clause:

"This insurance shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty days prior written notice by certified mail, return receipt requested, has been given to the City."

"It is agreed that any insurance or self-insurance maintained by Ogden City, its elected and appointed officials, employees, agents and volunteers shall be in excess of Contractor's insurance and shall not contribute with insurance provided by this policy."

Each insurance policy required by this Agreement, excepting policies for Workers' Compensation, shall contain the following clause:

"Ogden City, its elected and appointed officials, employees, volunteers and agents are to be named as additional insureds in respect to operations and activities of, or on behalf of, the named insured as performed under Agreement with the City."

Insurance is to be placed with insurers acceptable to and approved by the City. Contractor's insurer must be authorized to do business in Utah at the time the contract is executed and throughout the time-period the contract is maintained, unless otherwise agreed in writing by the City. Failure to maintain or renew coverage or to provide evidence of renewal will be treated by City as a material breach of contract.

The City shall be furnished with original certificates of insurance and endorsements effecting coverage required within, signed by a person authorized by that insurer to bind

coverage on its behalf. All certificates and endorsements are to be received by the city before work commences. Contractor shall furnish a performance bond to the City in an amount not less than the contract price. The City reserves the right to require complete, certified copies of all required insurance policies at any time.

Any deductibles or self-insured retentions must be declared to and approved by the city. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its elected and appointed officials, employees, agents, and volunteers; or contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Contractor shall include all subcontractors and insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all the requirements stated herein.

Nothing contained herein shall be construed as limiting in any way the extent to which Contractor may be held responsible for payments of damages to persons or property resulting from Contractor's or its subcontractor's performance of the work covered under this Agreement.

Contractor's Obligation to Verify Employment Status: Contractor shall register and participate in the Status Verification System and comply with Utah Code Ann. Section 63G-11-103 of the Utah Identity Document and Verification Act.

IV. ADDITIONAL INFORMATION – GENERAL TERMS AND CONDITIONS

Qualified respondents shall be Licensed Contractors in the State of Utah, for this type of work, and who meet Ogden City's insurance and bonding requirements, and have experience with all work defined in the scope of work.

The City reserves the right to request clarification of information submitted, and to request additional information from any proposer.

Ogden City will make every effort to ensure all offerors are treated fairly and equally throughout the entire advertisement, review, and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.

Cost of Developing Proposals - All costs related to the preparation of proposals and any related activities are the sole responsibility of the offeror. Ogden City assumes no liability for any costs incurred by offerors throughout the entire selection process.

Proposal Ownership – Once submitted, all proposals, including attachments, supplementary materials, addenda, etc. become the property of Ogden City and will not be returned to the offeror.

Conflict of Interest – No member, officer, or employee of Ogden City, during his or her tenure shall have any interest, direct or indirect, in this contract or the proceeds thereof, except as permitted by Ogden City policy.

Non-Collusion – The offeror guarantees the proposal is not a product of collusion with any other offeror and no effort has been made to fix the proposal price or any offeror or to fix any overhead, profit or cost estimate of any proposal price.

V. PREBID MEETING

A mandatory pre-bid meeting will be held on March 30, 2022 at **10 AM**. We will meet at the **7th Floor Conference Room** of the Municipal Building located at 2549 Washington Blvd, Ogden UT. Please allow at least two (2) hours for the pre-bid meeting. All contractors intending to submit a bid are **REQUIRED** to attend to obtain relevant information concerning the project.

VI. SUBMITTAL

Sealed bids shall be submitted to the Purchasing Office, c/o 1st Floor Information Desk located at 2549 Washington Blvd, Ogden, Utah, **no later than 1:30 PM on April 6, 2022**. At which time, bids will be opened and read aloud at the 7th Floor Conference Room at the same address.

LATE BIDS WILL NOT BE ACCEPTED.

No facsimile or email transmittals will be accepted. All submittals must be delivered by the mail or other delivery service or hand-carried to the 1st Floor Information Desk at the same address. It is the sole responsibility of those responding to this ITB to ensure that their submittal is made to the correct location and in compliance with the stated date and time. City offices are closed on holidays.

Joint Bids – Joint bids must be clearly indicated on the completed proposal form. Failure to do so may be cause for rejection of the bid.

Number of Bids – Bidders may submit on any number of locations identified in the Scope of Work to be considered. If a Bidder submits on all locations, Bidder must be able to verify that it has the resources, equipment, and labor available to provide the services, as specified, to all locations, or that it can have such capabilities within one week of the award of the contract.

References – Please submit three (3) references of current clients.

Acceptance or Rejection of Bids – Ogden City reserves the right to accept or reject any bid that best serves its convenience and/or is found to be in the best interest of the City. The City further reserves the right to award separate contracts to one or more Contractors if it appears that the best interest of the City is served by doing so. Increases in scope of work may be compensated at the hourly rate or negotiated with the successful bidder.

Responses to the Request that are not received at the previously specified location prior to deadline will be considered late. The Agency reserves the right to reject any and all responses.

It is the sole responsibility of those responding to this Request for Proposal to ensure that their submittal is made to the correct location and in compliance with the stated date and time.

The City reserves the right to accept or reject any submittal as it best serves convenience and/or is found to be in the best interest of the City.

Ogden City encourages and welcomes bids from local, small, women and minority owned businesses and other disadvantaged business enterprises.

Furnishing of W-9 – Payment under this Agreement is contingent upon Contractor furnishing City with a signed and completed W-9 IRS tax form. Such form shall be attached hereto and incorporated herein. Contractor shall cooperate with City in furnishing any additional information City may need to comply with rules and regulations of the Internal Revenue Service.

Invoices – Selected contractor must have ability to invoice for services monthly. All services must be invoiced within 30-days of the date of service

Invoices shall be sent to the following address:

Ogden City Corporation
c/o Facilities Division
175 W 29th Street
Ogden, Utah 84401
Or;

Email invoices to: facilitiesadministrative.billing@ogdencity.com

VII. CONTACT INFORMATION

For any questions related to this ITB, please contact the Ogden City Purchasing Office via email purchasing@ogdencity.com or at (801) 629-8742.

The question-and-answer period ends at 3 PM on April 1, 2022.

EXHIBIT A

SCOPE OF WORK

SCOPE OF WORK - Contractor shall provide the minimum requirements for the routine inspection, testing, and maintenance for the suppression sprinkler systems at these facilities. Work shall be done in accordance with NFPA 13--Installation of Sprinkler Systems, NFPA 13A--Inspection, Testing and Maintenance of Sprinkler Systems, NFPA 25—Inspection, Testing and Maintenance of Water-Based Fire Protection Systems. Also, in accordance with authorities having jurisdiction including Ogden City Fire Marshall and Utah State Fire Marshall.

Contractor Availability - Contractor shall be available twenty-four (24) hours a day, seven days a week for emergency call out. To facilitate the required availability, Contractor shall have an “on call” telephone number where the Contractor can be reached. The Contractor must return the call within thirty (30) minutes of the originating call. The City’s phone call to Contractor must be free of charge to the city. Response times and completion of work shall be in substantial compliance with the following:

Category	Response Time	Completion Time
Emergency during normal duty hours	30 minutes	Continues until completed
Emergency after normal duty hours	60 minutes	Continues to a safe condition and from start of shift the following day progressing continuously until completed
Urgent	2 duty hours	2 workdays
Routine	8 duty hours	15 workdays

Service and Maintenance Management - Contractor shall schedule and provide all services and management required to perform the work specified herein. Standards may be specified in the performance statements, performance requirements summaries and/or in applicable mandatory publications for the required work. Where publications are advisory in nature, acceptance of work shall be based upon the current industry standards.

Contractor's Employees - The Contractor shall submit at the Pre-Start Up Meeting a current list of the names, addresses, social security number, and date of clearance of all employees who perform work under this contract. All contractor's employees must pass a background check. Additions or changes in the employment list shall be reported to the City (Project Manager) no less than twenty-four (24) hours before the changes become effective. Notice of termination of employment shall be submitted immediately.

Work Control - Contractor shall schedule and control all work described herein in accordance with all terms and conditions in the contract, Contractor shall develop and provide a written Level I maintenance schedule for daily, weekly, biweekly, monthly, quarterly, semi-annual, and annual work. The schedule must reflect current maintenance document recommendations to include manufactures maintenance recommendations and instructions.

Environmental Program - Contractor shall comply with Federal, State, and Local laws, regulations, and standards regarding environmental pollution. All environmental protection matters shall be coordinated with the City's representative.

Quality Assurance/Contractor Performance - All work is to be completed by the Contractor and is subject to the general inspection of the City's project manager. The City shall decide any and all questions which may arise as to the quality and acceptability of materials furnished, work performed, rate of progress of work, interpretation of plans and specifications of all questions as to the acceptable fulfillment of the contract on the part of the Contractor.

**WORKING KNOWLEDGE OF ALL RELEVANT NFPA CODES & STANDARDS
INCLUDING BUT NOT LIMITED TO THE FOLLOWING CODES:**

Code No.	Code Name
<u>NFPA 1</u>	Fire Code
<u>NFPA 3</u>	Standard on Commissioning and Integrated Testing of Fire Protection and Life Safety Systems
<u>NFPA 13</u>	Standard for the Installation of Sprinkler Systems
<u>NFPA 14</u>	Standard for the Installation of Standpipes and Hose Systems
<u>NFPA 15</u>	Standard for Water Spray Fixed Systems for Fire Protection
<u>NFPA 17</u>	Standard for Dry Chemical Extinguishing Systems
<u>NFPA 17A</u>	Standard for Wet Chemical Extinguishing Systems
<u>NFPA 18</u>	Standard on Wetting Agents
<u>NFPA 20</u>	Standard for the Installation of Stationary Pumps for Fire Protection
<u>NFPA 24</u>	Standard for the Installation of Private Fire Service Mains and Their Appurtenances
<u>NFPA 25</u>	Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems
<u>NFPA 30A</u>	Code for Motor Fuel Dispensing Facilities and Repair Garages
<u>NFPA 30B</u>	Code for the Manufacture and Storage of Aerosol Products
<u>NFPA 31</u>	Standard for the Installation of Oil-Burning Equipment
<u>NFPA 51B</u>	Standard for Fire Prevention During Welding, Cutting, and Other Hot Work
<u>NFPA 88A</u>	Standard for Parking Structures
<u>NFPA 88B</u>	Standard for Repair Garages
<u>NFPA 96</u>	Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations
<u>NFPA 230</u>	Standard for the Fire Protection of Storage
<u>NFPA 231</u>	Standard for General Storage

- [NFPA 231C](#) Standard for Rack Storage of Materials
- [NFPA 231D](#) Standard for Storage of Rubber Tires
- [NFPA 232A](#) Guide for Fire Protection for Archives and Records Centers
- [NFPA 909](#) Code for the Protection of Cultural Resources Properties - Museums, Libraries, and Places of Worship
- [NFPA 914](#) Code for Fire Protection of Historic Structures

Systems Inspection- The following are the minimum criteria for the inspection of the facilities with fire suppression systems. The list or scope is not all-inclusive and should be modified to incorporation compliance with all rules, regulations, and code governing sprinkler construction and maintenance. Contractor should note deviation or expansion of services in their proposal. The following is a list of common inspection criteria:

- a. System Hazard Classification
- b. Underground Supply
- c. Valve Type
- d. Control Valves
- e. Alarms
- f. Piping
- g. Fittings
- h. Sprinklers
- i. FDC
- j. Compressor
- k. Valve House Systems Accessories (if appropriate)

Material - Contractor shall provide an itemized list of parts and or materials, including costs per item for all parts and/or materials used to complete each scope of work, e.g., piping, fittings, sprinklers, valves, etc. Contractor shall also provide the percentage for

material markup for all materials(s) not included on the list. Contractor will be required to provide copies of purchase invoice before payment will be authorized.

Specifications – The Specifications and Scope of Work herein provides a list of specific work locations and specifications that are to be considered when submitting the bid. However, additional service requirements, which are not identified at this time, may arise in the future. It is the City’s intent that this Contract cover those additional services on an as-needed basis at the hourly rates set forth in the contract or negotiated with the successful bidder.

Bid Price shall include all materials, labor, tools, supplies, and equipment to complete the work.

The successful Contractor will be expected to respond to special requests within a reasonable time, to report any known equipment or system problems to Facilities Maintenance to complete the work in a safe, professional manner.

Building Locations – Contractor shall be responsible for maintenance, testing, and operation of the entire fire detection and suppression sprinkler systems, up to and including 5-year inspections when due, at the following buildings. Work will be performed generally during the normal business hours (Monday through Friday 7:00 a.m. to 5:00 p.m.) unless otherwise noted below:

Municipal Building
2549 Washington Blvd.

*Annual Inspection to be
completed after hours

Justice Court
310 26th Street

*Annual Inspection to be
completed after hours

Francom Public Safety Building
2186 Lincoln Avenue

Public Works Building #1
133 West 29th Street

Public Works Building #6
176 West 30th Street

Marshall White Center
222 28th Street

Public Works Building # 8
175 West 29th Street

Dino Park (Main Building)
1544 East Park Avenue

Public Works Building # 11
175 West 29th Street

Fire Station #2
1185 21st Street

Community Services Building
1875 Monroe Boulevard

Fire Station #3
450 North Street

The Parks Shop
1915 Monroe Boulevard

Fire Station #4
730 West 24th Street

Mt. Ogden Golf Course
Clubhouse
1787 Constitution Way

Fire Station #5
3450 Harrison Boulevard

Union Station
2501 Wall Avenue

**EXHIBIT B
OGDEN CITY CORPORATION
CONTRACTOR INFORMATION SHEET**

A. Business name: _____ Year Est. _____

Owner or Parent Company: _____

Business address: _____

Business Tel.: _____ Mobile Tel.: _____

Federal I.D. # _____

If you do not have a federal I.D. #, please list your Social Security Number:

→ Attach a completed IRS W9 Form.

State Contractor License # _____ ;

→ Attach a copy of your current contractor's license.

B. List at least three (3) recent clients who can attest to the quality of your work:

<u>Name</u>	<u>Address</u>	<u>Phone Number</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

C. Number of full-time employees: _____ Number of part-time employees _____

F. Who in your organization is authorized to sign legal documents, pick up checks and sign bids:

Name: _____ Title: _____

G. Limits of your insurance coverage:

General Liability: _____

Automobile: _____

Workman's Compensation: _____

→ Attach a copy of your current certificate of insurance

I certify the above information is true and complete. I authorize Ogden City to verify any information provided in this application.

Name & Title: _____

Authorized Signature: _____

Date: _____

**EXHIBIT C
BID SHEETS**

BID SCHEDULE #2

Francom Public Safety Center

Weekly Testing and Maintenance \$ _____

Monthly Maintenance \$ _____ X 12 = \$ _____

Annual Testing \$ _____

Other \$ _____

Total Bid (Per Year): _____

(In Writing)

(\$ _____.)

(In Figures)

Five Year Inspection \$ _____

BID SCHEDULE #4

Public Works Building 1

Monthly Maintenance \$ _____ X 12 = \$ _____

Annual Testing \$ _____

Other \$ _____

Total Bid (Per Year): _____

(In Writing)

(\$ _____.)

(In Figures)

Five Year Inspection \$ _____

BID SCHEDULE #7

Public Works Building 11

Monthly Maintenance \$_____ X 12 = \$_____

Annual Testing \$_____

Other \$_____

Total Bid (Per Year): _____
(In Writing)

(\$_____.)
(In Figures)

Five Year Inspection \$_____

BID SCHEDULE #8

Community Services Building

Monthly Maintenance \$_____ X 12 = \$_____

Annual Testing \$_____

Other \$_____

Total Bid (Per Year): _____

(In Writing)

(\$_____.)

(In Figures)

Five Year Inspection \$_____

BID SCHEDULE #10

Mt Ogden Golf Course Clubhouse

Monthly Maintenance \$_____ X 12 = \$_____

Annual Testing \$_____

Other \$_____

Total Bid (Per Year): _____

(In Writing)

(\$_____.)

(In Figures)

Five Year Inspection \$_____

BID SCHEDULE #11

Marshall White Community Center

Monthly Maintenance \$ _____ X 12 = \$ _____

Annual Testing \$ _____

Other \$ _____

Total Bid (Per Year): _____

(In Writing)

(\$ _____.)

(In Figures

Five Year Inspection \$ _____

BID SCHEDULE #12
Dino Park – Main Building

Monthly Maintenance \$_____ X 12 = \$_____

Annual Testing \$_____

Other \$_____

Total Bid (Per Year): _____

(In Writing)

(\$_____.)

(In Figures)

Five Year Inspection \$_____

BID SCHEDULE #13

Fire Station 2

Monthly Maintenance \$ _____ X 12 = \$ _____

Annual Testing \$ _____

Other \$ _____

Total Bid (Per Year): _____

(In Writing)

(\$ _____.)

(In Figures)

Five Year Inspection \$ _____

BID SCHEDULE #14

Fire Station 3

Monthly Maintenance \$_____ X 12 = \$_____

Annual Testing \$_____

Other \$_____

Total Bid (Per Year): _____

(In Writing)

(\$_____.)

(In Figures)

Five Year Inspection \$_____

BID SCHEDULE #15

Fire Station 4

Monthly Maintenance \$_____ X 12 = \$_____

Annual Testing \$_____

Other \$_____

Total Bid (Per Year):_____

(In Writing)

(\$_____.)

(In Figures)

Five Year Inspection \$_____

BID SCHEDULE #17

Union Station

Monthly Maintenance \$ _____ X 12 = \$ _____

Annual Testing \$ _____

Other \$ _____

Total Bid (Per Year): _____

(In Writing)

(\$ _____.)

(In Figures)

Five Year Inspection \$ _____

TOTAL FOR ALL BUILDINGS (Bid Schedules# 1-17, Per Year Bid Amount):

(In Writing)

(\$ _____.)

(In Figures)

BID SCHEDULE #18

Hourly Rates

Hourly Labor Rates	
Technician Hourly Labor Rate for repair and additional work	\$ _____ per hour
Helper Hourly Labor Rate for repair and additional work	\$ _____ per hour
Parts & Accessories	
Percentage (%) of Discount off list price for Parts & Accessories (Materials)	_____ %

Warranty:

List of Subcontractors to be used (if any):

1. _____

Name	Address
------	---------

2. _____

Name	Address
------	---------

3. _____

Name	Address
------	---------

The undersigned has carefully checked all of the above figures and understands that Ogden City will not be responsible for any error or omissions on the part of the undersigned in making this bid.

The undersigned understands that the rights are reserved by Ogden City to reject any or all bids, or to waive any irregularities or informalities in any bid or bids.

It is agreed that the bid may not be withdrawn by the Bidder for a period of ninety (90) days after the opening thereof.

The undersigned has not added any qualifying statements to the bid, nor has he altered the proposal in any way.

SIGNED AND SEALED, this _____ day of _____, 2022

(Corporate seal, if required)

CONTRACTOR

BY: _____
(Signature)

Title: _____

EXHIBIT D
ADDENDA ACKNOWLEDGEMENT

TO THE MAYOR OF OGDEN CITY, UTAH

Dear Sir:

The undersigned is familiar with the local conditions affecting the cost of the work at the place where the work is to be done, has carefully examined the specifications and other contract documents, and has examined the locations of the proposed work.

The undersigned hereby proposes and agrees to perform everything required to be performed, and to provide and furnish any and all required labor, materials, necessary tools, expendable equipment and all utility and transportation services necessary to perform and complete, in a workmanlike manner, all the work required in connection with the plans and specifications and other contract documents, at the following bid prices for the several bid items of work named.

Receipt of the following addenda is hereby acknowledged:

1.(Date) _____

2.(Date) _____

Name of Bidder

Authorized Signature