

BOSTON PUBLIC HEALTH COMMISSION

Administration and Finance



Request for Proposal

Fire Alarm Testing and Maintenance

Project Number: PM-10-2427

Request for Proposal Timeline	
11/20/2023	Publication of Request for Proposal (RFP) printed in The Boston Globe
11/20/2023	RFP and instructions available online at www.bphc.org at 10:00 AM
	No bidders conference or walkthrough
11/28/2023	Questions are due in writing by 4:00 PM to jolivo@bphc.org Ktejada@bphc.org Subject: Fire Alarm Testing & Maintenance
12/04/2023	Responses to questions will be emailed to all interested parties.
12/07/2023	<p>Bid due by 1:30:00 PM – Submit (2) original bids (do not bind) and PDF file of bid on a USB flash drive. Bid documents must be submitted in separate sealed envelope or box addressed to:</p> <p style="text-align: center;">Boston Public Health Commission Attention: Property Management 205 River Street Mattapan MA 02126</p> <p>Clearly mark each envelope or box: Organization Name and Address & Fire Alarm Testing & Maintenance Bid</p> <p>1. No Exceptions to This Deadline</p>
12/12/2023	<p>Notification of Decision</p> <p>Desired date for notification of award to bidder(s) however, BPHC has the discretion to extend this date without notice. BPHC reserves the right to accept or reject any or all bids. BPHC anticipates submitting a Notice of Award to the selected bidder(s) by email or address provided in the RFP responses. The contract(s) will be awarded to the lowest responsible and responsive bidder(s) meeting all requirements. The lowest responsible and responsive bidder shall mean the bidder that best meets the requirements set forth in this solicitation and offers the lowest cost. The contract(s) resulting from this RFP shall be in effect when all necessary contract documentation is fully executed by BPHC and awarded vendor(s).</p>

The responsibility for submitting a bid to BPHC on or before the stated time and date will be solely and strictly the responsibility of the bidder. BPHC will in no way be responsible for delays caused by the United States Mail delivery or caused by any other occurrence. In case of delays as a result of weather emergencies, or natural or man-made disaster, bids may be accepted the next available business day.

OVERVIEW

The Boston Public Health Commission (BPHC) is the local public health department for the city of Boston. BPHC’s mission is to protect, preserve, and promote the health and well-being of all Boston residents, particularly the most vulnerable populations.

BPHC is seeking requests for bids from qualified contractors to perform Fire Alarm testing and maintenance for BPHC Various locations.

BPHC encourages small, local, minority, disadvantaged, women-owned, veteran and/or service-disabled owned business enterprises to participate in all procurement opportunities.

PROPOSED SCOPE OF SERVICE

THE BOSTON PUBLIC HEALTH COMMISSION (BPHC), THROUGH ITS PROPERTY MANAGEMENT DEPARTMENT, IS SEEKING PROPOSALS FOR A FIRE PROTECTION SERVICE CONTRACT. THE SCOPE OF WORK OF THE CONTRACT WILL INCLUDE: INSPECTION, QUARTERLY TESTING, MAINTENANCE, ANNUAL CLEANING FOR ALL ALARM DEVICES AND REPAIR OF THE FIRE ALARM SYSTEMS AT THE FOLLOWING BPHC LOCATIONS:

*Long Island Campus
Boston Harbor
Boston, MA 02169*

*Woods Mullen Shelter
784 – 794Rear Massachusetts Ave.
Boston, MA 02118*

*BPHC - Men Shelter
112 Southampton St.
Boston, MA 02118*

*Northampton Square
785 Albany Street
723-727 Mass Ave.
Boston, MA 02118*

*Mattapan Campus
(201-215) River Street
Mattapan, MA 02126*

*Finland Building
774 Albany Street
Boston, MA 02118*

BPHC reserves the right to award one or multiple bidders based upon bid is deemed most favorable to BPHC. BPHC has the discretion to modify the scope as necessary prior to execution of the contract with the selected bidder(s). No services shall commence until all necessary contract documentation is fully executed by BPHC and awarded vendor(s). BPHC will work selected bidder(s) to adjust cost(s) based on any revisions to the scope of service. Bidder(s) shall provide special service requests to BPHC as needed but not limited to the scope herein. BPHC will not be responsible for any transportation fees or costs, including but limited to, mileage or fuel cost.

REQUIREMENTS

The following are minimum qualifications and licensing requirements that the bidder must meet to be eligible to submit a bid. Bidders must demonstrate compliance with minimum qualifications. BPHC reserves the right, but is not obligated, to obtain clarification from the bidder if compliance with the minimum qualifications is not clear in the bid. Those that are not clearly responsive to these minimum qualifications shall be rejected by the BPHC without further consideration.

The bidder must have a minimum of 5 years' experience in construction with a minimum of 3 or more contracts of comparable property size and scope as detailed herein.

Vendor(s) selected to perform the services must agree to the following:

BPHC, as the local board of health for the city of Boston, is the holder of private medical information. This service may expose the vendor employees to such information therefore, BPHC requires the vendor to sign the Health Insurance Portability and Accountability Act (HIPAA) - Business Associate Agreement to protect the privacy of BPHC clients.

The vendor must comply with the City of Boston Living Wage Ordinance.

Vendor is solely responsible for informing BPHC if vendor is or has been debarred, suspended, proposed for debarment, excluded or disqualified under the non-procurement common rule, or otherwise declared ineligible from receiving Federal contracts, subcontracts, and Federal assistance and benefits in any amount. BPHC will ensure that no party found on Systems for Award Management (SAM) list is awarded a contract.

The vendor must immediately report any discovered damaged property or inoperative items to BPHC so as not to be held accountable. In addition, vendors must report any incidents that involve vendor on BPHC property.

Vendors must assign a supervisor to each location. All services must be performed by employees of the vendor. The vendor agrees to assume responsibility for the actions and conduct of any of its employees. Vendor's employees who violate any rules shall immediately be removed and banned from all BPHC premises. The vendor must provide a list of employees under the contract if requested by BPHC.

Invoice Requirements

The vendor must assign an accounting / financial representative for invoicing and all fiscal responsibilities and correspondence. The following is required for invoice and payments:

Vendors must submit a typed or printed invoice; handwritten invoices are not acceptable.

Monthly invoices for cleaning or special service must be submitted and identified with property location, department name, date, and description of service.

A valid Purchase Order Number must be obtained prior to preparing invoices. Purchase Orders must be typed or printed on each invoice.

All invoices must have a unique invoice number.

Invoices without the required information or documentation will not be processed. The vendor will be informed in writing to revise and resubmit the invoice.

Invoice payments will be released within 30 days of the invoice date after approval by the authorized BPHC personnel.

TERMS OF SERVICE

BPHC may cancel the RFP or reject all bids at any time prior to award, if BPHC determines its best interest will be served by such action. Written notice of the cancellation will be made to bidders. A bidder's failure to satisfactorily furnish required contract documents within BPHC's Procurement Office request time may result in the bidder forfeiting its award. BPHC reserves the right to select the next lowest responsive and responsible bidder for this RFP.

PREPARATION AND SUBMISSION INSTRUCTIONS

Bidder must review the specifications of this RFP and prepare and submit all bidding documents in the order listed below.

- Complete all bidding documents in Arial or Calibri font and size 12 point.
- Complete all bidding documents; do not leave any questions or requests as blank (unanswered); include "N/A" for any areas not applicable.
- All documents requiring signature must be signed in ink.
- Do not alter any RFP forms. Additional forms requested may be submitted per the company's format.
- Questions and responses and/or addendums must be signed by the bidder and submitted with bidding documents.
- Bidding documents and bid cost must be submitted in separate envelope or box clearly marked with
 1. Organization Name and Address Fire Alarm Testing & Maintenance
 2. Organization Name and Address and Fire Alarm Testing & Maintenance

Submit all required bidding documents in the following order:

1. Cover Form
2. Business Profile
3. Scope of Service
4. Reference Form
5. Certifications (if applicable)
6. Certificate of Liability Insurance
7. W-9 Form
8. Questions & Responses and/or Addendums (if applicable)

Submit all required bid cost sheets in the following order:

1. Cover Form
2. Property Hours of Service
3. Property Location and Facilities
4. Total Annual Cost Including Service and Supplies
5. Monthly and Special Service Cost per Location
6. Company / Entity Cost Sheet of Itemized Cleaning Services

Bids will be rejected if required documentation in specified order as indicated is not submitted.
Bids may be withdrawn in writing by mail or email to BPHC prior to date and time of RFP opening.
Withdrawn bids may be resubmitted until the date and time of bid opening.

- Email Request: shall have letter attached on company letterhead with the bidder contact's signature and submitted five (5) business day before the date of RFP opening to jolivo@bphc.org
Ktejada@bphc.org
- Mail Request: shall be in writing on company letterhead and postmarked five (5) business days before the date of RFP opening to:

Boston Public Health Commission
Property Management Office c/o Jonathan Olivo
205 River Street Mattapan, MA 02126

Property Hours of Service

Property Management Office	
Mattapan Campus	Monday – Friday 8:00AM – 4:00PM

ADDITIONAL WORK

At the Commission's request, the contractor shall provide work more than regularly scheduled inspection, testing and maintenance appointments. Additional work includes but is not limited to troubleshooting and repair of field wiring problems, replacement of defective system equipment and/or devices, fire alarm installation, smoke detector cleaning, and other tasks deemed necessary to the successful operation of fire alarm systems.

Additional work shall commence within twenty-four (24) hours of all such requests. If the Commission believes the additional work constitutes an emergency, the contractor shall commence work within four (4) hours of the request having been made. The Commission shall notify the contractor when additional work is considered an emergency.

All interested parties are required to complete the attached pricing sheet. Interested parties may view the service requirements at each of the above-listed locations.

Notes:

1. Please provide prices for a three (3) year contract. Prices shall reflect the following:
 - a. January 1, 2024, through December 31, 2024
 - b. January 1, 2025, through December 31, 2025, and
 - c. January 1, 2026, through December 31, 2026.

If you have any questions, please call Keren Tejada or Jonathan Olivo at the Property Management Office at: 617-534-2500 or send your inquiries via e-mail to Jolivo@bphc.org & ktejada@bphc.org

Fire Alarm Service Contract Bid Form
QUOTE FORM – Please Use

Name of Company: _____

Address: _____

Telephone #: _____ Fax # _____

Email: _____

(FY totals must include allowances A and B from page 16)

FY '24- BPHC\$ _____

FY '25 - BPHC: \$ _____

FY '26 - BPHC: \$ _____

Company Representative: _____

Signature: _____

Date: _____

I - Campus Inventory & Price Sheets

A. Mattapan Campus

Address	FA/CP	SD	HD	PS	Other
1. 201 River St.					
2. Mattapan, MA 02126	1 – FCI FC-72		39	0	13
Transitions & Re-Entry					5*
Other items*					
1 Strobe					
2 Battery					
1 Communicator					
1 Annunciator					
	FY'24		FY'25		FY'26
Total	_____		_____		_____

Address	FA/CP	SD	HD	PS	Other
3. 203 River St.					
4. Mattapan, MA 02126	1 – EST2		0	11	2
EMS					3*
Other items*					
1 Strobe					
1 Battery					
1 Communicator					
	FY'24		FY'25		FY'26
Total	_____		_____		_____

Address	FA/CP	SD	HD	PS	Other
5. 205 River St					
6. Mattapan, MA 02126. Property Management Other items* 1 Battery 1 Indicative device 1 Communicator	1 – EST2	10	6	6	3*

FY'24 FY'25 FY'26

Total

Address	FA/CP	SD	HD	PS	Other
7. 209 River St Mattapan, MA 02126. Entre Familia Other items* 5 Tamper switches 4 Waterflow switches 1 Bell 1 Switch 2 Battery 1 Power Supply 1 Communicator 1 Strobe 1 Water Pressure Switch 1 Fan Shutdown 1 Control Panel	1 – FCI 7100-2D	56	3	6	17*

FY'24 FY'25 FY'26

Total

Address	FA/CP	SD	HD	PS	Other
8. 211 River St. Mattapan, MA 02126 M Bldg. / Day Care Other items* 1 Indicative device 2 Battery 1 Communicator	1 – ESL 1505	19	0	4	4*
	FY'24	FY'25		FY'26	
Total	_____	_____		_____	

Address	FA/CP	SD	HD	PS	Other
9. 213 River St. Mattapan, MA 02126 Food Pantry Other items* 1 Battery 1 Indicative Device	1 – EST2	16	0	5	2*
	FY'24	FY'25		FY'26	
Total	_____	_____		_____	

Address	FA/CP	SD	HD	PS	Other
10. 215 River St. Mattapan, MA 02126 Old Kitchen Other items* 1 Battery	1 – EST2	59	1	7	3*
	FY'24	FY'25			FY'26
Total	_____	_____			_____

Mattapan Campus - Quarterly Fire Alarm Inspection Costs:

January 1st, 2024 – December 31st, 2024: \$ _____ / year

January 1st, 2025 – December 31st, 2025: \$ _____ / year

January 1st, 2026 – December 31st, 2026: \$ _____ / year

Total: \$ _____ FY 24-26

B. Long Island Campus – For information & for understanding the BPHC does not have Fire Alarm System at Long Island

1. Main Campus

Address	FA/CP	SD	HD	PS	Other
1 Moon Island Rd.	Simplex 4100U		831	105	155 54*
Other items*					
2 Beam detectors					
4 Tamper switches					
2 Waterflow switches					
13 Control Panel					
14 Battery					
1 Power Supply					
7 Indicating Device					
3 Strobes					
1 Speaker / Strobe					
4 Annunciators					
1 Duct Detector					
	FY'24	FY'25		FY'26	
Total	<u> X </u>	<u> X </u>		<u> X </u>	

Long Island Campus Quarterly Fire Alarm Inspection:

January 1st, 2024 – December 31st, 2024: \$ _____ **X** / year

January 1st, 2025 – December 31st, 2025: \$ _____ **X** / year

January 1st, 2026 – December 31st, 2026: \$ _____ **X** / year

Total: \$ _____ **X** FY 24-27

C. Albany Street Campus

1. Woods Mullen “female shelter”

Address	FA/CP	SD	HD	PS	Other
794 Albany Street	1 – Fire Lite MS-9200		58	3	19 38*
Other items*					
9 Duct Detectors					
9 Waterflow Switch					
12 Tamper Switch					
1 Water Pressure Switch					
2 Battery					
1 Control Panel					
1 Strobe					
1 Master box					
1 Annunciator					
1 Communicator					

	FY’24	FY’25	FY’26
Total	_____	_____	_____

Woods Mullen “female shelter” Quarterly Fire Alarm Inspection:

January 1st, 2024 – December 31st, 2024: \$ _____ / year

January 1st, 2025 – December 31st, 2025: \$ _____ / year

January 1st, 2026 – December 31st, 2026: \$ _____ / year

Total: \$ _____ FY 24-27

2. Finland Bldg.

Address	FA/CP	SD	HD	PS	Other
774 Massachusetts Ave.	1 – EST 3	110	19	21	22*

Other items*

- 6 Releasing Device
- 4 Battery
- 7 Speaker/Strobe
- 2 Power Supply
- 1 Voice Evacuation
- 1 Strobe
- 1 Master box
- 2 Control Panels

	FY'24	FY'25	FY'26
Total	_____	_____	_____

Finland - Quarterly Fire Alarm Inspection:

January 1st, 2024 – December 31st, 2024: \$ _____ / year

January 1st, 2025 – December 31st, 2025: \$ _____ / year

January 1st, 2026 – December 31st, 2026: \$ _____ / year

Total: \$ _____ FY 24-27

D. Northampton Square

**1. Miranda Creamer Bldg. – 785 Albany Street
Garage**

Address	FA/CP	SD	HD	PS	Other
729 Mass Ave	1 - EST3	87	10	14	13*

Other items*

- 4 Power Supply**
- 5 Battery**
- 2 Control Panel**
- 1 Horn/Strobe**
- 1 Master box**
- 1 Horn**

	FY'24	FY'25	FY'26
Total	_____	_____	_____

Miranda-Creamer, Garage) – Quarterly Alarm Inspections:

January 1st, 2024 – December 31st, 2024: \$ _____ / year

January 1st, 2025 – December 31st, 2025: \$ _____ / year

January 1st, 2026 – December 31st, 2026: \$ _____ / year

Total: \$ _____ FY 24-27

E. SEFC

Address	FA/CP	SD	HD	PS	Other
		10	17	25	10*

Other Items*

5 Duct smoke det.

5 Monitor modules for fire pump.

	FY'24	FY'25	FY'26
Total	_____	_____	_____

November 1st, 2024 – October 31st, 2024: \$ _____ / year

November 1st, 2025 – October 31st, 2025: \$ _____ / year

November 1st, 2026 – October 31st, 2026: \$ _____ / year

Total: \$ _____ FY 24-27

**F. Southampton “Men Shelter”
112 Southampton, Boston, MA 02118****

Address	FA/CP	SD	HD	PS
		37	1	11
Other				
2 Power Supply				
3 Batteries				
1 Communicator				
29 CO Detector				
	FY'24	FY'25	FY'26	
Total	_____	_____	_____	

112 Southampton - Quarterly Fire Alarm Inspection:

January 1st, 2024 – December 31st, 2024: \$ _____ / year

January 1st, 2025 – December 31st, 2025: \$ _____ / year

January 1st, 2026 –December 31st, 2026: \$ _____ / year

Total: \$ _____ FY 24-27

II. Additional Information:

Hourly Service Rates Monday – Friday (First Shift – 7:00 AM – 3:00 PM):

January 1st, 2024 – December 31st, 2024: \$ _____ / hour

January 1st, 2025 – December 31st, 2025: \$ _____ / hour

January 1st, 2026 – December 31st, 2026: \$ _____ / hour

Hourly Service Rates Monday – Friday (Second Shift – 3:00 PM – 11:00 PM):

January 1st, 2024 – December 31st, 2024: \$ _____ / hour

January 1st, 2025 – December 31st, 2025: \$ _____ / hour

January 1st, 2026 – December 31st, 2026: \$ _____ / hour

Hourly Service Rates Monday – Friday (Third Shift – 11:00 PM – 7:00 AM):

January 1st, 2024 – December 31st, 2024: \$ _____ / hour

January 1st, 2025 – December 31st, 2025: \$ _____ / hour

January 1st, 2026 – December 31st, 2026: \$ _____ / hour

Shut Down with Stand By & Restoration of Services (for third parties bldg. inspections):

January 1st, 2024 – December 31st, 2024: \$ _____ / hour

January 1st, 2025 – December 31st, 2025: \$ _____ / hour

January 1st, 2026 – December 31st, 2026: \$ _____ / hour

Alarm Responses / Resets:

January 1st, 2024 – December 31st, 2024: \$ _____ / per occurrence

January 1st, 2025 – December 31st, 2025: \$ _____ / per occurrence

January 1st, 2026 – December 31st, 2026: \$ _____ / per occurrence

Central Station Monitoring Charge:

January 1st, 2024 – December 31st, 2024: \$ _____ / Annually per account

January 1st, 2025 – December 31st, 2025: \$ _____ / Annually per account

January 1st, 2026 – December 31st, 2026: \$ _____ / Annually per account

Allowances

- a. Nine shut down with standby & restoration per fiscal year: 9 x _____ = _____
- b. One hundred first shift hours per fiscal year: 100 x _____ = _____

Note: The Boston Public Health Commission will not pay vehicle charges, mileage charges, or any other charge not outlined in this bid sheet.

End of document



Cover Form

Request for Bid: Fire Alarm Testing & Maintenance

Date Released: 11/20/2023.

This form serves as the cover page for bid documents and bid cost submissions. Bids will be rejected without Cover Form.

Addendum Received: _____ out of _____

Company / Entity Information

Company or Entity Name: _____

Address: _____

Telephone: _____

Email: _____

Taxpayer Identification #: _____

Business Classification:

Check appropriate item(s) and submit certification(s) in the bidding documents.

- _____ Small Business Enterprise
- _____ Local Business Enterprise
- _____ Minority Owned Business Enterprise
- _____ Woman Owned Business Enterprise
- _____ Veteran Owned Business Enterprise
- _____ Service-Disabled Owned Business Enterprise

Bidder Contact

Signature: _____

Printed Name: _____

Title: _____

Date: _____



Reference Form

Request for Bid: Fire Alarm Testing & Maintenance

Date Released: 11/20/2023.

Bidder Company Name:

Bidder Contact:

Telephone Number:

List three (3) similar construction projects within the past five (5) years.

Business Reference 1

Company or Entity: _____

Contact Name & Telephone #: _____

Brief Description of Work: _____

Amount of Contract: _____

Contract Start / End Date: _____

Business Reference 2

Company or Entity: _____

Contact Name & Telephone #: _____

Brief Description of Work: _____

Amount of Contract: _____

Contract Start / End Date: _____

Business Reference 3

Company or Entity: _____

Contact Name & Telephone #: _____

Brief Description of Work: _____

Amount of Contract: _____

Contract Start / End Date: _____



Non-Collusion Form & Tax Compliance Form

Certificate of Non-Collusion

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature of Individual submitting bid or proposal

Printed Name Individual submitting bid or proposal.

Company or Entity Name

Tax Compliance Certification

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signature of Individual submitting bid or proposal

Printed Name Individual submitting bid or proposal.

Company or Entity Name