

BOSTON PUBLIC HEALTH COMMISSION

Administration and Finance



Request for Proposal

Sprinklers/ Fire Suppression System Testing & Maintenance

Project Number: PM-30-2427

Request for Proposal Timeline	
11/22/2023	Publication of Request for Proposal (RFP) printed in The Boston Globe
11/22/2023	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: <u>Fire Suppression System Testing & Maintenance</u>
12/04/2023	Responses to questions will be emailed to all interested parties.
12/06/2023	<p>Bid due by 11:00AM – 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:</p> <ol style="list-style-type: none"> 1. Organization Name and Address & <u>Fire Suppression System Testing & Maintenance</u> 2. No Exceptions to This Deadline
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 for Sprinkler/ Fire Suppression system testing and maintenance.

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 scope of work of the contract will include inspection, quarterly testing, maintenance, and repair of the sprinkler systems at the following BPHC locations. Transportation in and out of Long Island will be provided by BPHC; Visits must be coordinated and scheduled through the Property Management Office. Vessel is most likely to depart from Squantum, Public Dock in Quincy, MA pending favorable weather and dock overall viability.

Inspections, testing, maintenance, and repairs shall conform to all applicable national, state, and local fire codes, ordinances, and laws. Each sprinkler system must be tested on a quarterly basis.

The inspection is to include:

Wet Systems

Testing of all supervisory alarms connected to the sprinkler system, perform static and residual flow tests on each system. Exercise all main control valves and adjust packing as necessary. Visually inspect the entire system, checking piping, hangers, and sprinklers

Dry Systems

Testing of all supervisory alarms connected to the sprinkler system. Perform static and residual flow tests on each system. Exercise all main control valves and adjust packing as necessary. Check air compressor settings and oil level. Trip test the dry valve and document the response times (annually) Drain low points. Visually inspect the entire system, checking piping, hangers, and sprinklers

Fire Pump:

Exercise pump, checking all settings, Start pump manually and on a drop in pressure, Conduct a full flow performance test and submit an engineer's report with performance curves (annually). At the conclusion of each quarterly test, the contractor will furnish test reports indicating all equipment, devices, and functions of the fire alarm systems that were tested.

Upon being notified of sprinkler activation at any of the above locations, the contractor will respond within two (2) hours from the time of notification to reset the system to its normal operating condition.

Upon completion of each system reset, the contractor shall provide a service report to the BPHC Safety Director detailing the cause of the alarm and the corrective action taken. Service reports shall also address all technical aspects of each service call.

The contractor shall furnish all parts and labor in a manner that insures safe-operating conditions, optimum performance, and maintains the original system design. The contractor shall specify all relevant information, including but not limited to price estimates or vouchers and documentation of labor, time, and parts used during each service call.

The contractor shall provide, at its own expense, all necessary licenses, permits, or other authorization required by all applicable regulatory agencies.

Additional Work

At the Commission's request, the contractor shall provide work in excess of 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, sprinkler installation, and other tasks deemed necessary to the successful operation of the sprinkler 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) years contract. Prices shall reflect the following:
 - a. January 1st, 2024, through December 31, 2024
 - b. January 1st, 2025, through December 31, 2025, and
 - c. January 1st, 2026, through December 31, 2026

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 and Fire Suppression System Testing & Maintenance
 2. Organization Name and Address and Fire Suppression System 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

System Inventory

Long Island

1. Harbor View Pool House – Dry System -2008.
2. Harbor View Bldg. – Dry System – 2007; Viking; 6”; Model F-1
3. Richards Bldg. – Wet System – Rockwood; 4”
4. Admin. Bldg. – Wet System – Firematic; 4”
5. Powerhouse Bldg. – Wet System – 2005; Victaulic; 4”
6. Nichols Bldg. – Wet System – Central; 4”
7. A, B, C & D Wards – Wet System – Reliable; 4”; Model D
8. Morrison Bldg. – Wet System – Rockwood; 4”
9. Tobin Bldg. – Wet System – Central; 6”
10. Motor Pool Bldg. – Wet System –
11. Mc Gilvary Bldg. – Wet System – 2”

Northampton Square – 35 Northampton Square Boston MA 02118

1. Garage – Dry System –
2. Miranda Creamer Bldg. – (2) two standpipes
3. South End Fitness Center

Men Shelter - 112 Southampton Street Boston MA 02118

1. Wet System

Woods Mullen 794 Mass Avenue Boston MA 02118

1. Wet System

Finland Bldg. 774 Albany St Boston MA 02118

1. (2) Two Standpipes

Mattapan Campus

1. 201 River Street – Transitions Building
2. 203 River Street – EMS
3. 205 River Street – Property Management
4. 209 River Street - Entre Familia
5. 211 River Street – Day Care
6. 213 River Street – Food Pantry – No Sprinklers – N/A
7. 215 River Street – Unoccupied / old kitchen – No Sprinklers – N/A

Sprinkler Service Contract Bid Form

To be considered for the BPHC fire alarm service contract, vendors must complete the following.

Long Island Campus Quarterly Sprinkler Inspection and Fire Pump Inspection:

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

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

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

Mattapan Campus Quarterly Sprinkler Inspection:

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

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

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

Note: 213 & 215 River Street are not sprinkled.

Northampton Square Quarterly Sprinkler Inspection and Fire Pump Inspections:

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

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

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

Note: High Rise (35 Northampton St) and Low Rise (860 Harrison Ave) are excluded from contract.

Woods Mullen Quarterly Sprinkler Inspection and Fire Pump Inspections

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

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

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

Finland Fire Pump Inspections

January 1st, 2024, through December 31, 2024: \$ _____ / year
January 1st, 2025, through December 31, 2025: \$ _____ / year
January 1st, 2026, through December 31, 2026: \$ _____ / year

Men Shelter 112 Southampton Street Quarterly Sprinkler Inspection and Fire Pump Inspections

January 1st, 2024, through December 31, 2024: \$ _____ / year
January 1st, 2025, through December 31, 2025: \$ _____ / year
January 1st, 2026, through December 31, 2026: \$ _____ / year

26 Atkinson Street Quarterly Sprinkler Inspection

January 1st, 2024, through December 31, 2024: \$ _____ / year
January 1st, 2025, through December 31, 2025: \$ _____ / year
January 1st, 2026, through December 31, 2026: \$ _____ / year

Hourly Service – first shift (7:00 AM – 3:00 PM):

January 1st, 2024, through December 31, 2024: \$ _____ / year
January 1st, 2025, through December 31, 2025: \$ _____ / year
January 1st, 2026, through December 31, 2026: \$ _____ / year

Hourly Service – second shift (3:00 PM – 11:00 PM):

January 1st, 2024, through December 31, 2024: \$ _____ / year
January 1st, 2025, through December 31, 2025: \$ _____ / year
January 1st, 2026, through December 31, 2026: \$ _____ / year

Hourly Service – third shift (11:00 PM – 7:00 AM):

January 1st, 2024, through December 31, 2024: \$ _____ / year
January 1st, 2025, through December 31, 2025: \$ _____ / year
January 1st, 2026, through December 31, 2026: \$ _____ / year

Shutdowns (Stand-By) Service Rates: (for third parties tests & Inspections)

January 1st, 2024, through December 31, 2024: \$ _____ / year
January 1st, 2025, through December 31, 2025: \$ _____ / year
January 1st, 2026, through December 31, 2026: \$ _____ / year

Allowances

- a. Twelve shut down with standby & restoration per fiscal year: 12 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

This form serves as the cover page for bid documents and bid cost submissions. Bids will be rejected without a 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: _____

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