

BERGEN COMMUNITY COLLEGE  
400 PARAMUS ROAD  
PARAMUS, NEW JERSEY 07652  
REQUEST FOR BIDS  
FIRE ALARM SYSTEMS MAINTENANCE AND REPAIRS  
PUBLIC BID P-2257

NOTICE TO BIDDERS

**PUBLIC NOTICE** is hereby given that SEALED BIDS for **Fire Alarm Systems Maintenance And Repairs** will be received at the Office of the Director of Purchasing and Services, Bergen Community College, Pitkin Education Center, 400 Paramus Road, Paramus, New Jersey 07652 until **11:30 a.m. local time, Friday, January 5, 2018, Room # A-231** at which time they will be publicly opened and read aloud.

A complete set of Bid Documents may be obtained by registering on our website at, <http://www.bergen.edu/community/purchasing/current-vendor-opportunities>. A PRE-BID CONFERENCE will be held in **Room # A-231, Pitkin Education Center, 400 Paramus Road, Paramus, NJ** on **Thursday, December 14, 2017 at 10:00 a.m. Attendance is STRONGLY RECOMMENDED.**

**Bid Bond:** Bid security, in the amount of 10% of the bid, not to exceed \$20,000, must accompany each bid that is submitted. At the option of the bidder, the bid security may be in the form of a certified check, cashier's check or Bid Bond payable to Bergen Community College. If a Bid Bond is submitted, it shall be in substantially the form set forth in Section C of the Request for Bids, Form 00600. The Bid Bond shall be obtained from a surety(ies) that is (are) authorized to do business in the State of New Jersey, that satisfies the requirements set forth in N.J.S.A. 2A:44-143 a. (1) (b) and that is listed in the United States Treasury Department Circular 570. Such Bid Bond shall not contain any conditions to the obligations of the surety company(ies) issuing the Bid Bond. Bid Bonds signed by an Attorney-in-Fact shall be accompanied by an executed and certified Power-of-Attorney.

BIDDER IS REQUIRED TO COMPLY WITH THE REQUIREMENTS OF P.L. 1975 C. 127 (N.J.S.A. 10:5-31 et seq. AND N.J.A.C. 17:27), AND MUST SUBMIT WITH ITS BID FORM NO. 00810C, "Equal Employment Opportunities Response Sheet for General Service Contracts.". BIDDER MUST SUBMIT A COPY OF ITS BUSINESS REGISTRATION CERTIFICATE ISSUED BY NEW JERSEY DEPARTMENT OF TREASURY PURSUANT TO P.L. 2004, C.57 (N.J.S.A. 52:32-44). ALL BUSINESS ORGANIZATIONS THAT CONDUCT BUSINESS WITH A NEW JERSEY GOVERNMENT AGENCY ARE REQUIRED TO BE REGISTERED WITH THE NEW JERSEY DEPARTMENT OF TREASURY. THEREFORE, BIDDER MUST SUBMIT THE BUSINESS REGISTRATION CERTIFICATE FOR ITSELF AND ITS SUBCONTRACTORS AT THE TIME OF BID SUBMISSION AS PROOF THAT, AT THE TIME OF THE BID, IT AND ITS SUBCONTRACTORS ARE REGISTERED WITH THE NEW JERSEY DEPARTMENT OF TREASURY, DIVISION OF REVENUE.

Proposals must be made upon and in accordance with the forms provided in the Bid Documents. No bids will be received after the time and date specified above, and no bidder may withdraw its bid within sixty (60) days after bid opening.

Bergen Community College reserves the right, pursuant to applicable law, to waive any informalities or to reject any or all bids.

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Bid envelopes must be marked with "Bid No. P-2257" and indicate a "Sealed Bid" in the lower left-hand corner.

DATE: December 8, 2017

For Bergen Community College  
B. Golden, Director, Purchasing and Services

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TECHNICAL SPECIFICATIONS

PROJECT MANUAL

1.0 General

1.1 Scope

This specifications covers the minimum requirements for the inspection, testing, and maintenance of the existing **Notifier** fire alarm systems at Bergen Community College (BCC) campus (systems include those serving the Pitkin Education Center, Ender Hall, West Hall, Veterinarian Technology Building, and the Science and Technology Center, Health Professions Building) and for their initiation and notification components and Scoskie Hall (Simplex). Provide scheduled maintenance, test and inspection serviced **twelve times per year** (monthly). Complete written inspection results, acceptable to the authority having jurisdiction shall be provided upon completion of each inspection.

1.2 Inspection, testing, and maintenance programs shall satisfy the requirements of NFPA 72, conform to the equipment manufacturer's recommendations, and verify proper operation of the fire alarm system.

1.3 Service personnel shall be qualified and experienced in the inspection, testing, programming and maintenance of fire Notifier Alarm systems. Requirements for Personnel shall include, but not limited to:

- factory trained and certified (Notifier)
- Licensed electrician or State Certified
- National Institute for Certification in Engineering Technologies fire alarm certified.
- International Municipal Signal Association fire alarm certified.
- Certified by a state or local authority.
- Trained and qualified personnel employed by an organization listed by a national testing laboratory for the servicing of fire alarm system.

1.4 Notification

Before proceeding with any testing, all persons who receive and facilities that receive alarm, supervisory, or trouble signals, and all building occupants, shall be notified to prevent any unnecessary response. At the conclusion of testing, those previously notified (and others, as necessary) shall be notified that testing has been concluded.

The owner or owner's designated representative and service personnel shall coordinate system testing to prevent interruption of critical campus systems or equipment.

1.5 Releasing Systems

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Testing personnel shall be familiar with the specific arrangement and operation of the suppression systems and releasing functions and cognizant of the hazards associated with inadvertent system discharge.

Occupant notification shall be required whenever a fire alarm system configured for releasing service is being serviced or tested.

Testing shall include verification that the releasing circuits and components energized or actuated by the fire alarm system are electrically supervised and operate as intended on alarm.

Suppression systems and releasing components shall be returned to their normal condition upon completion of system testing.

1.6 Annual Full System Testing

1.6.1 During summer or winter breaks, when the College is not in session, the entire system shall be tested in complete accordance with NFPA standards and the State of New Jersey Uniform Fire Code. All devices shall be functionally tested and all smoke detectors shall additionally be tested for sensitivity. All equipment shall be tested and maintained in accordance with manufacturer's written procedures.

1.6.2 All smoke detectors shall be disassembled and cleaned.

1.6.3 All water-flow devices shall be tested via flow of water through inspector's test or drain valve.

1.6.4 All supervisory devices shall be tested via actual operation of valve.

1.6.5 All heat detectors, manual stations, warden stations and all other devices shall be functionally tested and cleaned of debris and dust.

1.6.6 All notification appliances shall be functionally tested via db meter.

1.6.7 All sub-systems such as kitchen hood and halon shall be disabled and caused to activate the fire alarm system.

1.6.8 Test per code B-110 Computer Room FM 200 system.

1.6.9 Trip test and reset tunnel dry (A-021) system, B-110 Computer Room FM 200 system and deluge system.

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- 1.7 Monthly System Testing & Inspection And Quarterly Sprinkler System Flow Testing:
- 1.7.1 During each visit every fire alarm control panel, annunciator, remote node, transponder, power supply / battery, amplifier and shall be maintained, tested and inspected.
  - 1.7.2 During each visit, the system database shall be backed up and a hard copy in the form of a CD shall be turned over to the College.
  - 1.7.3 During each visit, (10) initiating devices from each SLC shall be functionally tested.
  - 1.7.4 During each visit, all notification appliance circuits shall be activated and verified for operation. Each transponder / amplifier panel shall be functionally tested. Testing shall be performed before or after normal operating hours.
  - 1.7.5 Test four (4) of the valve station drains.
  - 1.7.6 Quarterly Testing of sprinkler system and associated alarm points (tamper and flow switches).
- 1.8 Test Methods
- 1.8.1 Central Stations  
Fire alarm systems and other systems and equipment that are associated with fire alarm systems and accessory equipment shall be tested in accordance with NFPA 72.  
  
A planned preventative maintenance program shall be submitted by the successful bidder to Bergen Community College prior to starting any work
- 1.9 Inspection and Testing Frequency
- 1.9.1 Visual Inspection  
Visual inspection shall be performed in accordance with NFPA 72 Schedule twelve (12) times per year (monthly). The visual inspection shall be made to ensure that there are no changes that can affect equipment performance.
  - 1.9.2 Testing  
Testing shall be performed in accordance with the schedules in NFPA 72, twelve (12) times per year (monthly).

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1.9.2.1 For smoke detectors, minimum 10 detectors shall be tested on each initiating circuit monthly. A record of detector-caused nuisance alarms and subsequent trends of these alarms shall be maintained. In zones or in areas where nuisance alarms show any increase over the previous month, calibration tests shall be performed. To ensure that each smoke detector is within its listed and marked sensitivity range, it shall be tested using either:

- (a) calibrated test method; or
- (b) The manufacturer's calibrated sensitivity test instrument; or
- (c) Listed control equipment arranged for the purpose; or
- (d) A smoke detector/control arrangement whereby the detector causes a signal at the control unit where its sensitivity is outside its acceptable sensitivity range; or
- (e) Other calibrated sensitivity test method acceptable to the authority having jurisdiction.

Detectors found to have sensitivity outside the listed and marked sensitivity range shall be cleaned and recalibrated or replaced.

The detector sensitivity shall not be tested or measured using any device that administers an unmeasured concentration of smoke or other aerosol into the detector.

1.9.2.2 For restorable fixed-temperature spot-type heat detectors, two or more detectors shall be tested on each initiating circuit monthly. Different detectors shall be tested each month with records kept by the College specifying which detectors have been tested.

1.9.2.3 All inspection, maintenance and testing visits shall be supervised by a technician NICET certified at level II. All inspection reports shall be reviewed by and signed by a technician NICET certified at level IV.

1.9.2.4 Printouts of all device testing activity shall be provided to the College along with inspection and certification forms.

1.9.2.5 A planned preventative maintenance program shall be submitted by the successful bidder to Bergen Community College prior to starting any work

1.9.2.6 Any deficiencies noted during inspections shall be immediately brought to the College's attention in writing.

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- 1.10.1 Fire alarm system equipment shall be periodically maintained in accordance with the manufacturer's instructions.
- 1.10.2 Any accumulation of dust and dirt can adversely affect device and appliance performance. The frequency of cleaning depends on the type of equipment and the local ambient conditions (minimum once per year).
- 1.10.3 All apparatus requirement rewinding or resetting to maintain normal operation shall be restored to normal as promptly as possible after each test and alarm and kept in normal condition for operation. All test signals received shall be recorded to indicated date, time, and type.
- 1.11 Emergency Service, Repairs and Modifications:
- 1.11.1 Contractor shall provide emergency service on a 24 / 7 basis with a **four hour emergency response** from the time a service call is placed with the contractor. To respond means that trained and authorized technicians / mechanics must be on the College's campus ready to inspect, evaluate and repair any faulty equipment, device, damaged wiring, power source or any other impairment to the system. Labor cost shall include all costs including tools, vehicle fuel etc.
- 1.11.2 Contractor shall provide a live answering service during off normal business hours.
- 1.11.3 Contractor shall guarantee all workmanship, parts, equipment and materials furnished or installed under the contract period.
- 1.11.4 At the discretion of the Owner, contractors failing to meet emergency response conditions as noted above shall be assessed liquidated damages in the amount of \$100.00/hour for failure to respond as specified.
- 1.11.5 Contractor shall have the in-house capability to provide additions and modifications to the system upon request of the College. Contractor shall have the appropriate software required to modify programming, including change, enter, delete. Capabilities shall include design and engineering, securing of permits, provision of parts and materials as well as qualified and licensed installation including conduit and wiring.
- 1.12 Bidder's Qualifications:

Because of the essential life safety aspects of this contract Bidders shall meet all of the following criteria and submit proof of same with their bid:

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1.12.1 Bidder shall directly employ at least (1) technician certified at level II by NICET in the field of Fire Protection Engineering Technology subfield of Fire Alarm Systems. (1) Technician certified at level II must be on site during all inspections. Bidder shall additionally employ (1) Senior Engineering Technician certified at level IV who will be responsible for reviewing all inspections performed and signing all inspections and certifications.

1.12.2 Bidder shall be a licensed New Jersey Electrical Contractor or State Certified and have a valid business permit. Licenses held by employees or sub-contractors shall not be considered unless the form the basis for the bidder's electrical license.

1.12.3 Bidder shall hold a valid New Jersey Fire Protection Contractor Business Permit in the protection area of "Fire Alarm System Contractor".

1.12.4 Additional Information:

- (a) Prior to starting work, successful bidder shall provide a list of all field technicians along with background checks for any employees working on campus in accordance with State of New Jersey law.
- (b) Licensing, permitting and NICET requirements as described above must be provided directly by the bidder and may not be subcontracted or outsourced.

#### 1.13 Records

Printouts of all device testing activity shall be provided to the College along with inspection and certification forms.

#### 2.0 Equipment

2.1 Based on visual inspection, Bergen Community College's approximate inventory of major equipment is as follows:

The Notifier Building fire alarm system is Notifier 640 system. There are 4 control panels, 3 remote annunciator panels and 9 nodes in the Pitkin building. The other facilities have one control panel and Ender Hall and Technology Buildings have audible communication and a remote annunciator panel.

The College will provide a man lift to reach the beam detectors.

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Other than the Pitkin Facility, the other buildings have one main sprinkler flow and one valve station. The duct detectors requiring special access is 10. They are located in the Pitkin Facility. The College will provide ladders to reach these detectors, if needed.

2.2 Spare Equipment

The contractor, as part of the Base Bid for each of the two years, is to provide the following spare equipment to the College:

- 10 heat detectors
- 50 Smoke detectors
- 1 Remote station
- 4 duct detectors
- 6 horn/strobes
- 4 print ribbon
- 10 monitor modules
- 2 beam detectors

3.0 Allowance

Line D of year one and year two of the Bid Sheet, Form 00300, for materials in the amount of \$30,000 per year for parts, as a contingency allowance.

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