

Invitation to Bid

20151201-02 FIRE EXTINGUISHER SERVICE

Responses to an Invitation to Bid will be received by the Purchasing Supervisor, Sumner County Board of Education, 1500 Airport Road, Gallatin, TN 37066 for 20151201-02 FIRE EXTINGUISHER SERVICE until 9:30 a.m. CDT December 1, 2015. Bid responses will be opened at that time, taken under advisement and evaluated. Should you have any questions please contact Tim Williams at tim.williams@sumnerschools.org. All proposals are subject to the Board of Education's conditions and specifications which are available from Vicky Currey, Purchasing Supervisor (615) 451-6560. All bids can be viewed on line at www.sumnerschools.org.

NOTICE TO RESPONDENTS

Responses to an Invitation to Bid will be received by the Purchasing Supervisor in the SUPPORT SERVICE FACILITY CONFERENCE ROOM, Sumner County Board of Education, 1500 Airport Road Gallatin, TN 37066. They will be received until **9:30 A.M. Local Time DECEMBER 1, 2015** for **20151201-02 FIRE EXTINGUISHER SERVICE**, at which time the responses will be opened, taken under advisement and evaluated. ***BIDS WILL BE POSTED ON www.sumnerschools.org***

GENERAL REQUIREMENTS AND CONDITIONS

1. The Sumner County Board of Education reserves the right to accept or reject any and/or all responses in whole or in part, and to waive informalities therein.
2. Any responses received after the scheduled closing time for the receipt for responses will not be considered.
3. If a mistake is discovered after the responses are received, only the Sumner County Board of Education may allow the respondent to withdraw the entire response.
4. Partial payments will not be approved unless justification for such payment can be shown. Terms will be net 30 days.
5. Payment will not be made until the said **20151201-02 FIRE EXTINGUISHER SERVICE** are inspected and approved as meeting all specifications by persons appointed by the Sumner County Board of Education.
6. Responses submitted must be in a sealed envelope and marked on the outside as follows:
RESPONSE: 20151201-02 FIRE EXTINGUISHER SERVICE
DEADLINE: DECEMBER 1, 2015 @ 9:30 A.M.
7. Facsimile responses will not be considered.
8. If a successful bidder violates any terms of their bid, the contract, school board policy or any law they may be disqualified from bidding for a period of two years for minor violations or longer for major violations. Bids from disqualified bidders will not be accepted during the period of disqualification.
9. Prices quoted on the response (if any) are to be considered firm and binding until the said **20151201-02 FIRE EXTINGUISHER SERVICE** are in the possession of the Sumner County Board of Education.
10. No purchase or contract is authorized or valid until the issuance of a Board Purchase Order in accordance with Board Policy. No Board Employee is authorized to purchase equipment, supplies or services prior to the issuance of such a Purchase Order.
11. Any deviation from these stated terms, specifications and conditions must be coordinated with and approved in writing by the Purchasing Supervisor, Vicky Currey (615) 451-6560.
12. All bids that exceed \$25,000 must have the Company Name, License Number, Expiration Date thereof and License Classification of Contractor listed on outside of sealed envelope. As required by State of Tennessee Code Annotated 62-6-119.
13. The awarded bidder will be required to post a performance and payment bond in the amount of 25% of the contract price if it exceeds \$100,000 as stated by State of Tennessee Code Annotated 12-4-201.
14. If the project cost in excess of \$25,000 a performance bond must be secured by the requesting party in an amount equal to the market improvement value.

Bid Specifications for Fire Extinguisher Service and Repair

The Sumner County Board of Education (Owner) is soliciting bids for servicing and repair, if needed, of Fire Extinguishers in forty seven (47) schools, six (6) administrative buildings, all classrooms, and all buses.

All extinguishers are to be serviced prior to 5/1/2016 and service date notated on a tag attached to the extinguisher. There are approximately 1750 extinguishers to be serviced. Pricing for the service should include the vendor going to the facilities for the initial service, and return trips for any service needed throughout the year. Any work not included in the base bid must be approved by the Owner's Representative prior to work being completed.

Listed on the following pages are quantities and types of extinguishers to be serviced. There is a space to price the inspection charge, recharge price and price to hydrostatic test each type and size extinguisher. Recharging and hydrostatic test is to be done only if needed.

Vendor shall assure sufficient service as to provide timely completion of inspections and testing that is convenient for the Schools and will not interfere with normal school operations.

Cost submitted shall be total Cost:

Service INCLUDING, but not limited to, Truck Charge, Fuel Charge, Environmental Charge, Service Call, Etc. (Total cost per unit). There shall be no "hidden" or "extra" fees.

The typical annual Portable **Fire Extinguisher Inspection and Service** shall consist of the following tasks, as well as, any and all tasks required in order to conform with all applicable NFPA, Federal, State, OSHA and Local Authority having jurisdiction Standards, Regulations, Codes and Requirements:

1. All refills, tests, repairs, etc. shall be completed by a properly licensed and certified technician per NFPA, Federal, State and Local Authority having jurisdiction. Including, but not limited to, NFPA Certification, State of Tennessee Certified, NFPA Certified, DOT Certified for Hydro Testing, and Factory Certified. A valid dated copy of the Certifications must accompany the Bid Form.
2. Supplier must provide the products and services quoted for the duration of the bid agreement. Substitutions for the convenience of the Supplier will not be accepted, and will be cause for termination of the bid agreement. Products discontinued by the manufacturer, supplanted by improved formulations, or in tight supply due to market conditions will not apply but will only be accepted upon written prior notification and acceptance by the School District. *The successful vendor shall not assign or delegate any obligation to another Supplier/Vendor without written consent of the school-purchasing group.*
3. Field technicians shall wear a uniform identifying the firm they represent and an ID badge with their picture and name. The districts reserve the right to exclude anyone from entry into the school proper for non-compliance with this requirement.
4. Dates and times for testing shall be set with the respective school Principal prior to any service being rendered. Upon entering a school facility, the field technician shall present himself / herself at the Main Office to sign in.

1	Check that unit is properly hung with the proper manufacturer's hanger.
2	Remove the extinguisher from its hanger.
3	Check the gauge pressure.
4	Check the condition of the gauge and its compatibility with the extinguisher.
5	Check the weight of the extinguisher.
6	Check that the last hydro-test test date is within code requirements.
7	Check the last 6-year maintenance inspection for compliance, if applicable.

8	Check the last 12-year maintenance inspection for compliance, if applicable.
9	Check the valve and shell for damage or corrosion.
10	Remove the hose and inspect it for cracks or splits.
11	Check the hose threads for signs of wear.
12	Perform conductivity test on hose, per NFPA 10
13	Check the condition of the discharge horn.
14	Check for obstructions that interfere with accessibility of the extinguisher.
15	Break the extinguisher seal and remove the locking pin.
16	Check the upper and lower handles.
17	Replace safety disk, if necessary.
18	Verification of service collar, replace if necessary.
19	Replace o-ring, if necessary.
20	Replace the locking pin and reseal the extinguisher.
21	Check the valve opening for powder or any foreign matter.
22	Refill extinguishers, if needed.
23	Empty & Recharge all stored pressure-loaded stream fire extinguishers.
24	For dry extinguishers, fluff the powder by turning the unit.
25	Clean the extinguisher shell with spray cleaner.
26	Return the hose to its proper position.
27	Check the condition of the hose/horn retention band at the side of the extinguisher.
28	Check that the unit's classification is properly identified with the appropriate decal.
29	Check that the operating instructions are clean and legible.
30	Tag the extinguisher properly.
31	Survey the hazard area to verify that the unit classification corresponds with the hazard.
32	Check that the unit is properly located within the normal path of travel, at a conspicuous height.
33	Check that the unit is visible and unobstructed.
34	Insure HMIS label is in place and legible.
35	Replace the extinguisher on its hanger.
36	Compile a detailed report of the inspection and provide a legible written copy to the district.

This contract shall be renewable annually, in one (1) year increments, up to 3 years at the Owner's discretion.

FOR BID COMPARISON PURPOSES

For bid comparison purposes we are estimating that 2.5% of the units will require recharge, hydrostatic testing, replacement, 6 year service, and repair parts.

The formula to be used is as follows:

- A. Number of units each type x 6 year service unit price = 6 year cost.
- B. Number of units each type x recharge unit price = recharge cost.
- C. Number of units each type x hydrostatic test unit price = hydrostatic cost.
- D. Number of units each type x replacement unit price = replacement cost.
- E. Number of units each type x inspection unit price = inspection cost.
- F. 1. Total number of units (1700) x valve stems unit price = valve stem cost.
- 2. Total number of units (1700) x gauges unit price = gauge cost.
- 3. Total number of units (1700) x safety pins unit price = safety pins cost.

ENTER A PRICE IN ALL APPROPRIATE SPACES ON THE WORKSHEET

Fire Extinguisher Bid Worksheet – SY 2015-16

Extinguishers		A		B		C		D	
		6 Year Service		Recharge		Hydrostatic		Replacement	
Type	Qty.	\$/unit	Total	\$/unit	Total	\$/unit	Total	\$/unit	Total
ABC 2.5lb	50								
ABC 5lb	700								
ABC 10lb	900								
ABC 20lb	5								
Halotrons	5								
ABC cart op 5lb	1								
K Class	45								
Water 2.5lb	10								
CO2 10lb	1								
B/C 2.5lb	1								
B/C 5lb	10								
B/C 10lb	20								
B/C 20lb	1								
P/K 5lb	1								
Total =	1750								
		6 Year service	x .025	Re-charge	x .025	Hydro-static	x .025	Replace-ment	x .025
		total A=		total B=		total C=		total D=	

E = Inspection cost per unit = _____ x 1750 = total **E**

		\$/unit			(Add 1,2,& 3)
F =	1.)	valve stems	_____ x 1750 = _____	_____ x .025= _____	
	2.)	gauges	_____ x 1750 = _____	_____ x .025= _____	
	3.)	safety pins	_____ x 1750 = _____	_____ x .025= _____	
					total F=

Total Bid Price = A+B+C+D+E+F Grand Total = _____

Please provide all applicable charges for additional services performed other than work provided by this RFP.

- Service Call....._____
- Hourly Rate....._____
- Truck Charge....._____
- Fuel Charge....._____
- Extinguisher Repair Charge, Plus Parts _____

COMPANY NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

Signature of Authorized Company Representative: _____ Date: _____

Federal ID # _____

Tennessee State License # _____

For more information or any questions concerning these specifications, contact Tim Williams at (615) 451-5243 or tim.williams@sumnerschools.org.