

REQUEST FOR LETTERS OF INTEREST

RFI FY20-142

Fire Alarm Services - JCI SimplexGrinnell



RFI Release Date: 9/16/2019

Written Questions Due: All questions must be submitted by email to al.shelton@browardschools.com.
Questions must be submitted no later than **5:00 p.m. ET on 9/19/2019**

Submittals Due: On or Before **2:00 p.m. ET on 9/25/2019**
to Procurement & Warehousing Services Department

Location: School Board of Broward County
Procurement & Warehousing Services Department
7720 West Oakland Park Boulevard, Suite 323
Sunrise, Florida 33351-6704

NAME OF PERSON TO CONTACT: Purchasing Agent Name: Al Shelton
Email Address: (al.shelton@browardschools.com).

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
Procurement & Warehousing Services Department
7720 W. Oakland Park Boulevard, Suite 323
Sunrise, Florida 33351-6704

*These are public meetings. The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, national origin, marital status, race, religion, sex or sexual orientation. Individuals who wish to file a discrimination and/or harassment complaint may call the Executive Director, Benefits & EEO Compliance at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may call Equal Educational Opportunities (EEO) at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

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SECTION 1.0, RESPONSE FORM

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This Proposal must be submitted to the Procurement & Warehousing Services Department of The School Board of Broward County, Florida, 7720 W. Oakland Park Boulevard, Suite 323, Sunrise, Florida 33351-6704, on or before **2:00 p.m. ET, 9/25/2019**, and plainly marked **FY20-142 - Fire Alarm Services - JCI SimplexGrinnell**. Proposals received after 2:00 p.m. ET on the date due will not be considered.

One complete, original proposal (clearly marked as such), including this **RESPONSE FORM** (Page 1 of RFI FY20-142, must be fully executed and returned on or before 2:00 p.m. ET on date due to the Procurement & Warehousing Services Department in accordance with the submittal requirements. Proposal must contain all information required to be included in the proposal as described herein. Completed proposals must be submitted in a sealed envelope (package, box, etc.) with the RFI number and name clearly typed or written on the front.

RESPONDENT INFORMATION

RESPONDENT'S NAME: _____

STREET ADDRESS: _____

CITY AND STATE: _____

RESPONDENT TELEPHONE: _____ RESPONDENT FAX: _____

RESPONDENT TOLL FREE: _____

CONTACT PERSON: _____

CONTACT PERSON'S ADDRESS: _____

CONTACT TELEPHONE: _____ CONTACT FAX: _____

CONTACT TOLL FREE: _____

INTERNET E-MAIL ADDRESS: _____ INTERNET URL: _____

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SECTION 2.0, INTRODUCTION AND GENERAL INFORMATION

The School Board of Broward County, Florida (hereinafter referred to as "SBBC") provides pre-K through 12th grade, adult and technical education for residents of Broward County, Florida. As one of the sixty-seven (67) school districts in the State of Florida, SBBC fulfills its educational requirements to the residents of Broward County through over 225 schools and facilities located throughout Broward County providing a comprehensive range of educational programs. For more detailed information about SBBC, visit www.browardschools.com.

The purpose of this Request for Information ("RFI") is to seek proposals containing letters of interest and qualifications from those companies who can provide and are authorized to bid on services and maintenance of SimplexGrinnell equipment.

SECTION 3.0, QUESTIONS AND INTERPRETATIONS

Questions and Interpretations: Any questions concerning any portion of this RFI must be submitted, in writing, to **Al Shelton, Procurement & Warehousing Services Department**, at the address listed on the cover page or via e-mail at al.shelton@browardschools.com. Any questions which require a response which amends the RFI document in any manner will be answered via Addendum by the Procurement & Warehousing Services Department and provided to all Respondents. No information given in any other matter will be binding on SBBC.

Any questions concerning any condition or requirement of this RFI must be received in the Procurement & Warehousing Services Department, in writing, **on or before 9/19/2019. Questions received after this date will not be answered.** Submit all questions to the attention of the individual stated above. If necessary, an Addendum will be issued. Any verbal or written information, which is obtained other than by information in this RFI document or by Addenda, shall not be binding on SBBC.

SECTION 4.0, SUBMITTAL REQUIREMENTS

All responses to the RFI should include the following information and be organized in a manner consistent with this section. Responses will be evaluated as established in Section (Enter Section #).

1. **Letter of Interest.** The interest letter should include a brief abstract, including experiences and strengths of the company, of no more than three letter-size pages stating the respondent's understanding of the nature and scope of services SBBC is looking to receive, as detailed in Section 5.0.
2. **Manufacturer Authorization:** Letter by Manufacturer Johnson Controls SimplexGrinnell authorizing your company as certified to provide services and maintenance on SimplexGrinnell equipment.

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SECTION 5.0, SCOPE OF SERVICES

PART 1, GENERAL SPECIFICATIONS:

1. **FACILITY USE, CLEAN-UP AND PROTECTION:**

- A. The awardee shall not utilize cafeteria area, SBBC equipment, materials and tools without prior permission from the site administrator.
- B. The awardee shall remove all tools, equipment and material from premises immediately upon completion of work.
- C. The awardee shall leave the work area ready for use and occupancy without the need of further cleaning of any kind.
- D. The awardee shall provide and maintain temporary protection of the existing equipment and/or structure and protect occupants of building.
- E. The awardee shall not obstruct passageways or other means of egress.

2. **LABELING:** The awardee shall be responsible for providing updated inspection stickers on all fire alarm panels serviced or inspected. There shall only be one sticker on the fire alarm panel and when updated, the old sticker shall be removed. The awardee shall also be responsible for filling out the Physical Plant Operations Fire Alarm Log Book with detailed information as to what was inspected or tested every time the system is inspected or tested. This is imperative to maintain a consistency and continuity between the Physical Plant Operations Department and the awardee to eliminate confusion and wasted time when troubleshooting fire alarm systems throughout SBBC.

3. **EMERGENCY BACK-UP SYSTEMS:** If the awardee has to take the fire alarm system off line for any reason, the awardee shall be responsible to provide an emergency backup UPS (uninterrupted power source) for the intercom system. The UPS shall remain at the facility until the fire alarm system is back on line. The intercom must work correctly throughout the facility if it is to be used as an emergency communication backup. Under no circumstance shall the fire alarm system remain off line for more than 30 days.

4. **QUALITY ASSURANCE:**

- A. **Notification of System Failure:** Should any repair performed by awardee result in a fire alarm system failure, the awardee shall immediately inform the Physical Plant Operations Fire Alarm representative of the anticipated down time period. The awardee shall make every effort to expedite repairs and minimize the down time period.
- B. **Awardee Accessibility:** The awardee shall maintain a 24-hour, year round emergency answering service. Failure to respond in a timely manner to SBBC requests for service may constitute grounds for termination of this contract.
- C. **System Condition:** At the conclusion of any completed service for repairs, inspections, etc., the awardee shall ensure that the fire alarm systems are left in an operable condition and shall enter all services provided in the facility system maintenance record logbooks. The awardee shall ensure that the fire alarm system is properly tagged after the conclusion of each inspection or service in accordance with SFM 4A – 48, or as amended.

5. **SITE VISITS:** Prospective vendors may make site inspections of listed facilities to familiarize themselves with the unique environment where the work is to take place. An appointment can be made to look at some of the sites, per discussion at the Bidders' Conference.

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6. TRAINING:

- A. Awardee shall provide a minimum of one on-site end-user training session per facility for designated personnel once per year for the term of this contract. Training shall be scheduled by SBBC authorized representative.
- B. The training class shall be conducted for SBBC personnel as determined by SBBC authorized representative.
- C. Training shall cover system user operation.
- D. The training session shall be conducted for a minimum period of one hour and shall not exceed two hours.
- E. A copy of the list of attendees shall be placed in the system record logbook and the original list shall be forwarded to SBBC authorized representative.
- F. Copies of users' manuals, service bulletins, software, and service manuals shall be provided by the awardee.

PART 2 – PRODUCTS:

1. **PARTS:** All parts and materials provided under this agreement shall be new, purchased from the OEM, free from defects, suitable for the intended use and warranted for a minimum of one year. Use of non-OEM parts must be approved by SBBC authorized representative in writing prior to installation.

All non-OEM parts and/or assemblies deemed non-repairable or defective shall be replaced with parts or assemblies that are OEM approved. Replacement of all components shall be with other components of equal or better quality as determined by SBBC authorized representative. All materials and parts shall be UL listed.

2. **MANUALS:** Service personnel must have in their possession the manufacturer's user, installation, programming and operation manuals for the fire alarm system being serviced. Upon request, two copies shall be provided at no cost to SBBC.

PART 3 – OPERATIONAL PROCEDURES:

1. All quotations for repairs shall show SBBC discounted unit prices for labor, material, equipment and other costs that may apply.
2. Awardee shall provide updated price lists to SBBC Physical Plant Operations Department as they are updated. These manuals shall be used by SBBC Physical Plant Operations Department to verify the percent discount of the manufacturer's most recent published price list.
3. The awardee shall verify that any failed component found on a PC board within a fire alarm panel will require the entire PC board to be replaced. Under no circumstances shall the equipment be modified, in turn voiding the UL Listing of the equipment. If not covered by warranty, the PC board shall be returned to SBBC Physical Plant Operations Department.

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4. In the event that any SBBC facility experiences a “fire alarm system down”, the awardee shall locate the materials needed to make necessary repairs and shall arrange that all necessary materials be received no later than the next day after notification, if available. Extra shipping charges, if applicable, may be added to the cost of equipment after discount.

5. The awardee shall be responsible for providing an updated service sticker and inspection sticker on all fire alarm panels that are serviced or inspected. There shall only be one sticker on the fire alarm panel, and when updated, the old sticker shall be removed. The awardee shall also be responsible for filling out the PPO Fire Alarm Log Book with detailed information as to what was worked on, replaced, tested, or repaired every time the system is worked on in any way. This is imperative to maintain a consistency and continuity between the PPO Department and the awardee in order to eliminate confusion and save time when troubleshooting fire alarm systems throughout SBBC.

6. The awardee shall be responsible for scheduling timely rough and final inspections with the Uniform Building Code Inspection Department for new installations throughout SBBC. The awardee shall provide passed inspection reports to SBBC Physical Plant Operations Department to ensure invoices are approved for payment. Final draw will not be approved until SBBC Physical Plant Operations Department has received a passed final inspection report.

7. When awardee is issued an emergency request for repair or service, the awardee shall respond to the appropriate facility within 24 hours of receiving a “Notice to Proceed”, assuming that said facility is made available to the awardee by SBBC.

8. Awardee shall be responsible for maintaining an open line of communication with SBBC Physical Plant Operations Department. When a fire alarm is under repair by the awardee, SBBC Physical Plant Operations Department shall be updated by the awardee on a daily basis as to the status of the repairs and condition of the fire alarm panel. Awardee must also notify SBBC Physical Plant Operations Department, in writing, upon completion of all projects.

9. SBBC will provide the awardee with a weekly project update form. Awardee must complete this form with all information relating to outstanding work orders and projects issued to them by SBBC Physical Plant Operations Department. This form must be filled out and faxed to the Physical Plant Operations Department every Friday at an agreed-upon time.

10. Awardee must be a factory-authorized distributor of the manufactured parts and equipment being proposed for contract services. Awardee must also be able to supply technical support for those products as well as updated parts books and price lists as they become available. SBBC reserves the right to request the awardee to perform services on equipment other than that for which the awardee is factory authorized, in extreme circumstances.

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11. Awardee shall install all fire alarm equipment per SBBC Facilities and Construction Management Department Guide Specification Section 13845 latest adopted versions. Awardee shall adhere to all requirements and specifications in this section.
12. During system upgrades and construction projects the awardee shall provide a working map of the facility. This map shall be posted at the enunciator in the front office. The drawing shall be updated as new devices are brought back on line.
13. The awardee shall be responsible to contact the local authorities responsible for underground locations for all utilities before excavation begins at any SBBC facility. The awardee shall be responsible to make repairs to any damage that may occur during underground excavation projects.
14. During retrofits and replacements to existing fire alarm systems, the awardee shall provide temporary fire alarm initiation and notification to any area or portion of the school or center that is to be disconnected before any of these areas or sections of the facility are taken off line. The extent of the temporary fire alarm initiation and notification coverage shall be determined and approved by SBBC Physical Plant Operations Fire Alarm Department. Under no circumstances shall a portion of the fire alarm system be disabled without prior authorization and approval of SBBC Physical Plant Operations Fire Alarm Department during these renovation or replacement projects.
15. During renovation, upgrades and new fire alarm installations, the awardee shall be responsible for notifying SBBC Physical Plant Operations Fire Alarm Department prior to the final acceptance tests being performed on the newly installed fire alarm systems and arranging for a representative of SBBC Physical Plant Operations Fire Alarm Department to be present during this final acceptance testing. A representative of SBBC Physical Plant Operations Fire Alarm Department must be present during this final acceptance testing.

PART 4, INSPECTION REQUIREMENTS:

1. SBBC shall provide personnel to supervise inspections. Awardee shall provide a minimum of one factory trained technician to perform testing. Code required alarm logs will be provided by awardee. Awardee shall "spot" devices on floor plans provided by SBBC. SBBC shall determine color-coding of devices and advise awardee. Awardee shall number and clearly mark all peripheral devices. During testing awardee shall record all device numbers with specific location information, using F.I.S.H. (Florida Inventory of School Houses), numbers whenever possible. Awardee shall complete an N.F.P.A. (National Fire Protection Association), inspection and testing form for each location and forward these to the Physical Plant Operations Department upon completion. Awardee's staff is required to have adequate computer skills to use a laptop computer to interface with SBBC's systems in order to access information and print reports and other documents as necessary.
2. All tests shall be conducted in accordance with N.F.P.A. 72 (latest adopted version) and shall include all required tests at the required intervals. Awardee shall, upon arrival, perform visual inspection of control panel(s), noting any alarm or trouble conditions and perform 100% functional test on all peripheral devices. Smoke detectors shall be tested in place to ensure smoke entry into the sensing chamber and an alarm condition. Testing with smoke or listed aerosol acceptable to the manufacturer are the only

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acceptable methods. Testing material will be provided by the awardee. After smoke testing is completed, the awardee shall use canned air to clean the detector-sensing chamber. Magnet or other testing methods will not be accepted by SBBC. Awardee shall heat test all restorable style heat detectors. Non-restorable types shall not be heat tested. Non-restorable heat detectors shall be tested mechanically and electrically for verification of circuit wiring integrity. Restorable type heat detectors shall be tested with a heat source per manufacturer's recommendation for response within one minute. Water flow and tamper switches shall be tested to ensure integrity of wiring as well as proper alarm reporting. Remote enunciators shall be tested for proper operation (display information and remote control functions). Batteries used for back up shall be load tested with the results recorded in the inspection report. Method of load test shall be included in inspection report. Whenever possible, awardee shall test for ground fault detection and the results will be included in the inspection report. Awardee shall perform load test on all signal and visual circuits. The amperage draw for each circuit shall be documented in the inspection report. All initiating and indicating circuits shall be tested for supervision, ground fault and short circuit conditions. Awardee shall test and record all control functions (i.e., AHU shutdown, door holders, gas shutdown, elevator recall, etc.) in the inspection report. Completed inspection reports shall be typed or computer generated. These reports, along with a list of any deficiencies that were found during the test, shall be sent to SBBC Physical Plant Operations Department immediately, not to exceed 24 hours. This report is to supplement, not replace, the N.F.P.A. Inspection/Testing Report. A preliminary report will be left at the control panel upon completion of testing.

3. The testing and certification of a fire alarm system at an SBBC facility shall include all temporary and permanent structures including all portable classroom buildings. The testing shall take place during the evening hours as much as possible as arranged with SBBC Physical Plant Operations Fire Alarm Department.

PART 5 – NON-PERFORMANCE:

Each project must be completed as quickly as reasonably possible, not to exceed the number of calendar days set forth in the “Notice to Proceed”. The start date of each project shall be the date that the “Notice to Proceed” is issued. The completion date shall be the date mutually agreed upon between SBBC and awardee prior to issuing the “Notice to Proceed”. SBBC reserves the right to enforce a \$150.00 per calendar day liquidated damages charge to be paid to SBBC by the awardee. The liquidated damages, if enforced, will begin the day after the agreed upon completion date and will continue until the project is substantially complete.

PART 6 – FIRE ALARM SYSTEM PROJECT FLOW FOR UPGRADES AND REPAIRS

1. SBBC will identify the project.
2. SBBC and awardee will meet at designated facility and review project for design, scheduling and proposal.
3. All drawings, drafting and engineering activities will be coordinated with SBBC Facilities and Construction Management Department.
4. SBBC will distribute the approved plans to the awardee for a quotation.

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5. SBBC will review the quotation.

6. Upon approval, SBBC will issue a “Notice to Proceed” which will include the control number, work order number, start and completion dates and scope of work.

7. Awardee will contact SBBC Building Department for timely rough and final inspections. Upon completion of the project, the awardee will call for a final inspection and forward the passed final inspection paperwork to the Physical Plant Operations Department. (Final draw for the project will be withheld until this paperwork is received by the Fire Alarm Supervisor at the Physical Plant Operations Department).

8. Upon passing the final inspection, the awardee will provide N.F.P.A. certification documentation and all close out documentation to SBBC Physical Plant Operations Department.

9. The awardee shall at this time provide end-user training to the Head Custodian, Head Facilities Serviceperson and any other interested personnel at the facility. (Also, see Bid Specifications, Part 1, Item 6.)

10. The awardee shall provide as-built drawings and panel software to the Physical Plant Operations Department upon completion.

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SECTION 5.0, STATEMENT OF "NO RESPONSE"

If your company will not be submitting a response to this Request for Invitation, please complete this Statement of "No Response" Sheet and return, prior to the RFI Due Date established within, to:

The School Board of Broward County, Florida
 Procurement & Warehousing Services Department
 7720 West Oakland Park Boulevard, Suite 323
 Sunrise, Florida 33351

This information will help SBBC in the preparation of future Bids.

Bid Number: _____ Title: _____

Company Name: _____

Contact: _____

Address: _____

Telephone: _____ Facsimile: _____

√	Reasons for "NO Bid":
<input type="checkbox"/>	Unable to comply with product or service specifications.
<input type="checkbox"/>	Unable to comply with scope of work.
<input type="checkbox"/>	Unable to quote on all items in the group.
<input type="checkbox"/>	Insufficient time to respond to the Request for Information.
<input type="checkbox"/>	Unable to hold prices firm through the term of the contract period.
<input type="checkbox"/>	Our schedule would not permit us to perform.
<input type="checkbox"/>	Unable to meet delivery requirements.
<input type="checkbox"/>	Unable to meet bond requirements.
<input type="checkbox"/>	Unable to meet insurance requirements.
<input type="checkbox"/>	Other (Specify below)

Comments:

Signature: _____ Date: _____