

**THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF HUMAN SERVICES
DEPARTMENT OF MENTAL HEALTH**

S P E C I F I C A T I O N S

FOR

SERVICE, MAINTENANCE AND TESTING

OF

EXISTING SPRINKLER SYSTEM

AT

**SOLOMON CARTER FULLER MENTAL HEALTH CENTER
85 EAST NEWTON STREET
BOSTON, MASSACHUSETTS**

PROJECT NO. 2021-006

**DEPARTMENT OF MENTAL HEALTH
OFFICE OF FACILITIES MANAGEMENT
167 LYMAN STREET
WESTBOROUGH, MA 01581**

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SECTION I
SPRINKLER MAINTENANCE AND TESTING
SOLOMON CARTER FULLER MENTAL HEALTH CENTER

1-01 GENERAL CONDITIONS

- A. Attention is directed to Part 3 of the bid documents “GENERAL CONDITIONS”, which are hereby made a part of this Section of the Specifications.

1-02 SCOPE OF WORK

The scope of work required, without limiting the generality thereof shall include the furnishing of all labor, materials, tools, equipment, appurtenances, devices and transportation necessary or incidental for testing, maintenance, service, repair and programming of the existing sprinkler system at the Solomon Carter Fuller Mental Health Center for a period of thirty -six (36) months starting July 1, 2020 to June 30,2023. The scope of work shall also include the following:

- A. Testing of Sprinkler System – Contractor must supply labor and material to perform quarterly sprinkler testing per NFPA25, JCAHO, City of Boston Fire Dept. and other Authority having jurisdiction (AHJ) The tests shall include but not be limited to the following:
1. Test all supervisory devices quarterly.
 2. Test all water-flow devices quarterly.
 3. Perform a 2” main drain test quarterly.
 4. Perform an annual full flow fire pump test.
 5. Perform visual inspections of all system from the ground annually.
 6. Report must be submitted to Facility Manager for sprinkler system upon completion of quarterly and annual sprinkler testing.
 7. Replacement of sprinkler devices shall be a part of the testing and cost shall be included in Contractors Bid Price.
- B. The scope of work shall also include, but not necessarily be limited to the following:

The Contractor will Inspect, Test, Certify for the Authority Having Jurisdiction (AHJ), and provide Preventive and Corrective Maintenance for the SCFuller Mental Health Center sprinkler system detailed in these specs.

Contractor shall pay for and acquire the necessary permit from the AHJ. The Contractor will test all devices associated with the Sprinkler System according to the requirements of the most recent edition of NFPA75 and Joint Commission (JCAHO). The test methods employed will conform to the manufactures recommendations.

1-03 General

A. Inspection

The Contractor will conduct a visual inspection of every device as well as physically activating each device where applicable to ensure its proper operation as installed. The Contractor will follow NFPA recommended test methods and frequencies as a minimum guideline for system testing. System operation will be verified during quarterly inspections & testing of each device at least annually. Approximately one fourth of all devices will be tested each quarter (See Section 1-21).

Documentation of testing and a report of any deficiencies will be presented to the Facility Director or Designee for review before the technicians leave the facility. Any malfunction, failure, hazardous or otherwise unsafe or inoperable device or condition and any other non-compliant situation shall be immediately brought to the attention of the Facility Director or designee and shall be noted in the written report.

B. Preventive Maintenance

System components will be cleaned, recalibrated and retested if necessary to ensure continued performance and reduce the risk of component or system failure. During scheduled visits, minor repairs will be made, such as replacement of faulty or defective devices. All work beyond the scope of this contract, (Major Corrective Maintenance), shall be submitted as a separate proposal for the evaluation, approval, funding and authorization prior to the commencement of work except in an emergency situation.

C. Repairs

Any repair components and methods shall be of the original manufacturer or substitute that preserves the UL listing of the Sprinkler System. Substitutes must be approved by the Facility Director or Designee.

D. System Software Updates

Software based systems will have the software upgraded when required to maintain the UL listing requirements of the AHJ at no charge to the Commonwealth of Massachusetts. All software will be provided to the Solomon Carter Fuller Mental Health Center Facility Director in a suitable backup form.

E. Corrective Maintenance

Required repairs for deficient or inoperable devices such as those found during the course of system testing, inspection or preventative maintenance, or have failed during operation shall be replaced at Contractors Expense. Only original replacement components manufactured by the original equipment manufacturer or other compatible components that meet Underwriters Laboratories (UL) Listings and meet NFPA requirements are acceptable.

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F. Emergency Service

Emergency service response between scheduled tests will be available 24 hours a day/7 days a week to minimize system downtime. Emergencies will be determined by Facility Director and the Contractor. On-Site Emergency Response will be provided via a telephone response within 30 minutes and Service Technicians will be onsite within four (4) hours. Non-emergency calls, as determined by the Facility Director and the Contractor, will be handled the next business day.

G. Reports

A detailed report of the testing of each device and whether it passed or failed testing and if applicable whether its sensitivity is within the correct manufacturer's parameters, shall be sent to the Facility Director or designee after completion of the quarterly testing. The report should also be delivered or sent by US mail or e-mail. The contractor must verify it was received. No Payment for work performed will be made until Approved test reports are received by Facility Director.

H. Equipment Types

Equipment included in this contract includes approximately 200 sprinkler devices per appendix B. There is a possibility of having some more devices that were missed during counting that should also be included during testing

I. Additional Requirements

The Contractor will adhere to the following:

Two qualified technicians, certified, licensed and trained to work on sprinkler system shall be sent for the quarterly testing. An electrician from the staff will be available to assist the technicians, if needed. Contractor will be responsible for shutting & starting the fire pump & jockey pump. All work, testing and normal repairs will be scheduled with the Facility Director or designee.

The sprinkler system will be left in normal operational mode when the technicians depart for the day unless the Facility Director has been notified and no other reasonable option exists. If the system is not in full normal operational mode the Fire Department shall also be notified prior to the technician leaving for the day. Any sub- contractor used by the contractor shall be bound by the same requirements of this contract.

Contractor's employees shall abide by the rules of the Facility including signing in and out and obtaining and wearing a facility ID badge. Contractor's employee is also to abide by HIPPA privacy regulations.

An adequate supply of appropriate replacement parts as recommended by the Facility Director shall be kept on-site.

The Contractor will execute a Commonwealth of Massachusetts "Standard Contract". All rules of the Commonwealth regarding contracts will apply.

J. Emergency and Overtime

Contractor must attend to all emergencies assigned to them by the Facility Director on 24/7 basis. Repairs or emergencies attended during regular working day (7:30 a.m. to 3:30 p.m.) will be paid on straight time basis. Work attended during evening/Saturday hours shall be paid on 1 ½ time and on Sunday 2 times the normal rate.

1-04 BIDDERS QUALIFICATIONS

The bidding contractor shall be a Simplex Grinnell Strategic Partner and their technicians shall be factory trained and certified in testing, repair, replacement, troubleshooting and programming of the Simplex systems. Contractors shall be in a position to procure password and programming from other Simplex dealers should the situation arise.

1-05 CONTRACTOR'S TECHNICIAN'S QUALIFICATIONS

The Contractor's technicians on this job shall be qualified and experienced in the inspection, testing and maintenance of Simplex Sprinkler Systems. Examples of qualified personnel shall include but are not limited to the following:

- a) Factory trained and certified by Simplex Sprinkler System.
- b) National Institute for Certification in Engineering Technologies Sprinkler Certified.
- c) International Municipal Signaling Association –Sprinkler Certified.
- d) Certified by state or local authority
- e) Trained and qualified personnel employed by an organization listed by a national testing laboratory for testing and servicing of sprinkler system

1-06 EXAMINATION OF SITE

Prior to submitting their bids, the Contractors will be held to have examined the site and satisfied themselves as to the character of the work to be done and the procedures set forth in this Contract. The Contractor shall verify all dimensions and conditions at the job site. **All prospective bidders should contact Mark Smith at 617-626-8850 to arrange for an individual site walkthrough from May 11-15, 2020 .**

1-07 COORDINATION OF WORK

It shall be the responsibility of the Contractor to establish a sequence of work acceptable to the Facility Director or the designee so that the work progresses smoothly and entire work is completed as per schedule.

1-08 STANDARDS AND CODES

All materials, equipment and the installation thereof shall conform to all applicable standards and codes and the rules for the type of work involved, whether or not specifically mentioned herein.

1. Massachusetts Electrical Codes
2. Massachusetts State Building Code
3. Underwriter's Laboratories, Inc.
4. National Electrical Manufacturer's Association
5. City of Boston Electrical Codes
6. City of Boston Fire Department Codes
7. NFPA 72 and 25
8. JCAHO
9. Any other applicable codes

1-09 PERMITS AND FEES

The Contractor shall secure and pay for all permits, inspections and licenses necessary for the accomplishment of work under this Contract. The Contractor shall pull the permit from the Building Inspector, DPS and the Boston Fire Department and submit copies for the record.

1-10 PROTECTION

- A. When not in actual use, no staging or ladders shall remain in position or unattended, but shall be removed from work site or disposed of in a manner satisfactory to the Facility Authorities or their representative.
- B. No tools, equipment or materials shall be unattended.

1-11 MATERIALS

All materials, devices or components in this system that need to be replaced shall be suitable and compatible with the existing Simplex System.

1-12 WORKMANSHIP

- A. The entire work provided in this Specification shall be executed and finished in every respect in a workmanlike and substantial manner. Furnish all such parts as may be necessary to complete the system in accordance with the best trade practice and to the satisfaction of the Facility Director.
- B. The Contractor shall obtain detailed information from the manufacturers of sprinkler system equipment as to the proper method of installation, testing and connection.

1-13 CLEAN-UP

All debris caused by the Contractor shall become the property of the Contractor. The contractor shall remove the debris from the building after each day's work and legally dispose of off the site.

1-14 REPAIR COST- NUMBER OF HOURS

It is estimated from our past experience that 20 hours of labor will be required per year to cover labor for work not covered by this contract/specification. Contractor must therefore enter these prices in the Schedule "C" Bid Price Form. There is no guarantee that the contractor will be asked to actually perform these hours. Payments will be based on the actual number of hours worked for uncovered emergency's. Cost of the material shall be included in the bid price. Please refer to the Sample Schedule "C".

1-15 BID PROCEDURE

Contractor must complete Schedule "C" Bid Form prior to putting their bid price on the bid form. The bid price will be total of the prices on the Schedule "C". Please refer to the Sample Schedule "C" before putting your price on Schedule "C" Bid Price Form and then on bid proposal.

1-16 SCHEDULE OF WORK

- Quarterly services and inspections are to be arranged at the convenience of the facility and the vendor. Contractor can submit an annual schedule for services, or come on the same day each month, to be agreed upon by both parties (e.g., 2nd Tuesday of each month). **A sign must be posted for each service in the main Lobby, for tenants, visitors and staff, identifying Company/Services.**
- Contractor is required to use original equipment from the manufacturer for materials or parts consistent with existing system. Simplex is the equipment presently in use.
- The Facility Director will review the need for parts replacement, prior to parts being installed. **Prior to parts replacement or additional service**, the contractor will submit to the Facility Director or the designee a written cost proposal to replace the needed part.
- Upon completion of service, and prior to leaving the Facility, a signed service report including a brief description of service, and time in/time out must be submitted to the Facility Director.
- Quarterly Service/Inspection data forms shall be kept on file in the Maintenance Office, Room B-4, submitted by Contractor's testing inspection technicians.

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- Invoices are to be submitted for payment only after work has been completed. The invoice should include purchase order number. Payment shall be remitted in accordance with Commonwealth of Mass. Rules and regulations.
- The Contractor shall review the agreed schedule and comply as needed. This shall include the **quarterly** water-based sprinkler flow services; and annual flow and fire pump services.
- The facility has twelve (12) floors. This allows the facility to schedule three floors per quarter for testing/inspection services. The water flow testing/inspection shall be scheduled to include three (3) floors each quarter, (e.g., basement, ground, 1st floor) for testing.

1-17 DETAILS OF SCHEDULES

A. Quarterly Testing: Water Based Sprinkler System

- Fire pump, jockey pump, sprinkler standpipe, tamper switches, main drain valves etc. shall be tested, inspected and maintained as per NFPA 25, Boston Fire Department, JCAHO and all governing agencies' frequency requirements.
- The facility has twelve (12) floors and quarterly flow testing schedule shall follow accordingly.

<u>MONTH</u>	<u>SERVICE LOCATION</u>
July	Basement, Ground and 1 st Floor
October	2 nd , 3 rd and 4 th Floors
January	5 th , 6 th and 7 th Floors
April	8 th , 9 th , 10 th Floors and Penthouse

1-18 EMERGENCY SERVICES

The Contractor is required to provide a live telephone number to receive emergency calls 24 hours/day, 7 days/week. Pre-recorded messages or answering machines will not be accepted for emergency use as part of this contract.

Contractor shall respond to emergency calls requiring Master Fire Alarm Box resets within two (2) hours after call is received in accordance with Boston Fire Department requirements. Cost of Emergency services requiring alarm box resetting shall be included in the Contractors Bid Price.

****** END OF SECTION ******

**Sprinkler Testing, Maintenance and Service
Solomon Carter Fuller Mental Health Center'
85 East Newton St., Boston, Massachusetts**

SCHEDULE "B"

Sprinkler System

A) Fire Pump

Floor: Ground (Pump Room)
Quantity: One (1) – GPM-1500
Make: Aurora (Electric)

B) Jockey Pump

Floor: Ground (Pump Room)
Make: Rotary Gear

C) Sprinklers

Floors: Basement to 10th Floor & Penthouse
Sprinkler Flow
Valve Quantity: 91
Tamper Switch
Quantity: 89

Total Devices 180 Contractor to assume there may be as many as 200 Devices

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SCHEDULE "C" – SAMPLE OF BID PRICE CALCULATIONS

<u>Year</u>	<u>Sprinkler Systems</u>					<u>Yearly Labor Cost Allowance</u>	<u>Total</u>
	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	<u>Total Sprinkler (a)</u>	(b)	(a+b)
July 2020 to June 2021	\$1800	\$1,800	\$1,800	\$1,800	\$7,200	@ \$100/hr. for 20hrs. =\$2000	\$9,200
July 2021 to June 2022	\$2,000	\$2,000	\$2,000	\$2,000	\$8,000	@ \$110/hr. for 20 hrs. = \$2,200	\$10,200
July 2022 to June 2023	\$2,200	\$2,200	\$2,200	\$2,200	\$8,800	@ \$120/hr. for 20 hrs. =\$2,400	\$11,200
<u>TOTAL</u>					\$24,000	\$6,600	\$30,600
Price to be entered on the Bid Proposal Sheet: \$30,600							

Sprinkler Testing, Maintenance and Service

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Bid Price Calculations SCHEDULE "C" – To be attached with the Bid Proposal

<u>Year</u>	<u>Sprinkler Systems</u>					<u>Yearly Labor Cost Allowance</u>	<u>Total</u>
	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	<u>Total Sprinkler (a)</u>	(b)	(a+b)
July 2020 to June 2021						@ \$ /hr. for 20hrs \$	
July 2021 to June 2022						@ \$ /hr. for 20 hrs. = \$	
July 2022 to June 2023						@ \$ /hr. for 20 hrs. = \$	
<u>TOTAL</u>							