



The Commonwealth of Massachusetts

Department of Mental Health

Office of Engineering and Facilities Maintenance

167 Lyman Street

Westboro, MA 01581

BID PACKAGE

SCOPE OF WORK

Fire Suppression Services

**DMH Project #2022-050
Westborough, Campus, Allen Hall
288 Lyman Street
Westborough, MA 01581**

Revised on: January 20, 2022

Under the terms of OSD Statewide Contract TRD03, the Massachusetts Department of Mental Health (DMH) seeks Fire Suppression Services at Allen Hall Building located at 288 Lyman Street, Westborough, MA 01581.

**Contract Term: 28 months
Period: March 1, 2022 to June 30, 2024**

SCOPE OF WORK

TITLE: OSD TRD03, Category 4/ Fire Suppression Services

LOCATION: Department of Mental Health, Allen Hall, 288 Lyman Street, Westboro, MA

The need exists to perform necessary annual maintenance and repairs in order to ensure the equipment is properly functioning, as well as to provide testing in order to ensure all the fire suppression equipment is properly functioning, and compliant with all applicable codes and statutes. The Allen Hall building requires an experienced and qualified vendor to provide testing, inspection, preventive maintenance, repair, replacement and emergency services (24 hours a day, seven days a week) for all Fire Protection Systems and Equipment (Fire Protection S&E).

Fire Protection S&E includes, but is not limited to:

- wet/dry sprinklers systems,
- fire pump (electric),
- special hazard system kitchen hood fire suppression systems,
- and fire extinguishers.

PROJECT DESCRIPTION:

The Commonwealth of Massachusetts Department of Mental Health (DMH) is seeking to secure the services of an experienced and qualified vendor (referred to as “Contractor” herein) to provide testing, inspection, preventive maintenance, repair, replacement and emergency services (24 hours a day, seven days a week) for all Fire Protection Systems and Equipment (Fire Protection S&E) in the building. Fire Protection S&E includes, but is not limited to, wet/dry sprinklers systems, fire pumps, special hazard systems kitchen hood fire suppression systems, and fire extinguishers. The chosen Contractor may, if qualified, perform all Contract services directly, or may at the Departments approval engage the services of qualified subcontractors (to be managed by the Contractor as described herein).

These services shall be provided for Allen Hall is hereinafter referred to as the “Contracted Building”. The Contractor shall furnish the work required to maintain optimum operation and optimum safety at all times for the Contracted Building’s Fire Protection Systems and Equipment (collectively “S&E”). These activities include all required and regular preventive maintenance, inspection, testing, trouble shooting, repair and replacement in order to keep the systems fully operational 24 hours a day, seven days a week.

The intent of this Fire Protection System Specification is to provide the Contractor with a guideline for the specific maintenance tasks required. However, this specification is not intended to be all inclusive of those procedures necessary to maintain and keep fully operational the Fire Protection S&E at optimum operational and optimum safety levels in the Contracted Building. It is the Contractor’s responsibility to test, inspect, service, maintain, repair or replace the equipment to meet the optimum performance criteria, all applicable codes and standards, and manufacturer’s specifications and to maintain and service S&E such that it is fully operational 24 hours a day, 7 days a week and every day of the year including federal holidays.

The Contractor shall: test, inspect, service and maintain the following items in complete compliance with the specifications contained herein and all applicable local, state and national codes, laws, standards and regulations.

- 1) Wet/Dry Sprinkler Systems
- 2) Fire Extinguisher
- 3) Such other S&E as may be in the Contracted Building.

WET/DRY SPRINKLER SYSTEM TESTING AND MAINTENANCE

The Contractor shall test, inspect, service, and maintain all Wet and Dry Sprinkler Systems to ensure optimum operational and optimum safety levels in the Contracted Building and in compliance with the specifications contained herein and all applicable local, state and national codes, laws, standards and regulations. Contractor shall perform scheduled testing to include, but not be limited to, pressure valves and connections, hose connections, sprinklers, flow switches, pressure switches and tampers, for the Contracted Building according to NFPA 25, NFPA 13 and any and all other applicable codes and standards to include, but not be limited to, the following:

The Contractor shall complete all inspections according to NFPA 25 requirements for wet/dry sprinkler systems.

- 1) Maintenance of the entire fire protection systems includes testing and maintenance of all aspects of the wet and dry sprinkler systems in the Contracted Building including, but not limited to, pressure valves and connections, hose connections, sprinklers, flow switches, pressure switches, tampers, fire pump, and the sprinkler system air compressors.
- 2) All testing results shall be documented and included in a comprehensive inspection report.
- 3) Provide all emergency response services
- 4) The Contractor shall provide all maintenance services in accordance with NFPA 25 and any and all other applicable codes and standards.
- 5) Fire Pump flow tested annually at 100%. Dry System tested.
All sprinkler devices tested quarterly at 100%.

FIRE EXTINGUISHER SCOPE OF SERVICE

The Contractor shall test, inspect and maintain each and every portable fire extinguisher within the Contracted Building according to NFPA 10, 527 CMR 23.00 and any and all other applicable local, state and national codes, laws, standards and regulations for the term of the Contract. References below to specific NFPA standards or tasks related to the fire extinguishers are for guidance only and are not intended to be inclusive of all the Contractor's obligations under this section.

This work shall include but not be limited to the following requirements:

- 1) The Contractor shall test, inspect, and maintain all the Contracted Building's fire extinguishers in strict accordance with all applicable local, state, and national codes, laws, standards and regulations.
- 2) Within the first 180 days of the Contract, the Contractor shall have completed an inventory and inspection all fire extinguishers in the Contracted Building and shall provide DMH with the report of the inventory.
- 3) Within 30 days of its completion of the fire extinguisher inspection Contractor shall supply DMH with a detailed list of fire extinguishers by type, and location as well as any potential deficiencies in the number, location, condition or any other deficiencies including the estimated costs to address the deficiencies. This information shall be provided in a comprehensive inspection report.

The Contractor shall complete the internal and external annual and six-year maintenance of all fire extinguishers in accordance with NFPA 10 (see Ch. 7 – Inspection, Maintenance and Recharging) and any and all other applicable codes and standards.

The Contractor shall complete the hydrostatic testing of fire extinguishers in accordance with NFPA 10 _____

(see Ch.10 – Hydrostatic Testing) and any and all other applicable codes and standards.

The Contractor is responsible for removing all expired labels and maintaining the labeling according to NFPA 10 (see Section 4.1 – Listing and Labeling) and any and all other applicable codes and standards.

During the maintenance and inspection of fire extinguishers, any extinguisher that is identified as having a deficiency, other than fire extinguishers due for testing, the vendor shall immediately replace the fire extinguisher with the same type and size.

The Contractor shall recharge fire extinguishers in accordance with NFPA 10 (see Ch. 7) and any and all other applicable codes and standards.

Contractor shall install any needed new portable fire extinguishers in accordance with NFPA 10 and any and all other applicable codes and standards. (see Ch. 6 – Installation of Portable Fire Extinguishers). Contractor will not be responsible for the cost of replacement or additional fire extinguishers.

All testing results shall be documented and included in a comprehensive inspection report.

The Contractor shall provide all maintenance services in accordance with all applicable codes and standards.

FIRE PROTECTION SYSTEM REPAIRS AND REPLACEMENTS

The Contractor shall be responsible for identifying and recommending repairs, software upgrades and/or replacements of any and all Fire Protection S&E impacting optimum operational and optimum safety levels or affecting compliance with any and all applicable local, state and national codes, laws, standards and regulations in the Contracted Building. The Contractor shall not perform any recommended repair or replacement work without the prior approval of the scope and estimated costs of the work by DMH.

TESTS REQUIRED BY STATUTES, CODES, AND MANUFACTURERS' REQUIREMENTS

The Contractor shall be responsible for making or conducting all required tests and inspections in compliance with:

- 1) Local, state, and national codes, laws, standards, and regulations
- 2) Codes of recognized national, state, or local associations
- 3) Joint Commission for the accreditation of Health Care Facilities (applicable)
- 4) Manufacturer requirements
- 5) Due consideration of the safety of the occupants.

The Contractor shall be responsible for being sufficiently familiar with and having knowledge of, through experience or otherwise, the necessity of making and conducting, when needed, the required tests and inspections of all of the S&E under the Contract.

TECHNICAL SPECIFICATIONS

The intent of this technical specification is to provide the Contractor with a guideline for the specific maintenance tasks required. However, this specification is not intended to be all inclusive of those procedures necessary to adequately maintain the S&E in the Contracted Building. It is the Contractor's responsibility to fully maintain all the S&E in the Contracted Building 24-hours per day, 7-days per week, every day of the year including federal holidays, for operation of the Contracted Building.

All inspection, testing, service, maintenance, replacement or repair shall be carried out in a manner that ensures and provides for the continued Original Design Performance (ODP) of all the items referenced in the Contract herein, maintaining optimum operating conditions and optimum safety levels at all times for the Contracted Building. The Contractor shall adhere to all applicable local, state, and national codes, laws, standards and regulations as well as manufacturer's specifications in providing all services under this Contract.

The Contractor must provide all related management, administrative and support services for all services provided under the Contract including, but not limited to, contract services and incidental services requested by DMH.

Contractor is responsible for the disposal of any and all hazardous waste and non-hazardous construction debris at an off-site location, in accordance with all Government, State and Federal policies and regulations at no additional cost. All work will be completed in compliance with the International Building Code as well as Massachusetts State Building Code.

The Contractor shall adhere to all of each manufacturer's requirements concerning recommendations, practices, instructions, specifications and such other information as may be furnished by the manufacturer for the testing, operation, where applicable, and/or repair of each of the items of the manufacturer which are part of the applicable S&E unless otherwise superseded by local, state and national codes, laws, standards and regulations.

The Contractor, its staff, subcontractors, and consultants must be sufficiently familiar with, and must know, through experience or otherwise, the manufacturer's requirements for each of the items of original equipment installed in the buildings. No deviation or any exception to this responsibility shall be allowed except as may be otherwise provided elsewhere herein.

EMERGENCY SERVICES

The Contractor shall provide the following related to emergency services to the Contracted Buildings.

- 1) Contractor shall provide any and all labor and personnel necessary to respond to and address any emergency or extraordinary conditions, to check, maintain, repair, and test any S&E. If the Contractor finds, upon arrival, that additional labor is needed in order to address such emergency or extraordinary conditions, any necessary additional labor is to arrive at the site within one (1) hour of the time the call for assistance is made unless directed to respond at a different predetermined time determined by DMH.
- 2) Contractor must provide DMH with Priority Emergency Response with a maximum one (1) hour response time by the Contractor for the Contracted Building.
- 3) Any non-essential repairs that cannot be made immediately shall be completed within twenty-four (24) hours of the emergency call, Saturdays, Sundays and federal holidays excepted.
- 4) The Contractor shall record in detail all services provided in response to the emergency and provide the information to DMH immediately.
- 5) Requests for Emergency Services for any reasons during normal business hours as defined, shall be invoiced on the worked time as indicated on service slip supplied with the invoice. Service calls that start during normal business hours and extend into overtime hours shall be invoiced on the worked time as indicated on service slip supplied with the invoice reflecting regular hours and overtime hours.

Items #01 & #02: Hourly FLAT & EMERGENCY Rate Fire Suppression Technican(s) w/ transportation

Under this Item when called for by DMH, the Contractor shall provide a qualified fire suppression technician to perform preventative maintenance, testing, inspection, repairs or improvements as well as General and Emergency repairs to any of the fire suppression located at Department of Mental Health Westborough Campus, Allen Hall, 288 Lyman Street.

This Service Technician shall be fully equipped to handle most types of repairs. The Service Technicians equipment shall consist of all appropriate types of hand tools, power tools, and test equipment necessary to check the components, electrical controls, and all associated equipment, as well as measurement and test equipment necessary to perform all required maintenance, testing, service, and repair and all associated equipment.

The Service Technician shall be paid to the nearest ½ (30 minutes) hour for the time worked at the Hourly Rate for Service Technicians. Only that labor approved by the Contract Project Manager or done in the presence of the Contract Project Manager will be paid for under this item. If in the opinion of DMH another Service Technician is required to handle a particular job, he shall inform DMH and this Service Technician shall also be paid at the same hourly rate as bid for this item. The Service Boiler Technician(s) shall have a complete cognizant knowledge of the operation and repair of similar equipment.

The above item shall be paid for the contract unit bid price per hour for Item No. 01 & 02, "Hourly Rate for Service Technicians", which price and payment shall constitute full compensation for all labor, tools, test equipment and other equipment necessary to complete this item to the satisfaction of DMH. This labor time shall be shown on the records and paid to the nearest ½ (30 minutes) hour showing the starting and finishing time.

Item #03: EQUIPMENT, MATERIALS, COMPONENTS, AND PARTS

Under this item, the Contractor shall furnish, transport, and supply all materials, components, parts or equipment that are necessary in the opinion of DMH, to repair and maintain the systems listed in the contract in operating condition, which are not paid for elsewhere in this contract. Replacement of parts shall be done in accordance with the manufacturer's requirements. These prices shall be the actual prices paid by the Contractor to the manufacturer or authorized distributor. It shall be the Contractor's Responsibility to have these materials, components, parts or equipment available or readily available from suppliers to the best of their ability.

Also, under this item and before payments are made, the Contractor must submit to the DMH, a copy of actual bills on supplier's letterhead listing all equipment, materials, parts, and their prices. The Contractor shall include the location installed, used, or stored. Method of measurement will be made by actual bills for equipment, parts, and materials as submitted, verified, and approved by the DMH.

The Contractor shall include in his/her bid the Lump Sum of Ten Thousand Dollars (\$10,000.00), for the furnishing and supplying all materials, components, and parts. This lump sum will be adjusted to the actual amount paid by the Contractor including Fifteen Percent (15%) markup as authorized and approved by the DMH. This item shall be paid for at the exact amount paid by the Contractor plus fifteen percent (15%) markup for Item No. 03, "Equipment, Materials, Components, and Parts", furnished and supplied as described and stipulated above. Any cost for overhead shall be considered to have been included for payment in the prices stipulated in the numbered items of the proposal.

CONTRACT TERM

The term of the Contract shall commence on or about **March 1, 2022** as directed by DMH and is for an initial term of approximately two and half (2 ½) year ending June 30, 2024 with an option to renew the contract, at DMH's sole discretion, for up to one (1) year renewals. DMH may request a pricing quote for the next option renewal not more than six months before the end of then-unexpired Term. Contractor agrees to provide a pricing quote to DMH within 10 business days of such a request.

FIRE SUPPRESSION SERVICES

DMH Project #2022-050
 Westborough, Campus, Allen Hall
 288 Lyman Street
 Westborough, MA 01581

BID SHEET Revised 01/20/2022

This sheet is to be completed and uploaded into Commbuys.

BIDDER'S NAME: _____

Item Nos.	Items with bid prices Must be written in words and figures	Approximate Quantities	Completed Totals
01	Hourly FLAT Rate for Fire Suppression Technican(s) with transportation _____ (\$ _____) Charge Rate per Hour.	200 (200 hours)	\$ _____
02	Hourly EMERGENCY / NON-FLAT Rate for Fire Suppression Technician (s) with transportation _____ (\$ _____) Charge Rate per Hour.	50 (50 hours)	\$ _____
03	EQUIPMENT, MATERIALS, COMPONENTS, AND PARTS Ten thousand dollars (\$10,000.00) Lump Sum.	1 (one) Lump Sum	\$10,000

All work subject to Prevailing Wage Law

*Flat Rate time: Monday – Friday, 7am to 5pm

*Emergency Rate Time: after flat rate business hours, holidays, and weekends.

Total Bid (Items 1, 2, & 3) for Contract: \$ _____ (figures only)