



# INVITATION TO BID

**Bid Number 488**

**LUZERNE COUNTY COMMUNITY COLLEGE**



**Fire Alarm Systems Annual Inspection and Certification**

Luzerne County Community College  
Invitation to Bid – Bid No. 488  
Fire Alarm Systems Annual Inspection and Certification

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## **LUZERNE COUNTY COMMUNITY COLLEGE Fire Alarm Systems Annual Inspections and Certification**

Fire Alarm Systems Annual Inspection and Certification

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**BID SUMMARY SHEET**

First Year \$ \_\_\_\_\_

Second Year \$ \_\_\_\_\_

Third Year \$ \_\_\_\_\_

**TOTAL COST: \$ \_\_\_\_\_ (TOTAL AMOUNT OF BID MUST APPEAR IN THIS SPACE)**

**CERTIFIED CHECK/ BOND AMOUNT: \$ \_\_\_\_\_ (10% of Total Cost)**

**Bidder / Vendor:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Person & Title:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Signature and Date:** \_\_\_\_\_

Attach certified check or bid bond made payable to Luzerne County Community College to Bid Summary Sheet. Luzerne County Community College is tax exempt, therefore no tax should be included.

**ANY QUESTIONS REGARDING THIS BID MAY BE DIRECTED TO:**

**Luzerne County Community College  
Campus Safety & Security Department  
Bill Barrett, Director of Safety and Security  
1333 South Prospect Street  
Nanticoke, Pennsylvania 18634-3899  
(570) 740-0305  
E-Mail: wbarrett@luzerne.edu**

**QUESTIONS OF LUZERNE COUNTY COMMUNITY COLLEGE REGARDING THIS BID SHOULD BE DIRECTED TO: (to be completed by the respondent)**

**Respondent / Vendor:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Person & Title:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

## **Section 1 – Introduction**

The purpose of this Invitation to Bid is to assist Luzerne County Community College (LCCC) in providing annual fire alarm system inspection and tests, as required by NFPA-72 for all buildings located on the LCCC main campus which is located at 1333 South Prospect Street, Nanticoke, PA., and LCCC's Health Sciences Building and Culinary Arts Buildings which are located in Downtown Nanticoke, and the Public Safety Training Institute (PSTI) which is located adjacent to the College's main campus facilities. The term of this contract shall be for a three (3) year period, commencing on July 1, 2019 and then for three (3) consecutive years thereafter, unless terminated by either party with thirty (30) days written notice with a renewal option to June 30, 2024.

## **Section 2 – Bid Conditions**

SEALED BIDS must be received by the Purchasing Office, Luzerne County Community College, 1333 S. Prospect Street, Nanticoke PA. 18634, no later than 3:00 P.M. on **Tuesday, May 7, 2019**. All bids shall be completed on the Bid Summary Sheet and must be accompanied by a certified check or Bid Bond made payable to Luzerne County Community College in the sum of ten percent (10%) of the total amount of the bid, which shall be forfeited to the College in case of refusal, or omission, on the part of the successful respondent to successfully perform services as contracted. Any bid that fails to comply with the terms of the Invitation to Bid, including all bid conditions and/or specifications shall not be considered. Luzerne County Community College reserves the right to accept or reject any or all bids, and to require a bond for the faithful performance of a contract. A bidding party who offers any alternative to the requirements of this Invitation to Bid must specify the reasons for said alternative and the specifications for same. All pricing must be guaranteed for a minimum of ninety (90) days.

## **Section 3 – Requirements/Specifications**

The successful respondent shall supply the following services:

Provide annual testing of fire detection equipment in 17 buildings on and off campus (including PSTI, Health Sciences and Culinary Arts Buildings). Test all devices and provide documentation of results for the following estimated number of devices as per NFPA72 requirements for three (3) consecutive years,

- 17 EST System3 master panels and power supplies, including standby batteries
- 563 EST SIGA smoke detectors
- 126 EST duct detectors
- 24 EST heat detectors
- 168 EST pull stations
- 311 Sounder strobe units
- 251 Strobe-only units
- 62 EST SIGA Control Modules

Contractor is responsible to verify exact count of devices.

Testing may be done twice a year with 50% of devices tested each time for a total of 100% annual test. LCCC will make every effort to provide scheduling assistance at a time when areas and buildings are accessible.

## **Section 4 – Bid Evaluation Process**

LCCC will award the Fire Alarm System Inspection and Testing contract to the lowest-cost, responsible respondent. While price will be the main consideration, LCCC will apply the best value concept in making its selection. Evaluation criteria will include, but is not limited to the following:

- a. Responsiveness to the Invitation to Bid with due consideration to the purpose and scope of the project;
- b. Adherence to all requirements and/or of conditions of the Invitation to Bid;
- c. Reputation, experience and skills of the respondent in connection with the work to be performed;
- d. Ability to provide prompt and timely delivery of supplies, services, or equipment without delay or interference;
- e. Ability to offer effective corrective repair services in connection with the project;
- f. Provision of respondent's proposed contacts and references.

## **Section 5 - General Information**

### **5.1 Response Submission**

All information requested in this Invitation to Bid shall be completed. Sealed Bid responses must be submitted in duplicate and delivered to the Purchasing Office at Luzerne County Community College no later than 3:00 PM on May 7, 2019. Any bid submitted thereafter will not be considered. It is the sole responsibility of the respondents to ensure that their responses arrive in a timely manner. Bid response submission envelopes shall be labeled as follows:

Invitation to Bid – Bid Number - 488  
Purchasing Office  
Luzerne County Community College  
1333 South Prospect Street  
Nanticoke, PA 18634

Neither oral/telephone bids nor oral/telephone modification of bids will be considered. Delivery of a bid will be considered as respondent authorization to contract, if ultimately successful.

### **5.2 Project Timeline**

Respondents who submit bids understand and agree that time is of the essence for completing the project. Therefore, the successful respondent will enter into contract finalization as soon as practical immediately following LCCC's acceptance of bid. It is the goal of LCCC to have this project completed in accordance with NFPA standards.

### **5.3 Associated Costs**

This Invitation to Bid is not to be construed as the creation of a contractual relationship between the College and a respondent, and all costs incurred by a respondent in completing its bid are borne solely by the respondent.

#### **5.4 Site Walk-Through**

A site walk-through will be available by request. Respondents are required to contact the Campus security office to schedule a walk-through to determine any additional information that may be required to accurately complete the Invitation to Bid, with direct inquiries being made to Bill Barrett, Director of Safety & Security, at (570) 740-0305 between the hours of 8:00 AM and 3:00 PM, Monday through Friday.

#### **5.5 Quality Assurance**

It is the responsibility of the successful respondent to monitor quality control over third-party suppliers, manufacturers, products, services, site conditions, and workmanship in order to produce work of the highest quality. The successful respondent shall be required to confer with authorized College personnel for final approval.

#### **5.6 Price Quotations**

Price quotations are to include the furnishing of all labor and services necessary for the completion of the work described herein except as may be otherwise expressly provided in writing. Luzerne County Community College will not be liable for any costs beyond those specifically set forth in the successful bid as awarded.

#### **5.7 Liability Insurance/Hold Harmless**

The successful respondent shall agree to maintain in force General Liability insurance with limits of not less than \$1,000,000 at all times during which respondent is completing the project. The successful respondent shall defend, indemnify and hold harmless the College, its officials, employees and agents from any and all claims, causes of action, lawsuits, damages losses and expenses, including attorney's fees arising out of or resulting from the respondent's work in completing the project id caused by the negligent act or omission or willful misconduct of the respondent.

#### **5.8 Accept and Reject**

Luzerne County Community College reserves the right to accept or reject, or modify in scope, any and all bids in full or in part if in the best interest of LCCC. The college may, in its sole discretion, and at no cost to LCCC, invite any participating respondent to appear for questioning during response evaluation for the purpose of clarifying statements in the completed bid.

#### **5.9 Legal Compliance**

The successful respondent agrees that it will comply with all applicable federal, state and local laws, ordinances and rules and regulations in the completion of the project.

## **Section 6 - Respondent Qualifications**

### **6.1 Profile/Company History**

The respondent must give a brief history of its experience with Fire Alarm Systems, which should include details on sales, installation, and/or maintenance of said systems.

### **6.2 Financial Stability**

The respondent must certify that it has no less than three (3) years experience in providing the type and quantity of services required in this bid. The respondent must further provide proof of financial stability including data from their most recent fiscal year and revenue figures.

### **6.3 Customer References**

The respondent must list at least three (3) references with services similar to that which is proposed in this Invitation to Bid, and shall include the names, addresses, and phone numbers for each reference.

## **Section 7 – Respondent Checklist**

Failure to provide all requested documentation will result in disqualification from the bid process.

Bid Summary Sheet \_\_\_\_\_

Customer Reference List \_\_\_\_\_

Itemized Price Quotations \_\_\_\_\_

Respondent Qualifications \_\_\_\_\_

Check/BidBond \_\_\_\_\_

**Under the Right To Know Law, the College is required to post to the PA Treasury Website all documents (BPO, PO, contract or agreement) for transactions valued at \$5,000.00 and above.**

### **INVITATION TO BID Notice of the Purchasing and Conflict of Interest Policies in place at Luzerne County Community College ("LCCC")**

Each owner/operator/individual/officer submitting a bid or for whom a bid is being submitted on behalf of the owner (each being referred to as a "Provider") to LCCC certifies that he/she/they are not a spouse, child, parent, brother/sister (each being referred to as an "Immediate Family Member") of any LCCC employee or Board of Trustee member at LCCC who owns more than a one (1%) percent ownership interest in the Provider/Provider's business.

If the Provider is an Immediate Family Member, according to College Policy and Procedure, disclosure must be made, and LCCC may decline entering into a business relationship with the Provider. Disclosure shall be made in writing at the time of submitting the bid to the Director of Purchasing.

Violations of any of the policies or procedures may result in rejection of the bid. Additionally, LCCC

may have the right to recover damages suffered by LCCC in obtaining an alternative bid, which damages may include, but are not limited to, consequential damages and reasonable attorney's fees.

Copies of these policies and procedures are available from LCCC upon request.