Town of Allenstown
Town Administrator
16 School Street
Allenstown, NH 03275
603-485-4276 ext. 112
smulholland@allenstownnh.gov

REQUEST FOR PROPOSALS

Fire Alarm System, Emergency Lighting & Fire Extinguisher Maintenance

OBJECTIVE: The Town of Allenstown is requesting bid proposals for maintenance and repair services of the fire alarm systems in town buildings, emergency lighting systems, and fire extinguishers. This includes, but is not limited to, the Town Hall, Police Department, Fire Department, Library, Highway Department, Community Center, and Old Allenstown Meeting House. Also included is any Town owned vehicles containing a portable fire extinguisher.

TIMELINE: Proposals must be submitted no later than December 17th, 2015, 4 PM. Proposals should be mailed or delivered to the Allenstown Town Hall located at 16 School St. Allenstown, NH 03275. The envelope should be labeled "Fire Alarm System and Fire Extinguisher Maintenance Bid". The Town has a target date of service implementation of no later than January 1st, 2016. The Town would prefer to enter into a 2-3 year agreement.

REQUIREMENTS:

1. Provide completed statement of qualifications:
    a. Name and Address
    b. Entity's Name and Address
    c. How many years you have been engaged in the fire-system maintenance business under your present name; also state the names and dates of previous firm names if any.
    d. In the last five (5) years have you ever been terminated from a contract or project? If so, please explain.
    e. In the last five (5) years have you or the organization been a party to litigation related to the quality or timeliness of the services provided? If so, please explain.
    f. List the most important contracts entered into by you or the organization in the last year; please include the name of the contracting party and contract term.
    g. Please list the number of qualified and trained persons available to work on this contract.
2. At least three (3) references, including current contact name and phone number for similar contracts;
3. Copies of relevant licenses and certificates as well as of all others who may be assigned to this work.
4. Provide a sample contract for the term of two (2) or three (3)years.

Service providers may submit such additional information as deemed necessary or helpful to the evaluation process.

FIRE ALARM SYSTEM MAINTENANCE: Annual inspection and testing of the fire alarm systems in the municipal buildings as indicated above. This includes emergency lighting, smoke/heat/carbon monoxide detectors. Repair of systems as needed over the 2-3 year contract period.

FIRE EXTINGUISHER MAINTENANCE: When inspection of a fire extinguisher reveals a problematic condition, immediate corrective action shall be taken. It is the responsibility of the vendor to ensure that a fire extinguisher is serviced as follows:

a. Weighing and refilling of all CO2 extinguishers.
b. External inspection of all DC units.
c. Tear down and recharging of DC units as required.
    - Dry chemical extinguisher shall be refilled only with those chemicals furnished by the manufacturer for the type of service specified on the extinguisher.
d. Hydrostatic testing of extinguishers as required.
    - Hydrostatic testing shall be performed by persons trained in pressure testing procedures and safeguards. Such persons shall have access to suitable testing equipment, facilities, and appropriate servicing manuals.
    - If an extinguisher shows evidence of corrosion or mechanical injury, it shall be hydrostatically tested.
    - An extinguisher with DOT or CTC markings shall be hydrostatically tested (or replaced) according to the requirements of DOT or CTC.

An extinguisher exhibiting one or more of the following conditions shall not be hydrostatically tested but shall be destroyed at the direction of the Town of Allenstown Representative:

- Evidence of repair by soldering, welding, brazing or the use of patching compounds
- Damaged cylinder or shell threads
- Pitting corrosion
- Evidence of having been burnt (as in a fire)
- A calcium chloride type of extinguishing agent used in a stainless steel extinguisher
- A copper or brass shell joined by soft solder or rivets
- Any inverting-type extinguisher shall not be hydrostatically tested but shall be destroyed at the direction of the Town of Allenstown Representative

Should a Fire Extinguisher need to be removed from service due to maintenance or recharge the vendor shall provide, at no cost to Town of Allenstown, a temporary replacement extinguisher of equal or greater rating as the one removed. Any unfixable extinguishers shall be replaced by the vendor with an appropriate extinguisher and invoiced on a separate invoice. All unfixable extinguishers shall be returned or destroyed as per the direction of Town of Allenstown representative.

The vendor shall attach to each portable fire extinguisher the following items:

One (1) service tag in such a position as to be easily inspected and the service tag attached to the extinguisher by means of wire, string, or plastic ties and seals. Every fire extinguisher shall have a tag or label securely attached that indicates the month and year that maintenance and recharging were performed and identifies the contractor that performed the services. Labels shall not be placed on the front of the extinguisher where they may obscure operating instructions.

- External Collar: A verification of Service Collar shall be affixed upon completion of any required internal maintenance

A nonferrous seal that can be broken by a normally applied force of fifteen (15) pounds or less shall be provided by the vendor on every extinguisher. The seal shall be used to retain the pin in a locked position.

Leak Test - after charging, a leak test is required and must be performed following the manufacturers requirements.

Any work not specifically mentioned, but which is needed to make the maintenance/service complete within the intent of this Agreement, shall be performed without additional cost.

COST BREAKDOWN: The proposal must include cost breakdowns to include the hourly cost of services and repairs as well as the cost for emergency 24/7 service outside normal business hours. Hourly rates should be inclusive of any and all charges (truck charges, shop costs, service calls, fuel surcharges, etc.). Contractor must agree to acceptance of payment via. electronic funds transfer and agree to provide the necessary information to allow for such transactions.

ADDITIONAL OPTIONS: The proposals may offer service/maintenance proposals not listed in this RFP.

POINT OF CONTACT: Point of contact for this proposal is Shaun Mulholland, Town Administrator. Inquiries in regards to this RFP should be forwarded to him, 603-485-4276 ext. 112 or via. Email smulholland@allenstownnh.gov

The Town of Allenstown does not require bids be awarded to the lowest bidder.