



STANDARD CONTRACT

Contract Number: RU24003

This contract entered into this 3rd day of August, 2023, by **SUMMIT FIRE AND SECURITY**, located at 1407 Mill Race Drive, Salem, VA 24153, hereinafter called the "Contractor" and Commonwealth of Virginia, **RADFORD UNIVERSITY**, called the "Purchasing Agency or Radford University", located at 801 East Main Street, Radford, VA. 24142."

1. **WITNESSETH** that the Contractor and Radford University, in consideration of the mutual covenants, promises and agreements contained, agree as follows:
2. **SCOPE OF CONTRACT:** The Contractor shall provide Fire Suppression System Services to Radford University as set forth in the Contract Documents.
3. **TERM OF CONTRACT:** From **August 1, 2023 through July 31, 2025** with four (4) additional two-year renewal options or as negotiated, to include all contractual provisions contained herein.
4. **THE CONTRACT DOCUMENTS SHALL CONSIST OF:**

This signed Radford University Standard Contract. Document;
General, Additional and Special Terms and Conditions included as Attachment A of the Request for Proposals;
Radford University's Request for Proposal (RFP) R23-016 dated May 18, 2023;
Radford University's Addendum 01, dated June 21, 2023, along with any attachments;
Contractor's Proposal signed and dated June 10, 2023; and
Contractor's Responses to Negotiation Questions dated July 28, 2023.

5. **FINANCIAL COMPENSATION AND METHOD OF PAYMENT:** The Contractor shall be paid by Radford University in accordance with the contract documents.
 - A. Summit Fire and Security has agreed to hold pricing listed herein for the initial contract period of August 1, 2023 through July 31, 2025, as well as the first renewal period, unless otherwise negotiated.
 - B. **RENEWAL OF CONTRACT:** This Contract may be renewed by Radford University for a period of 365 days, only under the terms and conditions of the original Contract except as stated in A below. Price increases may be negotiated only at the time of renewal. Written notice of Radford University's intention to renew shall be given (approximately 90 day) prior to the expiration date of each Contract period.
 1. If Radford University elects to exercise the option to renew the Contract for an additional one-year period, the Contract price(s) for the additional year shall not exceed the contract prices of the original Contract increased/decreased by no more than the percentage increase/ decrease of the SERVICES category of the CPI section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available, or five percent (5%), whichever is less, for all renewal periods under the contract.
 - C. **ADDITIONAL DISCOUNTS:** Summit Fire and Security has agreed to 10% off list price for any equipment or materials needed for the services provided under this contract.

6. This Standard Contract identifies terms as negotiated and as agreed by both parties. In the event there is a conflict between the 1) Standard Contract, 2) General Terms and Conditions, 3) Additional Terms and Conditions and 4) Special Terms and Conditions, 5) Request for Proposal R23-016, 6) Contractor's Proposal or 7) Negotiation/Clarification points, the Standard Contract shall prevail. The order of precedence is identified in this paragraph.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

SUMMIT FIRE AND SECURITY

Print Name: Aaron Throm

Title: Service Manager

DocuSigned by:

Signature: OC7AA3A5A836487...

Date: 8/3/2023 | 2:59 PM EDT

RADFORD UNIVERSITY

Print Name: Kathryn Dicken, CUPO, VCCO

Title: Senior Procurement Officer

DocuSigned by:

Signature: 1340A55EA25B407...

Date: 8/3/2023 | 4:01 PM EDT

RADFORD UNIVERSITY

REQUEST FOR PROPOSAL # R23-016

FIRE SUPPRESSION SYSTEM SERVICES
(SPRINKLER INSPECTION & MAINTENANCE)

MAY 18, 2023

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia* §2.2-4343.1 or against an Offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

REQUEST FOR PROPOSAL (RFP)
RFP # R23-016
GENERAL INFORMATION FORM

QUESTIONS/INQUIRIES: All questions/inquiries for information regarding this solicitation should be directed to:

Name: Kathryn Dicken, CUPO, VCCO
Phone: (540) 831-5090
Email: kdicken@radford.edu

REQUEST FOR INFORMATION: Written questions to be submitted via email no later than: **JUNE 19, 2023 at 3:00 PM** Eastern Standard Time (EST).

PROPOSAL DUE DATE AND TIME: Proposals will be received until **JUNE 29, 2023 at 3:00 PM (EST)**. Email and fax responses will not be accepted.

LATE PROPOSALS: To be considered for selection, proposals must be received by Radford University's Procurement and Contracts Department by the due date and time identified in this solicitation document. The official time used in documenting the receipt of proposals is that time identified on the automatic time stamp machine located in the Procurement and Contracts Department in the David E. Armstrong building on the main campus of Radford University. Proposals received in the Procurement and Contracts Department after the date and time designated are automatically deemed non-responsive and will **not** be given consideration. The University is **not** responsible for delays in delivery conducted by the U.S. Postal Service, private couriers, or the intra university mail system. **It is the sole responsibility of the Offeror to ensure their proposal reaches the Procurement and Contracts Department at Radford University by the designated date and time. This is a sealed receipt process. Emails or fax responses will not be accepted.**

ADDRESS: Proposals should be mailed or hand delivered to:

Mail: Radford University, Procurement & Contracts Department
P. O. Box 6885
Radford, VA 24142-6885

Delivered: David E. Armstrong Complex – Procurement & Contracts Department
501 Stockton St.
Radford, VA 24142-6885

Identify the envelope package as instructed in **Attachment A** – Terms and Conditions.

SITE VISIT: It is recommended that all potential proposers attend the site visit to tour the Power Plant and see the equipment and space that the equipment resides in. The site visit will be scheduled for **JUNE 14, 2023 at 1:30 PM (EST)**. Potential proposers should plan to meet at the Armstrong Building, by the Facilities entrance.

PRE-PROPOSAL CONFERENCE: A pre-proposal conference will be held on **JUNE 14, 2023 at 3:00 PM (EST)**. See Section (13) for additional information.

UNIVERSITY CLOSINGS: If the University is closed as a result of an act of God or an emergency situation, the University's website shall post notices of said closings. It is the responsibility of the vendor to check the website at www.radford.edu for said notifications. If the University is closed on the day proposals are due, proposals will be accepted same time the next scheduled business day the University is open. If the University is closed on the day of a scheduled pre-proposal conference a written addendum will be issued to officially reschedule the conference.

TYPE OF BUSINESS: (Please check all applicable classifications). In order to qualify for assigned Small, Women and Minority (SWaM) points your business must be certified by the Virginia Department of Small Business and Supplier Diversity (SBSD), provide your assigned SBSBD certification number. For assistance with SWaM certification, visit the SBSBD website at <https://www.sbsd.virginia.gov/>.

_____ **Large**

_____ **Small business** – A business that is at least 51% independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years. One or more of these individual owners shall control both the management and daily business operations of the small business.

_____ **Women-owned business** – A business that is at least 51% owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in owned by one or more women who are citizens of the United States or legal resident aliens, and both the management and daily business operations are controlled by one or more women.

_____ **Minority-owned business** – A business that is at least 51% owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals, or any historically black college or university, regardless of the percentage ownership by minority individuals or, in the case of a corporation, partnership, or limited liability company or other entity, the equity ownership interest in the corporation, partnership, or limited liability company or other entity.

COMPANY INFORMATION/SIGNATURE: In compliance with this Request for Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the goods or services in accordance with the attached signed proposal inclusive of all addenda, if applicable, and as mutually agreed upon by subsequent negotiation.

FULL LEGAL NAME (PRINT) (Company name as it appears with your Federal Taxpayer Number)		FEDERAL TAXPAYER NUMBER (ID#)	
BUSINESS NAME /DBA NAME/TA NAME (If different than the Full Legal Name)		BILLING NAME (Company name as it appears on your invoice)	
PURCHASE ORDER ADDRESS		PAYMENT ADDRESS	
CONTACT NAME/TITLE (PRINT)		EMAIL ADDRESS	
TELEPHONE NUMBER	TOLL FREE TELEPHONE NUMBER	FAX NUMBER	EVA VENDOR ID NUMBER
			VIRGINIA STATE CORPORATION COMMISSION REGISTRATION NUMBER

I acknowledge that I have received the following addenda posted for this solicitation.

1 _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____ (Please check all that apply.)

SIGNATURE: _____ **DATE:** _____

1. **PURPOSE:**

The intent and purpose of this Request for Proposal (RFP) is to establish a contract through competitive negotiations for Fire Suppression Systems currently installed, or which may later be installed, for Radford University located at 801 East Main Street, Radford, Virginia 24142, an agency of the Commonwealth of Virginia.

2. **SMALL, WOMEN-OWNED AND MINORITY OWNED - SWaM BUSINESS PARTICIPATION:**

The mission of Radford University is to ensure strategic business development practices are in place to promote Small, Women-Owned and Minority-Owned (SWaM) businesses to the maximum extent. Radford University encourages prime suppliers, Contractors, and service providers to facilitate the participation of small businesses, and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, and other inclusive and innovative relationships.

Radford University has established SWaM goals that are posted on the Procurement and Contract website. Links to the University's SWaM initiative can be located at: [Procurement and Contracts | Radford University](#).

3. **CONTRACT PERIOD:**

The term of this contract is for two (2) years, or as negotiated. There will be an option for four additional two (2) year renewals, or as mutually negotiated.

4. **BACKGROUND**

Radford University is a comprehensive public university of 8,998 students that has received national recognition for many of its undergraduate and graduate academic programs, as well as its sustainability initiatives. Well known for its strong faculty/student bonds, innovative use of technology in the learning environment and vibrant student life on a beautiful 211-acre American classical campus, Radford University offers students many opportunities to get involved and succeed in and out of the classroom. With over 300 clubs and organizations, Radford University offers many opportunities for student engagement, leadership development and community service. In addition to robust academic offerings and engaging student experiences on the main campus located in Radford, Virginia, Radford University also offers a clinical-based educational experience for more than 1,100 students living and learning in Roanoke, Virginia as part of Radford University Carilion, a public-private partnership focused on the cutting-edge delivery of health sciences programming, outreach, and service.

5. **EVA BUSINESS-TO-GOVERNMENT ELECTRONIC PROCURMENT SYSTEM:** The eVA internet electronic procurement solution streamlines and automates government purchasing activities within the Commonwealth of Virginia. Radford University, and other state agencies and institutions, have been directed by the Governor to maximize the use of this system in the procurement of goods and services. We are therefore requesting that your firm register as a **self-registered** vendor in the eVA system.

There are transaction fees involved with the use of eVA. These fees must be considered within the provision of quotes, bids, and price proposals offered to Radford University. Failure to register within the eVA system may result in the quote, bid or proposal from your firm being rejected and the award made to another vendor who is registered in the eVA system.

Registration in the eVA system is accomplished on-line. Your firm must provide the necessary information. Please visit the eVA website portal at <https://eva.virginia.gov/register-now.html> and register with eVA. This process needs to be completed before Radford University can issue your firm a Purchase Order or contract. If your firm conducts business from multiple geographic locations, please register these locations in your initial registration.

For registration and technical assistance, reference the eVA website at <http://www.eva.virginia.gov>, or call eVA Customer Care at 866-289-7367 or 804-371-2525. Email eVACustomerCare@DGS.Virginia.gov

6. **CONTRACT PARTICIPATION-COOPERATIVE PURCHASING/USE OF AGREEMENT BY THIRD PARTIES**

Under the authority of §6 of the Rules Governing Procurement of Goods, Services, Insurance and Construction by a Public Institution of Higher Education of the Commonwealth of Virginia (see <https://vascupp.org/rules.pdf>), it is the intent of this solicitation and resulting contracts to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institutions or lead issuing institution's affiliated corporations may access any resulting contract if authorized by the Contractor.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor, the resultant contract may be extended to the entities indicated above to purchase at contract prices in accordance with the contract terms. The Contractor shall notify Radford University in writing of any such entities accessing the contract. No

modification of this contract or execution of a separate contract is required to participate; however, the participating entity and the Contractor may modify the terms and conditions of this contract to accommodate specific governing laws, regulations, policies, and business goals required by the participating entity. Any such modification will apply solely between the participating entity and the Contractor. The Contractor will provide semi-annual usage reports for all entities accessing the contract. Participating entities shall place their own orders directly with the Contractor and shall fully and independently administer their use of the contract to include contractual disputes, invoicing and payments without direct administration from Radford University. Radford University shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the contract. It is understood and agreed that Radford University is not responsible for the acts or omissions of any entity and will not be considered in default of the contract no matter the circumstances.

Refer to **Attachment C, Zone Map**, if the Offeror wishes to submit a separate pricing structure based on approved zones for cooperative institutions. If no other prices are offered, pricing provided will apply to all zones in the Commonwealth of Virginia. If you wish to provide pricing for a zone other than which this solicitation originated, please indicate you are doing so in the response. If you anticipate pricing differentials for different zones, a separate pricing sheet must be submitted for each zone that includes appropriate pricing for that zone.

Use of this contract does not preclude any participating entity from using other contracts or competitive processes as the need may be.

7. **CONTRACT ADMINISTRATION:** Radford University assigns Contract Administrators to each contract awarded. The Contract Administrator shall be the initial point of contact for the Contractor. Contract Administrators are charged with ensuring the terms and conditions of the contract are followed, payments are made in accordance to the contractual pricing schedule, and reporting noncompliance issues to the Procurement and Contracts Department at Radford University. Contract Administrators **do not** have the authority to authorize changes and/or modifications to the contract. Should noncompliance issues exist and cannot be resolved at this level or changes/modifications to the contract are required, the assigned Contract Officer in the Procurement and Contracts Department must be notified immediately by the Contract Administrator. The assigned Contract Administrator is the Emergency Systems Foreman.

8. **DEFINITIONS: INTENTIONALLY LEFT BLANK**

9. **STATEMENT OF NEEDS:**

A. GENERAL REQUIREMENTS:

1. The Contractor shall furnish all labor, supervision, equipment, insurance, licenses, supplies and materials as necessary to perform fire suppression systems services (inspections, functional testing and repairs) as specified herein. Unless otherwise authorized in advance, all work shall be performed Monday through Friday during the hours of 8:00 AM and 5:00 PM.
2. The buildings located on the campus of the Radford University that shall be served under this contract is listed on **Attachments**.
3. All services shall be performed to comply with the latest edition of the Virginia Uniform Statewide Building Code, Virginia Fire Prevention Code, and N.F.P.A. #25 "Standard for the Inspection, Testing, and Maintenance of Water-based Fire Protection Systems" and shall include:
 - a. **WET PIPE SPRINKLER SYSTEMS:**
 - 1) **Quarterly:**
 - a) Make a thorough visual inspection of all system components, to include checking distribution piping (where exposed) for mechanical damage, loose hangers, and leaks. Sprinkler heads shall be visually checked for obvious mechanical damage, leaks, corrosion, loading, obstruction, proper position, proper temperature rating, and any other obvious factors which may impair the sprinkler system.
 - b) A full flow test shall be made through the system main drain with the static and residual flow pressures being properly recorded on the report of inspection and the system maintenance tag. The system shall be flushed through the inspector's test valves to insure proper water quality and delivery through the system.
 - c) All local and supervisory alarms shall be tested for proper operation. The time delay mechanism and operation of each water flow switch shall be functionally tested by an actual water flow condition at the inspector's test valve.
 - d) The condition and position of all control valves shall be checked.
 - e) The condition of the fire department Siamese connection shall be checked and documented, including caps, gaskets, clappers, and ball drips.
 - f) Check and test for proper operation of the mechanical condition of system components, including the alarm valve clapper, pilot valve, and the retarding chamber.

- 2) **Semi-Annually:** In addition to the above quarterly requirements, all sprinkler system control valves that are equipped with electric tamper switches shall be functionally tested by fully operating the control valve to check operation of switch and that a supervisory signal from the tamper switch reports to the Fire Alarm Control Panel, at the semi-annual inspection.
 - 3) **Annually:** In addition to the above quarterly and semi-annual requirements, all backflow devices shall be inspected for proper operation also all sprinkler system control valves shall be fully operated, tested for proper operation and lubricated at the annual inspection. This includes confirming that upon operation of the PIV valve a supervisory signal is received at the Fire Alarm Control Panel. On the annual inspection (which shall be conducted in May annually), all fire department Siamese connection ball drips shall be removed, disassembled, cleaned, and checked for proper operation.
- b. **DRY PIPE SPRINKLER SYSTEMS:**
- 1) **Quarterly:**
 - a) Make a thorough visual inspection of all system components, to include checking distribution piping (where exposed) for mechanical damage, loose hangers, and leaks.
 - b) Sprinkler heads shall be visually checked for obvious mechanical damage, leaks, corrosion, loading, obstruction, proper position, proper temperature rating, and any other obvious factors which may impair the sprinkler system.
 - c) A full flow test shall be made through the system main drain with the static and residual flow pressures being properly recorded on the report of inspection and the system maintenance tag.
 - d) Their priming water level shall be checked and adjusted if necessary. Air pressure shall be checked.
 - e) The air compressor shall be tested for proper operation, condition, and automatic sequencing.
 - f) The oil level and belt condition shall be checked.
 - g) All alarms shall be tested for proper operation, including the water motor gong, electric pressure switch alarms and low air alarms.
 - h) The condition of the fire department Siamese connection shall be checked, including caps, gaskets, clappers, and ball drips.
 - i) All Dry system low point drains shall be drained.
 - j) All sprinkler air compressor tanks shall be drained.
 - 2) **Semi-Annually:**
 - a) In addition to the quarterly requirements, the accelerator shall be tested for proper operation, serviced and reset in accordance with the manufacturer's specifications.
 - b) All sprinkler system control valves equipped with electric tamper switches shall be functionally tested by operating the control valve sufficiently to operate the switch.
 - 3) **Annually:**
 - a) A standard trip test of the dry pipe valve and accelerator shall be performed by opening the inspectors test valve.
 - b) The interior condition of the valve, clapper, latching devices, velocity check valve and facings shall be checked.
 - c) Upon proper operation and condition, the dry pipe valve and accelerator shall be reset and restored to normal service.
 - d) All control valves shall be fully operated, tested for operation, cleaned and lubricated.
 - e) The fire department Siamese connection ball drips shall be removed, checked for debris, cleaned and tested for proper operability.
 - 4) **Triennially:** Each three-year period, the system shall be full flow trip tested, in accordance with National Fire Protection Association (N.F.P.A. 25).

Note: A trip test report must be provided detailing the results of each trip test.

c. **FIREPUMPS:**

- Electric Pumps – shall be tested for 10 minutes – monthly.
- Diesel Pumps – the oil level, coolant level and battery condition shall be checked prior to the start of each test. Each battery cell shall be tested with a hydrometer. The diesel driver shall be operated for a minimum of thirty (30) minutes. The oil pressure, RPM's, and engine temperature shall be monitored during this time.
- Electrically Driven Fire Pumps - the electric motor shall be checked for proper line supply voltage. The motor shall be checked for ampere draw during initial startup of pump, under chum conditions,

and under full load conditions. The recorded amperes shall be checked against the motor ratings to determine if the proper power supply is available.

- 1) **Monthly:**
 - a) A fire pump and jockey pump operational test shall be performed.
 - b) The fire pump and jockey pump shall be test started manually, test started by a low-pressure condition, and the fire pump shall be test started utilizing the emergency manual override.
 - c) The shaft speed of the pump shall be checked with a photoelectric tachometer. The shaft packing shall be checked and adjusted as required.
 - d) The position of all control valves shall be checked.
 - e) The operation of the casing relief valve shall be tested under chum conditions and adjusted as needed to control leakage.
 - f) Upon completion, the system shall be restored to normal operating condition.
 - 2) **Quarterly:**
 - a) Perform a thorough visual inspection of all fire pump components and piping.
 - b) Check all water control valves to see that they are in the proper open or closed position.
 - c) Check the fire and jockey pump controllers to see that operating power is available.
 - d) Check and record the existing static water supply pressures.
 - e) Check the fire and jockey pump for automatic start by dropping the sensing line pressure at controller test cock.
 - f) Record the start pressures of both pumps and the cut-out pressure of the jockey pump. Perform start test again by dropping the fire pump discharge line and the emergency start feature of the controller.
 - g) Check the valves, packing, bearings, and check shaft rotation during the operational testing and sequencing of the pumps.
 - h) Check the relief valve for proper operation and discharge of water during the chum test of the fire pump, and adjust as necessary.
 - i) Test fire pump operating alarms and power loss alarms.
 - 3) **Annually:**
 - a) The fire pump shall be flow tested at 100% rated capacity and pressure, and at 150% rated capacity and pressure to determine its ability to attain satisfactory performance at peak loads, as per its rated specifications and in accordance with the National Fire Protection Association (N.F.P.A. 20).
 - b) The RPM of the pump shaft shall be monitored with a tachometer during all phases of the flow test.
 - c) All pump control valves shall be cleaned, lubricated and fully operated. Tamper switches shall be tested for proper trouble signal.
 - d) The test header shall be properly drained at completion of test and the ball drip shall be disassembled, cleaned and checked for proper operation.
- d. **PREACTION SYSTEMS:** The interior of the preaction or deluge valve and the condition of the devices shall be inspected annually when the trip test is conducted as required by National Fire Protection Association (N.F.P.A. 25).
- e. **STANDPIPE AND HOSE SYSTEMS:** All standpipe hose valves shall be tested annually by opening and closing the valve. A flow test shall be conducted every five (5) years at the most remote hose connection of each zone of a standpipe system to verify water supply provides the design pressure at the required flow.
- f. **SPARE SPRINKLER HEAD CABINETS:** Spare sprinkler heads and wrenches shall be inventoried and included on ALL quarterly inspection reports.

B. MISCELLANEOUS REQUIREMENTS:

1. Inspection reports shall be submitted containing all information required by National Fire Protection Association (N.F.P.A. 25).
2. Copies of approved inspection reports shall be completed and shall indicate the condition of the system at the time of the inspection and shall include all pertinent test data, as required by National Fire Protection Association (N.F.P.A. 25).
3. A copy of the inspection report shall be given to the Emergency Systems Foreman upon completion of the inspection. *(Sample copies of the monthly fire pump test report, quarterly sprinkler inspection report, dry valve trip test report, and annual fire pump test, must be submitted for evaluation with the bid package.)*

4. These inspection reports shall be reviewed with the contractor or appointed representative at the completion of each inspection.
5. Fire protection systems shall be properly tagged, at the conclusion of each inspection, with approved tags noting the water flow test results (both static and residual pressures), the date, and signed by the technician performing the inspection. *(Offeror shall include a sample tag for evaluation with the bid package.)*
6. The Contractor/service technician/inspector shall report to the Emergency Systems Foreman, upon arrival on Radford's Campus and prior to departure from the Campus each day. The Contractor shall sign out a set of "File Alarm/Sprinkler keys" from Facilities Management Work Control EACH DAY to allow access to buildings. The Contractor shall provide a cell phone to the technician/inspector, in order for the technician/inspector to remain in contact with Radford Campus Police at all times while on Campus.
7. The Campus Police must be notified prior to the start of and upon completion of testing in each building.
8. The Contractor shall disconnect/disable the electric audible alarm circuits at the fire alarm control panel prior to the start of testing in each building. Upon verification of all water flow alarms and completion of testing, the fire alarm control panel and all auxiliary devices shall be reset and the panel restored to normal operating condition. Inspector will confirm all alarms are clear at Campus Police prior to leaving each building.
9. All fire protection systems shall be inspected and functionally tested in accordance with the National Fire Protection Association (N.F.P.A. 25), the manufacturers' specifications and local requirements.
10. All inspections and tests shall be performed by properly trained and experienced fire protection technicians and/or specialists with a minimum of two (2) years' experience. Professional resumes and training documents shall be submitted. A minimum NICET Level 2 certification is required, along with a DPOR certification in sprinkler systems. Radford reserves the right to reject and request replacement of personnel who are not qualified.
11. The Contractor shall submit an estimate of repair costs when repairs are required. This estimate shall include type of repair required, parts necessary to make the repair, estimated length of time to make the repair. If retesting is required after the repair is made, the cost of retesting shall be included in the estimate. All repairs must be approved in advance by the Emergency Systems Foreman. Radford reserves the right to bid out any noted repair work.
12. The Contractor shall comply with all National, State, and Local codes and regulations in the performance of this contract.

- C. **PERSONNEL QUALIFICATIONS:** In-house service mechanics (Contractor's personnel) shall be authorized factory service representative of at least one major fire alarm system (i.e., Simplex, Notifier, Siemens/Pyrotronics) etc. All service personnel shall have completed a 2-year National Fire Sprinkler Association apprenticeship program, or a 2-year American Fire Sprinkler Association apprenticeship program. Personnel assigned to the College as inspection and service mechanics must be on-staff personnel with the Contractor for a minimum of two years. Please submit supporting documentation with your bid.

10. **SPECIFIC REQUIREMENTS:**

Proposals should be as thorough and detailed as possible so that Radford University may properly evaluate your capabilities to provide the required goods or services. Offerors are required to submit the following information/items as a complete proposal:

- A. **PLAN FOR PROVIDING SERVICES:** Please provide your plan for providing fire suppression system services. Include the following:
1. A description of what specific services the Offeror proposes to provide to include but not limited to proposed manpower to be use, when the services shall be performed, by whom, and the anticipated time durations for typical services. Offeror must also clearly identify all testing and maintenance services NOT included in the Offeror's proposal, which are required by the applicable codes and which Radford University should perform. Also, describe your plan for handling after hours call backs.
 2. A description of all certification and reporting documentation to be provided by the Offeror in the performance of work included in this solicitation. Include samples of all Offeror's standard certifications, tags and reports.
 3. Identification of applicable codes, regulations standards and manufacture's recommended practices to be followed by the Offeror in the performance of specific tasks proposed by the Offeror.
 4. List of service equipment to be used by the Offeror in the performance of work included in this solicitation.
 5. Details of how your inspectors shall communicate with Radford University while on campus.
 6. Plan for increasing manpower when additional equipment is added to the contract.
- B. **PRICE:**
1. Provide a price per quarter, along with the price for annual inspections as requested on Attachment D.
 2. Discuss price firmness and your plan for conveying price changes during renewal periods.
- C. **QUALIFICATIONS AND EXPERIENCE:** Describe your qualifications and experience in providing fire suppression systems services to include:

1. Complete and detailed description of the Offeror's qualifications and experience relative to the services described herein.
 2. Organization data, including size and structure of firm, joint venture and/or subcontractor arrangements if any, location of branch offices, and financial standing.
 3. Listing of Offeror's management and staff personnel to be used for this contract, designated by discipline and detailing qualifications and experience relative to the services described herein. Include a resume for each and proof of required certifications.
- D. **REFERENCES:** Provide four (4) references, either educational (preferred) or governmental, for whom you have provided the type of services described herein. Include the date(s) services were furnished, the client name, address, and the name and phone number of the individual Radford University has your permission to contact.
- E. **PARTICIPATION OF SMALL, WOMEN-OWNED AND MINORITY-OWNED BUSINESS (SWaM) BUSINESS:** If your business cannot be classified as SWaM, describe your plan for utilizing SWaM subcontractors if awarded a contract. Describe your ability to provide reporting on SWaM subcontracting spend when requested. If your firm or any business that you plan to subcontract with can be classified as SWaM, but has not been certified by the Virginia Department of Small Business and Supplier Diversity (SBSD), it is expected that the certification process will be initiated no later than the time of the award. If your firm is currently certified, you agree to maintain your certification for the life of the contract. For assistance with SWaM certification, visit the SBSB website at <http://www.sbsd.virginia.gov>.

11. SELECTION CRITERIA AND AWARD

A. Selection Criteria:

Proposals will be evaluated by Radford University using the following weighted evaluation criteria.

	Evaluation Criteria	Percentage of Points
1	Qualifications and experience of Offeror in providing the goods/services.	30%
2	Quality of products/services offered and suitability for the intended purposes.	25%
3	Specific plans or methodology to be used to provide the products/services.	25%
4	Financial (Cost)	10%
5	Participation of Small, Women-Owned and Minority-Owned (SWaM) Businesses.	10%
	TOTAL	100%

- B. **Award:** Selection shall be made of two or more Offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposal. Negotiations shall be conducted with the Offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each Offeror so selected Radford University shall select the Offerors which, in its opinion, has made the best proposal, and shall award the contract to that Offeror. Radford University reserves the right to make multiple awards as a result of this solicitation. Radford University may cancel this Request for Proposal or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous. Should Radford University determine in writing and in its sole discretion that only one Offeror is fully qualified or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the Contractor's proposal as negotiated. See **Attachment B** for sample contract form.

12. PROPOSAL PREPARATION AND SUBMISSION:

A. GENERAL INSTRUCTIONS:

1. **RFP Responses:** In order to be considered for selection, Offerors shall submit a complete response to this RFP to include.
 - a. **One (1) original paper copy of the entire proposal, INCLUSIVE OF ALL ATTACHMENTS.** Any proprietary information should be clearly marked in accordance with section 12.A.1.c below.

- b. **One (1) electronic copy** in WORD format or searchable PDF (USB/Flash Drive) of the entire proposal as one document, **INCLUSIVE OF ALL ATTACHMENTS** mailed along with the hard copy above. Any proprietary information should be clearly marked in accordance with 12.A.1.c below.
- c. Should the proposal contain **proprietary information**, provide **one (1) redacted** electronic copy in WORD format or searchable PDF (USB/Flash Drive) of the entire document **INCLUSIVE OF ALL ATTACHMENTS**. **All identified proprietary information should be blacked out**. This USB/Flash Drive should be marked **“Redacted Copy”**
- d. Response shall be submitted to:

Radford University
Procurement and Contracts Department
Attn: Kathryn Dicken
P.O. Box 6885
David E. Armstrong Complex
501 Stockton Street
Radford, VA 24142-6885

Identify the envelope/package as instructed in Attachment A – Terms and Conditions

No other distribution of the proposal shall be made by the Offeror.

B. PROPOSAL PREPARATION:

- 1. **Sign and Complete:** Proposals shall be signed by an authorized representative of the Offeror. All information requested should be submitted. Failure to submit all information requested may result in Radford University requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by Radford University. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
- 2. **Concise & Clear:** Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
- 3. **Organization:** Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the attachment, paragraph number, sub letter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and sub letter should be repeated at the top of the next page. The proposal should contain a table of contents, which cross-references the RFP requirements. Information which the Offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find the RFP requirements are specifically addressed.
- 4. **Word Usage:** As used in this RFP, the terms “must”, “shall”, “should” and “may” identify the criticality of requirements. “must” and “shall” identify requirements whose absence will have a major impact on the suitability of the proposed solution. Items labeled as “should” or “may” are highly desirable, although their absence will not have a large impact and would be useful, but are not necessary. Depending on the overall response to the RFP, some individual “must” and “shall” items may not be fully satisfied, but it is the intent to satisfy most, if not all, “must” and “shall” requirements. The inability of an Offeror to satisfy a “must” or “shall” requirement does not automatically remove that Offeror from consideration; however, it may seriously affect the overall rating of the Offeror's proposal.
- 5. **Binding:** The original proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.
- 6. **Ownership:** Ownership of all data, materials and documentation originated and prepared for Radford University pursuant to the RFP shall belong exclusively to Radford University and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia of Freedom of Information Act. However, to prevent disclosure the Offeror must invoke the protections of Section 2.2-

14. **INVOICES and PAYMENT:** Invoices for goods or services provided under any contract resulting from this solicitation should be submitted by email to acctspayable@radford.edu . Invoices shall be identified with the assigned contract number. Invoices shall identify contract pricing for all good/services payment is being requested. If submitting invoices by mail use the following address. **Email is the preferred method of invoice receipt.**

**RADFORD UNIVERSITY
ACCOUNTS PAYABLE
POST OFFICE BOX 6906
RADFORD, VA 24142-6906**

Payment will be made thirty days after receipt of proper invoice for the amount of payment due, or thirty days after receipt of goods / services, whichever is later, in accordance with the [Commonwealth of Virginia Prompt Pay Act](#) .

15. **ADDENDUM:** Any **ADDENDUM** issued for this solicitation may be accessed on Virginia Business Opportunities by going to www.eva.virginia.gov . Since a paper copy of the addendum will not be mailed to you, we encourage you to check the web site regularly.
16. **COMMUNICATIONS:** Communications regarding this solicitation shall be formal from the date of issue, until either a Contractor has been selected or the Procurement and Contracts Department at Radford University rejects all proposals. Formal communications will be directed to the Contract Officer listed on this solicitation. Reference General Information – Questions/Inquiries. Informal communications, including but not limited to request for information, comments or speculations regarding this solicitation to any University employee other than a Procurement and Contracts Department representative may result in the offending Offeror’s proposal being rejected.
17. **TERMS AND CONDITIONS:** This solicitation and any resulting contract/purchase order shall be governed by the attached terms and conditions. See **Attachment A.**
18. **ATTACHMENTS:**
INFORMATIONAL:
Attachment A – Terms and Conditions
Attachment B – Sample of Standard Contract Form
Attachment C – Zone Map for Cooperative Contracts
Attachment D – University Fire Suppression Inventory by Building
- MUST BE RETURNED WITH PROPOSAL:
Attachment E – Pricing Schedule – will provide pdf and excel formats with solicitation
Attachment F – Vendor Data Sheet (References) – will provide pdf and word format with solicitation

Attachment A

TERMS AND CONDITIONS

I. **GENERAL TERMS AND CONDITIONS:** See [GENERAL TERMS AND CONDITIONS](#)

II. **ADDITIONAL TERMS AND CONDITIONS:**

1. **ADDITIONAL GOOD AND SERVICES:** The University may acquire other goods or services that the supplier provides other than those specifically solicited. The University reserves the right, subject to mutual agreement, for the Contractor to provide additional goods and/or services, under the same pricing, terms and conditions and to make modifications or enhancements to the existing goods and services. Such additional goods and services may include other products, components, accessories, subsystems, or related services newly introduced during the term of the contract.
2. **AUDIT:** The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. Radford University, its authorized agents, and/or state auditors shall have full access and the right to examine any of said materials during said period.
3. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that Radford University shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this contract.
4. **CANCELLATION OF CONTRACT:** Radford University reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
5. **CONTRACT DOCUMENTS:** The contract entered into by the parties shall consist of the Request for Proposal including all addendums thereof, the proposal submitted by the Contractor, the written results of negotiations, the University Standard Contract Form, all of which shall be referred to collectively as the Contract Documents.
6. **IDENTIFICATION OF PROPOSAL ENVELOPE:** The signed proposal should be returned in a separate envelope or package and identified as follows:

From

Name of Offeror	Due Date	Time Due
------------------------	-----------------	-----------------

Street or Box Number	Solicitation Number
-----------------------------	----------------------------

City, State, Zip Code	Solicitation Title
------------------------------	---------------------------

Name of Procurement Officer: KATHRYN M. DICKEN

The envelope should be addressed to:

RADFORD UNIVERSITY
Procurement and Contracts Department
P.O. Box 6885
501 Stockton Street
Radford, Virginia 24142

The Offeror takes the risk that if the envelope is not marked as described above, it may be inadvertently opened and the information compromised, which may cause the proposal to be disqualified. Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other proposals should be placed in the envelope.

7. **NOTICES:** Any notices to be given by either party to the other pursuant to any contract resulting from this solicitation shall be in writing, hand delivered, mailed or electronically submitted to the address of the respective party at the following address:

If to the Contractor: Address Shown on the RFP Cover Page
Attention: Name of Person Signing RFP

If to Radford University:

RADFORD UNIVERSITY
Procurement and Contracts Department
Attn: Contract Officers Name
P.O. Box 6885
501 Stockton Street
Radford, Virginia 24142

8. **PUBLIC POSTING:** Radford University maintains a web-based contract database with a public gateway access. Any resulting cooperative contract(s) to this solicitation will be posted to the publicly accessible website. Contents identified and mutually negotiated, as proprietary information will not be made public.
9. **SEVERAL LIABILITY:** Radford University will be severally liable to the extent of its purchase made against any contract resulting from this solicitation. Applicable entities described herein will be severally liable to the extent of their purchases made against any contract resulting from this solicitation.

III. SPECIAL TERMS AND CONDITIONS:

1. **ADVERTISING:** In the event a contract is awarded for supplies, equipment, or services resulting from this solicitation, no indication of such sales or services to Radford University will be used in product literature or advertising. The Contractor shall not state in any of the advertising or product literature that Radford University has purchased or uses its products or services, and the Contractor shall not include Radford University in any client list in advertising and promotion materials without the express written consent of the University.
2. **ASBESTOS:** The Contractor is contracted by Radford University to perform work in buildings where asbestos-containing materials (ACM) may be located. The Contractor will be informed by the Radford University project coordinator/manager of the location of suspect and known ACM in the work area(s) to which the Contractor is assigned. The Contractor shall under no circumstances damage or disturb suspect or known ACMs unless they have been specially retained to perform this work as a part of the Contract and are legally qualified to perform this work. The Contractor shall provide his/her employees asbestos awareness and other training or activities required by 29 CFR 1926.1101 for the safe performance of their work. The Contractor shall submit to Radford University Facility Management for review and approval his written work practices, precautions, procedures, and engineering controls to be used during work that disturbs ACM prior to commencement of this work. Work will not proceed until the proposed work practices have been approved by Facility Management.
3. **AS-BUILT DRAWINGS:** The Contractor shall provide Radford University a clean set of reproducible "as built" drawings and wiring diagrams, marked to record all changes made during installation or construction. The Contractor shall also provide Radford University with maintenance manuals, parts lists and a copy of all warranties for all equipment. All "as built" drawings and wiring diagrams, maintenance manuals, parts lists and warranties shall be delivered to Radford University upon completion of the work and prior to final payment.

4. **CONTRACTOR PERSONNEL:** All employees of the Contractor shall comply with the rules, regulations, policies and procedures of Radford University and shall maintain proper conduct. In the event the University finds, at its sole discretion, that an employee of the Contractor is objectionable to the University that employee shall be removed by the Contractor from University grounds and shall not again be employed by the Contractor on University grounds until approved by the University.
5. **CONTRACTOR/SUBCONTRACTOR LICENSE REQUIREMENT:** By my signature on this solicitation, I certify that this firm/individual and/or subcontractor is properly licensed for providing the goods/services specified

Contractor Name: _____ Subcontractors Name: _____

License #: _____ Type: _____

6. **CONTRACTOR'S TITLE TO MATERIALS:** No materials or supplies for the work shall be purchased by the Contractor or by any subcontractor's subject to any chattel mortgage or under a conditional sales or other agreement by which an interest is retained by the seller. The Contractor warrants that he has clear title to all materials and supplies for which he invoices for payment.
7. **CRIMINAL CONVICTION CHECKS:** All criminal conviction checks must be concluded prior to the Contractor's employees gaining access to the Radford University Campus. Employees who have separated employment from Contractor shall undergo another background check prior to re-gaining access to the Radford University campus. Contractor shall ensure subcontractors conduct similar background checks. Radford University reserves the right to audit a Contractor's background check process at any time. All employees have a duty to self-disclose any criminal conviction(s) occurring while assigned to the Radford University campus. Such disclosure shall be made to Contractor, which in turn shall notify the designated Radford University Contract Administrator within 5 days. If at any time during the term of the contract Radford University discovers an employee has a conviction which raises concerns about university buildings, property, systems, or security, the Contractor shall remove that employee's access to the Radford University campus, unless Radford University consents to such access in writing. Failure to comply with the terms of this provision may result in the termination of the Contract.
8. **ELECTRICAL INSTALLATION:** All equipment/material shall conform to the latest issue of all applicable standards as established by National Electrical Manufacturer's Association (NEMA), American National Standards Institute (ANSI), and Underwriters' Laboratories, Incorporated (UL) or other Nationally Recognized Testing Laboratories (NRTL) currently listed with the US Department of Labor. All equipment and material, for which there are NEMA, ANSI, UL or other NRTL standards and listings, shall bear the appropriate label of approval for use intended.
9. **EXTRA CHARGES NOT ALLOWED:** The Proposal price shall be for complete installation ready for Radford University use, and shall include all applicable freight and installation charges; extra charges will not be allowed.
10. **FINAL INSPECTION:** At the conclusion of the work, the Contractor shall demonstrate to the authorized owner's representatives that the work is fully operational and in compliance with contract specifications and codes. Any deficiencies shall be promptly and permanently corrected by the Contractor at the Contractor's sole expense prior to final acceptance of the work.
11. **INSPECTION OF JOB SITE:** My signature on this solicitation constitutes certification that I have inspected the job site and am aware of the conditions under which the work must be accomplished. Claims, as a result of failure to inspect the job site, will not be considered by Radford University.

12. **INSURANCE COVERAGES AND LIMITS REQUIRED:**

- Worker's Compensation - Statutory requirements and benefits.
- Employers Liability - \$100,000.00
- Commercial General Liability - \$1,000,000.00 per occurrence and \$2,000,00 in the aggregate to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. Radford University shall be named as an additional insured to the policy by endorsement.
- Automobile Liability - \$1,000,000 combined single limit.
- Builders Risk – For all renovation and new construction projects under \$100,000 Radford University will provide All Risk – Builders Risk Insurance. For all renovation contracts, and new construction from \$100,000 up to \$500,000 the Contractor will be required to provide All Risk – Builders Risk Insurance in the amount of the Contract and name Radford University as additional insured. All insurance verifications of insurance will be through a valid insurance certificate.

- * The Contractor agrees to be responsible for, indemnify, defend and hold harmless Radford University, its officers, agents and employees from the payment of all sums of money by reason of any claim against them arising out of any and all occurrences resulting in bodily or mental injury or property damage that may happen to occur in connection with and during the performance of the Contract, including but not limited to claims under the Worker's Compensation Act. The Contractor agrees that it will, at all times, after the completion of the work, be responsible for, indemnify, defend and hold harmless Radford University, its officers, agents and employees from all liabilities resulting from bodily or mental injury or property damage directly or indirectly arising out of the performance or nonperformance of the Contract.
13. **LABELING OF HAZARDOUS SUBSTANCES:** If the items or products requested by this solicitation are "Hazardous Substances" as defined by the § 10.1-1400 of the Code of Virginia (1950), as amended, or #§ 1261 of Title 15 of the United States Code, then the Offeror, by submitting its Proposal, certifies and warrants that the items or products to be delivered under this Contract shall be properly labeled as required by the foregoing sections and that by delivering the items or products the Offeror does not violate any of the prohibitions of the Virginia Waste Management Act, Title 10.1, Chapter 15 of the Code of Virginia. or Title 15 U.S.C. § 1263.
 14. **LEAD:** The Contractor is contracted by Radford University to perform work in buildings where lead-containing materials such as lead-based paint may be located. Work performed under this Contract may impact these lead materials (for example, during building renovations), but does not include lead abatement or de-leading operations. The Contractor will be informed by Radford University project coordinator/manager of the location of suspect and known lead containing materials in the work area(s) to which the Contractor is assigned. The Contractor shall provide all training and equipment required by §29 CFR 1926.62 for the safe performance of the work. The Contractor may not perform de-leading or lead abatement unless they hold a valid Virginia Lead Contractor license and have been specifically retained to perform this work as a part of the contract. The Contractor shall submit to Radford University Facilities Management Department for review and approval his written Lead Work Plan which outlines work practices, precautions, procedures, and engineering controls to be used during work that disturbs lead prior to commencement of this work. Work will not proceed until the Lead Work Plan has been approved by Radford University Facilities Management.
 15. **MAINTENANCE MANUALS:** The Contractor shall provide with each piece of equipment an operations and maintenance manual with wiring diagrams, parts list, and a copy of all warranties.
 16. **MATERIALS CONTAINING ASBESTOS:** The Offeror shall not incorporate any materials into the work containing asbestos. The Offeror shall not incorporate any material known by the Offeror to contain a substance known to be hazardous to health when the building is occupied unless specifically approved by Radford University or required by the specifications. If the Offeror becomes aware that a material required by the specifications contains asbestos, it shall notify Radford University immediately and shall take no further steps to acquire or install any such material.
 17. **ORDERS:** Applicable departments, institutions, agencies and Public Bodies of the Commonwealth of Virginia may order by issuing a purchase order against any contract resulting from this solicitation.
 18. **PARKING POLICY:** All Contractors' vehicles parked on the Radford University campus must be registered with the Radford University Parking Services Department and display a valid Contractor's parking pass. A pass may be obtained by filling out an application for a Radford University Contractor's Parking Pass and submitting it to the Radford University Parking Services Department. Contractors should be aware that vehicles parked on the Radford University campus without a parking pass or permit are subject to ticketing and fines. Operating vehicles on sidewalks, plazas, and areas heavily occupied by pedestrians is prohibited. In the unlikely event a driver should find it necessary to drive on Radford University sidewalks, plazas and areas heavily used by pedestrians, the driver must yield to pedestrians. For a complete list of parking regulations, please go to <http://parking.asp.radford.edu/>. Radford University Parking Services may also be contacted by calling (540) 831-6361. The safety of our students, faculty and staff is of paramount importance to us. Accordingly, violators may be charged
 19. **PRIME CONTRACTOR RESPONSIBILITIES:** The Contractor shall be responsible for completely supervising and directing the work under this Contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this Contract shall be responsible to the prime Contractor. The Contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.

20. **RENEWAL OF CONTRACT:** This Contract may be renewed by Radford University for a period of 365 days, only under the terms and conditions of the original Contract except as stated in A below. Price increases may be negotiated only at the time of renewal. Written notice of Radford University's intention to renew shall be given (approximately 90 day) prior to the expiration date of each Contract period.
- A. If Radford University elects to exercise the option to renew the Contract for an additional one-year period, the Contract price(s) for the additional year shall not exceed the contract prices of the original Contract increased/decreased by no more than the percentage increase/ decrease of the SERVICES category of the CPI section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available, or five percent (5%), whichever is less, for all renewal periods under the contract.
21. **SAFETY:** The Contractor bears sole responsibility for the safety of its employees. The Contractor shall take all steps necessary to establish, administer, and enforce safety rules that meet the regulatory requirements of the Virginia Department of Labor and Industry (VDLI) and the Occupational Safety and Health Administration (OSHA). The Contractor shall take steps as necessary to protect the safety and health of University employees, students, and visitors during the performance of their work. In addition, the Contractor must also provide the University with a written safety program that it intends to follow in pursuing work under this contract. No work under this Contract will be permitted until the university is assured that the Contractor has an adequate safety program in effect.
22. **SAFETY DATA SHEETS (SDS):** Safety Data Sheets and descriptive literature shall be provided with the Proposal for each chemical and/or compound offered. Failure on the part of the Offeror to submit such data sheets may be cause for declaring the Proposal as nonresponsive.
23. **SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of Radford University. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish Radford University the names, qualifications and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by his subcontractor(s) and shall assure compliance with all requirements of the Contract.
24. **VIRGINIA FREEDOM OF INFORMATION ACT:** Except as provided, once an award is announced, all proposals/bids submitted to this RFP/IFB will be open to inspection by any citizen, or interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by a firm prior to or as part of its proposal will not be subject to public disclosure under the Virginia Freedom of Information Act only under the following circumstances: (1) the appropriate information is clearly identified by some distinct method such as highlighting or underlining; (2) only the specific words, figures, or paragraphs that constitute trade secrets or proprietary information are identified; and (3) a summary page is supplied immediately following the proposal title page that includes (a) the information to be protected, (b) the section(s)/page number(s) where this information is found in the proposal, and (c) a statement why protection is necessary for each section listed. The firm must also provide a separate electronic copy of the proposal (CD, etc.) with the trade secrets and/or proprietary redacted. *If all of these requirements are not met, then the firm's entire proposal will be available for public inspection*
25. **WARRANTY (COMMERCIAL):** The Contractor agrees that the supplies or services furnished under any award resulting from this solicitation shall be covered by the most favorable commercial warranties the Contractor gives any customer for such supplies or services and that the rights and remedies provided therein are in addition to and do not limit those available to Radford University by any other term of this solicitation. A copy of this warranty must be furnished with the Proposal.
26. **WORK SITE DAMAGES:** Any damage to existing utilities, equipment or finished surfaces resulting from the performance of this Contract shall be repaired to the Owner's satisfaction at the Contractor's expense.

Attachment B

SAMPLE CONTRACT FORM
Standard Contract form for reference only
Offerors do not need to fill in this form.



STANDARD CONTRACT
Contract Number: **RUxxxxx**

This contract entered into this __ day of _____, 20__, by _____, located at (**insert complete physical address**), hereinafter called the “Contractor” and Commonwealth of Virginia, **Radford University**, called the “Purchasing Agency or Radford University”, located at 801 East Main Street, Radford, VA. 24142.”

1. **WITNESSETH** that the Contractor and Radford University, in consideration of the mutual covenants, promises and agreements contained, agree as follows:
2. **SCOPE OF CONTRACT:** The Contractor shall provide _____ to Radford University as set forth in the Contract Documents.
3. **TERM OF CONTRACT:** From _____ through _____ with _____ (**number of years**) year renewal options or as negotiated, to include all contractual provisions contained herein.
4. **THE CONTRACT DOCUMENTS SHALL CONSIST OF:**

This signed Radford University Standard Contract. Document;

Radford University’s Request for Proposal (RFP) **Rxx-xxx** dated _____, Addendum **xxx** dated _____ (**list all addendums in this format**).

Contractor’s Proposal signed and dated _____

Negotiation Summation: (**List each document by title and execution date**)

5. **COMPENSATION AND METHOD OF PAYMENT:** The Contractor shall be paid by Radford University in accordance with the contract documents. (***Note: If advantageous you can list compensation here.**)

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

CONTRACTOR:

RADFORD UNIVERSITY

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Signature: _____

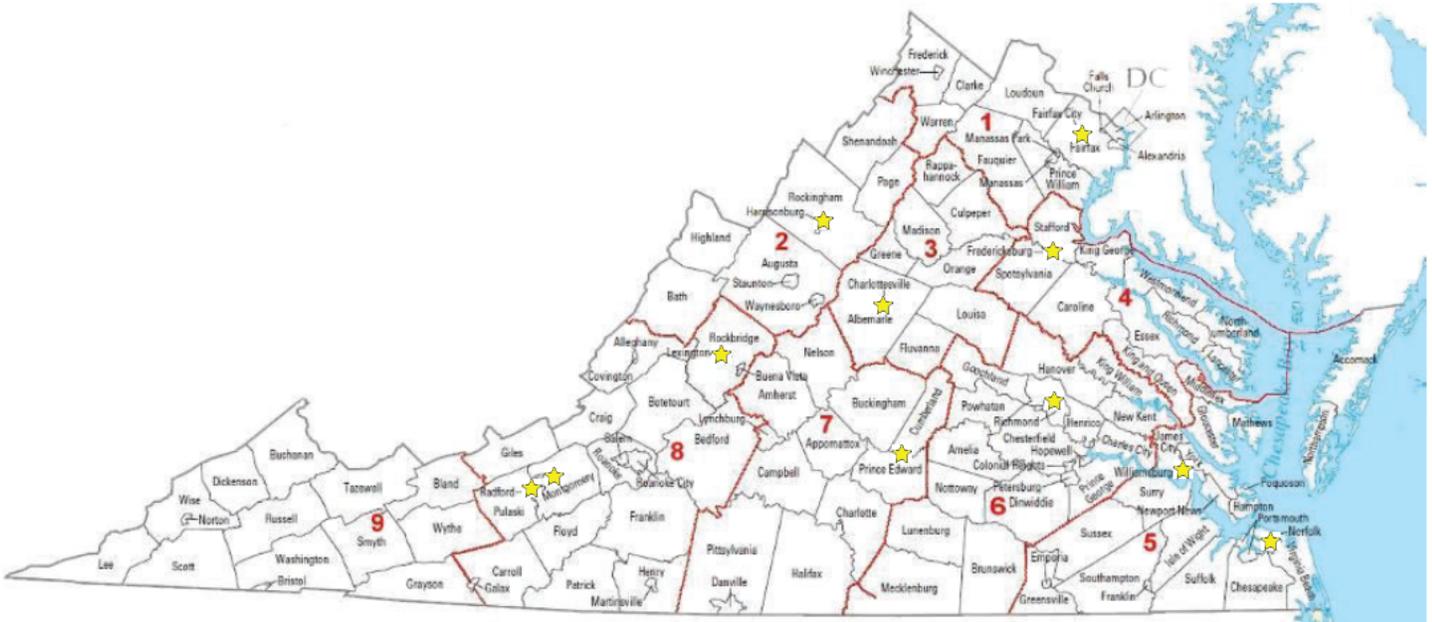
Signature: _____

Date: _____

Date: _____

Attachment C

Zone Map



Virginia Association of State College & University Purchasing Professionals (VASCUPP)

List of member institutions by zones

<p><u>Zone 1</u> George Mason University (Fairfax)</p>	<p><u>Zone 2</u> James Madison University (Harrisonburg)</p>	<p><u>Zone 3</u> University of Virginia (Charlottesville)</p>
<p><u>Zone 4</u> University of Mary Washington (Fredericksburg)</p>	<p><u>Zone 5</u> Christopher Newport University (Hampton) College of William and Mary (Williamsburg) Old Dominion University (Norfolk) Norfolk State University (Norfolk)</p>	<p><u>Zone 6</u> Virginia Commonwealth University (Richmond)</p>
<p><u>Zone 7</u> Longwood University (Farmville)</p>	<p><u>Zone 8</u> Virginia Military Institute (Lexington) Virginia Tech (Blacksburg) Radford University (Radford)</p>	<p><u>Zone 9</u></p>

The zone map is provided for the Offeror to determine appropriate pricing structures based on approved zones for cooperative institutions. If no other prices are offered, pricing provided will apply to all zones in the Commonwealth of Virginia. If you wish to provide pricing for a zone other than which this solicitation originated, please indicate you are doing so in the response. If you anticipate pricing differentials for different zones, a separate pricing sheet must be submitted for each zone that includes appropriate pricing for that zone.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	
1.	Building	Item	Quantity			Control Valves	Waterflow Switches	Pressure Switches	Check Valves	Preaction Valve	Electric Bell	Deluge Valve	Tamper Switches	Antifreeze Loop	Isolation Valve	Dry Pipe	Air Compressor	Air Maintenance Device	Drains	Gauges	Watermotor Gong	Sprinkler Boxes	Inspectors Test	FDC Valves	Alarm Mat. Canks	Backflow Devices	Strain	Dry Pipe	Piping	Pressure Regulator	Isolwy Pump Control	Controller	Quick Opening Device	PIV		
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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	
1	Building	Item	Quantity			Control Valves	Waterflow Switches	Pressure Switches	Check Valves	Preaction Valve	Electric Bell	Deluge Valve	Tamper Switches	Antifreeze Loop	Isolation Valve	Dry Pipe Valve	Air Compressor	Air Maintenance Device	Drains	Gauges	Watermotor Gong	Sprinkler Boxes	Inspectors Test	FDC Valves	Alarm Valves	Backflow Cranks	Backflow Devices	Strain	Dry Pipe Piping	Pressure Regulator	Jockey Pump Control	Controller	Quick Opening PIV			
290				1 Pressure switch																																
291				1 Waterflow Switch			1	1																												
292				1 Drain																																
293				3 Gauges	Visual																															
294				1 Air Compressor	Visual													1																		
295				1 Piping	Visual																															
296				2 Control Valves	Visual	2																														
297				Total																																
298				10																																
299				Anti-freeze																																
300				1 Loop	Visual																															
301				Total																																
302				1																																
303				Building Total																																
304				26																																
305	Hemphill Hall	Wet Riser	74																																	
306				10 Waterflow Switches			10																													
307				6 Drains																																
308				17 Gauges	Visual																															
309				1 FDC	Visual																															
310				5 Piping	Visual																															
311				1 Sprinkler Box	Visual																		1													
312				1 Backflow Prevention	Visual																															
313				10 Check Valves	Visual	12			10																											
314				12 Control Valves																																
315				10 Inspectors Tests																																
316				1 Isolation Valve											1																					
317				1 PIV																																
318				Building Total																																
319				74																																
320																																				
321	Heat Hall	Wet Riser	29																																	
322				6 Waterflow Switches			6																													
323				1 Drain	Visual																															
324				8 Gauges	Visual																															
325				1 Piping	Visual																															
326				1 Sprinkler Box	Visual				1														1													
327				1 Check Valve	Visual																															
328				6 Control Valves		6																														
329				5 Inspectors Tests																																
330				Total																																
331				29																																
332				Pre-action																																
333				1 Pressure Switch																																
334				1 Waterflow Switch			1																													
335				3 Drains	Visual																															
336				3 Gauges	Visual																															
337				1 Air Compressor	Visual																															
338				1 Air Maintenance	Visual																															
339				1 Piping	Visual																															
340				1 Sprinkler Box	Visual																		1													
341				2 Control Valves	Visual	2																														
342				1 Preaction Valve						1																										
343				Total																																
344				14																																
345				Class Com.																																
346				5																																
347				Control																																
348				2 Tamper switches		3																														
349				3 Control Valves																																
350				Total																																
351				48																																
352	Hunter Hall	Wet Riser	14																																	
353				2 Gauges	Visual	2																														
354				1 Drain	Visual																															
355				1 Watermotor Gong	Visual																															
356				1 FDC	Visual																															
357				1 Alarm Valve	Visual																															
358				1 Piping	Visual																															
359				2 Sprinkler Boxes	Visual																		2													

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI		
1	Building	Item	Quantity			Control Valves	Waterflow Switches	Pressure Switches	Check Valves	Preaction Valve	Electric Bell	Deluge Valve	Tamper Switches	Antifreeze Loop	Isolation Valve	Dry Pipe	Air Compressor	Air Maintenance Device	Drains	Gauges	Watermotor GMR	Sprinkler Boxes	Inspectors Test	FDC Valves	Alarm Valves	Back. Cranks	Backflow Devices	Strain	Dry Pipe	Piping	Pressure Regulator	Jockey Pump Control	Controller	Quick Opening PIV			
856	Walton Hall	Wet Riser	29	7 Tamper Switches																																	
857				5 Waterflow Switches			5																														
858				1 Drain																																	
859				3 Gauges																																	
860				1 FDC																																	
861				1 Sprinkler Box																																	
862				1 Check Valve																																	
863				6 Control Valves																																	
864				4 Inspectors Tests																																	
865				1 PIV																																	
866				Total																																	
867				30																																	
868				Total																																	
869				Total																																	
870				Total																																	
871				11																																	
872				1 Drain																																	
873				1 Pressure Switch																																	
874				1 Waterflow switch																																	
875				3 Gauges																																	
876				1 Preaction Valve																																	
877				1 Air Compressor																																	
878				3 Control Valves																																	
879				Total																																	
880				11																																	
881				5																																	
882				2 Drains																																	
883				1 Piping																																	
884				1 Control Valve																																	
885				Total																																	
886				4																																	
887				3																																	
888				1 Gauge																																	
889				2 Control Valves																																	
890				Building Total																																	
891				47																																	
892																																					
893	Walker Hall	Wet Riser	18	1 Inspectors Test																																	
894				1 Drain																																	
895				4 Gauges																																	
896				1 Piping																																	
897				1 Sprinkler Box																																	
898				1 Alarm Valve																																	
899				Total																																	
900				1																																	
901				1 Backflow Prevention																																	
902				5 Control Valves																																	
903				4 Inspectors Tests																																	
904				1 PIV																																	
905				Total																																	
906				20																																	
907				14																																	
908				1 Pressure Switch																																	
909				1 Waterflow switch																																	
910				3 Drains																																	
911				1 Air Compressor																																	
912				1 Piping																																	
913				2 Control Valves																																	
914				1 Dry Pipe Valve																																	

Fire Suppression Systems
R23-016

Pricing Schedule

Building	Item	1st Qtr - Aug Quarterly Price	2nd Qtr - Nov Quarterly Price	3rd Qtr - Feb Quarterly Price	4th Qtr - May (Annual) Quarterly Price	Annual Total (C+D+E+F)
219 E. Main St	Wet Riser					
	Dry System					
1101 Grove Ave.	Wet Riser					
Armstrong Complex	Wet Riser					
	Dry System					
Bolling Hall	Wet Riser					
CFTS Building	Wet Riser					
Cook Hall	Wet Riser					
	Pre-Action					
	Multi FI C.A.					
Covington Fine Arts	Wet Riser					
	Pre-Action					
Cupp Stadium	Wet Riser					
Dalton Hall	Wet Riser					
	Pre-Action					
	Multi FI C.A.					
Davis Hall	Wet Riser					
	Pre-Action					
	Multi FI C.A.					
Dedmon Center	Wet Riser					
Draper Hall	Wet Riser					
	Wet Riser					
Floyd Hall	Wet Riser					
	Pre-Action					
	Multi FI C.A.					
	Anti-freeze					
Hemphill Hall	Wet Riser					
Heth Hall	Wet Riser					
	Pre-Action					
	Multi FI C.A.					
Hurlburt Hall	Wet Riser					
	Pre-Action					
	Multi FI C.A.					
Ingles Hall	Wet Riser					
	Pre-Action					
	Multi FI C.A.					
Jefferson Hall	Wet Riser					
	Dry System					
	Pre-Action					
	Multi FI C.A.					

Fire Suppression Systems
R23-016

Pricing Schedule

Building	Item	1st Qtr - Aug	2nd Qtr - Nov	3rd Qtr - Feb	4th Qtr - May (Annual)	Annual Total
Kyle Hall	Wet Riser					
	Dry System					
	Multi FI C.A.					
Madison Hall	Wet Riser					
	Dry System					
	Multi FI C.A.					
McConnell Library	Wet Riser					
	Dry System					
	Pre-Action					
	Multi FI C.A.					
Moffett Hall	Wet Riser					
Muse Hall	Wet Riser					
	Dry System					
	Pre-Action					
	Multi FI C.A.					
Peery Hall	Wet Riser					
	Pre-Action					
	Multi FI C.A.					
	Anti-freeze					
Peters Hall	Wet Riser					
	Pre-Action					
Pocahontas Hall	Wet Riser					
Preston/Martin Hall	Wet Riser					
	Pre-Action					
	Multi FI C.A.					
Reed/Curie Halls	Wet Riser					
	Multi FI C.A.					
Russell Hall	Wet Riser					
	Dry System					
	Pre-Action					
	Multi FI C.A.					
Stuart Hall	Wet Riser					
	Pre-Action					
	Anti-freeze					
	Multi FI C.A.					
Student Rec & Wellness Center	Wet Riser					
Trinkle Hall	Wet Riser					
	Pre-Action					
	Anti-freeze					
	Multi FI C.A.					
Waldron Hall	Wet Riser					
	Pre-Action					
	Stand Pipe					
	Multi FI C.A.					

Fire Suppression Systems
R23-016

Pricing Schedule

Building	Item	1st Qtr - Aug	2nd Qtr - Nov	3rd Qtr - Feb	4th Qtr - May (Annual)	Annual Total
Walker Hall	Wet Riser					
	Dry System					
	Pre-Action					
	Multi FI C.A.					
Washington Hall	Wet Riser					
	Dry System					
Whitt Hall	Wet Riser					
Young Hall	Wet Riser					
	Dry System					
	Pre-Action					
	Multi FI C.A.					
Subtotals:						

		Quantity	Annual Price
Muse Hall	25110	Fire Pump	1
Center for the Sciences	20303	Fire Pump	1
		Fire Pump Subtotals:	

Grand Total

ATTACHMENT F
VENDOR DATA SHEET

Company:	Contact:
Phone: ()	Email:
Fax: ()	
Project:	
Dates of Service:	\$ Value:
Company:	Contact:
Phone: ()	Email:
Fax: ()	
Project:	
Dates of Service:	\$ Value:

I certify the accuracy of this information.

Signed: _____

Title: _____

Date: _____



Addendum Number 01

Date: June 21, 2023

Reference Request For Proposal Number:	R23-016
Commodity:	Fire Suppression System Services
Dated	May 18, 2023
For Delivery To:	Radford University Agency, Commonwealth of Virginia 501 Stockton Street Radford, Virginia 24142
Proposal Due Date/Time:	June 29, 2023 at 3:00PM EST

Included with this Addendum:

1. Pre-Proposal Attendance Sheet
2. Pre-Proposal Presentation Slide Deck
3. Amended Pricing Schedule (Attachment E)

Modifications to the solicitation:

1. **Section 9.A STATEMENT OF NEEDS** is modified to include the following:

The University is adding the mandatory five (5) year inspection for all fire suppression systems as listed in the RFP, as required by the NFPA Standards, and as applicable for Radford University, to include but not limited to:

Gauge Inspection

- Gauges shall be replaced or tested every five years by comparison with a calibrated gauge.

Standpipe Flow Test

- A flow test shall be conducted every 5 years on all automatic standpipe systems to verify that the required flow and pressure are available at the hydraulically most remote hose valve outlet(s) while flowing the standpipe system demand.
- Where a flow test of the hydraulically most remote outlet(s) is not practical, the authority having jurisdiction shall be consulted for the appropriate location for the test.
- Pressure gauges maintained in accordance with 8.3.3.5.2, NFPA shall be provided for the test.
- Class I and Class III standpipe system demand shall include 500 gpm (1892 L/min) for the most remote standpipe and 250 gpm (946 L/min) for each additional standpipe until the total system demand is simultaneously flowing.
- The 250 gpm (946 L/min) required from each additional Class I and Class III standpipe shall be allowed to be flowed from the most convenient hose valve on that standpipe.
- Where the 250 gpm (946 L/min) cannot be flowed from each additional Class I and Class III standpipe, the authority having jurisdiction shall determine where the additional flow can be taken.

- Class II standpipe system demand shall include 100 gpm (379 L/min) for the most remote standpipe connection.
- The standpipe system demand shall be based on the design criteria in effect at the time of the installation.
- Where the standpipe system demand cannot be determined, the authority having jurisdiction shall determine the standpipe system demand.
- The actual test method(s) and performance criteria shall be discussed in advance with the authority having jurisdiction.

Standpipe Hydrostatic Test

- Hydrostatic tests of not less than 200 psi (13.8 bar) pressure for 2 hours, or at 50 psi (3.4 bar) in excess of the maximum pressure, where maximum pressure is in excess of 150 psi (10.3 bar), shall be conducted every 5 years on manual standpipes.

Check Valve Inspection

- Inspection. Valves shall be inspected internally every five years to verify that all components operate correctly, move freely, and are in good condition.

Internal Inspection of Piping

- An inspection of piping and branch line conditions shall be conducted every five years by opening a flushing connection at the end of one main and by removing a sprinkler toward the end of one branch line to inspect for the presence of foreign organic and inorganic material.
 - Alternative nondestructive examination methods shall be permitted.
 - Tubercules or slime, if found, shall be tested for indications of microbiologically influenced corrosion (MIC).
 - If the presence of sufficient foreign organic or inorganic material is found to obstruct pipe or sprinklers, an obstruction investigation shall be conducted as described in Section 14.3, NFPA.
 - Non-metallic pipe shall not be required to be inspected internally
 - In buildings with multiple wet pipe systems, every other system shall have an internal piping inspection every five years, as described in 14.2.1., NFPA.
 - If the presence of foreign organic and/or inorganic material is found in any system in a building during the 5-year internal inspection of piping, all systems shall have an internal inspection.
2. Modification to the Pricing Schedule (Attachment E) to include the additional five (5) year inspection. The **AMENDED PRICING SCHEDULE** shall replace the previous version of Attachment E in its entirety and must be submitted with the proposal.
- a. Additionally, from time to time, Radford may request additional work be performed under the “Additional Services Clause” of the contract. For that reason, the Pricing Schedule has also been amended to include a section for the inclusion of position and hourly rates for employees and technicians who may perform services on campus. The hourly rates would only be used in the event of additional work and not for the inspection rate.
 - i. Hourly rates should be fully burdened, to include any expenses associated with performance. Transportation, trip charges, travel and soft costs will not be paid separately by the University. This must be an inclusive hourly rate.

Fire Suppression Systems
R23-016
AMENDED PRICING SCHEDULE

Building	Item	1st Qtr - Aug	2nd Qtr - Nov	3rd Qtr - Feb	4th Qtr - May	Annual Total	5 Year Inspections
		Quarterly Price	Quarterly Price	Quarterly Price	Quarterly Price + Annual Inspec.	(C+D+E+F)	
219 E. Main St	Wet Riser					\$0.00	
	Dry System					\$0.00	
1101 Grove Ave.	Wet Riser					\$0.00	
Armstrong Complex	Wet Riser					\$0.00	
	Dry System					\$0.00	
Bolling Hall	Wet Riser					\$0.00	
CFTS Building	Wet Riser					\$0.00	
Cook Hall	Wet Riser					\$0.00	
	Pre-Action					\$0.00	
	Multi FI C.A.					\$0.00	
Covington Fine Arts	Wet Riser					\$0.00	
	Pre-Action					\$0.00	
Cupp Stadium	Wet Riser					\$0.00	
Dalton Hall	Wet Riser					\$0.00	
	Pre-Action					\$0.00	
	Multi FI C.A.					\$0.00	
Davis Hall	Wet Riser					\$0.00	
	Pre-Action					\$0.00	
	Multi FI C.A.					\$0.00	
Dedmon Center	Wet Riser					\$0.00	
Draper Hall	Wet Riser					\$0.00	
	Wet Riser					\$0.00	
Floyd Hall	Wet Riser					\$0.00	
	Pre-Action					\$0.00	
	Multi FI C.A.					\$0.00	
	Anti-freeze					\$0.00	
Hemphill Hall	Wet Riser					\$0.00	
Heth Hall	Wet Riser					\$0.00	
	Pre-Action					\$0.00	
	Multi FI C.A.					\$0.00	
Hurlburt Hall	Wet Riser					\$0.00	
	Pre-Action					\$0.00	
	Multi FI C.A.					\$0.00	
Ingles Hall	Wet Riser					\$0.00	
	Pre-Action					\$0.00	
	Multi FI C.A.					\$0.00	
Jefferson Hall	Wet Riser					\$0.00	
	Dry System					\$0.00	
	Pre-Action					\$0.00	
	Multi FI C.A.					\$0.00	
Kyle Hall	Wet Riser					\$0.00	
	Dry System					\$0.00	
	Multi FI C.A.					\$0.00	
Madison Hall	Wet Riser					\$0.00	
	Dry System					\$0.00	
	Multi FI C.A.					\$0.00	
McConnell Library	Wet Riser					\$0.00	

Fire Suppression Systems
R23-016
AMENDED PRICING SCHEDULE

Building	Item	1st Qtr - Aug	2nd Qtr - Nov	3rd Qtr - Feb	4th Qtr - May	Annual Total	5 Year Inspections
	Dry System					\$0.00	
	Pre-Action					\$0.00	
	Multi FI C.A.					\$0.00	
Moffett Hall	Wet Riser					\$0.00	
Muse Hall	Wet Riser					\$0.00	
	Dry System					\$0.00	
	Pre-Action					\$0.00	
	Multi FI C.A.					\$0.00	
Peery Hall	Wet Riser					\$0.00	
	Pre-Action					\$0.00	
	Multi FI C.A.					\$0.00	
	Anti-freeze					\$0.00	
Peters Hall	Wet Riser					\$0.00	
	Pre-Action					\$0.00	
Pocahontas Hall	Wet Riser					\$0.00	
Preston/Martin Hall	Wet Riser					\$0.00	
	Pre-Action					\$0.00	
	Multi FI C.A.					\$0.00	
Reed/Curie Halls	Wet Riser					\$0.00	
	Multi FI C.A.					\$0.00	
Russell Hall	Wet Riser					\$0.00	
	Dry System					\$0.00	
	Pre-Action					\$0.00	
	Multi FI C.A.					\$0.00	
Stuart Hall	Wet Riser					\$0.00	
	Pre-Action					\$0.00	
	Anti-freeze					\$0.00	
	Multi FI C.A.					\$0.00	
Student Rec & Wellness Center	Wet Riser					\$0.00	
Trinkle Hall	Wet Riser					\$0.00	
	Pre-Action					\$0.00	
	Anti-freeze					\$0.00	
	Multi FI C.A.					\$0.00	
Waldron Hall	Wet Riser					\$0.00	
	Pre-Action					\$0.00	
	Stand Pipe					\$0.00	
	Multi FI C.A.					\$0.00	
Walker Hall	Wet Riser					\$0.00	
	Dry System					\$0.00	
	Pre-Action					\$0.00	
	Multi FI C.A.					\$0.00	
Washington Hall	Wet Riser					\$0.00	
	Dry System					\$0.00	
Whitt Hall	Wet Riser					\$0.00	
Young Hall	Wet Riser					\$0.00	
	Dry System					\$0.00	
	Pre-Action					\$0.00	
	Multi FI C.A.					\$0.00	
Subtotals:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Building	Item	1st Qtr - Aug	2nd Qtr - Nov	3rd Qtr - Feb	4th Qtr - May	Annual Total	5 Year Inspections
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		Quantity	Annual Price	5 Year Inspections
Muse Hall Center for the Sciences	25110 Fire Pump	1		
	20303 Fire Pump	1		
Annual Fire Pump Subtotals:			\$ -	\$ -

Annual Inspection Grand Total	\$0.00
5 Year Inspection Grand Total	\$0.00

ADDITIONAL GOODS/SERVICES: From time to time the University may request additional services which are similar in scope to those listed in this solicitation. Please provide hourly rates for service employees for consideration of additional work requests.

Labor Rates:	Per Hour	Rate (\$)
Position:	Regular Hourly	
Superintendent / Supervisory	Overtime/Holiday	
Position:	Regular Hourly	
	Overtime/Holiday	
Position:	Regular Hourly	
	Overtime/Holiday	
Position:	Regular Hourly	
	Overtime/Holiday	
Position:	Regular Hourly	
	Overtime/Holiday	
Position:	Regular Hourly	
	Overtime/Holiday	

Pre-Proposal Conference Sign In Sheet
 Fire Suppression System Services
 RFP#: R23-016

Pre-Proposal Conference
 June 14, 2023 at 3:00PM

NAME	COMPANY	EMAIL	PHONE
Kathryn Dicken	Radford University	Kdicken@radford.edu	(540) 831-5090
David Smith	Radford University	Dsmith25@radford.edu	540-831-5003
Sheryl Sullivan	Radford University	ssullivan@radford.edu	540-731-4116
Semester Hudnig	Radford University	shudnig7	X10491
Aaron Thron	Summit First Security	athron@summitfirstsecurity.com	540-520-9885
Austin Eads	Radford University	aeads@radford.edu	540-831-5634
Fallon Keyre	RU	Fkeyre@radford.edu	540-831-5599
Billy Sutcliffe	Radford University	ESutcliffe@radford.edu	540-831-7795

RADFORD UNIVERSITY

REQUEST FOR PROPOSAL # R23-016

FIRE SUPPRESSION SYSTEM SERVICES
(SPRINKLER INSPECTION & MAINTENANCE)

MAY 18, 2023

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia* §2.2-4343.1 or against an Offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

REQUEST FOR PROPOSAL (RFP)
RFP # R23-016
GENERAL INFORMATION FORM

QUESTIONS/INQUIRIES: All questions/inquiries for information regarding this solicitation should be directed to:

Name: Kathryn Dicken, CUPO, VCCO
Phone: (540) 831-5090
Email: kdicken@radford.edu

REQUEST FOR INFORMATION: Written questions to be submitted via email no later than: **JUNE 19, 2023 at 3:00 PM** Eastern Standard Time (EST).

PROPOSAL DUE DATE AND TIME: Proposals will be received until **JUNE 29, 2023 at 3:00 PM (EST)**. Email and fax responses will not be accepted.

LATE PROPOSALS: To be considered for selection, proposals must be received by Radford University's Procurement and Contracts Department by the due date and time identified in this solicitation document. The official time used in documenting the receipt of proposals is that time identified on the automatic time stamp machine located in the Procurement and Contracts Department in the David E. Armstrong building on the main campus of Radford University. Proposals received in the Procurement and Contracts Department after the date and time designated are automatically deemed non-responsive and will not be given consideration. The University is **not** responsible for delays in delivery conducted by the U.S. Postal Service, private couriers, or the intra university mail system. **It is the sole responsibility of the Offeror to ensure their proposal reaches the Procurement and Contracts Department at Radford University by the designated date and time. This is a sealed receipt process. Emails or fax responses will not be accepted.**

ADDRESS: Proposals should be mailed or hand delivered to:

Mail: Radford University, Procurement & Contracts Department
P. O. Box 6885
Radford, VA 24142-6885

Delivered: David E. Armstrong Complex – Procurement & Contracts Department
501 Stockton St.
Radford, VA 24142-6885

Identify the envelope package as instructed in **Attachment A** – Terms and Conditions.

SITE VISIT: It is recommended that all potential proposers attend the site visit to tour the Power Plant and see the equipment and space that the equipment resides in. The site visit will be scheduled for **JUNE 14, 2023 at 1:30 PM (EST)**. Potential proposers should plan to meet at the Armstrong Building, by the Facilities entrance.

PRE-PROPOSAL CONFERENCE: A pre-proposal conference will be held on **JUNE 14, 2023 at 3:00 PM (EST)**. See Section (13) for additional information.

UNIVERSITY CLOSINGS: If the University is closed as a result of an act of God or an emergency situation, the University's website shall post notices of said closings. It is the responsibility of the vendor to check the website at www.radford.edu for said notifications. If the University is closed on the day proposals are due, proposals will be accepted same time the next scheduled business day the University is open. If the University is closed on the day of a scheduled pre-proposal conference a written addendum will be issued to officially reschedule the conference.

TYPE OF BUSINESS: (Please check all applicable classifications). In order to qualify for assigned Small, Women and Minority (SWaM) points your business must be certified by the Virginia Department of Small Business and Supplier Diversity (SBSD), provide your assigned SBSD certification number. For assistance with SWaM certification, visit the SBSD website at <https://www.sbsd.virginia.gov/>.

Large

Small business – A business that is at least 51% independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years. One or more of these individual owners shall control both the management and daily business operations of the small business.

_____ **Women-owned business** – A business that is at least 51% owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in owned by one or more women who are citizens of the United States or legal resident aliens, and both the management and daily business operations are controlled by one or more women.

_____ **Minority-owned business** – A business that is at least 51% owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals, or any historically black college or university, regardless of the percentage ownership by minority individuals or, in the case of a corporation, partnership, or limited liability company or other entity, the equity ownership interest in the corporation, partnership, or limited liability company or other entity.

COMPANY INFORMATION/SIGNATURE: In compliance with this Request for Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the goods or services in accordance with the attached signed proposal inclusive of all addenda, if applicable, and as mutually agreed upon by subsequent negotiation.

FULL LEGAL NAME (PRINT) (Company name as it appears with your Federal Taxpayer Number) Summit Fire and Security		FEDERAL TAXPAYER NUMBER (ID#) [REDACTED]	
BUSINESS NAME /DBA NAME/TA NAME (If different than the Full Legal Name)		BILLING NAME (Company name as it appears on your invoice)	
PURCHASE ORDER ADDRESS 1407 Mill Race Drive Salem Va 24153		PAYMENT ADDRESS Same	
CONTACT NAME/TITLE (PRINT) Stephen Cox		EMAIL ADDRESS svcox@summitfiresecurity.com	
TELEPHONE NUMBER 540-378-6160	TOLL FREE TELEPHONE NUMBER	FAX NUMBER	EVA VENDOR ID NUMBER YDE8SN6MMED9 VIRGINIA STATE CORPORATION COMMISSION REGISTRATION NUMBER 11267710

I acknowledge that I have received the following addenda posted for this solicitation.

1 _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____ (Please check all that apply.)

SIGNATURE: Stephen Cox **DATE:** 6/10/2023

1. **PURPOSE:**

The intent and purpose of this Request for Proposal (RFP) is to establish a contract through competitive negotiations for Fire Suppression Systems currently installed, or which may later be installed, for Radford University located at 801 East Main Street, Radford, Virginia 24142, an agency of the Commonwealth of Virginia.

2. **SMALL, WOMEN-OWNED AND MINORITY OWNED - SWaM BUSINESS PARTICIPATION:**

The mission of Radford University is to ensure strategic business development practices are in place to promote Small, Women-Owned and Minority-Owned (SWaM) businesses to the maximum extent. Radford University encourages prime suppliers, Contractors, and service providers to facilitate the participation of small businesses, and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, and other inclusive and innovative relationships.

Radford University has established SWaM goals that are posted on the Procurement and Contract website. Links to the University's SWaM initiative can be located at: [Procurement and Contracts | Radford University](#).

3. **CONTRACT PERIOD:**

The term of this contract is for two (2) years, or as negotiated. There will be an option for four additional two (2) year renewals, or as mutually negotiated.

4. **BACKGROUND**

Radford University is a comprehensive public university of 8,998 students that has received national recognition for many of its undergraduate and graduate academic programs, as well as its sustainability initiatives. Well known for its strong faculty/student bonds, innovative use of technology in the learning environment and vibrant student life on a beautiful 211-acre American classical campus, Radford University offers students many opportunities to get involved and succeed in and out of the classroom. With over 300 clubs and organizations, Radford University offers many opportunities for student engagement, leadership development and community service. In addition to robust academic offerings and engaging student experiences on the main campus located in Radford, Virginia, Radford University also offers a clinical-based educational experience for more than 1,100 students living and learning in Roanoke, Virginia as part of Radford University Carilion, a public-private partnership focused on the cutting-edge delivery of health sciences programming, outreach, and service.

5. **EVA BUSINESS-TO-GOVERNMENT ELECTRONIC PROCURMENT SYSTEM:** The eVA internet electronic procurement solution streamlines and automates government purchasing activities within the Commonwealth of Virginia. Radford University, and other state agencies and institutions, have been directed by the Governor to maximize the use of this system in the procurement of goods and services. We are therefore requesting that your firm register as a **self-registered** vendor in the eVA system.

There are transaction fees involved with the use of eVA. These fees must be considered within the provision of quotes, bids, and price proposals offered to Radford University. Failure to register within the eVA system may result in the quote, bid or proposal from your firm being rejected and the award made to another vendor who is registered in the eVA system.

Registration in the eVA system is accomplished on-line. Your firm must provide the necessary information. Please visit the eVA website portal at <https://eva.virginia.gov/register-now.html> and register with eVA. This process needs to be completed before Radford University can issue your firm a Purchase Order or contract. If your firm conducts business from multiple geographic locations, please register these locations in your initial registration.

For registration and technical assistance, reference the eVA website at <http://www.eva.virginia.gov>, or call eVA Customer Care at 866-289-7367 or 804-371-2525. Email eVACustomerCare@DGS.Virginia.gov

6. **CONTRACT PARTICIPATION-COOPERATIVE PURCHASING/USE OF AGREEMENT BY THIRD PARTIES**

Under the authority of §6 of the Rules Governing Procurement of Goods, Services, Insurance and Construction by a Public Institution of Higher Education of the Commonwealth of Virginia (see <https://vascupp.org/rules.pdf>), it is the intent of this solicitation and resulting contracts to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institutions or lead issuing institution's affiliated corporations may access any resulting contract if authorized by the Contractor.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor, the resultant contract may be extended to the entities indicated above to purchase at contract prices in accordance with the contract terms. The Contractor shall notify Radford University in writing of any such entities accessing the contract. No

modification of this contract or execution of a separate contract is required to participate; however, the participating entity and the Contractor may modify the terms and conditions of this contract to accommodate specific governing laws, regulations, policies, and business goals required by the participating entity. Any such modification will apply solely between the participating entity and the Contractor. The Contractor will provide semi-annual usage reports for all entities accessing the contract. Participating entities shall place their own orders directly with the Contractor and shall fully and independently administer their use of the contract to include contractual disputes, invoicing and payments without direct administration from Radford University. Radford University shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the contract. It is understood and agreed that Radford University is not responsible for the acts or omissions of any entity and will not be considered in default of the contract no matter the circumstances.

Refer to **Attachment C, Zone Map**, if the Offeror wishes to submit a separate pricing structure based on approved zones for cooperative institutions. If no other prices are offered, pricing provided will apply to all zones in the Commonwealth of Virginia. If you wish to provide pricing for a zone other than which this solicitation originated, please indicate you are doing so in the response. If you anticipate pricing differentials for different zones, a separate pricing sheet must be submitted for each zone that includes appropriate pricing for that zone.

Use of this contract does not preclude any participating entity from using other contracts or competitive processes as the need may be.

7. **CONTRACT ADMINISTRATION:** Radford University assigns Contract Administrators to each contract awarded. The Contract Administrator shall be the initial point of contact for the Contractor. Contract Administrators are charged with ensuring the terms and conditions of the contract are followed, payments are made in accordance to the contractual pricing schedule, and reporting noncompliance issues to the Procurement and Contracts Department at Radford University. Contract Administrators **do not** have the authority to authorize changes and/or modifications to the contract. Should noncompliance issues exist and cannot be resolved at this level or changes/modifications to the contract are required, the assigned Contract Officer in the Procurement and Contracts Department must be notified immediately by the Contract Administrator. The assigned Contract Administrator is the Emergency Systems Foreman.

8. **DEFINITIONS: INTENTIONALLY LEFT BLANK**

9. **STATEMENT OF NEEDS:**

A. **GENERAL REQUIREMENTS:**

1. The Contractor shall furnish all labor, supervision, equipment, insurance, licenses, supplies and materials as necessary to perform fire suppression systems services (inspections, functional testing and repairs) as specified herein. Unless otherwise authorized in advance, all work shall be performed Monday through Friday during the hours of 8:00 AM and 5:00 PM.
2. The buildings located on the campus of the Radford University that shall be served under this contract is listed on **Attachments**.
3. All services shall be performed to comply with the latest edition of the Virginia Uniform Statewide Building Code, Virginia Fire Prevention Code, and N.F.P.A. #25 "Standard for the Inspection, Testing, and Maintenance of Water-based Fire Protection Systems" and shall include:

a. **WET PIPE SPRINKLER SYSTEMS:**

1) **Quarterly:**

- a) Make a thorough visual inspection of all system components, to include checking distribution piping (where exposed) for mechanical damage, loose hangers, and leaks. Sprinkler heads shall be visually checked for obvious mechanical damage, leaks, corrosion, loading, obstruction, proper position, proper temperature rating, and any other obvious factors which may impair the sprinkler system.
- b) A full flow test shall be made through the system main drain with the static and residual flow pressures being properly recorded on the report of inspection and the system maintenance tag. The system shall be flushed through the inspector's test valves to insure proper water quality and delivery through the system.
- c) All local and supervisory alarms shall be tested for proper operation. The time delay mechanism and operation of each water flow switch shall be functionally tested by an actual water flow condition at the inspector's test valve.
- d) The condition and position of all control valves shall be checked.
- e) The condition of the fire department Siamese connection shall be checked and documented, including caps, gaskets, clappers, and ball drips.
- f) Check and test for proper operation of the mechanical condition of system components, including the alarm valve clapper, pilot valve, and the retarding chamber.

- 2) **Semi-Annually:** In addition to the above quarterly requirements, all sprinkler system control valves that are equipped with electric tamper switches shall be functionally tested by fully operating the control valve to check operation of switch and that a supervisory signal from the tamper switch reports to the Fire Alarm Control Panel, at the semi-annual inspection.
- 3) **Annually:** In addition to the above quarterly and semi-annual requirements, all backflow devices shall be inspected for proper operation also all sprinkler system control valves shall be fully operated, tested for proper operation and lubricated at the annual inspection. This includes confirming that upon operation of the PIV valve a supervisory signal is received at the Fire Alarm Control Panel. On the annual inspection (which shall be conducted in May annually), all fire department Siamese connection ball drips shall be removed, disassembled, cleaned, and checked for proper operation.

b. DRY PIPE SPRINKLER SYSTEMS:

1) **Quarterly:**

- a) Make a thorough visual inspection of all system components, to include checking distribution piping (where exposed) for mechanical damage, loose hangers, and leaks.
- b) Sprinkler heads shall be visually checked for obvious mechanical damage, leaks, corrosion, loading, obstruction, proper position, proper temperature rating, and any other obvious factors which may impair the sprinkler system.
- c) A full flow test shall be made through the system main drain with the static and residual flow pressures being properly recorded on the report of inspection and the system maintenance tag.
- d) Their priming water level shall be checked and adjusted if necessary. Air pressure shall be checked.
- e) The air compressor shall be tested for proper operation, condition, and automatic sequencing.
- f) The oil level and belt condition shall be checked.
- g) All alarms shall be tested for proper operation, including the water motor gong, electric pressure switch alarms and low air alarms.
- h) The condition of the fire department Siamese connection shall be checked, including caps, gaskets, clappers, and ball drips.
- i) All Dry system low point drains shall be drained.
- j) All sprinkler air compressor tanks shall be drained.

2) **Semi-Annually:**

- a) In addition to the quarterly requirements, the accelerator shall be tested for proper operation, serviced and reset in accordance with the manufacturer's specifications.
- b) All sprinkler system control valves equipped with electric tamper switches shall be functionally tested by operating the control valve sufficiently to operate the switch.

3) **Annually:**

- a) A standard trip test of the dry pipe valve and accelerator shall be performed by opening the inspectors test valve.
- b) The interior condition of the valve, clapper, latching devices, velocity check valve and facings shall be checked.
- c) Upon proper operation and condition, the dry pipe valve and accelerator shall be reset and restored to normal service.
- d) All control valves shall be fully operated, tested for operation, cleaned and lubricated.
- e) The fire department Siamese connection ball drips shall be removed, checked for debris, cleaned and tested for proper operability.

- 4) **Triennially:** Each three-year period, the system shall be full flow trip tested, in accordance with National Fire Protection Association (N.F.P.A. 25).

Note: A trip test report must be provided detailing the results of each trip test.

c. FIREPUMPS:

- Electric Pumps – shall be tested for 10 minutes – monthly.
- Diesel Pumps – the oil level, coolant level and battery condition shall be checked prior to the start of each test. Each battery cell shall be tested with a hydrometer. The diesel driver shall be operated for a minimum of thirty (30) minutes. The oil pressure, RPM's, and engine temperature shall be monitored during this time.
- Electrically Driven Fire Pumps - the electric motor shall be checked for proper line supply voltage. The motor shall be checked for ampere draw during initial startup of pump, under chum conditions,

and under full load conditions. The recorded amperes shall be checked against the motor ratings to determine if the proper power supply is available.

- 1) **Monthly:**
 - a) A fire pump and jockey pump operational test shall be performed.
 - b) The fire pump and jockey pump shall be test started manually, test started by a low-pressure condition, and the fire pump shall be test started utilizing the emergency manual override.
 - c) The shaft speed of the pump shall be checked with a photoelectric tachometer. The shaft packing shall be checked and adjusted as required.
 - d) The position of all control valves shall be checked.
 - e) The operation of the casing relief valve shall be tested under chum conditions and adjusted as needed to control leakage.
 - f) Upon completion, the system shall be restored to normal operating condition.
- 2) **Quarterly:**
 - a) Perform a thorough visual inspection of all fire pump components and piping.
 - b) Check all water control valves to see that they are in the proper open or closed position.
 - c) Check the fire and jockey pump controllers to see that operating power is available.
 - d) Check and record the existing static water supply pressures.
 - e) Check the fire and jockey pump for automatic start by dropping the sensing line pressure at controller test cock.
 - f) Record the start pressures of both pumps and the cut-out pressure of the jockey pump. Perform start test again by dropping the fire pump discharge line and the emergency start feature of the controller.
 - g) Check the valves, packing, bearings, and check shaft rotation during the operational testing and sequencing of the pumps.
 - h) Check the relief valve for proper operation and discharge of water during the chum test of the fire pump, and adjust as necessary.
 - i) Test fire pump operating alarms and power loss alarms.
- 3) **Annually:**
 - a) The fire pump shall be flow tested at 100% rated capacity and pressure, and at 150% rated capacity and pressure to determine its ability to attain satisfactory performance at peak loads, as per its rated specifications and in accordance with the National Fire Protection Association (N.F.P.A. 20).
 - b) The RPM of the pump shaft shall be monitored with a tachometer during all phases of the flow test.
 - c) All pump control valves shall be cleaned, lubricated and fully operated. Tamper switches shall be tested for proper trouble signal.
 - d) The test header shall be properly drained at completion of test and the ball drip shall be disassembled, cleaned and checked for proper operation.

- d. **PREACTION SYSTEMS:** The interior of the preaction or deluge valve and the condition of the devices shall be inspected annually when the trip test is conducted as required by National Fire Protection Association (N.F.P.A. 25).
- e. **STANDPIPE AND HOSE SYSTEMS:** All standpipe hose valves shall be tested annually by opening and closing the valve. A flow test shall be conducted every five (5) years at the most remote hose connection of each zone of a standpipe system to verify water supply provides the design pressure at the required flow.
- f. **SPARE SPRINKLER HEAD CABINETS:** Spare sprinkler heads and wrenches shall be inventoried and included on ALL quarterly inspection reports.

B. MISCELLANEOUS REQUIREMENTS:

1. Inspection reports shall be submitted containing all information required by National Fire Protection Association (N.F.P.A. 25).
2. Copies of approved inspection reports shall be completed and shall indicate the condition of the system at the time of the inspection and shall include all pertinent test data, as required by National Fire Protection Association (N.F.P.A. 25).
3. A copy of the inspection report shall be given to the Emergency Systems Foreman upon completion of the inspection. *(Sample copies of the monthly fire pump test report, quarterly sprinkler inspection report, dry valve trip test report, and annual fire pump test, must be submitted for evaluation with the bid package.)*

4. These inspection reports shall be reviewed with the contractor or appointed representative at the completion of each inspection.
5. Fire protection systems shall be properly tagged, at the conclusion of each inspection, with approved tags noting the water flow test results (both static and residual pressures), the date, and signed by the technician performing the inspection. *(Offeror shall include a sample tag for evaluation with the bid package.)*
6. The Contractor/service technician/inspector shall report to the Emergency Systems Foreman, upon arrival on Radford's Campus and prior to departure from the Campus each day. The Contractor shall sign out a set of "File Alarm/Sprinkler keys" from Facilities Management Work Control EACH DAY to allow access to buildings. The Contractor shall provide a cell phone to the technician/inspector, in order for the technician/inspector to remain in contact with Radford Campus Police at all times while on Campus.
7. The Campus Police must be notified prior to the start of and upon completion of testing in each building.
8. The Contractor shall disconnect/disable the electric audible alarm circuits at the fire alarm control panel prior to the start of testing in each building. Upon verification of all water flow alarms and completion of testing, the fire alarm control panel and all auxiliary devices shall be reset and the panel restored to normal operating condition. Inspector will confirm all alarms are clear at Campus Police prior to leaving each building.
9. All fire protection systems shall be inspected and functionally tested in accordance with the National Fire Protection Association (N.F.P.A. 25), the manufacturers' specifications and local requirements.
10. All inspections and tests shall be performed by properly trained and experienced fire protection technicians and/or specialists with a minimum of two (2) years' experience. Professional resumes and training documents shall be submitted. A minimum NICET Level 2 certification is required, along with a DPOR certification in sprinkler systems. Radford reserves the right to reject and request replacement of personnel who are not qualified.
11. The Contractor shall submit an estimate of repair costs when repairs are required. This estimate shall include type of repair required, parts necessary to make the repair, estimated length of time to make the repair. If retesting is required after the repair is made, the cost of retesting shall be included in the estimate. All repairs must be approved in advance by the Emergency Systems Foreman. Radford reserves the right to bid out any noted repair work.
12. The Contractor shall comply with all National, State, and Local codes and regulations in the performance of this contract.

- C. **PERSONNEL QUALIFICATIONS:** In-house service mechanics (Contractor's personnel) shall be authorized factory service representative of at least one major fire alarm system (i.e., Simplex, Notifier, Siemens/Pyrotronics) etc. All service personnel shall have completed a 2-year National Fire Sprinkler Association apprenticeship program, or a 2-year American Fire Sprinkler Association apprenticeship program. Personnel assigned to the College as inspection and service mechanics must be on-staff personnel with the Contractor for a minimum of two years. Please submit supporting documentation with your bid.

10. **SPECIFIC REQUIREMENTS:**

Proposals should be as thorough and detailed as possible so that Radford University may properly evaluate your capabilities to provide the required goods or services. Offerors are required to submit the following information/items as a complete proposal:

- A. **PLAN FOR PROVIDING SERVICES:** Please provide your plan for providing fire suppression system services. Include the following:
1. A description of what specific services the Offeror proposes to provide to include but not limited to proposed manpower to be use, when the services shall be performed, by whom, and the anticipated time durations for typical services. Offeror must also clearly identify all testing and maintenance services NOT included in the Offeror's proposal, which are required by the applicable codes and which Radford University should perform. Also, describe your plan for handling after hours call backs.
 2. A description of all certification and reporting documentation to be provided by the Offeror in the performance of work included in this solicitation. Include samples of all Offeror's standard certifications, tags and reports.
 3. Identification of applicable codes, regulations standards and manufacture's recommended practices to be followed by the Offeror in the performance of specific tasks proposed by the Offeror.
 4. List of service equipment to be used by the Offeror in the performance of work included in this solicitation.
 5. Details of how your inspectors shall communicate with Radford University while on campus.
 6. Plan for increasing manpower when additional equipment is added to the contract.
- B. **PRICE:**
1. Provide a price per quarter, along with the price for annual inspections as requested on Attachment D.
 2. Discuss price firmness and your plan for conveying price changes during renewal periods.
- C. **QUALIFICATIONS AND EXPERIENCE:** Describe your qualifications and experience in providing fire suppression systems services to include:

1. Complete and detailed description of the Offeror's qualifications and experience relative to the services described herein.
 2. Organization data, including size and structure of firm, joint venture and/or subcontractor arrangements if any, location of branch offices, and financial standing.
 3. Listing of Offeror's management and staff personnel to be used for this contract, designated by discipline and detailing qualifications and experience relative to the services described herein. Include a resume for each and proof of required certifications.
- D. **REFERENCES:** Provide four (4) references, either educational (preferred) or governmental, for whom you have provided the type of services described herein. Include the date(s) services were furnished, the client name, address, and the name and phone number of the individual Radford University has your permission to contact.
- E. **PARTICIPATION OF SMALL, WOMEN-OWNED AND MINORITY-OWNED BUSINESS (SWaM) BUSINESS:** If your business cannot be classified as SWaM, describe your plan for utilizing SWaM subcontractors if awarded a contract. Describe your ability to provide reporting on SWaM subcontracting spend when requested. If your firm or any business that you plan to subcontract with can be classified as SWaM, but has not been certified by the Virginia Department of Small Business and Supplier Diversity (SBSD), it is expected that the certification process will be initiated no later than the time of the award. If your firm is currently certified, you agree to maintain your certification for the life of the contract. For assistance with SWaM certification, visit the SBSB website at <http://www.sbsd.virginia.gov>.

11. SELECTION CRITERIA AND AWARD

A. Selection Criteria:

Proposals will be evaluated by Radford University using the following weighted evaluation criteria.

	Evaluation Criteria	Percentage of Points
1	Qualifications and experience of Offeror in providing the goods/services.	30%
2	Quality of products/services offered and suitability for the intended purposes.	25%
3	Specific plans or methodology to be used to provide the products/services.	25%
4	Financial (Cost)	10%
5	Participation of Small, Women-Owned and Minority-Owned (SWaM) Businesses.	10%
	TOTAL	100%

- B. **Award:** Selection shall be made of two or more Offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposal. Negotiations shall be conducted with the Offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each Offeror so selected Radford University shall select the Offerors which, in its opinion, has made the best proposal, and shall award the contract to that Offeror. Radford University reserves the right to make multiple awards as a result of this solicitation. Radford University may cancel this Request for Proposal or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous. Should Radford University determine in writing and in its sole discretion that only one Offeror is fully qualified or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the Contractor's proposal as negotiated. See **Attachment B** for sample contract form.

12. PROPOSAL PREPARATION AND SUBMISSION:

A. GENERAL INSTRUCTIONS:

1. **RFP Responses:** In order to be considered for selection, Offerors shall submit a complete response to this RFP to include.
 - a. **One (1) original paper copy of the entire proposal, INCLUSIVE OF ALL ATTACHMENTS.** Any proprietary information should be clearly marked in accordance with section 12.A.1.c below.

- b. **One (1) electronic copy** in WORD format or searchable PDF (USB/Flash Drive) of the entire proposal as one document, **INCLUSIVE OF ALL ATTACHMENTS** mailed along with the hard copy above. Any proprietary information should be clearly marked in accordance with 12.A.1.c below.
- c. Should the proposal contain **proprietary information**, provide **one (1) redacted** electronic copy in WORD format or searchable PDF (USB/Flash Drive) of the entire document **INCLUSIVE OF ALL ATTACHMENTS**. **All identified proprietary information should be blacked out**. This USB/Flash Drive should be marked **“Redacted Copy”**
- d. Response shall be submitted to:

Radford University
Procurement and Contracts Department
Attn: Kathryn Dicken
P.O. Box 6885
David E. Armstrong Complex
501 Stockton Street
Radford, VA 24142-6885

Identify the envelope/package as instructed in Attachment A – Terms and Conditions

No other distribution of the proposal shall be made by the Offeror.

B. PROPOSAL PREPARATION:

1. **Sign and Complete:** Proposals shall be signed by an authorized representative of the Offeror. All information requested should be submitted. Failure to submit all information requested may result in Radford University requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by Radford University. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
2. **Concise & Clear:** Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
3. **Organization:** Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the attachment, paragraph number, sub letter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and sub letter should be repeated at the top of the next page. The proposal should contain a table of contents, which cross-references the RFP requirements. Information which the Offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find the RFP requirements are specifically addressed.
4. **Word Usage:** As used in this RFP, the terms “must”, “shall”, “should” and “may” identify the criticality of requirements. “must” and “shall” identify requirements whose absence will have a major impact on the suitability of the proposed solution. Items labeled as “should” or “may” are highly desirable, although their absence will not have a large impact and would be useful, but are not necessary. Depending on the overall response to the RFP, some individual “must” and “shall” items may not be fully satisfied, but it is the intent to satisfy most, if not all, “must” and “shall” requirements. The inability of an Offeror to satisfy a “must” or “shall” requirement does not automatically remove that Offeror from consideration; however, it may seriously affect the overall rating of the Offeror's proposal.
5. **Binding:** The original proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.
6. **Ownership:** Ownership of all data, materials and documentation originated and prepared for Radford University pursuant to the RFP shall belong exclusively to Radford University and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia of Freedom of Information Act. However, to prevent disclosure the Offeror must invoke the protections of Section 2.2-

4342F of the Code of Virginia, in writing either before or at the time the data or other materials is submitted. The written request must specifically identify the data or other materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret proprietary information. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and may result in the rejection of the proposal.

7. **Legal Agreement:** Unless noted in the proposal, a signed and submitted proposal certifies that the firm's principals or legal counsel has reviewed the Request for Proposal General Terms and Conditions and the Special Terms and Conditions and agrees that these provisions will become a part of any final agreement, and that the principals or legal counsel has reviewed and approved the firm's entire proposal prior to submission to the University.

- C. **ORAL PRESENTATIONS:** Offerors who submit a proposal in response to this RFP may be invited to give an oral presentation of their proposal to Radford University. This will provide an opportunity for the Offeror to clarify or elaborate on the proposal but in no way will change the original proposal. The University will schedule the time and location of these presentations. Oral presentations may be conducted at the option of Radford University; therefore, proposals should be complete.

13. **OPTIONAL PRE-PROPOSAL**

- A. An optional Pre-Proposal Conference will be conducted in a hybrid in-person/Zoom setting. Those who wish to attend in person may. Those who wish to attend via Zoom can access the meeting through the invitation information below. The Pre-Proposal Conference is scheduled for **JUNE 14, 2023 at 3:00 PM (EST)**.

IN PERSON ATTENDANCE:

For those who wish to attend in person, you may do so by coming to the Armstrong Complex, Conference Room #231. The street address is 501 Stockton Street, Radford, VA 24142.

ZOOM ATTENDANCE (Registration is required):

You are invited to a Zoom meeting.

When: **JUNE 14, 2023 at 3:00 PM** (EST US and Canada)

Register in advance for this meeting:

<https://radford.zoom.us/join/100ceCtrT4pHdw3jO08l7kRdHI2n3QfuAjL>

After registering, you will receive a confirmation email containing information about joining the meeting. Please allow a few extra minutes prior to the Pre-Proposal Conference to complete registration and to obtain the link to the meeting via email.

While attendance at this conference will not be a prerequisite to submitting a proposal, Offerors who intend to submit a proposal are encouraged to attend. It is recommended you have a copy of the solicitation readily available to review during the conference.

- B. The purpose of the pre-proposal conference is to allow potential Offerors an opportunity to present questions and requests for clarification, with final responses provided in an RFP Addendum that will be published on [eVA - Virginia's eProcurement Portal](#). The Addendum will include any updates to the RFP, including changes as well as responses to questions presented.
- C. **Optional Pre-Bid Site Visits:** Optional site visits are available for potential proposers prior to the proposal due date. The University believes it is important that all proposers have a clear understanding of the specifications, scope of work and requirements of this solicitation. An inspection of the site and equipment would be ideal prior to submitting a proposal for the scope of work described herein. However, it is not mandatory. An optional site visit shall be conducted immediately preceding the pre-proposal conference on **JUNE 14, 2023 at 1:30 PM** All interested vendors should plan to gather at the Facilities entrance of the Armstrong building just prior to 1:30 P.M. for check in.

14. **INVOICES and PAYMENT:** Invoices for goods or services provided under any contract resulting from this solicitation should be submitted by email to acctspayable@radford.edu. Invoices shall be identified with the assigned contract number. Invoices shall identify contract pricing for all good/services payment is being requested. If submitting invoices by mail use the following address. **Email is the preferred method of invoice receipt.**

**RADFORD UNIVERSITY
ACCOUNTS PAYABLE
POST OFFICE BOX 6906
RADFORD, VA 24142-6906**

Payment will be made thirty days after receipt of proper invoice for the amount of payment due, or thirty days after receipt of goods / services, whichever is later, in accordance with the Commonwealth of Virginia Prompt Pay Act.

15. **ADDENDUM:** Any **ADDENDUM** issued for this solicitation may be accessed on Virginia Business Opportunities by going to www.eva.virginia.gov. Since a paper copy of the addendum will not be mailed to you, we encourage you to check the web site regularly.
16. **COMMUNICATIONS:** Communications regarding this solicitation shall be formal from the date of issue, until either a Contractor has been selected or the Procurement and Contracts Department at Radford University rejects all proposals. Formal communications will be directed to the Contract Officer listed on this solicitation. Reference General Information – Questions/Inquiries. Informal communications, including but not limited to request for information, comments or speculations regarding this solicitation to any University employee other than a Procurement and Contracts Department representative may result in the offending Offeror’s proposal being rejected.
17. **TERMS AND CONDITIONS:** This solicitation and any resulting contract/purchase order shall be governed by the attached terms and conditions. See **Attachment A**.
18. **ATTACHMENTS:**
INFORMATIONAL:
Attachment A – Terms and Conditions
Attachment B – Sample of Standard Contract Form
Attachment C – Zone Map for Cooperative Contracts
Attachment D – University Fire Suppression Inventory by Building
- MUST BE RETURNED WITH PROPOSAL:
Attachment E – Pricing Schedule – will provide pdf and excel formats with solicitation
Attachment F – Vendor Data Sheet (References) – will provide pdf and word format with solicitation

Attachment A

TERMS AND CONDITIONS

I. GENERAL TERMS AND CONDITIONS: See GENERAL TERMS AND CONDITIONS

II. ADDITIONAL TERMS AND CONDITIONS:

1. **ADDITIONAL GOOD AND SERVICES:** The University may acquire other goods or services that the supplier provides other than those specifically solicited. The University reserves the right, subject to mutual agreement, for the Contractor to provide additional goods and/or services, under the same pricing, terms and conditions and to make modifications or enhancements to the existing goods and services. Such additional goods and services may include other products, components, accessories, subsystems, or related services newly introduced during the term of the contract.
2. **AUDIT:** The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. Radford University, its authorized agents, and/or state auditors shall have full access and the right to examine any of said materials during said period.
3. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that Radford University shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this contract.
4. **CANCELLATION OF CONTRACT:** Radford University reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
5. **CONTRACT DOCUMENTS:** The contract entered into by the parties shall consist of the Request for Proposal including all addendums thereof, the proposal submitted by the Contractor, the written results of negotiations, the University Standard Contract Form, all of which shall be referred to collectively as the Contract Documents.
6. **IDENTIFICATION OF PROPOSAL ENVELOPE:** The signed proposal should be returned in a separate envelope or package and identified as follows:

From	Summit Fire and Security	6/29/2023	3:00 pm
Name of Offeror		Due Date	Time Due
1407 Mill Race Drive			RFP# R23-016
Street or Box Number			Solicitation Number
Salem Va 24153			Fire Suppression System Services
City, State, Zip Code			Solicitation Title

Name of Procurement Officer: KATHRYN M. DICKEN

The envelope should be addressed to:

RADFORD UNIVERSITY
Procurement and Contracts Department
P.O. Box 6885
501 Stockton Street
Radford, Virginia 24142

The Offeror takes the risk that if the envelope is not marked as described above, it may be inadvertently opened and the information compromised, which may cause the proposal to be disqualified. Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other proposals should be placed in the envelope.

7. **NOTICES:** Any notices to be given by either party to the other pursuant to any contract resulting from this solicitation shall be in writing, hand delivered, mailed or electronically submitted to the address of the respective party at the following address:

If to the Contractor: Address Shown on the RFP Cover Page
Attention: Name of Person Signing RFP

If to Radford University:

RADFORD UNIVERSITY
Procurement and Contracts Department
Attn: Contract Officers Name
P.O. Box 6885
501 Stockton Street
Radford, Virginia 24142

8. **PUBLIC POSTING:** Radford University maintains a web-based contract database with a public gateway access. Any resulting cooperative contract(s) to this solicitation will be posted to the publicly accessible website. Contents identified and mutually negotiated, as proprietary information will not be made public.
9. **SEVERAL LIABILITY:** Radford University will be severally liable to the extent of its purchase made against any contract resulting from this solicitation. Applicable entities described herein will be severally liable to the extent of their purchases made against any contract resulting from this solicitation.

III. SPECIAL TERMS AND CONDITIONS:

1. **ADVERTISING:** In the event a contract is awarded for supplies, equipment, or services resulting from this solicitation, no indication of such sales or services to Radford University will be used in product literature or advertising. The Contractor shall not state in any of the advertising or product literature that Radford University has purchased or uses its products or services, and the Contractor shall not include Radford University in any client list in advertising and promotion materials without the express written consent of the University.
2. **ASBESTOS:** The Contractor is contracted by Radford University to perform work in buildings where asbestos-containing materials (ACM) may be located. The Contractor will be informed by the Radford University project coordinator/manager of the location of suspect and known ACM in the work area(s) to which the Contractor is assigned. The Contractor shall under no circumstances damage or disturb suspect or known ACMs unless they have been specially retained to perform this work as a part of the Contract and are legally qualified to perform this work. The Contractor shall provide his/her employees asbestos awareness and other training or activities required by 29 CFR 1926.1101 for the safe performance of their work. The Contractor shall submit to Radford University Facility Management for review and approval his written work practices, precautions, procedures, and engineering controls to be used during work that disturbs ACM prior to commencement of this work. Work will not proceed until the proposed work practices have been approved by Facility Management.
3. **AS-BUILT DRAWINGS:** The Contractor shall provide Radford University a clean set of reproducible "as built" drawings and wiring diagrams, marked to record all changes made during installation or construction. The Contractor shall also provide Radford University with maintenance manuals, parts lists and a copy of all warranties for all equipment. All "as built" drawings and wiring diagrams, maintenance manuals, parts lists and warranties shall be delivered to Radford University upon completion of the work and prior to final payment.

4. **CONTRACTOR PERSONNEL:** All employees of the Contractor shall comply with the rules, regulations, policies and procedures of Radford University and shall maintain proper conduct. In the event the University finds, at its sole discretion, that an employee of the Contractor is objectionable to the University that employee shall be removed by the Contractor from University grounds and shall not again be employed by the Contractor on University grounds until approved by the University.

5. **CONTRACTOR/SUBCONTRACTOR LICENSE REQUIREMENT:** By my signature on this solicitation, I certify that this firm/individual and/or subcontractor is properly licensed for providing the goods/services specified

Contractor Name: Summit Fire and Security Subcontractors Name: _____

License #: 2705186002 Type: Class A ELE FAS FSP SPR

6. **CONTRACTOR'S TITLE TO MATERIALS:** No materials or supplies for the work shall be purchased by the Contractor or by any subcontractor's subject to any chattel mortgage or under a conditional sales or other agreement by which an interest is retained by the seller. The Contractor warrants that he has clear title to all materials and supplies for which he invoices for payment.

7. **CRIMINAL CONVICTION CHECKS:** All criminal conviction checks must be concluded prior to the Contractor's employees gaining access to the Radford University Campus. Employees who have separated employment from Contractor shall undergo another background check prior to re-gaining access to the Radford University campus. Contractor shall ensure subcontractors conduct similar background checks. Radford University reserves the right to audit a Contractor's background check process at any time. All employees have a duty to self-disclose any criminal conviction(s) occurring while assigned to the Radford University campus. Such disclosure shall be made to Contractor, which in turn shall notify the designated Radford University Contract Administrator within 5 days. If at any time during the term of the contract Radford University discovers an employee has a conviction which raises concerns about university buildings, property, systems, or security, the Contractor shall remove that employee's access to the Radford University campus, unless Radford University consents to such access in writing. Failure to comply with the terms of this provision may result in the termination of the Contract.

8. **ELECTRICAL INSTALLATION:** All equipment/material shall conform to the latest issue of all applicable standards as established by National Electrical Manufacturer's Association (NEMA), American National Standards Institute (ANSI), and Underwriters' Laboratories, Incorporated (UL) or other Nationally Recognized Testing Laboratories (NRTL) currently listed with the US Department of Labor. All equipment and material, for which there are NEMA, ANSI, UL or other NRTL standards and listings, shall bear the appropriate label of approval for use intended.

9. **EXTRA CHARGES NOT ALLOWED:** The Proposal price shall be for complete installation ready for Radford University use, and shall include all applicable freight and installation charges; extra charges will not be allowed.

10. **FINAL INSPECTION:** At the conclusion of the work, the Contractor shall demonstrate to the authorized owner's representatives that the work is fully operational and in compliance with contract specifications and codes. Any deficiencies shall be promptly and permanently corrected by the Contractor at the Contractor's sole expense prior to final acceptance of the work.

11. **INSPECTION OF JOB SITE:** My signature on this solicitation constitutes certification that I have inspected the job site and am aware of the conditions under which the work must be accomplished. Claims, as a result of failure to inspect the job site, will not be considered by Radford University.

12. **INSURANCE COVERAGES AND LIMITS REQUIRED:**

- Worker's Compensation - Statutory requirements and benefits.
- Employers Liability - \$100,000.00
- Commercial General Liability - \$1,000,000.00 per occurrence and \$2,000,00 in the aggregate to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. Radford University shall be named as an additional insured to the policy by endorsement.
- Automobile Liability - \$1,000,000 combined single limit.
- Builders Risk – For all renovation and new construction projects under \$100,000 Radford University will provide All Risk – Builders Risk Insurance. For all renovation contracts, and new construction from \$100,000 up to \$500,000 the Contractor will be required to provide All Risk – Builders Risk Insurance in the amount of the Contract and name Radford University as additional insured. All insurance verifications of insurance will be through a valid insurance certificate.

- * The Contractor agrees to be responsible for, indemnify, defend and hold harmless Radford University, its officers, agents and employees from the payment of all sums of money by reason of any claim against them arising out of any and all occurrences resulting in bodily or mental injury or property damage that may happen to occur in connection with and during the performance of the Contract, including but not limited to claims under the Worker's Compensation Act. The Contractor agrees that it will, at all times, after the completion of the work, be responsible for, indemnify, defend and hold harmless Radford University, its officers, agents and employees from all liabilities resulting from bodily or mental injury or property damage directly or indirectly arising out of the performance or nonperformance of the Contract.
13. **LABELING OF HAZARDOUS SUBSTANCES:** If the items or products requested by this solicitation are "Hazardous Substances" as defined by the § 10.1-1400 of the Code of Virginia (1950), as amended, or #§ 1261 of Title 15 of the United States Code, then the Offeror, by submitting its Proposal, certifies and warrants that the items or products to be delivered under this Contract shall be properly labeled as required by the foregoing sections and that by delivering the items or products the Offeror does not violate any of the prohibitions of the Virginia Waste Management Act, Title 10.1, Chapter 15 of the Code of Virginia. or Title 15 U.S.C. § 1263.
 14. **LEAD:** The Contractor is contracted by Radford University to perform work in buildings where lead-containing materials such as lead-based paint may be located. Work performed under this Contract may impact these lead materials (for example, during building renovations), but does not include lead abatement or de-leading operations. The Contractor will be informed by Radford University project coordinator/manager of the location of suspect and known lead containing materials in the work area(s) to which the Contractor is assigned. The Contractor shall provide all training and equipment required by §29 CFR 1926.62 for the safe performance of the work. The Contractor may not perform de-leading or lead abatement unless they hold a valid Virginia Lead Contractor license and have been specifically retained to perform this work as a part of the contract. The Contractor shall submit to Radford University Facilities Management Department for review and approval his written Lead Work Plan which outlines work practices, precautions, procedures, and engineering controls to be used during work that disturbs lead prior to commencement of this work. Work will not proceed until the Lead Work Plan has been approved by Radford University Facilities Management.
 15. **MAINTENANCE MANUALS:** The Contractor shall provide with each piece of equipment an operations and maintenance manual with wiring diagrams, parts list, and a copy of all warranties.
 16. **MATERIALS CONTAINING ASBESTOS:** The Offeror shall not incorporate any materials into the work containing asbestos. The Offeror shall not incorporate any material known by the Offeror to contain a substance known to be hazardous to health when the building is occupied unless specifically approved by Radford University or required by the specifications. If the Offeror becomes aware that a material required by the specifications contains asbestos, it shall notify Radford University immediately and shall take no further steps to acquire or install any such material.
 17. **ORDERS:** Applicable departments, institutions, agencies and Public Bodies of the Commonwealth of Virginia may order by issuing a purchase order against any contract resulting from this solicitation.
 18. **PARKING POLICY:** All Contractors' vehicles parked on the Radford University campus must be registered with the Radford University Parking Services Department and display a valid Contractor's parking pass. A pass may be obtained by filling out an application for a Radford University Contractor's Parking Pass and submitting it to the Radford University Parking Services Department. Contractors should be aware that vehicles parked on the Radford University campus without a parking pass or permit are subject to ticketing and fines. Operating vehicles on sidewalks, plazas, and areas heavily occupied by pedestrians is prohibited. In the unlikely event a driver should find it necessary to drive on Radford University sidewalks, plazas and areas heavily used by pedestrians, the driver must yield to pedestrians. For a complete list of parking regulations, please go to <http://parking.asp.radford.edu/>. Radford University Parking Services may also be contacted by calling (540) 831-6361. The safety of our students, faculty and staff is of paramount importance to us. Accordingly, violators may be charged
 19. **PRIME CONTRACTOR RESPONSIBILITIES:** The Contractor shall be responsible for completely supervising and directing the work under this Contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this Contract shall be responsible to the prime Contractor. The Contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.

20. **RENEWAL OF CONTRACT:** This Contract may be renewed by Radford University for a period of 365 days, only under the terms and conditions of the original Contract except as stated in A below. Price increases may be negotiated only at the time of renewal. Written notice of Radford University's intention to renew shall be given (approximately 90 day) prior to the expiration date of each Contract period.
- A. If Radford University elects to exercise the option to renew the Contract for an additional one-year period, the Contract price(s) for the additional year shall not exceed the contract prices of the original Contract increased/decreased by no more than the percentage increase/ decrease of the SERVICES category of the CPI section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available, or five percent (5%), whichever is less, for all renewal periods under the contract.
21. **SAFETY:** The Contractor bears sole responsibility for the safety of its employees. The Contractor shall take all steps necessary to establish, administer, and enforce safety rules that meet the regulatory requirements of the Virginia Department of Labor and Industry (VDLI) and the Occupational Safety and Health Administration (OSHA). The Contractor shall take steps as necessary to protect the safety and health of University employees, students, and visitors during the performance of their work. In addition, the Contractor must also provide the University with a written safety program that it intends to follow in pursuing work under this contract. No work under this Contract will be permitted until the university is assured that the Contractor has an adequate safety program in effect.
22. **SAFETY DATA SHEETS (SDS):** Safety Data Sheets and descriptive literature shall be provided with the Proposal for each chemical and/or compound offered. Failure on the part of the Offeror to submit such data sheets may be cause for declaring the Proposal as nonresponsive.
23. **SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of Radford University. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish Radford University the names, qualifications and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by his subcontractor(s) and shall assure compliance with all requirements of the Contract.
24. **VIRGINIA FREEDOM OF INFORMATION ACT:** Except as provided, once an award is announced, all proposals/bids submitted to this RFP/IFB will be open to inspection by any citizen, or interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by a firm prior to or as part of its proposal will not be subject to public disclosure under the Virginia Freedom of Information Act only under the following circumstances: (1) the appropriate information is clearly identified by some distinct method such as highlighting or underlining; (2) only the specific words, figures, or paragraphs that constitute trade secrets or proprietary information are identified; and (3) a summary page is supplied immediately following the proposal title page that includes (a) the information to be protected, (b) the section(s)/page number(s) where this information is found in the proposal, and (c) a statement why protection is necessary for each section listed. The firm must also provide a separate electronic copy of the proposal (CD, etc.) with the trade secrets and/or proprietary redacted. *If all of these requirements are not met, then the firm's entire proposal will be available for public inspection*
25. **WARRANTY (COMMERCIAL):** The Contractor agrees that the supplies or services furnished under any award resulting from this solicitation shall be covered by the most favorable commercial warranties the Contractor gives any customer for such supplies or services and that the rights and remedies provided therein are in addition to and do not limit those available to Radford University by any other term of this solicitation. A copy of this warranty must be furnished with the Proposal.
26. **WORK SITE DAMAGES:** Any damage to existing utilities, equipment or finished surfaces resulting from the performance of this Contract shall be repaired to the Owner's satisfaction at the Contractor's expense.

Attachment B

SAMPLE CONTRACT FORM
Standard Contract form for reference only
Offerors do not need to fill in this form.



STANDARD CONTRACT
Contract Number: **RUxxxxx**

This contract entered into this __ day of _____, 20__, by _____, located at (insert complete physical address), hereinafter called the "Contractor" and Commonwealth of Virginia, **Radford University**, called the "Purchasing Agency or Radford University", located at 801 East Main Street, Radford, VA. 24142."

1. **WITNESSETH** that the Contractor and Radford University, in consideration of the mutual covenants, promises and agreements contained, agree as follows:
2. **SCOPE OF CONTRACT:** The Contractor shall provide _____ to Radford University as set forth in the Contract Documents.
3. **TERM OF CONTRACT:** From _____ through _____ with _____ (number of years) year renewal options or as negotiated, to include all contractual provisions contained herein.
4. **THE CONTRACT DOCUMENTS SHALL CONSIST OF:**

This signed Radford University Standard Contract. Document;

Radford University's Request for Proposal (RFP) **Rxx-xxx** dated _____, Addendum **xxx** dated _____ (list all addendums in this format).

Contractor's Proposal signed and dated _____

Negotiation Summation: (List each document by title and execution date)

5. **COMPENSATION AND METHOD OF PAYMENT:** The Contractor shall be paid by Radford University in accordance with the contract documents. (*Note: If advantageous you can list compensation here.)

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

CONTRACTOR:

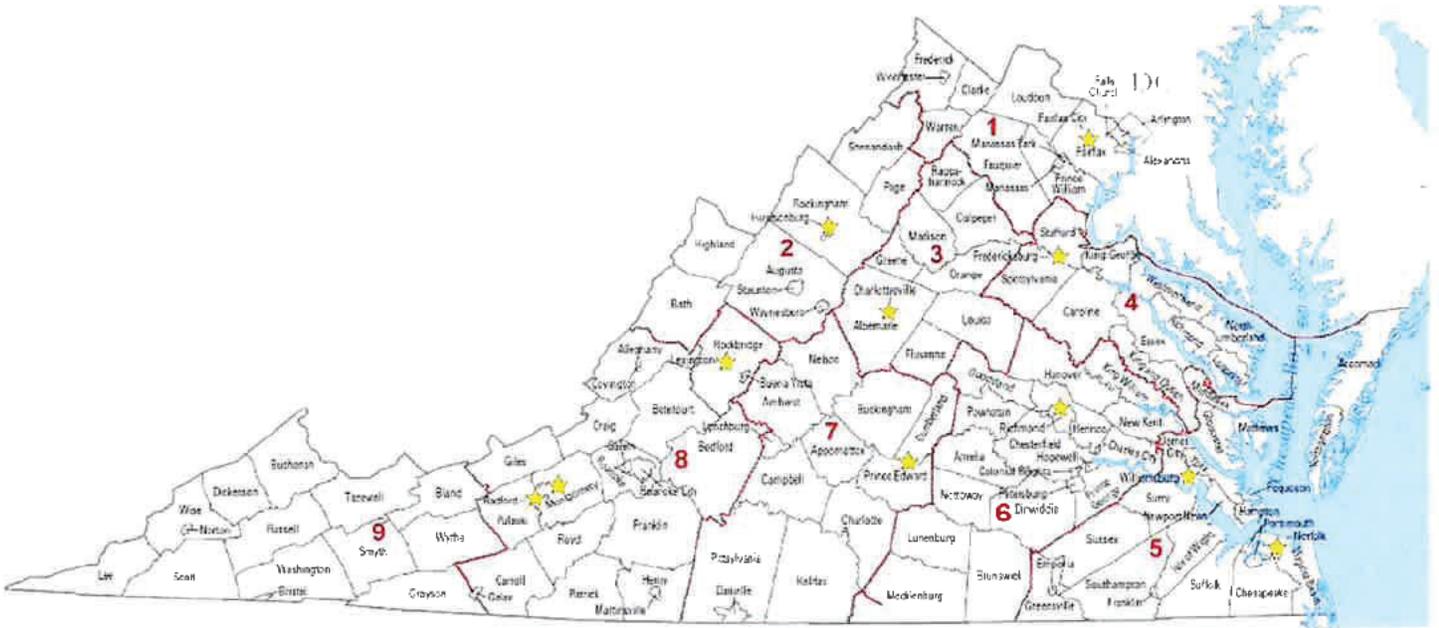
Print Name: Stephen Cox
Title: Senior Fire Life Safety Sales Executive
Signature: *Stephen Cox*
Date: 6/15/2023

RADFORD UNIVERSITY

Print Name: _____
Title: _____
Signature: _____
Date: _____

Attachment C

Zone Map



Virginia Association of State College & University Purchasing Professionals (VASCUPP)

List of member institutions by zones

Zone 1

George Mason University (Fairfax)

Zone 2

James Madison University (Harrisonburg)

Zone 3

University of Virginia (Charlottesville)

Zone 4

University of Mary Washington (Fredericksburg)

Zone 5

**Christopher Newport University (Hampton)
College of William and Mary (Williamsburg) Old Dominion University (Norfolk)
Norfolk State University (Norfolk)**

Zone 6

Virginia Commonwealth University (Richmond)

Zone 7

Longwood University (Farmville)

Zone 8

**Virginia Military Institute (Lexington) Virginia Tech (Blacksburg)
Radford University (Radford)**

Zone 9

The zone map is provided for the Offeror to determine appropriate pricing structures based on approved zones for cooperative institutions. If no other prices are offered, pricing provided will apply to all zones in the Commonwealth of Virginia. If you wish to provide pricing for a zone other than which this solicitation originated, please indicate you are doing so in the response. If you anticipate pricing differentials for different zones, a separate pricing sheet must be submitted for each zone that includes appropriate pricing for that zone.

Fire Suppression Systems

R23-016

Pricing Schedule

Building	Item	1st Qtr - Aug	2nd Qtr - Nov	3rd Qtr - Feb	4th Qtr - May (Annual)	Annual Total
		Quarterly Price	Quarterly Price	Quarterly Price	Quarterly Price	(C+D+E+F)
219 E. Main St	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$195.00
	Dry System	\$45.00	\$45.00	\$45.00	\$65.00	\$200.00
1101 Grove Ave.	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$195.00
Armstrong Complex	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$195.00
	Dry System	\$45.00	\$45.00	\$45.00	\$65.00	\$200.00
Bolling Hall	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$195.00
CFTS Building	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$195.00
Cook Hall	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$195.00
	Pre-Action	\$120.00	\$120.00	\$120.00	\$180.00	\$540.00
	Multi Fl C.A.				\$60.00	\$60.00
Covington Fine Arts	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$195.00
	Pre-Action	\$120.00	\$120.00	\$120.00	\$180.00	\$540.00
Cupp Stadium	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$195.00
Dalton Hall	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$195.00
	Pre-Action	\$120.00	\$120.00	\$120.00	\$180.00	\$540.00
	Multi Fl C.A.				\$60.00	\$60.00
Davis Hall	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$195.00
	Pre-Action	\$120.00	\$120.00	\$120.00	\$180.00	\$540.00
	Multi Fl C.A.				\$60.00	\$60.00
Dedmon Center	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$195.00
Draper Hall	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$195.00
	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$195.00
Floyd Hall	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$195.00
	Pre-Action	\$120.00	\$120.00	\$120.00	\$180.00	\$540.00
	Multi Fl C.A.				\$60.00	\$60.00

	Anti-freeze				\$60.00	\$60.00
Hemphill Hall	Wet Riser	\$200.00	\$200.00	\$200.00	\$400.00	\$1,000.00
Heth Hall	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$195.00
	Pre-Action	\$120.00	\$120.00	\$120.00	\$180.00	\$540.00
	Multi FI C.A.				\$60.00	\$60.00
Hurlburt Hall	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$195.00
	Pre-Action	\$120.00	\$120.00	\$120.00	\$180.00	\$540.00
	Multi FI C.A.				\$60.00	\$60.00
Ingles Hall	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$195.00
	Pre-Action	\$120.00	\$120.00	\$120.00	\$180.00	\$540.00
	Multi FI C.A.				\$60.00	\$60.00
Jefferson Hall	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$195.00
	Dry System	\$45.00	\$45.00	\$45.00	\$45.00	\$200.00
	Pre-Action	\$120.00	\$120.00	\$120.00	\$180.00	\$540.00
	Multi FI C.A.				\$60.00	\$60.00

Pricing Schedule

Building	Item	1st Qtr - Aug	2nd Qtr - Nov	3rd Qtr - Feb	4th Qtr - May (Annual)	Annual Total
Kyle Hall	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$195.00
	Dry System	\$45.00	\$45.00	\$45.00	\$65.00	\$200.00
	Multi FI C.A.				\$60.00	\$60.00
Madison Hall	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$195.00
	Dry System	\$45.00	\$45.00	\$45.00	\$65.00	\$200.00
	Multi FI C.A.				\$60.00	\$60.00
McConnell Library	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$195.00
	Dry System	\$45.00	\$45.00	\$45.00	\$65.00	\$200.00
	Pre-Action	\$120.00	\$120.00	\$120.00	\$180.00	\$540.00
	Multi FI C.A.				\$60.00	\$60.00
Moffett Hall	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$195.00
Muse Hall	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$195.00
	Dry System	\$45.00	\$45.00	\$45.00	\$65.00	\$200.00
	Pre-Action	\$120.00	\$120.00	\$120.00	\$180.00	
	Multi FI C.A.				\$60.00	
Peery Hall	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$195.00
	Pre-Action	\$120.00	\$120.00	\$120.00	\$180.00	\$200.00
	Multi FI C.A.	\$120.00	\$120.00	\$120.00	\$60.00	\$540.00
	Anti-freeze				\$60.00	\$60.00
Peters Hall	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$195.00
	Pre-Action	\$120.00	\$120.00	\$120.00	\$180.00	\$540.00
Pocahontas Hall	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$195.00
Preston/Martin Hall	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$195.00
	Pre-Action	\$120.00	\$120.00	\$120.00	\$180.00	\$540.00
	Multi FI C.A.				\$60.00	\$60.00
Reed/Curie Halls	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$195.00
	Multi FI C.A.				\$60.00	\$60.00

Russell Hall	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$195.00
	Dry System	\$45.00	\$45.00	\$45.00	\$65.00	\$200.00
	Pre-Action	\$120.00	\$120.00	\$120.00	\$180.00	\$540.00
	Multi FI C.A.				\$60.00	\$60.00
Stuart Hall	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$195.00
	Pre-Action	\$120.00	\$120.00	\$120.00	\$180.00	\$540.00
	Anti-freeze				\$60.00	\$60.00
	Multi FI C.A.				\$60.00	\$60.00
Student Rec & Wellness Center	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$195.00
Trinkle Hall	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$195.00
	Pre-Action	\$120.00	\$120.00	\$120.00	\$180.00	\$540.00
	Anti-freeze				\$60.00	\$60.00
	Multi FI C.A.				\$60.00	\$60.00
Waldron Hall	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$195.00
	Pre-Action	\$120.00	\$120.00	\$120.00	\$180.00	\$540.00
	Stand Pipe	\$110.00	\$110.00	\$110.00	\$120.00	\$450.00
	Multi FI C.A.				\$60.00	\$60.00

Fire Suppression Systems
R23-016

Pricing Schedule

Building	Item	1st Qtr - Aug	2nd Qtr - Nov	3rd Qtr - Feb	4th Qtr - May (Annual)	Annual Total
Walker Hall	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$195.00
	Dry System	\$45.00	\$45.00	\$45.00	\$65.00	\$200.00
	Pre-Action	\$120.00	\$120.00	\$120.00	\$180.00	\$540.00
	Multi FI C.A.				\$60.00	\$60.00
Washington Hall	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$195.00
	Dry System	\$45.00	\$45.00	\$45.00	\$65.00	\$200.00
Whitt Hall	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$195.00
Young Hall	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$195.00
	Dry System	\$45.00	\$45.00	\$45.00	\$65.00	\$200.00
	Pre-Action	\$120.00	\$120.00	\$120.00	\$180.00	\$540.00
	Multi FI C.A.				\$60.00	\$60.00
Subtotals:						

Muse Hall

Center for the Sciences

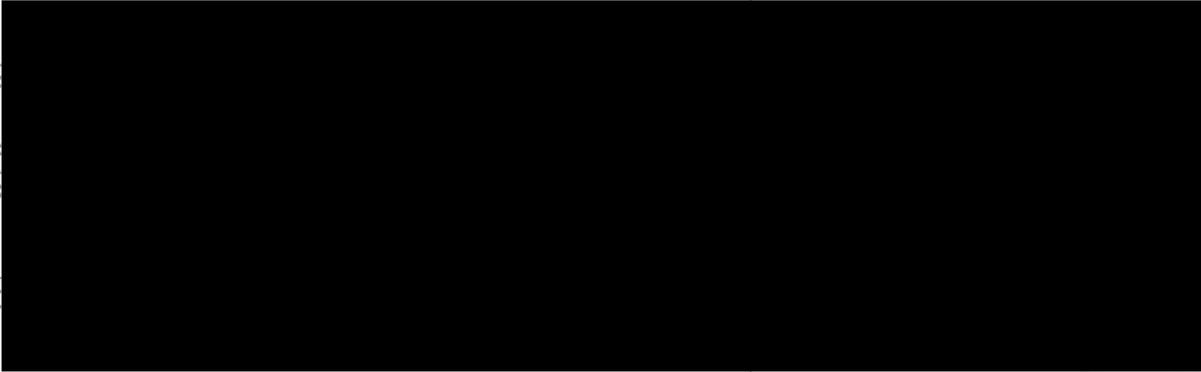
		Quantity	Annual Price
25110	Fire Pump	1	\$300.00
20303	Fire Pump	1	\$300.00
Fire Pump Subtotals:			\$600.00

Grand Total

\$25,156.00

ATTACHEMENT F
VENDOR DATA SHEET

*Note: The following information is required as part of your response to this solicitation. Failure to complete and provide this sheet may result in finding your bid/offer nonresponsive.

Qualifications: The Offeror must have the capability and capacity in all respects to satisfy fully all of the contractual requirements.	
Bidder's Primary Contact:	540-400-1722
NAME: Stephen Cox	PHONE:
Year's in Business: Indicate the length of time you have been in business providing this type of good or service: YEARS: 20 plus MONTHS:	
References: Indicate below a listing of at least four (4) current or recent accounts, either commercial or governmental, that your company is servicing, has serviced, or has provided similar goods/services. Include the length of service and the name, address and telephone number of the point of contact.	
	
Company:	Contact:
	

ATTACHMENT F
VENDOR DATA SHEET

[Redacted]	
[Redacted]	

I certify the accuracy of this information.

Signed: Stephen Cox

Title: Senior Life Safety Sales Executive

Date: 6/15/2023

Summit Fire and Security Plan for Providing Services

A. Service Requirements

- All of SFP inspectors complete a 2-year program to ensure all inspection testing and maintenance of all sprinkler systems, stand pipes, hose systems, and fire pumps are performed by current NFPA, Local, and State Building Codes.
- SFP uses a work order system for all of our customers that we partner with. This system ensures work is scheduled on time per NFPA and other fire prevention codes.
- All of SFP inspectors and service tech's will be accompanied with a helper/trainee to insure there is someone present to monitor the Fire alarm panel at time of service.
- We will have two inspectors performing the majority of the inspections throughout the year and will use additional inspectors if needed.
- Our inspectors will be service capable, therefore upon approval, any minor service repairs can be performed by the inspector.
- Larger, more time-consuming repairs will be handled by a designated service technician. We will also have an available workforce of more than 30 people if the emergency requires.
- All of SFP service techs will be equipped with all proper tools and have a very strong working knowledge of current building codes, NFPA and other fire prevention codes and standards.
- All of SFP employees are equipped with smart phones and will be able to communicate to university designated personnel VIA text, email, or phone for all services and inspections performed.
- We can provide Inspections and service all types of fire protection systems, including:
 - *All manufacturers included
 - - Wet pipe systems
 - - Dry pipe systems
 - - Deluge systems
 - - Pre-action systems
 - - Water mist systems
 - - Aqueous Film Forming Foam (AFFF), including high expansion
 - - Clean Agent suppression systems
 - - CO2 systems (high and low pressure)
 - - Fire pumps (electric and diesel)
 - - Back Flow Preventers
 - - Underground Private Fire Service
 - - Private Hydrants
 - - Fire Protection Water Storage Tanks
- We also provide customer training for key personnel that are required to operate these fire protection systems.
- If awarded this contract, we will immediately appoint an operations manager to start putting together a complete schedule of dates that inspections will be performed, while maintaining the original inspection due date.

B. Reporting

- SFP offers electronic reporting
- SFP will provide the University with an online inventory management system. With up-to-date inspection reports per NFPA, fire regulations, and building codes.
- SFP provides 24 hour 365 days a year emergency service. We can provide emergency service with in the 2-hour response time. We also have a live answering service so that any office phone calls received after normal working hours or holidays will be responded to immediately

C. Contractor Qualifications

- Fire and Life Safety America(Now SFP) has been providing quality Inspections and service for 21 years just from the Roanoke office. Combined, this office has over 100 years of experience working with fire protection systems and an available "local" work force of over 40 employees.
- SFP has 80 different districts with a fleet of over 4000 vehicles nationwide with hundreds of licensed/certified life safety inspectors and service technicians. Our company will be ready to meet any of you fire protection propositions.
- All of our inspectors are NICET certified and are required to complete a 2-year training program for inspection testing and maintenance on water based fire protection systems.
- SFP inspector and service tech are licensed in Virginia for backflow inspection repair and install.
- It is mandatory for all SFP employees to receive training for confined space entry, fall protection, OSHA 30, CPR/First Aid, and aerial lift.
- SFP is International Standard Organization (**ISO**) certified reinforcing a day-to-day quality approach, SFP can meet the demands of unusual site work, difficult inspection and service needs. SFP is recognized as an industry leader whose work is reliable and who meets design specifications and deadlines.

D. Key Control

- SFP will comply with all University and departments access policies.
- SFP personnel will always have an identification always badge on. SFP inspectors and service techs will also be in uniform.



FIRE & LIFE SAFETY AMERICA/SUMMIT
1407 Mill Race Drive
Salem, VA 24153
(540) 378-6160
Fax (540) 378-6171

FLSA/SUMMIT CONTACT LIST

Aaron Throm – Service/Inspections Operations Manager. Contact him with matters concerning Service and Inspections Dept or Service/Inspections that need to be scheduled.

Direct line: (540) 765-1105

Cell phone: (540) 520-8405

Email: ATThrom@flsamerica.com

Daniel Sirry – Inspections Scheduler. Contact him about Inspections that need to be scheduled.

Office line: (540) 378-6160

Email: RDSirry@flsamerica.com

Ron Fulwider – Service Sales Rep. Contact him to get a quote for deficiencies, repairing and replacing systems or other needed service work.

Direct line: (540) 765-1102

Cell phone: (540) 537-2450

Email: rdfulwider@flsamerica.com

Bill Orange – Fire Alarm Service Operations Manager. Contact him with matters concerning Fire Alarms pricing or Fire Alarm service that needs to be scheduled and our 24 hour monitoring service.

Direct line: (540) 765-1104

Cell phone: (540) 315-6459

Email: WBOrange@flsamerica.com

Monitoring: (877) 258-5131

Stephen Cox – Senior Inspections Sales Rep. Contact him for a quote on doing inspections at your location(s), questions about what inspections are required or to renew your inspection contract.

Cell phone: (540) 400-1722

Email: SVCox@flsamerica.com

Collin Boone – Alarms and Special Hazards Manager Contact him to get a quote for alarm system, special hazards suppression system, or other fire system repairs or installation.

Direct line: (540) 765-1101

Cell phone: (540) 295-9638

Email: CTBoone@flsamerica.com

Renee Grubb – Service Administrator. Contact her for questions/issues with bills, to make a payment, inspections/service reports, access to Building Reports and administrative matters for the Service Department.

Direct line: (540) 765-1106

Email: SRGrubb@flsamerica.com



Sammy Stafford – Design Manager Contact him regarding sprinkler install and renovation projects design and submittal questions.

Direct line: (540) 765-1112

Cell phone: (540) 537-0066

Email: @flsamerica.com

Chris Fortney – Sprinkler Install Superintendent Contact him regarding sprinkler install and renovation projects manpower scheduling.

Direct line: (540) 765-1119

Cell phone: (540) 537-3257

Email: JFortney@flsamerica.com

Keith Patrick – Warehouse Clerk Contact him regarding materials and tool requests.

Direct line: (540) 765-1109

Email: KEPatrick@flsamerica.com

Mike Larson – Sprinkler Install Sales. Contact him regarding sprinkler install and renovation projects sales and management.

Direct line: (540) 765-1114

Cell phone: (540) 491-3360

Email: MJLarson@flsamerica.com

Reggie McGhee – Sprinkler Install Sales. Contact him regarding sprinkler install and renovation projects sales and management.

Direct line: (540) 765-1119

Cell phone: (540) 204-3534

Email: RMcGhee@flsamerica.com

John Corliss – Assistant District Manager. Contact him regarding any of your fire protection needs or concerns with your customer service.

Direct line: (540) 765-1110

Cell phone: (540) 556-7450

Email: JCorliss@flsamerica.com

Rick Williams – District Manager. Contact him regarding any of your fire protection needs or concerns with your customer service.

Direct line: (540) 765-1120

Cell phone: (540) 599-2917

Email: rwilliams@flsamerica.com

Negotiation Questions

Radford University RFP #R23-016
Fire Suppression System Services

As allowed in Section 11.B – Award, of the subject RFP, the University is conducting negotiations. We are requesting a response to the negotiation questions listed below.

CONTRACTUAL TERMS, CONDITIONS AND TEMPLATES:

1. **RADFORD UNIVERSITY:** Are you in agreement the terms and conditions as published in the RFP solicitation shall govern the contract if a contract is awarded to your company?

VENDOR: Yes

2. **RADFORD UNIVERSITY:** If awarded a contract do you agree the standard two-party contract made available in the RFP document will be the only document used to award the contract? If your response is no, provide any additional forms or documents that you will require to be incorporated into the contract document.

VENDOR: Yes

3. **RADFORD UNIVERSITY:** Do you agree that the initial contract is for a period of two (2) years.

VENDOR: Yes

4. **RADFORD UNIVERSITY:** Upon completion of the initial contract period, does Summit Fire and Security agree that the contract may be renewed by Radford University upon written agreement by both parties for four (4) additional two-year (2-yr) renewals, under the terms of the current contract?

**VENDOR:
Yes**

5. **RADFORD UNIVERSITY:** Are you registered with and willing to participate in the eVA internet procurement solution described in the terms and conditions of the RFP?

VENDOR: Yes

Negotiation Questions

6. **RADFORD UNIVERSITY:** Do you acknowledge, agree and understand that Radford University cannot guarantee a minimum amount of business if a contract is awarded to your company?

VENDOR: Yes

7. **RADFORD UNIVERSITY:** Do you agree that you will be performing services as an Independent Contractor, Company, Corporation or other business entity and are not an employee of Radford University or any other Commonwealth Entity?

VENDOR: Yes

FINANCIAL CONSIDERATIONS:

1. **RADFORD UNIVERSITY:** Are there any additional financial or value-added incentives you would like to offer at this time? (i.e. direct distribution, signing bonus, scholarships, program support, SWaM sponsorship, etc.)

VENDOR: Not at this time

2. **RADFORD UNIVERSITY:** Does Summit Fire and Security agree to provide monthly invoices with payment due thirty (30) days after receipt of invoices or goods/services, whichever is later?

VENDOR: Yes

3. **RADFORD UNIVERSITY:** If awarded a contract, are you willing to hold prices firm for the initial contract period and the first renewal year?

VENDOR: Yes

4. **RADFORD UNIVERSITY:** While other factors such as methodology, quality of service, and prior experience are considered during the selection process, the evaluation of price, including the annual sprinkler inspections and hourly rates, are a key element of the evaluation. With this in mind, please provide Summit Fire and Security most competitive price structure (Attach separate pricing sheet if needed).

VENDOR: We have provided contract pricing and our competitive price structure for additional services.

Negotiation Questions

Negotiation Questions

5. **RADFORD UNIVERSITY:** If awarded a contract, do you agree to limit price increases to no more than the increase of the SERVICES category of the CPI section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available, or five percent (5%), whichever is less, for all renewal periods under the contract?

VENDOR: Yes

SCOPE IMPLEMENTATION:

1. **RADFORD UNIVERSITY:** If awarded a contract, identify all employees that will be working with Radford University to achieve the requirements of the contract.

VENDOR: See attached contact list.

2. **RADFORD UNIVERSITY:** Please list any expectations you have of Radford University should you be awarded the contract.

VENDOR: None

3. **RADFORD UNIVERSITY:** If awarded a contract by August 15, 2023, would you be in a position to support all aspects of this contract?

VENDOR: Yes

4. **RADFORD UNIVERSITY:** Please describe your quickest turn-around time if emergency services are needed.

VENDOR: 1Hr

5. **RADFORD UNIVERSITY:** Are you willing to contact departments on a monthly basis to address service issues?

VENDOR: Yes

Negotiation Questions

SUMMIT FIRE AND SECURITY

Aaron Throm

Print Name

Service Manager

Title

Aaron Throm

Aaron Throm

Signature

7/28/2023

7/28/2023

Date



FIRE & LIFE SAFETY AMERICA/SUMMIT
1407 Mill Race Drive
Salem, VA 24153
(540) 378-6160
Fax (540) 378-6171

FLSA/SUMMIT CONTACT LIST

Aaron Throm – Service Manager. Contact him with matters concerning Service and Inspections Dept or Service/Inspections that need to be scheduled.

Direct line: 540-299-8514

Cell phone: (540) 520-8405

Email: ATThrom@summitfiresecurity.com

Daniel Sirry – Inspections Scheduler. Contact him about Inspections that need to be scheduled.

Office line: 540-299-8515

Email: RDSirry@summitfiresecurity.com

Ron Fulwider – Service Sales Rep. Contact him to get a quote for deficiencies, repairing and replacing systems or other needed service work.

Direct line: 540-299-8537

Cell phone: (540) 537-2450

Email: rdfulwider@summitfiresecurity.com

Bill Orange – Fire Alarm Service Operations Manager. Contact him with matters concerning Fire Alarms pricing or Fire Alarm service that needs to be scheduled and our 24-hour monitoring service.

Direct line: 540-299-8497

Cell phone: (540) 315-6459

Email: WBOrange@summitfiresecurity.com

Monitoring: (877) 258-5131

Calvin Brunk – Sprinkler Service Operations Manager. Contact him with matters concerning Sprinkler Service and Service that need to be scheduled.

Direct line: (540) 299-8535

Cell phone: (540) 537-4117

Email: ccbrunk@summitfiresecurity.com

Stephen Cox – Senior Inspections Sales Rep. Contact him for a quote on doing inspections at your location(s), questions about what inspections are required or to renew your inspection contract.

Cell phone: 540-400-1722

Email: SVCox@summitfiresecurity.com

Collin Boone – Alarms and Special Hazards Manager Contact him to get a quote for alarm system, special hazards suppression system, or other fire system repairs or installation.

Direct line: 540-299-8503

Cell phone: (540) 295-9638

Email: CTBoone@summitfiresecurity.com

Building	Item	1st Qtr - Aug	2nd Qtr - Nov	3rd Qtr - Feb	4th Qtr - May	5 Year Inspections
		Quarterly Price	Quarterly Price	Quarterly Price	Annual Price	
Cook Hall	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$1,400.00
20303	Pre-Action	\$120.00	\$120.00	\$120.00	\$180.00	
	Multi FI C.A.				\$60.00	
Dalton Hall	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$1,400.00
25103	Pre-Action	\$120.00	\$120.00	\$120.00	\$180.00	
	Multi FI C.A.				\$60.00	
Ingles Hall	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$1,400.00
25110	Pre-Action	\$120.00	\$120.00	\$120.00	\$180.00	
	Multi FI C.A.				\$60.00	
Heth Hall	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$1,400.00
25111	Pre-Action	\$120.00	\$120.00	\$120.00	\$180.00	
	Multi FI C.A.				\$60.00	
Young Hall	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$1,400.00
20303	Dry System	\$45.00	\$45.00	\$45.00	\$65.00	
	Pre-Action	\$120.00	\$120.00	\$120.00	\$180.00	
	Multi FI C.A.				\$60.00	
Davis Hall	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$1,400.00
20303	Pre-Action	\$120.00	\$120.00	\$120.00	\$180.00	
	Multi FI C.A.				\$60.00	
Preston/Martin Hall	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$1,400.00
20303	Pre-Action	\$120.00	\$120.00	\$120.00	\$180.00	
	Multi FI C.A.				\$60.00	
McConnell Library	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$2,800.00
20303	Dry System	\$45.00	\$45.00	\$45.00	\$65.00	
	Pre-Action	\$120.00	\$120.00	\$120.00	\$180.00	
	Multi FI C.A.				\$6.00	
Muse Hall	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$4,200.00
25110	Dry System	\$45.00	\$45.00	\$45.00	\$65.00	
	Pre-Action	\$120.00	\$120.00	\$120.00	\$180.00	
	Multi FI C.A.				\$60.00	
Tyler Hall	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$1,400.00
25110	Dry System	\$45.00	\$45.00	\$45.00	\$65.00	
	Pre-Action	\$120.00	\$120.00	\$120.00	\$180.00	
	Multi FI C.A.				\$60.00	
Norwood Hall	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$1,400.00
25110	Dry System	\$45.00	\$45.00	\$45.00	\$65.00	
	Multi FI C.A.				\$60.00	
Walker Hall	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$1,400.00
20303	Dry System	\$45.00	\$45.00	\$45.00	\$65.00	
	Pre-Action	\$120.00	\$120.00	\$120.00	\$180.00	
	Multi FI C.A.				\$60.00	
Russell Hall	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$1,400.00
20303	Dry System	\$45.00	\$45.00	\$45.00	\$65.00	
	Pre-Action	\$120.00	\$120.00	\$120.00	\$180.00	
	Multi FI C.A.				\$60.00	
Jefferson Hall	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$1,400.00
25110	Dry System	\$45.00	\$45.00	\$45.00	\$65.00	
	Pre-Action	\$120.00	\$120.00	\$120.00	\$180.00	
	Multi FI C.A.				\$60.00	
Madison Hall	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$1,400.00
25110	Dry System	\$45.00	\$45.00	\$45.00	\$65.00	
	Multi FI C.A.				\$60.00	
Floyd Hall	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$1,400.00
25110	Pre-Action	\$120.00	\$120.00	\$120.00	\$180.00	
	Multi FI C.A.				\$60.00	
	Anti-freeze				\$60.00	
Peery Hall	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$1,400.00
25110	Pre-Action	\$120.00	\$120.00	\$120.00	\$180.00	
	Multi FI C.A.				\$60.00	
	Anti-freeze				\$60.00	
Stuart Hall	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$1,400.00
25110	Pre-Action	\$120.00	\$120.00	\$120.00	\$180.00	
	Anti-freeze				\$60.00	
	Multi FI C.A.				\$60.00	
Trinkle Hall	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$1,400.00
25110	Pre-Action	\$120.00	\$120.00	\$120.00	\$180.00	
	Anti-freeze				\$60.00	
	Multi FI C.A.				\$60.00	
Hurlburt Hall	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$1,400.00

Building	Item	1st Qtr - Aug	2nd Qtr - Nov	3rd Qtr - Feb	4th Qtr - May	5 Year Inspections
25111	Pre-Action	\$120.00	\$120.00	\$120.00	\$180.00	
	Multi FI C.A.				\$60.00	
Moffett Hall - 25110	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$2,800.00
Peters Hall	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$1,400.00
20303	Pre-Action	\$120.00	\$120.00	\$120.00	\$180.00	
Waldron Hall	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$1,400.00
20303	Pre-Action	\$120.00	\$120.00	\$120.00	\$180.00	
	Stand Pipe	\$110.00	\$110.00	\$110.00	\$120.00	
	Multi FI C.A.				\$60.00	
Kyle Hall	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$4,200.00
20303	Dry System	\$45.00	\$45.00	\$45.00	\$60.00	
	Multi FI C.A.				\$60.00	
Armstrong Complex	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$1,400.00
20303	Dry System	\$45.00	\$45.00	\$45.00	\$65.00	
Cupp Stadium - 46039/25104	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$700
Dedmon Center - 46039/25104	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$700.00
Covington Fine Arts	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$1,400.00
20303	Pre-Action	\$120.00	\$120.00	\$120.00	\$180.00	
Reed/Curie Halls - 20303	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$2,800.00
	Multi FI C.A.				\$60.00	
SRWC - 25112	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$1,400.00
Washington Hall	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$1,400.00
25110	Dry System	\$45.00	\$45.00	\$45.00	\$65.00	
219 E. Main St	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$1,400.00
20316/20303	Dry System	\$45.00	\$45.00	\$45.00	\$65.00	
Pocahontas Hall - 25110	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$1,400.00
Bolling Hall - 25110	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$1,400.00
CFTS Building - 20303	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$2,800.00
Draper Hall	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$1,400.00
25110	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	
Hemphill Hall - 20303	Wet Riser	\$200.00	\$200.00	\$200.00	\$400.00	\$2,800.00
Whitt Hall - 20303	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$1,400.00
1101 Grove Ave - 20303	Wet Riser	\$45.00	\$45.00	\$45.00	\$60.00	\$1,400.00
Totals		\$5,170.00	\$5,170.00	\$5,170.00	\$9,046.00	

		Quantity	Annual Price	5 Year Inspections	
Muse Hall	25110	Fire Pump	1	\$300.00	\$700.00
Center for the Sciences	20303	Fire Pump	1	\$300.00	\$700.00
			Total Quarterly's	\$15,510.00	
			Total Annual	\$9,646.00	
			Grand Total	\$25,156.00	
			5 Year Inspection	\$67,200.00	

ADDITIONAL GOODS/SERVICES: From time to time the University may		
Labor Rates:	Per Hour	Rate (\$)
Sprinkler Tech	Regular Hourly	\$100 hr
	Overtime/Holiday	\$150 hr
Sprinkler Crew	Regular Hourly	\$175 hr
	Overtime/Holiday	\$262.50 hr
Position:	Regular Hourly	

Discount: 10% off list price for materials/equipment needed