

THE DISTRICT BOARD OF TRUSTEES OF
PENSACOLA JUNIOR COLLEGE, FLORIDA
1000 COLLEGE BOULEVARD
PENSACOLA, FL 32504-8998

May 2, 2006

BID NO. 24, 2005/2006

**INVITATION TO BID (ITB) ON FIRE ALARM SYSTEMS – TROUBLESHOOTING,
REPAIR, INSPECTION AND CERTIFICATION
FOR
PENSACOLA JUNIOR COLLEGE**

The District Board of Trustees of Pensacola Junior College, Florida hereby extends an Invitation To Bid (ITB) on Fire Alarm Systems – Troubleshooting, Repair, Inspection and Certification, for Pensacola Junior College, as specified in this bid request.

All terms and conditions included hereafter are part of this bid request. Any bid failing to comply with all of these terms and conditions may not be accepted. Rights are reserved to reject any and all bids and to waive any and all technicalities.

Directions for submitting bids include the following:

1. **All bids must be mailed or delivered to the attention of the Director of Purchasing and Auxiliary Services, and be received in the Purchasing and Auxiliary Services Office, Pensacola Junior College, Building 7, Room 737, 1000 College Boulevard, Pensacola, Florida 32504-8998, or delivered to the bid opening site, not later than 11:00 A.M., local time, Tuesday, May 23, 2006 and shall be clearly marked "SEALED ITB NO. 24, 2005/2006 – Fire Alarm Systems – Troubleshooting, Repair, Inspection and Certification for Pensacola Junior College."** Due to the requirement of sealed bidding, facsimile bids will not be acceptable as valid bid responses. All bids shall be submitted on the bid form, herein included, and shall be properly signed by an authorized representative of the firm or entity submitting the bid, with delivery or completion date clearly indicated, in order to be considered. Attach all amplifying instructions and documents to this bid form. In the event that you are unable to submit a bid, written notification should be submitted to the Purchasing and Auxiliary Services Office in order for your firm's name to remain on the mailing list.

An evaluation committee meeting, in accordance with FS 286.011(1), is scheduled to be held on **Thursday, May 25, 2006, at 9:00 A.M.** in the Barfield Administration Building No. 7, Room 737, 1000 College Boulevard, Pensacola, Florida 32504-8998. Bid tabulations and award recommendations will be posted in the Purchasing Department, Pensacola Junior College. Posting normally occurs within 10 days of bid opening date.

2. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in F.S. 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
3. Any person(s) requiring reasonable accommodations, in accordance with the provisions of the American With Disabilities Act for attendance at the scheduled bid opening shall contact the Office of the Director of Purchasing and Auxiliary Services, at least seventy-two (72) hours in advance of the scheduled bid opening deadline as indicated on Page 1, herein.
4. Price, quality, specifications and time of guaranteed delivery will be the determining factors in the award of the bid.
5. All prices shall be firm until order is placed, unless otherwise specified herein or indicated by bidder.
6. **All bid prices shall be FOB Pensacola Junior College locations and listed in this bid request.**
7. Failure to file a protest within the time prescribed in F.S. 120.57(3), or failure to post the bond or other security as required by F.S. 287.042(2)(c) shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. All protests must be delivered to the Director of Purchasing & Auxiliary Services, Pensacola Junior College, 1000 College Blvd., Pensacola, FL. 32504 within the time prescribed in Chapter 120, Florida Statutes to be considered valid.
8. Unless otherwise indicated herein, when manufacturer's names, trade names, and/or catalog numbers are listed in a specification, they are provided for information and are not intended to limit competition. The bidder may offer any brand for which he/she is an authorized representative which meets or exceeds the specification(s) for any item(s). If equivalent products are offered, the manufacturer's name and model number shall be clearly indicated on the bid form. Any item(s) offered as equivalent to that which is specified must be equivalent in quality of materials, workmanship, and effect and shall be corresponding in function and performance. Descriptive literature and/or complete specifications shall be included for any item(s) offered as approved equivalent(s). Bids lacking any written indication of intent to bid an alternate product or brand will be considered to be in complete compliance with the specifications of the bid form. Pensacola Junior College shall retain the right to determine the acceptability of any item(s) offered as equivalent to any item(s) specified.

9. In the event of an error in extending the total cost of any item, the unit price submitted will prevail.
10. **With the consent and agreement of the successful bidder(s)** purchases may be made under this ITB by other community colleges, state universities, district school boards and by other educational institutions within the state of Florida. Such purchases shall be governed by the same terms and conditions stated in the proposal solicitation as provided in State Board of Education Rule 6A14.0734(2) (c). If the period of time is not defined within the solicitation, the prices, terms and conditions shall be firm for 120 days from the date of award. Bidders shall note exceptions to the above paragraph, if any.
11. Bids may be awarded or rejected, item-by-item, in sub-group(s) or in whole, at the discretion of Pensacola Junior College.
12. Any award on the basis of this bid will be contingent upon approval by The District Board of Trustees of Pensacola Junior College, Florida, and the terms of the contract to be negotiated with the successful bidder.
13. Insurance: The successful bidder shall provide appropriate insurance as indicated hereafter:
 - (a) Worker's compensation insurance as required by FS 440, covering the successful firm's employees;
 - (b) General public liability insurance against bodily injury, and property damages, in limits of not less than \$1,000,000.00 each occurrence; \$3,000,000.00 per aggregate. The District Board of Trustees, Pensacola Junior College, Florida shall be named as an additional insured on the contractor's policy.
 - (c) Automotive liability for all owned, hired & non-owned autos against bodily injury and property damage, in the amount not less than \$1,000,000.00 Combined Single Limit (each accident);
 - (d) Certificates evidencing that all of the above listed insurance(s) are in force and that The District Board of Trustees, Pensacola Junior College, Florida, is listed as additional insured. All policies should have Best Rating of A X or better. Failure to maintain the required insurance may result in termination of the contract at the Certificate Holder's option.

We look forward to your participation in submitting a proposal for consideration. Any questions or concerns should be addressed to the Director, Purchasing and Auxiliary Services at (850) 484-1794.

Angie C. Jones
Director of Purchasing
and Auxiliary Services

Scope:

This bid is for a multiple year Time and Material service agreement for Troubleshooting, repair, inspection, and certification of fire alarm systems on the Milton, Pensacola, Warrington Campuses, and the Downtown Center of Pensacola Junior College, with the first term effective July 1, 2006 through June 30, 2007.

Specifications:

1.01 Service rates will be consistent for any of the following Pensacola Junior College District Locations:

Pensacola Junior College
Milton Campus
5988 Highway 90
Milton, FL 32583-1798

Pensacola Junior College
Pensacola Campus
1000 College Boulevard
Pensacola, FL 32504-8998

Pensacola Junior College
Warrington Campus
5555 West Highway 98
Pensacola, FL 32507-1097

Pensacola Junior College
Downtown Center
418 W. Garden Street
Pensacola, FL 32501

1.02 Bids will be based on an hourly rate, **for a one (1) person and a two (2) person crew**, plus parts, with the hourly rate consistent, regardless of system service. The hourly rate(s) will be calculated from the time of arrival of service personnel, on the Pensacola Junior College site.

1.03 Round trip travel for service calls, for all of the Pensacola Junior College Campus Locations will be included, at no additional cost.

1.04 Service will be performed as required by Pensacola Junior College. Service tickets, signed by appropriate Pensacola Junior College Personnel, shall accompany each invoice. Appropriate Pensacola Junior College Personnel will be designated by the College Director of Physical Plant.

1.05 Payment will be permitted on a monthly basis, for any month in which services are rendered and invoiced, during the contract period, and will not be provided more frequently than on a monthly basis.

1.06 All pricing will remain firm through June 30, 2007. The College reserves the right to terminate the agreement at the end on one (1) year period as per Florida State Statutes Section 237.161 or to renew the contract for successive one (1) year periods, for a total of three (3) additional years, at its option. Any price adjustment requests must be submitted in writing by April 1, of each fiscal year, to the Director of Purchasing and Auxiliary Services, in order to be considered for the following fiscal year.

- 1.07 There shall be no restrictions due to age of fire alarm systems, other than availability of parts.
- 1.08 Fire alarm systems will be accepted for coverage on an “as is” basis.
- 1.09 OEM parts will be used for necessary replacements, unless alternate parts are approved by the Director, Physical Plant. The cost incurred by Pensacola Junior College for any supplies, parts or materials required shall not exceed the actual cost to the contractor as adjusted by percentage mark-up provided in bid items 1d/e. The contractor will provide a third party invoice for all materials, supplies and parts billed to the College. The invoices will be provided with each request for payment.
- 1.10 Maximum response time, per service call, including arrival of service personnel at the Pensacola Junior College site, shall be within six (6) hours.
- 1.11 In addition to service work, the successful bidder will provide annual certification of all College fire alarm systems in accordance with current NFPA requirements. The sensitivity of fire alarm devices will be measured as required by NFPA. Bi-annually the contractor will be given direction to proceed with certification at each campus with a completion requirement of thirty days except the Pensacola Campus will be sixty days to complete. Field work for certification must be coordinated in advance with the Director of Physical Plant. Any testing that results in audible alarms must be accomplished in non-class hours.
- The results of annual certification and bi-annual sensitivity testing will be provided in a written report to the Director of Physical Plant with copies to the Director of Purchasing and the PJC Police Chief. The report will be organized by building and provide a detailed description of any discrepancies found in the system.
- 1.12 Warranty – all parts will have a one year warranty. Labor will have a 90 day warranty.
- 1.13 Contractor must have service personnel certified NICET Level III in Fire Alarm Systems.
- 1.14 Evaluation: The College reserves the right to consider reference data, technician(s) profile sheet, in addition to pricing and other information requested herein, in determining bid award. Listed below is the criteria for evaluation of information provided by each bidder.

Prior Service Work at PJC	15 Points
Prompt Response to Calls	35 Points
Pre-bid Inspection of Premises	10 Points
References	15 Points
Total Cost of Maintenance Contract	25 Points

BIDDER RESPONSES

<u>ITEM</u>	<u>QTY</u>	<u>UNIT</u>	<u>DESCRIPTION/SPECIFICATIONS</u>	<u>** HOURLY RATE BASED ON ONE (1) PERSON</u>	<u>** HOURLY RATE BASED ON A TWO (2) PERSON CREW</u>
1	*	Hour	Provide all labor, supplies, parts and materials to troubleshoot and repair fire alarm systems, on the Milton, Pensacola, Warrington Campuses and the Downtown Center of Pensacola Junior College, as specified herein:		
			(a) Monday-Friday, 7:00 A.M. – 5:00 P.M.	** _____	** _____
			(b) Monday-Friday, After 5:00 P.M.	** _____	** _____
			(c) Weekends and Holidays	** _____	** _____
			(d) Percentage mark-up (if any) above cost for supplies, parts, and materials	** _____	
<u>OR</u>					
			(e) Percentage discount (if any) below cost for supplies, parts, and materials.	** _____	

Bidders should offer a response for either item (d) or (e), but not for both.

*Quantity is uncertain, due to the nature of service requested. Bid shall be based on an hourly rate for one (1) person and for a two (2) person crew.

BIDDER RESPONSES

<u>ITEM</u>	<u>DESCRIPTION/SPECIFICATIONS</u>	
2	Lump sum cost for <u>annual</u> test, inspection certification and written report of results for all buildings at the Pensacola Campus Pensacola Junior College.	\$ _____
	(a) Additional lump sum cost for bi-annual sensitivity test, certification and written report of results for all buildings at the Pensacola Campus, Pensacola Junior College.	\$ _____
3	Lump sum cost for <u>annual</u> test, inspection certification and written report of results for all buildings at the Warrington Campus, Pensacola Junior College.	\$ _____
	(a) Additional lump sum cost for bi-annual sensitivity test, certification and written report of results for all buildings at the Warrington Campus, Pensacola Junior College.	\$ _____

REFERENCES

1. _____
FIRM OR ENTITY /CONTACT PERSON

COMPLETE ADDRESS /CITY, STATE & ZIP CODE

DATE OF LAST SERVICE PROVIDED /TELEPHONE NUMBER

TYPE OF FIRE ALARM SYSTEM REPAIRED AND CERTIFIED

2. _____
FIRM OR ENTITY /CONTACT PERSON

COMPLETE ADDRESS /CITY, STATE & ZIP CODE

DATE OF LAST SERVICE PROVIDED /TELEPHONE NUMBER

TYPE OF FIRE ALARM SYSTEM REPAIRED AND CERTIFIED

3. _____
FIRM OR ENTITY /CONTACT PERSON

COMPLETE ADDRESS /CITY, STATE & ZIP CODE

DATE OF LAST SERVICE PROVIDED /TELEPHONE NUMBER

TYPE OF FIRE ALARM SYSTEM REPAIRED AND CERTIFIED

TECHNICIAN PROFILE SHEET

TRAINING AND EXPERIENTIAL BACKGROUND(S) OF TECHNICIAN(S)

Number of qualified technicians: _____

*Technician(s) Profile(s)

1. Name _____
2. Title _____
3. Educational Level _____
4. Specific service training relative to the specified fire alarm systems and certification for which a bid, as specified herein, is submitted.

5. Number of years experience with current employer (bidder) as service technician.

6. Total number of years experience as service technician, involving service to fire alarm systems and certification of the type included herein.

7. Date and type of last fire alarm system repaired and certified by this technician.

8. Firm or entity (including telephone number, address, and contact person) for which this technician provided last fire alarm system repair and certification.

*If additional space is required, please reproduce this page, and enclose with completed responses, for each technician.

CERTIFICATION OF DRUG-FREE WORKPLACE PROGRAM

IDENTICAL TIE BIDS - Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program, or if all of the tied vendors have drug-free workplace programs. In order to have a drug-free workplace program a business shall:

- (1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- (2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- (3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- (4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- (5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- (6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS FIRM COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

SIGNATURE OF VENDOR REPRESENTATIVE: _____

TYPED OR PRINTED NAME OF VENDOR REPRESENTATIVE : _____

BIDDING FIRM OR ENTITY NAME: _____

BID SUBMITTED BY:

FEDERAL TAX I.D. NUMBER

FIRM OR ENTITY NAME

ADDRESS

CITY, STATE & ZIP CODE

TELEPHONE NUMBER /FAX NUMBER

TYPED OR PRINTED NAME
OF REPRESENTATIVE: _____

SIGNATURE OF REPRESENTATIVE: _____

DATE: _____