



COUNTY OF FLUVANNA, VIRGINIA
Invitation for Bid (IFB) #2017-02
FIRE DETECTION & ALARM SYSTEMS

Issue Date: December 9, 2016

Due Date: January 5, 2016 at 2 p.m. EST

Procurement Contact:

County of Fluvanna
Cyndi Toler, Purchasing Officer
132 Main Street
P.O. Box 540
Palmyra, VA 22963
Ph: (434) 591-1930 ext. 1124
Email: ctoler@fluvannacounty.org

Issuing Department Contact:

County of Fluvanna
Will Shaw, Assistant Director of
Public Works
197 Main Street
P.O. Box 540
Palmyra, VA 22963
Ph: (434) 591-1925
Email: wshaw@fluvannacounty.org

All sealed bids shall be turned in no later 2:00 p.m. EST, Thursday, January 5, 2017. All bids that are delivered via mail or are hand delivered must be addressed to the "Procurement Contact" listed above. Any Bids that are turned in late will be rejected and returned unopened. Any Bids sent in via facsimile, telephone, or email shall not be considered.

Bid documents may be picked up at the Fluvanna County Department of Finance located at 132 Main Street, 2nd floor, Palmyra, VA 22963 or by clicking on the following link:
<http://www.fluvannacounty.org/services/finance/procurement/solicitations>.

1. GENERAL INFORMATION

- A. The Fluvanna County Board of Supervisors (hereinafter the "County") is requesting competitive sealed bids from qualified licensed and insured firms to furnish, install, test, turn over, and warrant Cerberus Pro fire detection and alarm systems or any comparable system with like features and specifications (the "Systems") at TWO Fluvanna County facilities (hereinafter the "Sites"):
 - i. Palmyra Fire Station 14567 James Madison Hwy Palmyra, VA 22963
 - ii. Kents Store Fire Station 51 Kents Store Way Kents Store, VA 23084
- B. The firm shall have the necessary expertise in fire detection and alarm systems to complete the scope of work outlined herein.
- C. The purpose and intent of this Invitation for Bid is to establish a contract with a qualified Contractor to provide the Services and defined in Sections 3 and 4 in accordance with the solicitation documents contained herein and attached hereto.

2. MANDATORY PRE-BID CONFERENCE

- A. A mandatory pre-bid conference will be held on Friday, the 16th day of December, 2016 at 11 a.m. The tour will begin at Palmyra Fire Station and then move to Kents Store Fire station.
- B. At the pre-bid conference Bidders will be allowed to inspect and analyze the current environment and collect further data in determination of their ability to perform the Services required. Any Procurement and technical questions shall be directed to Cyndi Toler, Purchasing Officer at ctoler@fluvannacounty.org during the course of this solicitation. The Bidder shall be presumed to have made a reasonable inspection of the premises before the time of Bid submission and shall be held responsible for all information available through such inspections; and submission of a Bid will be a confirmation that the Bidder did make a site inspection and is aware of all conditions affecting performance and price(s) submitted. The County may determine in its sole discretion that a second mandatory pre-bid conference is necessary, the date and time of any such second mandatory pre-bid conference will be disclosed in an amendment to this IFB.
- C. The County will not be responsible for any expenses incurred by a firm in preparing and submitting a Bid. All Bids shall provide a straight-forward, concise delineation of the firm's capabilities to satisfy the requirements of this IFB. Emphasis should be on completeness and clarity of content. The contents of the Bid submitted by the successful Bidder and this IFB, and any amendments thereto, will become part of any contract awarded as a result of this IFB.

3. SCOPE OF WORK: Any Bidder responding to this Invitation for Bids ("IFB") shall be willing to supply the systems, equipment, materials and items, and any parts or elements related thereto, for the fire detection and alarm systems and to furnish all labor, work and other services (collectively the "Work") so as to meet or exceed at minimum the specifications for the Systems at the Sites described below:

A. For Palmyra Fire Station:

- i. BASIS OF DESIGN: IBC 2009, Use Groups A & B, non-sprinkled, elective;
- ii. All aspects of project and Work at each Site to be consistent with **CERBERUS™ PRO FC901 FIRE ALARM SYSTEM – SECTION 283116** (Exhibit A) or any comparable system with like features and specifications; and
- iii. Furnish and install the following detection & alarm equipment at each Site consisting of:
 - 1. Intelligent Fire Alarm Control Panel w/ Battery Backup
 - 2. 1 Remote LCD Annunciator
 - 3. 5 Intelligent Smoke, Heat & Carbon Monoxide Detector w/ Base
 - 4. 7 Intelligent Heat Detector w/ Base
 - 5. 7 Intelligent Manual Pull Station
 - 6. 1 Intelligent Input Module (Kitchen Hood Suppression Monitoring)
 - 7. 8 Horn/Strobe – Multi-Candela, Wall or Ceiling
 - 8. 9 Strobe – Multi-Candela, Wall or Ceiling.

B. SCOPE OF WORK FOR KENTS STORE FIRE STATION

- i. BASIS OF DESIGN: IBC 2009, Use Groups A & B, non-sprinkled, elective;

- ii. All aspects of project to be consistent with **CERBERUS™ PRO FC901 FIRE ALARM SYSTEM – SECTION 283116** (Exhibit A) or any comparable system with like features and specifications; and
 - iii. Furnish and install the following detection & alarm equipment consisting of:
 - 1. 1 Intelligent Fire Alarm Control Panel w/ Battery Backup
 - 2. 4 Intelligent Smoke, Heat & Carbon Monoxide Detector w/ Base
 - 3. 7 Intelligent Heat Detector w/ Base
 - 4. 5 Intelligent Manual Pull Station
 - 5. 1 Intelligent Input Module (Kitchen Hood Suppression Monitoring)
 - 6. 6 Horn/Strobe - Multi-Candela, Wall or Ceiling
 - 7. 9 Strobe - Multi-Candela, Wall or Ceiling.
- C. Additional Work to be completed for both Sites:
- i. Engineered Drawings for the System at each Site;
 - ii. Submittals, Permit & Fee relating to or necessary for the Work at both Sites;
 - iii. Programming of the Systems;
 - iv. Installation of all equipment listed including wire and related materials necessary or appropriate for the System at each Site;
 - v. Testing and Certification of the System at each Site;
 - vi. O & M Manuals for the System at each Site;
 - vii. At minimum Warranty (1 year) for both Work and Systems from the Competition Date and assignment to the County of any and all manufacturers warranties for the Systems; and
- D. On-site familiarization and training session with County staff at both Sites.
- E. NOTES & CLARIFICATIONS
- i. 120vac to be provided by County.
 - ii. Two phone lines for monitoring to be provided by County.
 - iii. Engineering CAD files of the building to be provided if CAD files exist. If CAD files are not available, paper drawings will be made available.
 - iv. County of Fluvanna is exempt from sales tax.
 - v. Assume working normal business hours (Monday-Friday, 7AM-5PM).
 - vi. Building permit required.

4. ADDITIONAL REQUIREMENTS

- A. The Contractor shall
- i. Assign a Supervisor to the project who shall be the main point of contact for the project.
 - ii. Assure and guaranty that all equipment, materials, and installation work shall conform to the Virginia Uniform Statewide Building Codes, OSHA, and this IFB.
 - iii. Agree to all of the provisions of the County of Fluvanna's General Terms, Conditions and Instructions to Bidders and Contractors attached to this Invitation for Bid as Appendix I

and further shall agree that any resulting contract awarded pursuant to this Invitation for Bid shall incorporate by reference as material provisions of such Contract the County of Fluvanna's General Terms, Conditions and Instructions to Bidders and Contractors.

- B. PROTECTION OF PERSON AND PROPERTY. Contractor shall be responsible for initiating, maintaining and supervision of all safety precautions in connection with the work being performed. Any damage to existing Sites, buildings, land or personal property, resulting from the Work on the System resulting from the performance of a Contract awarded pursuant to this IFB shall be repaired or replaced at the sole cost and expense of the Offeror to the satisfaction of the County.
- C. BUILDING PERMITS & INSPECTIONS
 - i. The Contractor shall apply for all required building permits before starting the Work on this project.
 - ii. Contractor shall notify Department of Public Works to arrange for inspections at agreed milestones and shall notify Department of Public Works for final inspection.

5. SUBMITTAL INSTRUCTIONS

- A. The format of each bid must contain the following elements organized into separate chapters and sections, as the Bidder may deem appropriate. The following paragraphs provide guidelines to each Bidder for information to include in the bid document:
- B. **Cover Letter** - Provide a cover letter that confirms the Bidder's understanding of this Invitation for Bid, a general understanding of the project, an overview of the history and qualifications of the firm.
- C. **Pricing** – Please provide lump sum pricing broken down by Site. The lump sum price shall include all labor, materials, services, equipment, tools, consumables, parts, supervision, permitting, overhead, administrative and travel costs of any kind related to or required for the Work to complete the Systems.
- D. **Full Specifications** - Please provide full specifications and features of system.
- E. **Forms:** All forms required to be submitted under this IFB must be included in the Bid.
 - i. Vendor Data Sheet (Attachment A)
 - ii. Proof of Authority to Transact Business in Virginia (Attachment B)
 - iii. Certificate of No Collusion (Attachment C)
 - iv. Bidder Statement (Attachment D)
- F. The County is not responsible for failure to locate, consider and evaluate qualification factors presented outside this format.
- G. Any information thought to be relevant, but not applicable to the enumerated scope of work, should be provided as an appendix to the bid. If publications are supplied by the Officer to respond to a requirement, the response should include reference to the document number and page number. Bids not providing this reference may be considered to have no reference material included in the additional documents.
- H. Each firm submitting a bid shall provide an updated statement of qualifications. The following is the minimum to be considered a complete bid:

- i. Expertise and experience of the firm related to the scope of services contained in this IFB. This section shall include recent project information of similar type completed by the firm along with the name and telephone number of the point of contact for each project.
 - ii. Financial responsibility of the firm. The firm shall agree to carry the required liability insurances that are listed under item number 39 of the "GENERAL TERMS, CONDITIONS AND INSTRUCTIONS TO BIDDERS AND CONTRACTORS" referred herein.
 - iii. The firm should include a street address of the office proposed to handle the work.
 - iv. Identification and statement of qualifications of the construction project team who will be assigned to the project for actual "hands on" work, as well as the principal assigned the project for oversight responsibilities.
 - v. Provide your proposed project timeline/completion schedule.
- I. The County is not responsible for failure to locate, consider and evaluate qualification factors presented outside this format.

6. SUBMITTAL INSTRUCTIONS

- A. **Each Bidder must submit one (1) original and two (2) copies along with one (1) electronic copy of its bid documents on CD ROM, DVD, or USB flash drive/memory stick.**
- B. An authorized representative of the Bidder shall sign bid documents. All information requested should be submitted. Failure to submit all information requested may result in the bid being rejected by the County.
- C. All forms attached to this IFB must be fully completed, executed by the Bidder and returned as a part of Offer's Bid.
- D. **Each bid shall be in writing and received in hard copy by the deadline. Oral bids, bids received by telephone, fax, telegraph, or email shall be rejected.**

7. CONTRACT AWARD

- A. The contract will be awarded to the lowest responsible and responsive bidder whose bid, conforming to this IFB, is most advantageous to the County, considering price and any other evaluation criteria set forth in the bid documents and consistent with the Virginia Procurement Act, the County's Code, the County's Procurement Policies and Procedures and other applicable law. Nothing herein requires that the County complete this Work and the County may determine not to award any Contract pursuant to this IFB in its sole discretion for any reason or no reason at all.

8. TERMS

- A. The County's General Terms, Conditions, and Instructions to Bidders and Contractors are attached hereto and incorporated herein by reference as Appendix I. These provisions bind all Bidders. Further, the conditions and requirements of this IFB, including, but not limited to, County's General Terms, Conditions, and Instructions to Bidders and Contractors, are a material part of any contract awarded between the County and the successful Bidder(s).
- B. Awards shall be made to as many Bidders as deemed necessary to fulfill the anticipated requirements of the County. The County may award contracts to multiple Bidders and use their services for some or all of the projects identified herein. The County may choose not to award a contract or Notice to Proceed for any or all projects described herein.
- C. All Work on the Systems required by this IFB and any resulting Contract shall be required to be completed on or before _____.