



Rhode Island Convention Center Authority
Request for Proposals
Fire Alarm Maintenance and Testing

The Rhode Island Convention Center Authority (Authority) is seeking proposals from qualified bidders for the maintenance and testing of the fire alarm systems at the Rhode Island Convention Center and the Dunkin' Donuts Center; One Sabin Street; Providence, RI 02903

Proposals must be submitted by 2:00 pm on Wednesday, September 30, 2015 with a Pre-bid Conference on Friday, September 25, 2015 to Robert Lauro, Director of Operations, Dunkin' Donuts Center, One LaSalle Square, 3rd Floor Providence, Rhode Island 02903.

Overview

The Rhode Island Convention Center Authority (Authority) is a public corporation created by the Rhode Island General Assembly to facilitate the construction and development of a convention center, parking garages, and related facilities such as the Dunkin' Donuts Center. The Authority contracts a management group or groups to manage the daily operations of the facilities as stated.

Required

1. Respondents will provide at least three references from installations similar to that being proposed. References will include the following:
 - Client Description
 - Description of installed technology
 - Length of relationship
2. Names and experience of staff to be assigned the project.
3. Copy of Contractor License and OSHA Card.
4. Certificate of Liability insurance
5. Successful respondent will provide names of all parties working on the project, including their experience.

Description

The Dunkin' Donuts Center and the Rhode Island Convention Center is seeking proposals from qualified firms, hereinafter referred to as the Contractor to test, inspect and maintain the fire detection and alarm systems at the Rhode Island Convention Center and the Dunkin' Donuts Center and the North and South Garages located at the Complex at 1 Sabin St Providence, RI 02903

PART I - INTRODUCTION/INFORMATION

1. PURPOSE

The Dunkin' Donuts Center and the Rhode Island Convention Center are seeking proposals from qualified firms, hereinafter referred to as the Contractor to test inspect and maintain the fire detection and alarm systems at the Rhode Island Convention Center and the Dunkin' Donuts Center and the North and South Garages located at the Complex at 1 Sabin St Providence, RI 02903

2. ELIGIBILITY

To be eligible to respond to this RFP, the proposing firm must demonstrate that they, or the principals assigned to the project, have the capacity to provide a fully qualified staff. Proposing firm must include with their proposal a satisfactory work history (no less than 3 references) of providing similar services for other accounts.

PART II - RFP SCHEDULE

Release RFP	9/15/2015
Pre-Bid Conference 1:00pm	9/25/2015
PROPOSAL DUE (Prior to 2:00 PM)	9/30/2015

PART III – INSTRUCTIONS TO PROPOSERS

1. Proposer must propose to execute all phases of the proposal in a single bid. The proposal must be signed by an officer of your firm with the authority to commit the firm.
2. The successful Proposer will be responsible for the rental and/or purchase of all machinery and tools required for installation.
3. The successful Proposer must maintain a local service department within a 25 mile radius of the Dunkin' Donuts Center and stock sufficient replacement parts and equipment components to provide the specified warranty service. The contractor must be able to provide prompt, on-site service not to exceed a 24 hours response time, Monday through Friday.
4. Proposals received by the Dunkin' Donuts Center after the submission deadline will be considered void and unacceptable.
5. The contract awarded as a result of this RFP will be a firm one-time contract.

PART IV – SCOPE OF PROJECT

FIRE ALARM MAINTENANCE AND TESTING

- The scope of service will require the contractor to test, inspect, and maintain the fire detection and alarm systems for the Rhode Island Convention Center, Dunkin' Donuts Center and North & South Parking Garages.
- Four tests per year on all initiating devices and signals will be performed
- The contractor shall test and clean smoke detectors per State of Rhode Island and NFPA standards
- The person or firm responsible for the fire alarm testing shall be licensed as required by the State of Rhode Island, RIGL, Section 5-6-2. The person responsible for the fire alarm testing shall have their license on their person and shall produce same if requested by a member of the Fire Department.
- Sensitivity testing is to be performed annually on the fire panels at the Dunkin' Donuts Center, Rhode Island Convention Center and North & South Parking Garages.
- Annual Inspection and tagging on all portable fire extinguishers (DDC-103, RICC-53, Garage-16)
- The individual performing the testing shall have the qualifications and standard inventory of equipment and consumables (i.e. batteries) on hand in order to make minimal repairs on site. Records of batter replacement shall be kept by the awarded contractor and on site battery replacements must be planned for and completed at the time of the testing.
- The contractor shall provide a report after each inspection to the Director of Operations within two (2) weeks of the test.
- Any troubled conditions found during the testing shall be reported to the Director of Operations and the Fire Department. The trouble condition shall also be noted on the test report submitted to the Center.
- A priority will be to respond to emergency calls regarding the fire detection and alarm systems within four (4) hours
- Schedules need to be coordinated with RICC/DDC Operations department. RICC/DDC have the right to cancel scheduled tests/inspection appointments within 24 hours due to client requests or any late bookings that can be affected by the test/inspect.
- The hourly rate for maintenance service shall be specified based on the following: 1) normal workday hours; 2) emergency service on nights; 3) emergency service on weekends, and holidays
- Testing fees shall include all State-mandated paperwork, forms, stickers/labels, etc. at no additional cost to the Center.

FIRE SPRINKLER SYSTEM SERVICES

- The scope of service will require quarterly testing the operation of all sprinkler water flow switches using the inspector test valves and drains.
- Visually inspect all sprinkler valves and manually trip all tamper switches
- Perform static and residual main drain tests of the wet sprinkler systems
- Annual trip test of the 11 zones of dry valves for the transformer vault located in the DDC boiler room and the dry valves located in the South Parking Garage
- Annual running of the electric and diesel fire pumps and flow tests at the DDC and RICC. The test shall be conducted during unoccupied hours and organized with the centers.
- Annual testing of an 8” double check valve at the DDC. The test is to be performed by a certified backflow preventer tester that is approved by the Providence Water Supply Board. Provide a report of the test to the Providence Water Supply Board and to the Rhode Island Convention Center.
- Annual testing of a 10” double check valve at the Rhode Island Convention Center. The test is to be performed by a certified backflow preventer tester that is approved by the Providence Water Supply Board. Provide a report of the test to the Providence Water Supply Board and to the Rhode Island Convention Center.
- The contractor shall perform a semi-annual fire suppression inspection and test at the RICC and DDC. Equipment includes RICC main kitchen hoods (2), RICC concession stand hood (1), RICC portable grills with Ansul systems (2), DDC main kitchen hoods (2), DDC Show Suite kitchen hood (1), and DDC concession stand hoods (4). Tests include changing the fusible links located in the exhaust hoods.
- All testing and inspecting will ensure equipment is in service and in satisfactory condition in accordance with NFPA standards.
- Response time to emergency service calls to be within four (4) hours.
- The first hour of service work performed by a sprinkler fitter during normal working hours, Monday through Friday (8:00 AM to 5:00 PM) shall be covered by this contract. Additional service work performed by a sprinkler fitter during normal working hours shall be preferred rate. Evening and weekends shall be overtime at a preferred rate.
- A report shall be provided to the Center at the completion of all inspections and tests.
- The Center will provide any specialized equipment to gain access to devices which are inaccessible by normal ways and means

PART V – PROPOSAL EVALUATION

The Dunkin Donuts Center Evaluation Committee and the Director of Operations will evaluate all proposals to ensure all requirements are met. The contract will be awarded on the basis of the proposal that receives the highest cumulative point total as defined in the evaluation criteria.

Evaluation Criteria

The proposals will be evaluated and awarded based on a comparative formula of relative weighting as detailed below:

Criteria Points

Vendor's understanding the scope of work	30
Vendor's experience and performance in providing services of similar nature and scope	20
Vendor's response time for repairs	10
References from third parties indicating the Proposer's past performance	10
Respondent's price proposal for performance of work requested	30
Total	100

RIGHTS RESERVED TO THE AUTHORITY

Whenever the Authority deems it to be in the Authority's best interest, the Authority reserves the right, in its sole discretion, to cancel this RFP, to reject any and all proposals, to waive minor irregularities or informalities in a proposal; to re-advertise; and to proceed in a manner other than awarding a contract under this RFP. The Authority will not waive the requirement that qualifications and proposals be received by the Authority prior to the deadline for submission.

The Authority reserves the right to cancel negotiations with any proposer at any time prior to a contract being fully executed by the proposer and the Authority.

The Authority reserves the right to interview any or all proposers.

In addition to any other cause for rejection of a submittal stated in this RFP, a proposal may also be rejected if there is evidence of collusion among proposers, if the proposer submitting it is in default or arrears under any prior or existing contract with the Authority or any other State of Rhode Island department or agency, or there is an unresolved claim between the proposer and the Authority or any other State of Rhode Island department or agency.

Any direct contacts made or attempted to be made by any proposer with any Authority Board member prior to the selection of qualified proposers will automatically disqualify a proposer from any further consideration.

Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn except with the express written approval of the Authority's Executive Director.

Proposers are advised that the Authority is a quasi-public agency of the State of Rhode Island and its records, including statements submitted in response to RFP's are public records unless otherwise exempted under state law.

THE RHODE ISLAND CONVENTION CENTER AUTHORITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.