Request for Quote

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
ONE CAPITOL HILL
PROVIDENCE RI 02908

CREATION DATE : 08-FEB-13
BID NUMBER: 7461220
TITLE: DESIGN AND INSTALL FIRE SPRINKLER SYSTEM FOR BHDDH COMMUNITY

BID CLOSING DATE AND TIME:19-MAR-2013 02:00:00

BUYER: McGurn, Cheryl A
PHONE #: N/A

BILL TO
DOA CONTROLLER
ONE CAPITOL HILL, 4TH FLOOR
SMITH ST
PROVIDENCE, RI 02908
US

SHIP TO
BHDDH DEVELOPMENTAL DISABILITIES
SIMPSON HALL, 3RD FLOOR
6 HARRINGTON ROAD
CRANSTON, RI 02920
US

Requistion Number: 1303005
Note to Bidders: PER ATTACHED SPECFICATIONS
BID LINES 2-7

Line	Description	Quantity	Unit	Unit Price	Total
	THERE WILL BE FIVE (5) PRE-BID CONFERENCES AT FIVE (5) DIFFERNET LOCATIONS OVER A TWO DAY PERIOD: TUESDAY, MARCH 5, 2013 @ 9:00 AM 120 ANGELL RD. LINCOLN, RI UPON COMPLETION OF ABOVE CONFERENCE WE WILL MOVE TO: 181 RIDGE RD. SMITHFIELD, RI UPON COMPLETION OF ABOVE CONFERENCE WE WILL MOVE TO: 9 HOWARD AVE. NORTH PROVIDENCE, RI MARCH, 6, 2013 @ 9:00 AM 1885 DIVISION RD. EAST GREENWICH, RI UPON COMPLETION OF ABOVE CONFERENCE WE WILL MOVE TO: 129 MOOREFIELD ST. PROVIDENCE, RI BIDDER IS REQUIRED TO PROVIDE A BID SURETY IN THE FORM OF A BID BOND, OR A CERTIFIED CHECK PAYABLE TO THE STATE OF RHODE ISLAND, IN THE AMOUNT OF A SUM NOT LESS THAN FIRE PERCENT (5%) OF THE BID PRICE. BID SURETY MUST BE ATTACHED TO THE BID FORM.				

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2	THE SUCCESSFUL BIDDER WILL ALSO BE REQUIRED TO FURNISH PERFORMANCE AND LABOR AND PAYMENT BONDS AT TIME OF TENTATIVE CONTRACT AWARD. QUESTIONS CONCERNING THIS SOLICITATION MUST BE RECEIVED BY THE DIVISION OF PURCHASES AT: GROUPHOMES@PURCHASING.STATE.RI.GOV NO LATER THAN MARCH 13, 2013 @ 12:00 PM (EST). QUESTIONS SHOULD BE SUBMITTED IN A MICROSOFT WORD ATTACHMENT. PLEASE REFERENCE THE RFQ# ON ALL CORRESPONDENCE. QUESTIONS RECEIVED IF ANY, WILL BE POSTED ON THE INTERNET AS AN ADDENDUM TO THIS SOLICITATION. IT IS THE RESPONSIBILITY OF ALL INTERESTED PARTIES TO DOWNLOAD THIS INFORMATION. 120 ANGELL RD, LINCOLN RI -JOHN FOGARTY CENTER PLEASE NOTE: THE STATE WILL ISSUE ELECTRICAL PERMITS FOR ANY STATE OWNED PROPERTY AND THE LOCAL INSPECTOR WILL ISSUE PERMITS FOR PRIVATELY OWNED PROPERTIES.	1.00	Each		
3	181 RIDGE RD SMITHFIELD - JOHN FOGARTY CENTER	1.00	Each		
4	9 HOWARD AVE, NORTH PROVIDENCE - JOHN FOGARTY CENTER	1.00	Each		
5	1885 DIVISION ST, EAST GREENWICH, RI - PERSPECTIVES	1.00	Each		
6	129 MOOREFIELD ST, PROVIDENCE RI - CRANSTON ARC	1.00	Each		
7	TOTAL COST FOR LINES ITEMS 2-6 Line Note to Bidders: THE DIVISION OF PURCHASES INTENDS TO AWARD THIS BID TOTAL LOW TO ONE (1)	1.00	Each		

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer

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Line	Description	Quantity	Unit	Unit Price	Total
	VENDOR FOR ALL OF THE FIVE (5) LOCATIONS.				

Delivery: _____

Terms of Payment: _____

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REQUEST FOR QUOTE 7461220

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

RIVIP INFO – BID SUBMISSION REQUIREMENTS

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START DATE

STARTING DATE _____ NO. OF WORKING DAYS REQUIRED FOR COMPLETION _____

SURETY REQUIREMENTS
BIDDER IS REQUIRED TO PROVIDE A BID SURETY IN THE FORM OF A BID BOND, OR A CERTIFIED CHECK PAYABLE TO THE STATE OF RHODE ISLAND, IN THE AMOUNT OF A SUM NOT LESS THAN FIVE PERCENT (5%) OF THE BID PRICE. BID SURETY MUST BE ATTACHED TO THE BID FORM. THE SUCCESSFUL BIDDER WILL ALSO BE REQUIRED TO FURNISH PERFORMANCE AND LABOR AND PAYMENT BONDS AT TIME OF TENTATIVE CONTRACT AWARD.

WAGE REQUIREMENTS

BIDDERS ARE ADVISED THAT ALL PROVISIONS OF TITLE 37 CHAPTER 13 OF THE GENERAL LAWS OF RHODE ISLAND APPLY TO THE WORK COVERED BY THIS REQUEST, AND THAT PAYMENT OF THE GENERAL PREVAILING RATE OF PER DIEM WAGES AND THE GENERAL PREVAILING RATE FOR REGULAR, OVERTIME, AND OTHER WORKING CONDITIONS EXISTING IN THE LOCALITY FOR EACH CRAFT, MECHANIC, TEAMSTER, OR TYPE OF WORKMAN NEEDED TO EXECUTE THIS WORK IS A REQUIREMENT FOR BOTH CONTRACTORS AND SUBCONTRACTORS. THE PREVAILING WAGE TABLE MAY BE OBTAINED AT THE RI DIVISION OF PURCHASES HOME PAGE BY INTERNET at www.purchasing.state.ri.us. SELECT "INFORMATION" AND THEN SELECT "PREVAILING WAGE TABLE". THE STATE OF RHODE ISLAND USES THE GENERAL DECISION NUMBER RI20100001. PRINTING THE ENTIRE DOCUMENT AVERAGES APPROXIMATELY ONE MINUTE PER PAGE - YOU MAY WANT TO PRINT ONLY THE PAGES APPLICABLE TO YOUR BID. BIDDERS NOTE: IN THE EVENT THIS BID SPECIFIES PRICE OFFERS ON A TIME-AND-MATERIALS BASIS, i.e., AN HOURLY RATE, ANY OR ALL BIDS SUBMITTED IN AN AMOUNT LESS THAN THE PREVAILING RATE IN EFFECT FOR THE WORK COVERED BY THIS REQUEST AS OF THE DATE OF BID ISSUANCE SHALL BE REJECTED BY THE DIVISION OF PURCHASES.

INSPECTION REQUIREMENTS

BIDDERS ARE RESPONSIBLE FOR INSPECTION OF EQUIPMENT AND/OR LOCATION, TAKING MEASUREMENTS* WHEN REQUIRED, AND MAKING THEMSELVES AWARE OF THE TOTAL REQUIREMENT BEFORE SUBMITTING A BID. *MEASUREMENTS PROVIDED WITH ANY BID ARE FOR REFERENCE PURPOSES AND ARE NOT GUARANTEED TO BE COMPLETELY ACCURATE.

INSURANCE REQUIREMENTS

AN INSURANCE CERTIFICATE IN COMPLIANCE WITH PROVISIONS OF ITEM 31 (INSURANCE) OF THE GENERAL CONDITIONS OF PURCHASE IS REQUIRED FOR COMPREHENSIVE GENERAL LIABILITY, AUTOMOBILE LIABILITY, AND WORKERS' COMPENSATION AND MUST BE SUBMITTED BY THE SUCCESSFUL BIDDER(S) TO THE DIVISION OF PURCHASES PRIOR TO AWARD. THE INSURANCE CERTIFICATE MUST NAME THE STATE OF RHODE ISLAND AS CERTIFICATE HOLDER AND AS AN ADDITIONAL INSURED. FAILURE TO COMPLY WITH THESE PROVISIONS MAY RESULT IN REJECTION OF THE OFFEROR'S BID. ANNUAL RENEWAL CERTIFICATES MUST BE SUBMITTED TO THE AGENCY IDENTIFIED ON THE PURCHASE ORDER. FAILURE TO DO SO MAY BE GROUNDS FOR CANCELLATION OF CONTRACT.

NOTE: IF THIS BID COVERS CONSTRUCTION, SCHOOL BUSING, HAZARDOUS WASTE, OR VESSEL OPERATION, APPLICABLE COVERAGES FROM THE FOLLOWING LIST MUST ALSO BE SUBMITTED TO THE DIVISION OF PURCHASES PRIOR TO AWARD: * PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS & OMISSIONS) - $1 MILLION OR 5% OF ESTIMATED PROJECT COST, WHICHEVER IS GREATER. * BUILDER'S RISK INSURANCE - COVERAGE EQUAL TO FACE AMOUNT OF CONTRACT FOR CONSTRUCTION. * SCHOOL BUSING - AUTO LIABILITY COVERAGE IN THE AMOUNT OF $5 MILLION. * ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL) - $1 MILLION OR 5% OF FACE AMOUNT OF CONTRACT, WHICHEVER IS GREATER. * VESSEL OPERATION - (MARINE OR AIRCRAFT) - PROTECTION & INDEMNITY COVERAGE REQUIRED IN THE AMOUNT OF $1 MILLION.

LICENSE REQUIREMENTS

VENDOR (OWNER OF COMPANY) IS RESPONSIBLE TO COMPLY WITH ALL LICENSING OR STATE PERMITS REQUIRED FOR THIS TYPE OF SERVICE. A COPY OF LICENSE/PERMIT SHOULD BE SUBMITTED WITH THIS BID. IN ADDITION TO THESE LICENSE REQUIREMENTS, BIDDER, BY SUBMISSION OF THIS BID, CERTIFIES THAT ANY/ALL WORK RELATED TO THIS BID, AND ANY SUBSEQUENT AWARD WHICH REQUIRES A RHODE ISLAND LICENSE(S), SHALL BE PERFORMED BY AN INDIVIDUAL(S) HOLDING A VALID RHODE ISLAND LICENSE.

To: Licensed Sprinkler Installers

FROM: Christine Botts
Deputy Administrator
Department of Behavioral Healthcare, Developmental Disabilities and Hospitals (BHDDH)
14 Howard Avenue
Cranston, RI 02920

Scope of Work: Design and Installation of a Code Compliant Automatic Sprinkler System with Fire Alarm System Monitoring for Residential Programs

Submittals to: Purchases, Department of Administration
One Capitol Hill, 2nd Floor
Providence, RI 02903

To be completed by: Work shall commence within two weeks of executed agreement and shall be completed (to include final inspection and approval) within 6-8 weeks after the executed agreement is finalized.

1.0 SCOPE OF WORK DEFINED

A. The licensed sprinkler installer (hereby known as the "installer") shall be required to design and install a code compliant automatic sprinkler system for facilities licensed by BHDDH based upon a physical inspection of the premises. This shall apply to new installations and upgrades to existing systems.

B. The design shall be placed into a media format suitable for usage for BHDDH and the AHJ. Any plans submitted electronically shall be accompanied by paper drawings.

C. The system designer shall also monitor the installation of the sprinkler system and provide the required documentation to all parties involved with the project through its various stages until the project is complete.

D. The installer shall also provide the required project documentation to BHDDH and the AHJ through its various stages until the project is complete. Once the project is complete the installer will supply the documentation required to accept the system and supply information on how to maintain it.

E. Reimbursable expenses such as printing, etc. will be paid at the actual cost plus 6%. Receipts shall be submitted for reimbursement purposes.

2.0 RATIONALE

The responsibility of the installer is to ensure that the newly proposed sprinkler system design is engineered and monitored through all the phases incorporated with a sprinkler installation. The new sprinkler system will best serve the public and/or the building occupants for years to come and also to eliminate the possibilities of adders and further costs related to the proposed project.

3.0 ROLES AND RESPONSIBILITIES-PRE-BID QUALIFICATIONS

A. Any installer wishing to bid shall have 5-7 years experience in automatic sprinkler system design and installation, and have previous history working on projects that have had favorable final completion.

B. The installer wishing to bid shall produce a minimum of three references from previous similar projects. The names and contact information shall be listed on the bid proposal document.

<u>THE BID SHALL BE AWARDED TO THE LOWEST EVALUATED BIDDER</u>
******A REVIEW OF ALL PERTINENT INFORMATION LISTED ABOVE SHALL DETERMINE THE AWARDING OF THE BID. *******

4.0 GENERAL REQUIREMENTS FROM THE BIDDER (after bid is awarded)

A. The selected licensed sprinkler installer shall supply four (4) copies of the detailed drawings required for the proposed project to the AHJ for plan review. AutoCAD formatted drawings are recommended. The drawings shall be utilized as a reference by the AHJ for the requirements for the new sprinkler system. The detailed drawing shall show a proposed location of all the system component(s) new and existing relative to the building floor plan(s). This drawing shall be to scale and accurate to alleviate any questions and/or concerns by the AHJ. The licensed sprinkler installer is responsible for existing conditions, confirmation of the required quantities and final placement of the new devices and, if required, to provide suitable options for the location of the same.

B. The licensed sprinkler installer shall also provide a legend specific to all the devices showing all specifics and functionalities of all pertinent components.

C. The installer is responsible for completing new and/or existing hydraulic calculations as well final hydraulic calculations.

D. The installer shall also provide a legend specific to all the devices showing all specifics and functionalities of all pertinent components to include typical applications as well as test discharge area designs and show how and where the fire alarm articulates with the system . These drawing shall be detailed and drawn to scale.

5.0 GUARANTY

A. All work performed and all material and equipment furnished under this contract shall be free from defects and shall remain so for a period of at least one (1) year from the date of acceptance. The full cost of maintenance, labor and materials

required to correct any defect during this one (1) year period shall be included in the submittal bid.

6.0 CONSTRUCTION ADMINISTRATION AND OVERSIGHT

A. At the time of the bid, document all exceptions in writing and provide a detailed narrative to BHDDH. All exceptions and or variances from the original specification as well as any and all substitutions shall also be forwarded to BHDDH for final approval. Any such exceptions, variances or substitutions, which were not listed and or approved by the AHJ or BHDDH at the time of the bid shall not be approved or considered.

B. The work shall include all labor, materials, services, tools, transportation and any temporary or permanent construction necessary to fabricate, install, and provide final testing (system has to be fully functional) for an automatic sprinkler system compliant to NFPA 13 (2002 Edition).
1. All materials used and/or parts installed shall be new and in good condition. The invoices for all materials and/or parts shall be provided in the close-out documentation to BHDDH.
2. Six (6) spare sprinkler heads and one (1) system wrench shall also be provided.

C. The work shall include any and all fees and activities required to secure approvals for state and local permits. The sprinkler installer needs to be aware of all processes to acquire permits and fees attributed to the project. The BHDDH and State of Rhode Island Purchasing Agency shall not be liable to any fines, fees or adders that are a result of errors and omissions found by the AHJ. The systems design shall meet and/or exceed all current rules and regulations. This is the licensed sprinkler installer's responsibility to design a code compliant system as prescribed in current state and federal guidelines. The system shall comply with the current Rhode Island Uniform Fire Code and NFPA 13 (2002 Edition) as well as any and all local ordinance(s) as adopted by the local municipality.
1. All systems shall be installed in a manner that limits potential harm to participants and/or staff.
2. All piping shall be concealed.
3. All tools and materials shall be secured to ensure a safe environment for participants and staff.

D. The work includes performing field quality assurances that the system installed is being installed is to specifications and acceptable to current codes. The installer shall provide periodic status reports to the AHJ or BHDDH as directed.

E. The installer shall evaluate and provide recommendations on the sprinkler design application and set bench marks and sign off for the request of payment. The request for payment shall correlate with the projects current status.

F. The work includes documenting and submitting the results of integrity and functional testing. This documentation is to include hydraulic calculations.

G. The work includes performing a scheduled pre-acceptance test prior to scheduling the final acceptance test with the AHJ. The engineer shall provide adequate documentation to the AJH and BHDDH stating that the system is ready for a final

acceptance test with the AHJ. This documentation is also to include the mandatory hydraulic and flow test times.

H. All work shall be completed in a clean and tidy manor; Contractor is responsible for all pertinent fees and permits associated with the work to be performed prior to any and all work is to be performed. All work performed shall satisfy all local and state rules and regulations. All work is to be tested and inspected by the State Fire Marshal's Office and/or their designee. Additionally, all work is to be completed to the satisfaction of BHDDH.

7.0 BASIC PERFORMANCE:

A. The installed sprinkler system shall operate as prescribed in NFPA 13 or NFPA 31D (2002 Edition).

B. Each sprinkler head connected to the system shall activate when the ambient temperature meets the pre-determined activation temperature of the sprinkler head.

C. Once a sprinkler head is activated, water flow and pressure shall remain constant until shut off manually.

D. The installed sprinkler system shall provide water spray coverage to all areas inside the protected building.

E. Cages or other protective devices shall be installed where deemed necessary by the AHJ.

F. Trouble and supervisory signals from all water control devices shall be transmitted to the FACP on NFPA Style 4 (Class B) Signaling Line Circuits (SLC).

G. Alarm (water flow) signals shall be wired Class A (NFPA Style D) as part of an addressable device connected by the SLC Circuit.

H. Waterflow shall occur immediately upon the activation of a single sprinkler head and shall cause the FACP to activate the notification appliances. This should be a separate zone on the FACP.

I. Any operation of the water control valve shall cause a supervisory signal to the FACP.

8.0 CLOSE-OUT DOCUMENTS (REQUIRED)

A. The work includes submitting as-built plans and all closeout documentation to BHDDH for final approval. The installer shall be required to keep all documentation on file for a period seven (7) years. This documentation shall be reviewed prior to the owner demonstration and training.

B. Project manual-(technical specifications etc.)

C. Product- equipment data sheets submitted by vendor.

D. Detailed sprinkler riser.
   -Type of enclosure and connection.
   -Flow and tamper devices (make and models etc.)

E. The installer shall recommend a type of pipe and appropriate hardware specific to its application that takes in consideration in both the short term and long term goals of the building. The sprinkler design and specification shall be submitted to the AHJ for approval.

F. The "demo" work as well as patch and repair shall listed as a duty and responsibility in the installer's initial design and shall be included and forwarded to BHDDH for approval.

G. The installer shall have the sprinkler/distributer/factory representative provide all pertinent operation manuals and two copies of the final design on a compact disk (CD) one to be kept on the premises and one to be kept by BHDDH. The installer shall also provide in writing a detailed required maintenance schedule and the frequency the maintenance has to be preformed in accordance to Manufactures specifications. This detailed narrative shall include all equipment necessary to maintain and operate the sprinkler system (Fire pump, flow switches tampers etc.)

9.0 PRIOR TO FINAL PAYMENT

A. Prior to final payment the installer shall supply BHDDH and State of Rhode Island Purchasing Agency all appropriate paperwork i.e.: record of completion, certificates of satisfactory completion documents and/or approvals from all aforementioned parties, equipment warranties, copies of all permits, signed release of subcontractor, along with request for payment. The licensed sprinkler installer shall also:

1. Verify the "demo" work as well as patch and repair shall be predetermined at the initial design and shall be included and forwarded to the BHDDH for final approval.

2. Ensure all work shall satisfy current code requirements.

3. Ensure all work shall be completed in a clean and tidy manner and in the event that there is demolishing, that the area affected is returned to its pre-project conditions.

4. Contractor is responsible for all pertinent fees and permits associated with the work to be performed prior to any work to be performed. All work performed shall satisfy all local and state rules and regulations. All work is to be tested and inspected by the Office of the Rhode Island State Fire Marshal. Additionally, all work is to be completed to the satisfaction of BHDDH.

5. All work is to be tested and inspected by the AHJ and BHDDH. Additionally, all work is to be completed to the satisfaction of the State of Rhode Island Purchasing Agency.

BHDDH - WAIVER GROUP HOME FIRE ALARM / FIRE SPRINKLER
SYSTEM DESIGN FEATURES
REVISED 11/13/12

FIRE ALARM:

SYSTEM SMOKES DETECTORS IN ALL LIVING AREAS

LOCAL (110V) SMOKE ALARMS IN ALL BEDROOMS

NON-OCCUPIED NOT HEATED AREAS: HEAT DETECTION IN LIEU SPRINKLERS ARE OK
- CONVERTED GARAGES / STORAGES
- ATTICS

SPRINKLER SYSTEMS:

13D W/ 30 MINUTE WATER SUPPLY

ENCLOSED PORCHES: WILL BE COVERED WITH DRY SIDEWALL HEADS

SPRINKLER COVERAGE IS NOT REQUIRED:
- IN CLOSETS <24 SqFt
- IN BATHROOMS <55 SqFt

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration
DIVISION OF PURCHASES
One Capitol Hill
Providence, RI 02908-5855

Tel: (401) 574-8100
Fax: (401) 574-8387
Website: www.purchasing.ri.gov

State of Rhode Island
Department of Administration / Division of Purchases

BID #7461220
TITLED:
DESIGN AND INSTALL FIRE SPRINKLER SYSTEM AT FIVE (5) GROUP HOMES FOR BEHAVIORAL HEALTHCARE, DEVELOPMENTAL DISABILITIES AND HOSPITALS (BHDDH)

1. LICENSING REQUIREMENTS:

Bidders must be aware of all conditions referenced in R.I. Gen. Laws, Section 28-27-5 entitled "Practices for which a Master or Contractor License required".

Be advised that bidders MUST submit **a current DLT license number and a copy of the required license certificate with the bid proposal.**

COMPANY/ NAME: _____

LICENSE NUMBER:_____

Any person submitting a bid proposal for the above referenced Fire Sprinkler System installation solicitation must hold a current Rhode Island Fire Protection Master License issued by the Department of Labor and Training. After contract award vendor(s) must pay prevailing wages set forth by the Department of Labor and Training.

Vendor (Owner of Company) is responsible to comply with all licensing requirements or state permits required for the type of fire alarm systems to described in the solicitation. **A copy of a current license/permit must be submitted with this bid.** In addition to these license requirements bidder, by submission of bid, certifies that any/all work related to this bid, and any subsequent award which requires a Rhode Island License(s), shall be performed by an individual(s) holding a valid Rhode Island License.

2. MANDATORY PRE-BID:

Bidders are responsible for inspection of equipment and/or locations by taking measurements at the Mandatory Pre-bid conference and making themselves aware of the total requirement before submitting bid. **This will be the only opportunity to visit the site and gather all required information.**

3. METHOD OF AWARD:

The State of Rhode Island Division of Purchases reserves the right to make one award to the total low responsive/responsible bidder for all locations listed in the solicitation. Award will be made only to vendor(s) complying with all DLT licensing requirements listed above.

END OF DOCUMENT

PROTOCOL FOR RHODE ISLAND FIRE CODE COMPLIANCE
FOR COMMUNITY RESIDENCES FOR INDIVIDUALS
WITH DEVELOPMENTAL DISABILITIES (MEDICAID FUNDING)

("Provider Agency") -
Community Residence Address:

WHEREAS, the Department of Behavioral Healthcare, Developmental Disabilities and Hospitals ("BHDDH") and the Office of State Fire Marshal ("SFM") have developed a master plan ("Master Plan") regarding the implementation of upgrades based on priority and need in order to ensure compliance with the Rhode Island Fire Code ("Fire Code"), as amended from time to time, as well as applicable rules and regulations, and

WHEREAS, this protocol is intended to facilitate the goals of the Master Plan and applies to those community residences identified in the Master Plan for persons with developmental disabilities who are eligible to receive residential services funded by Medicaid, and

WHEREAS, the Medicaid Global Waiver Program for persons with developmental disabilities provides for waiver funding to help ensure applicable Fire Code compliance. Such funding is available as part of Medicaid's Residential Habilitation Services Program, which requires that the proposed Fire Code upgrades must be authorized for each individual residing in a particular community residence, and

WHEREAS, the Provider Agency operates a community facility on behalf of BHDDH for the benefit of disabled individuals eligible for waiver funding under the Residential Habilitation Services Program and is desirous of having the facility be fully compliant with the Fire Code:

NOW THEREFORE, in order for the community facility operated by the Provider Agency to become fully compliant with the Fire Code and for the eligible residents residing in said facility to receive Medicaid waiver funding for said Fire Code compliance, the following protocol shall be utilized:

1. BHDDH and SFM, having identified in the Master Plan those community residences in need of Fire Code compliance for the benefit of the individual residents eligible under the Medicaid Residential Habilitation Services Program, shall continue to work in concert to determine the scope of the upgrades needed for such compliance.

2. BHDDH and SFM shall determine which services (i.e. architectural, fire alarm design and installation, and/or sprinkler design and installation, as well as fire detection and/or prevention equipment) are required for the community facility under the operation

of the Provider Agency to conform to the Fire Code. SFM shall forward the standard specifications for all Fire Code services and equipment to the Department of Administration/Division of Purchases, together with its "letter to proceed." Upon a determination of the services and equipment required to bring said community facilities into Fire Code compliance, BHDDH shall process a requisition that will be forwarded to the Department of Administration/Division of Purchases for the purchase of services/equipment determined to be needed by SFM with a copy of the specifications.,

3. Upon receipt of the services and equipment specifications and requisition, the Department of Administration/Division of Purchases shall let for public bidding the required services and equipment for said community facility in accordance with applicable Department of Administration/Division of Purchases rules and regulations. All received and accepted proposals shall be reviewed by the Department of Administration/Division of Purchases to determine the lowest responsive bidder. BHDDH and SFM shall review the proposal for adherence to the specifications and equipment list. Upon approval of the proposal, BHDDH shall notify the Department of Administration/Division of Purchases. Thereafter, the Department of Administration/ Division of Purchases will issue a tentative letter of award to the successful bidder ("Vendor") requesting documentation evidencing compliance with insurance, EEO, etc. The Department of Administration/Division of Purchases will notify the Vendor of its award including the name and contact information of the Provider Agency for each facility and a copy of this signed protocol. BHDDH will notify the Provider Agency of the Vendor's name and contact information.

4. In addition to supplying the services and equipment in conformance to the specifications developed by SFM, the Vendor shall be responsible for obtaining all state and local permits as may be required by applicable law. Vendor shall retain the original permits and provide copies thereof to BHDDH, SFM and the Provider Agency operating the community facility, together with copies of any fire/building official approved plans and specifications. The following is intended as mere guidance (the Vendor is responsible for ensuring that all permits are obtained from the proper authorizing agency):

A. State Owned Buildings:

1. Vendor shall submit fire alarm or sprinkler plans to SFM for review and approval. An engineer stamp of approval may be required as determined by SFM.
2. A copy of the approved plans shall be provided to BHDDH prior to commencement of work.
3. Once plans are approved, Vendor shall obtain the required electrical and/or mechanical permit from the State Building Commission.
4. Vendor shall notify SFM for rough and final inspections.
5. Once final inspection is complete, Vendor shall submit TWO copies

of the Acceptance Test Completion Report (NFPA-72 report). Inspector shall sign both and return one to the Vendor.

6. Vendor shall furnish the Program Provider and BHDDH with a copy of this document for their files.

B. Non-state Owned Buildings:

1. Vendor shall submit fire alarm or sprinkler plans to SFM for review and approval. An engineer stamp of approval may be required as determined by SFM.
2. A copy of the approved plans shall be provided to BHDDH prior to commencement of work.
3. Once plans are approved, Vendor shall obtain the required electrical and/or mechanical permit from the local Building Official.
4. Vendor shall notify SFM for rough and final inspections.
5. Once final inspection is complete, Vendor shall submit TWO copies of the Acceptance Test Completion Report (NFPA-72 report). Inspector shall sign both and return one to the Vendor.
6. Vendor shall furnish the Program Provider and BHDDH with a copy of this document for their files.

5. The Vendor shall be required to post the original permits at the community facility and distribute copies of all permits and plans approved by the applicable authorizing agency to BHDDH, SFM and the Provider Agency prior to the commencement of any work.

6. The Provider Agency shall submit to BHDDH the names of the individuals who reside in its community facility; and, BHDDH will establish a reimbursement authorization for each individual based on the cost of the Fire Code upgrades divided by the number of individuals residing in the community residence.

7. Payment will not be available until the work has been completed in full. At the end of the project, upon the services being rendered and the equipment being provided, the Provider Agency shall submit to BHDDH/Division of Developmental Disabilities, Financial Office : its affidavit that the work was performed, the final Vendor invoice, together with the appropriate certificates of satisfactory completion documents (i.e. a certificate of occupancy, final approval or NFPA 72, as the case may be), equipment warranties, and an affidavit from any/all sub-contractors supplying labor and/or material that they have received payment from the Vendor and have released any claim against the Provider Agency and/or the State of Rhode Island.

8. BHDDH, SFM, and other governmental agencies with jurisdiction over the community facility and/or project shall have the right to inspect the work from time to time as the work commences.

9. Final payment shall not be made until BHDDH has notified the Provider Agency in writing that the project has been satisfactorily completed, all paperwork properly submitted and all required sign-offs have been received, a copy of such determination will be forwarded to Department of Administration/Division of Purchases with BHDDH's authorization for payment..

10. The Provider Agency shall retain all financial and related project records for a minimum of seven (7) years after completion of the project.

AGENCY NAME:
Community Residence Address:
Contract Amount - $

Sign Name: _____ Print Name: _____
Authorized signature of Provider Agency

Date: _____

Department of Behavioral Healthcare, Developmental Disabilities and Hospitals (BHDDH)

Sign Name: _____ Print Name: _____

Title:

Date: _____

Acknowledged and agreed to:

Sign Name: _____ Print Name: _____
Vendor:

Date: _____