



Request for Proposal No. 23-006A

For: Fire Suppression System Inspection, Testing, Maintenance & Repair Services

Event	Date	Time
A MANDATORY Pre-bid Conference/Site Visit is scheduled to be held in the Robert C. Scott Student Center, Room SC156	Tuesday, April 11, 2023	10:00 AM
RFP Question Cut Off Date (Refer to RFP Section 1.3.2 for more information.) Submit all questions via e-mail to Debi Elezovic at delezovi@ramapo.edu	Friday, April 21, 2023	4:30 PM
Addendum 1 , with answers to all submitted questions will be published on:	Monday, May 1, 2023	N/A
Bid Proposal Submission Deadline: (Refer to RFP Section 1.3.3 for more information.)	Wednesday, May, 10, 2023	2:00 PM

Dates are subject to change. All changes will be reflected in Addendum to the RFP which will be posted on the Purchasing Department webpage.

RFP Issued By

Ramapo College of New Jersey
Purchasing Department
Academic Complex Wing D Room D-120
505 Ramapo Valley Road, Mahwah, New Jersey 07430-1680
Phone: 201-684-7496 Fax: 201-684-7926
<http://www.ramapo.edu/purchasing>

Assigned Purchasing Contact: Debi Elezovic, Contract Administrator/Procurement Specialist
Telephone: 201-684-7222 Fax: 201-684-7926
E-mail: delezovi@ramapo.edu

Date: April 4, 2023

Table of Contents

	SECTION	PAGE		SECTION	PAGE
	Notice to Bidders Advertisement	3	4.0	Bid Proposal Preparation and Submission	15-16
1.0	Information for Bidders	4	5.0	Special Contractual Terms & Conditions	17
	1.1 Purpose and Intent	4	6.0	Proposal Evaluation	19
	1.2 Background	4	7.0	Contract Award	20
	1.3 Key Events	4	8.0	Contract Administration	20
	1.4 Additional Information	5	9.0	Signature Page	21
2.0	Definitions	6	10.0	Price Sheet	22
3.0	Scope of Work	6	11.0	Bidder Contact Information	23
	3.1 General	6-8	12.0	Bidder References	24
	3.2 Liquidation Damages	9	13.0	Bidder Terminated Contracts	25
	3.3 Contractor Personnel	9-10	14.0	Cooperative Purchasing	26
	3.4 Inspection, Testing & Maintenance	11		Attachment 1 - List of Equipment and Location	27
	3.5 Emergency Calls and Repairs	12			
	3.6 Written Service Reports	13			
	3.7 Other Requirements	13-14			
	3.8 Responsibilities of Ramapo College	15			
	3.9 New Equipment	15			
	3.10 Equipment Quantity and Location	15			

RAMAPO COLLEGE OF NEW JERSEY
505 RAMAPO VALLEY ROAD
MAHWAH, NEW JERSEY 07430

NOTICE TO BIDDERS

Bid No. 23-006A

PUBLIC NOTICE is hereby given that SEALED BIDS for: **Bid No. 23-006A Fire Suppression System Inspection, Testing, Maintenance & Repair Services** at Ramapo College of New Jersey. Sealed Bids will be received at the Office of the Purchasing Department, Academic Complex Wing D Room D-120 Attention Debi Elezovic, Ramapo College of New Jersey, 505 Ramapo Valley Road, Mahwah, New Jersey until **2:00 P.M. local time Wednesday, May 10, 2023** at which time they will be publicly opened. If the College is closed on the bid open time due to an emergency, such as a snow storm, the bid will be opened at 2:00 P.M. local time on the next business day when the College is open.

Bid Proposal Forms are available at the Ramapo College Purchasing Office website at:

<http://www.ramapo.edu/purchasing/bidding-opportunities/>.

Mandatory Pre-Bid Meeting And Site Inspection: The College will hold a mandatory pre-bid meeting and site inspection as a pre-requisite for accepting bids for this request for proposal. The College will only accept bids from contractors that are present at the meeting and inspection. The mandatory pre-bid meeting and site inspection is scheduled for **Tuesday, April 11, 2023 at 10:00 A.M. in the Robert C. Scott Student Center, Room SC156 on the campus of Ramapo College.** If the College has an emergency closing on this date and time, the mandatory pre-bid meeting and site inspection will be held at the same hour and in the same location on the next business day when the College is open.

Proposals must be made upon and in accordance with the form of bid to be supplied by the Purchasing Agent and no bidder may withdraw his bid within sixty (60) days after the actual bid opening thereof.

The Board of Trustees of Ramapo College reserves the right to waive any informality or to reject any or all bids.

Bidder must be prequalified classified electrical 047, fire alarm/signal systems 049 and sprinkler system 045 by the State of New Jersey for service and installation. Bidder must have the following State of New Jersey certifications: 1) Department of Labor Public Works Contractor Act certificate and 2) Division of Fire Safety Fire Protection Equipment Contractor Permit in the following disciplines: All Fire Protection Equipment Systems. Bidder must be a factory authorized NESCO Notifier Engineered Systems Company (Honeywell) Premier Distributor. Bidder shall be a fully factor authorized distributor and repairer for United Fire Systems NITROGEN-PAC and TrueAdvancedPurge (TAP) components Bidder must be Underwriter Laboratory listed.

Bidders are required to comply with requirements of N.J.S.A. 10:5-31 *et seq.* and N.J.A.C. 17:27.

Bid envelopes must be marked with Bid No. **23-006A** and indicate a "Sealed Bid" in the lower left hand corner.

Debi Elezovic
Contract Administrator
(201) 684-7222

1. INFORMATION FOR BIDDERS

1.1. PURPOSE AND INTENT

- 1.1.1. **PURPOSE:** The purpose of this Request for Proposal (RFP) is to solicit bid proposals for services to be performed on the campus of Ramapo College of New Jersey, 505 Ramapo Valley Road, Mahwah, New Jersey 07430. **The contract issued as a result of this RFP will cover inspection, testing, maintenance, service and repairs as well as new installations and upgraded components to the College's fire suppression systems where required and/or authorized.**
- 1.1.2. **INTENT:** Based on this RFP, Ramapo College of New Jersey intends to award a contract to the responsible bidder whose bid proposal, conforming to this RFP, is most advantageous to the College, price and other factors considered. The College reserves the right to separately procure individual requirements that are the subject of the contract during the contract term, when deemed by the College to be in its best interest.
- 1.1.3. **TERMS:** Ramapo College of New Jersey standard Terms & Conditions (see attachment marked Terms & Conditions) will apply to all contracts or purchase agreements. These terms are in addition to the terms and conditions set forth in this RFP and should be read in conjunction with them unless the RFP specifically indicates otherwise.

1.2. BACKGROUND

- 1.2.1. **CURRENT CONTRACT:** The College's current contract for services is either expiring or not being extended and the College is soliciting proposals for a new contract.

1.3. KEY EVENTS

- 1.3.1. **PRE-BID MEETING AND SITE INSPECTION:** The College may require that interested bidders attend a pre-bid meeting and or a site inspection. The purpose of this meeting or inspection is to provide the interested bidder the opportunity to present questions and see the College facilities where the services are to be performed. The College may require mandatory attendance at the meeting or inspection as a pre-requisite for submitting a proposal. The College will not accept a proposal from a bidder that failed to attend a mandatory pre-bid meeting or a mandatory site inspection.
- 1.3.2. **QUESTION AND ANSWER PERIOD:** Ramapo College will accept only written questions from all potential bidders in accordance with the procedure outlined in this RFP.
- 1.3.3. **SUBMISSION OF BID PROPOSAL:** In order to be considered for award, the bid proposal must be received by the Ramapo College Purchasing Department before or at the submission due date and time. Any bid proposal NOT received on time at the location indicated below will be rejected. The ONLY location for bid response receipt is:

Ramapo College Purchasing Department
Academic Complex Wing D, Room D-120
505 Ramapo Valley Road
Mahwah, New Jersey 07430

Please note that all USPS and all private carrier mail, regular and overnight, is delivered to the Ramapo College of New Jersey Mail and Receiving Services and then is distributed across campus by College staff. Ramapo College of New Jersey is not responsible for any delays in the College's mail distribution process. It is the responsibility of the bidder to assure its bid reaches the Ramapo College Purchasing Department on time.

1.4. ADDITIONAL INFORMATION

- 1.4.1. **ADDENDA:** All addenda to this RFP will become part of the RFP and part of any contract awarded as a result of this RFP.
- 1.4.2. **BIDDER RESPONSIBILITY:** The bidder assumes sole responsibility for the complete effort required in submitting a bid proposal in response to this RFP. No special consideration will be given after bid proposals are opened because of a bidder's failure to be knowledgeable as to all of the requirements of this RFP.
- 1.4.3. **COST LIABILITY:** Ramapo College assumes no responsibility and bears no liability for costs incurred by a bidder in the preparation and submittal of a bid proposal in response to this RFP.
- 1.4.4. **CONTENTS OF BID PROPOSAL:** Subsequent to bid opening, all information submitted by bidders in response to the RFP is considered public information, except as may be exempted from public disclosure by the Open Public Records Act, N.J.S.A. 47:1A-1 *et seq.*, and common law.

A bidder may designate specific information as not subject to disclosure when the bidder has a good faith legal/factual basis for such assertion. The College reserves the right to make the determination and will advise the bidder accordingly. The location in the bid proposal of any such designation should be clearly stated in a cover letter. The College will not honor any attempt by a bidder either to designate its entire bid proposal as proprietary and/or to claim copyright protection for its entire proposal.

By signing this RFP response, the bidder waives any claims of copyright protection set forth within the manufacturer's price list and/or catalogs. The price lists and/or catalogs must be accessible to the College and cooperative purchasing partners and thus have to be made public to allow eligible purchasing entities access to the pricing information.

All bid proposals, with the exception of information determined by the College or the Court to be proprietary, are available for public inspection after the Letter of Intent to Award is issued. At such time, interested parties can contact the Ramapo College Purchasing Department to inspect bid proposals received in response to this RFP.

- 1.4.5. **BID OPENING:** Not applicable to this RFP.
- 1.4.6. **PRICE ALTERATION:** Bid prices must be typed or written in ink. Any price change (including "white-outs") must be initialed. Failure to initial price changes shall preclude a contract award from being made to the bidder.

The bidder must complete and sign all price sheets leaving no blank or empty fields. If applicable, the bidder shall enter No Charge or zero (0). Failure to provide an entry in any price sheet field may result in rejection of the bid.
- 1.4.7. **BID WITHDRAWAL:** A bidder may request that its bid be withdrawn prior to bid opening. Such request must be made in writing to the Ramapo College Director of Purchasing. If the request is granted, the bidder may submit a revised bid as long as the bid is received prior to the announced date and time for bid opening and at the place designated.

1.4.8. **VALIDITY OF BID:** Submitted bids shall be valid for a period of ninety (90) days to allow for sufficient time for bid evaluation and contract award.

1.4.9. **RIGHT TO CANCEL:** The College reserves the right, in its sole discretion, to cancel this RFP without obligation and for any reason, in part or in its entirety.

2. DEFINITIONS

2.1. **GENERAL DEFINITIONS:** The following definitions will be part of any contract awarded or order placed as result of this RFP.

Addendum – Written clarification or revision to this RFP issued by Ramapo College Purchasing Department.

Bidder – An individual or business entity submitting a bid proposal in response to this RFP.

The College or College or RCNJ – Ramapo College of New Jersey

Contract – This RFP, any addendum to this RFP, and the bidder’s proposal submitted in response to this RFP, as accepted by Ramapo College.

Contractor – The bidder awarded a contract resulting from this RFP.

May – Denotes that which is permissible, not mandatory.

Shall or Must – Denotes that which is a mandatory requirement. Failure to meet a mandatory requirement will result in the rejection of a bid proposal as materially non-responsive.

Should – Denotes that which is recommended, not mandatory.

State – State of New Jersey

3. SCOPE OF WORK

3.1. GENERAL

3.1.1. All work performed as a result of this bid is subject to the General Terms & Conditions incorporated and made a part of this RFP.

3.1.2. No work shall be performed prior to the issuance of a Ramapo College purchase order with authorized signatures. All non-emergency work needs to be approved in writing by Ramapo College of New Jersey’s Fire Marshal before work begins.

3.1.3. Any damage to College or student property or expenses related to negligence caused by the Contractor will be immediately repaired or restored and/or remedied at no cost to Ramapo College of New Jersey. The College reserves the right to choose between obliging the Contractor repair the damage, or remedy the negligence and deduct the documented cost from the next invoice, or a combination of each.

3.1.4. Contractor shall comply with all procedural instructions that may be issued from time to time by the Office of Environmental Health & Safety.

3.1.5. During the period of this contract, or any extension thereof, the College reserves the right to add or delete specific services and/or locations at the prevailing contract prices. The Contractor will be given seven (7) days notice, in writing, to effect requested changes.

- 3.1.6.** The Contractor may be required to meet with the College Fire Marshal prior to award of this contract or prior to the start of the contract. At this time the Contractor may be required to submit a plan of operation or explain the method of calculation they used to arrive at their bid prices. The Contractor may also be required to meet periodically with the College Fire Marshal to discuss all services.
- 3.1.7.** The Contractor shall meet with the Fire Marshal within the first five (5) business days after commencement of the contract in order to establish a schedule for conducting annual preventative maintenance and inspections of all campus facilities. Within fifteen (15) business days following the first scheduled meeting, the Contractor shall submit a program of standardized maintenance routines applicable to the Colleges equipment. Each schedule shall list the system, equipment, location, expected duration of service, and maintenance functions to be performed.
- 3.1.8.** The Contractor will be solely responsible for maintaining all permits, following all applicable regulations licenses or approvals required by any governmental agency, including but not limited to federal, state or local.
- 3.1.9.** In order to correspond with the College's financial system, the Contractor will be required to submit separate invoices for work that is billed to different Ramapo College departments. These departments may include: Academic and Administrative Buildings, Residence Halls, Student Center, etc.
- 3.1.10.** Renewal: The term of this contract shall be for a period of three (3) years, beginning on or about July 1, 2023. If delays in the bid process result in an adjustment of the anticipated contract effective date, the bidder agrees to accept a contract for the full term of the contract. The contract may be extended for two (2) additional periods of up to one (1) year each, by mutual written consent of the Contractor and the College at the same terms, conditions and pricing. If the College elects to exercise the option to extend the contractor for additional periods, the contract price for the extended terms shall include any new requirements with the New Jersey Uniform Fire Code and NFPA 25/72 (latest editions).
- 3.1.11.** Multiple Awards: As a result of this bid, the College reserves the right to award contracts to more than one bidder. During the term of this contract, the College also reserves the right to use other contractors not awarded.
- 3.1.12.** Failure to Respond: The College will not pay for incomplete services. If the awarded contractor is unable or refuses to respond to a request that is within the scope of the contract, RCNJ reserves the right to contact and use another available contractor and will deduct the differential cost of their services from any outstanding invoices of the awarded contractor.
- 3.1.13.** Certified Payroll Submittal: A copy of certified payroll for the employees that performed work at the College must be submitted with each invoice. The certified payroll shall cover the previous pay period nearest the invoice or the actual invoice period. No invoices will be paid without the certified payroll. As per state law, failure to provide a certified payroll will cause Ramapo College to report this incident to the State of New Jersey, Division of Wage and Hour Compliance, Public Contract Section for possible investigation.
- 3.1.14.** Damages: Any damage to College or student property or expenses related to negligence caused by the Contractor will be immediately repaired, restored or remedied within 30 days of the incident at no cost to Ramapo College of New Jersey. The College reserves the right to repair the damage or remedy the negligence and deduct the documented cost from the next invoice.

3.1.15. Invoice Deadline: Invoices must be submitted and received before a maximum of thirty (30) days from the date of service to be considered for payment. If discrepancies arise, RCNJ will notify the contractor via email. If the requested modification(s) are not remedied within ten (10) business days from notification RCNJ will revise the invoice based upon available information and will consider the invoice a final revision for payment.

3.1.16. Itemized Invoices: Invoices must include itemized date(s) and location(s). Due to accounting requirements separate invoices will be required for Resident Halls, Student Center, Academic/Administrative Areas and the Havemeyer House.

3.1.17. Invoice Address: Invoices must be sent to:

Ramapo College of New Jersey
Attention: Fire Marshal
505 Ramapo Valley Road.
Mahwah, New Jersey 07430

3.1.18. No alarm will be blocked by any means by the contractor, such as with tape or plastic bags without prior notification (and written approval) to the Office of Environmental Health & Safety. No alarm panel will ever be turned off. Additionally, no safety measures, such as fire hydrants or fire department connectors will be blocked, ignored or the use of them be impaired in any way, even temporarily, unless required as part of work being performed

3.1.19. Upon completion of work by the contractor, the area will be left in the same clean condition as originally found at the beginning of the work. Damages and lack of cleanup will be deducted from invoice(s). Refer back to 3.1.18 Damages.

3.1.20. Equipment cleanup is allowed only with permission and only at the maintenance garage at Facilities, or at designated janitorial closets. Bathroom or kitchen sinks, showers, bathtubs, urinals, or toilets are never to be used for equipment cleanup or disposal. State storm water laws prevent the discharge into storm water drains, or in other outside locations.

3.1.21. Contractors are prohibited from using any College kitchen sink, bathroom sink, public restrooms, or other locations to bathe, sleep store, cook or eat food.

3.1.22. Work that involves an open flame (such as welding), requires a “hot work” permit. This includes, but is not limited to work such as grinding that causes sparks, or creates the possibility of sparking. Work that might fall under this classification should be discussed prior to the start of the work with the Ramapo College of New Jersey’s Fire Marshal.

3.1.23. Work Tickets and Invoices: Please note that in order for us to process invoices efficiently, the College requires that a Work Ticket be filled out completely and diligently and submitted with the invoice. A copy of the Work Ticket should be e-mailed to a designated Ramapo College of New Jersey e-mail address. The following information is required:

- Date of Order and Date Completed.
- Name of the technician, written legibly.
- Whether the work done was under contract, under warranty or if it is an added. If the work is categorized as an added, it must receive written approval before beginning work, unless it’s an emergency.

- Quantity, Description, Price, Amount, Total Materials, and Labor Hours.
- Certified Payrolls should be attached to all invoices, worked performed at prevailing wage.
- Work orders tickets are due to the Fire Marshal within 24 hours of work completion

3.1.24. The description of the work must include specific location (such as bedroom B in Laurel 516) as well as a detailed description of work performed.

3.1.25. The name of the person who ordered the work and their department name must be printed legibly in the “Work Ordered By” field.

3.1.26. Work must be approved/accepted by authorized signatory upon completion. That person’s name and title must be clearly written on the Work Ticket.

3.2. LIQUIDATION DAMAGES FOR NON PERFORMANCE

3.2.1. In the event that the Contractor shall fail to comply with any of the conditions herein provided and as covered by the Contract, The Office of Environmental Health & Safety shall notify the Contractor of such failure or default and demand that the same be remedied within two (2) working days. In the event of the failure of the contractor to remedy the same within said period, the Office of Environmental Health & Safety shall take steps to terminate the Contract. In this event, the Director of Purchasing will authorize services be performed by any available means, the difference between the actual cost paid and the bid of the defaulting Contractor to be deducted from any monies due to the defaulting Contractor.

3.3. CONTRACTOR PERSONNEL

3.3.1. All personnel shall be physically able to do their assigned work and shall be free from any communicable disease.

3.3.2. Legally Able to Work: The Contractor shall, within 15 days of the beginning of the Contract, certify, in writing, that all employees working under this Contract are legally able to work in the United States. The certification shall include language that during the term of the contract the Contractor shall not employ any person legally unable to work in the United States. The obligation to determine eligibility shall rest with the Contractor, and the College shall have the right to request the production of relevant records (e.g. U.S. Citizenship and Immigration Service Form I-9, Employment Eligibility Verification Forms) for review.

3.3.3. Background Checks: Prior to commencing performance on this contract, the Contractor shall certify to the College that it has conducted a criminal records check in accordance with federal and State law of all of its employees that will be assigned to the campus. The Contractor shall keep criminal background check documentation on each assigned employee, and the College shall have the right to request production of such records for review. Should the Contractor hire and assign to the College an employee with a criminal record, it shall so certify with an explanation of why the particular individual's criminal conviction would pose no threat to the College. The College retains the right to review such statement and request that the individual not work at the College.

- 3.3.4. Uniforms & IDs:** Vehicles and personnel must be identifiable when on College property. The Contractor's employees shall be in uniform with visible company identification. All company vehicles must be clearly identified with company name and with any applicable state license numbers. Contractor's employees must present themselves with professionalism and be courteous at all times. Contractor's employees must observe all College policies. The Contractor or their personnel shall not represent themselves as employees of the College.
- 3.3.5. Electronic Sign-In/Out:** The Contractor's employees must sign in and out electronically at the Facilities Service Desk each day and time they are on campus, during normal working hours.
- 3.3.6. Access:** Access cards or keys are required for entry into resident facilities and will be provided by the Office of Facilities Management. Contractor will not access any buildings without utilizing College issued ID access card and will not enter by use of another person's access card. When signing out keys or access cards is required, the Contractor accepts sole responsibility should they be lost or stolen while in their possession. Any cost associated with replacement and or re-keying is the responsibility of the bidder and will be deducted from the next invoice as indicated under "damages".
- 3.3.7.** All personnel shall be capable employees thoroughly trained, qualified and certified for the work assigned to them.
- 3.3.8.** All personnel must observe all regulations in effect at the College. While on College property employees shall be subject to control of the College but under no circumstances shall such personnel be deemed to be employees of the College. Neither the Contractor nor his employees shall represent themselves as employees of the College.

Appropriate Communications: When performing any work on our campus, the contractor must not volunteer any recommendations, opinions, feedback or other comments to anyone regarding their work. Should anyone ask about their work they should refer them to the Ramapo College of New Jersey's Fire Marshal. The purpose is to avoid anyone from providing information that is incorrect, is at an inappropriate time or conflicts with the College's normal operating procedures.

- 3.3.9.** The College may require the contractor to transfer any employees who are found to be incompetent, prone to excessive tardiness, theft or who exhibit lewd or inappropriate behavior, or who, verbally, physically or sexually harass any member of the Ramapo College community.
- 3.3.10.** The Contractor shall be responsible for insuring that all articles found by his employees in or near the premises are turned in to the Office of Public Safety.
- 3.3.11.** All personnel must be able to read, write, speak and understand English to sufficiently perform the duties of the position.
- 3.3.12.** The Contractor shall submit a list of trained technicians.
- 3.3.13.** The Contractor and/or the technicians are to wear identification all times, while on campus to performed assigned duties. In addition, any vehicle should be clearly marked with Company name, phone number and/or logo.

- 3.3.14.** Provide a complete list of current cell phone numbers used by the Company.
- 3.3.15.** The Contractor's access to, or use of, College facilities is strictly limited to the listed locations and areas needed to perform maintenance or repairs only.
- 3.3.16.** The physical, verbal or sexual harassment of any College student, faculty, staff, client or visitor is strictly prohibited. Violation of this policy will be cause for immediate removal of this employee from campus and possible legal repercussions.
- 3.3.17.** If any service, of any kind, be conducted during regular business hours (Mon – Fri, 7:30am – 4:30 pm), the Contractor's technician is required to electronically sign in and sign out at the Office of Facilities Management desk. During non-business hours, the Contractor shall report in and out to the Public Safety Office upon beginning and finishing work.
- 3.3.18.** All work performed under this contract must comply with all applicable OSHA standards.
- 3.3.19.** The use of subcontractors are not permitted under this RFP.

3.4. INSPECTION, TESTING AND MAINTENANCE

- 3.4.1.** The Contractor shall provide scheduled inspection, testing, and maintenance services to the fire protection system installed throughout the campus of Ramapo College of New Jersey.
- 3.4.2.** The Contractor shall provide complete written inspection results report upon completion of each inspection within five (5) business days.
- 3.4.3.** Fire Alarm Systems: The Contractor shall provide inspection, testing and maintenance service of all fire alarm systems including smoke and heat detectors, duct smoke detectors, carbon monoxide (CO) detectors, manual pull stations, alarm panels, remote annunciators, notification appliances, sprinkler initiating devices, smoke evacuation systems, stairwell pressurization systems, door holders, emergency power supplies and all systems in entirety as per NFPA 72 and State of New Jersey requirements.
- 3.4.4.** Fire Alarm Monitoring: The Contractor shall provide inspection, testing and maintenance service of the campus proprietary monitoring system including servers, routers, color graphics work stations, UPS system, fiber optic interfaces and printers in accordance with NFPA 72 and State of New Jersey requirements and manufacturer's instructions.
- 3.4.5.** Sprinkler Systems: The Contractor shall provide inspection, testing and maintenance of all sprinkler (wet and dry) and standpipe systems including all required flow and pressure tests in accordance with NFPA 25 and State of New Jersey requirements. Including the following:
 - 3.4.5.1** Standpipes: Standpipe flow tests shall be conducted every 5 years at the hydraulically most remote hose connection of each zone to verify the water supply still provides the design pressure at the required flow. Manual dry standpipe system hydrostatic testing shall be conducted every 5 years.
 - 3.4.5.2** Fire Department Connections: Fire Department Connection (FDC) piping hydrostatic testing shall be conducted every 5 years. The piping from the FDC to the check valve shall be hydrostatically tested at 150 psi (10 bar) for 2 hours at least once every 5 years.

3.4.5.3 Dry Sprinkler Systems: Dry pipe valves shall have a trip test conducted annually (partially open), with a full flow trip test conducted every 3 years.

All dry sprinkler system piping and branch line conditions shall be examined for internal obstructions every 5 years.

Gauges on dry systems utilizing nitrogen generation systems are required to be inspected by the contractor quarterly.

3.4.5.4 Wet Sprinkler Systems: All wet sprinkler system piping and branch line conditions shall be investigated every 5 years by opening a flushing connection at the end of one main and removing a sprinkler toward the end of one branch line. If the conditions found could result in obstruction, the system shall be examined for internal obstructions every 5 years. Non-metallic pipe shall not be required to be inspected internally.

3.4.5.5 Backflow Preventers: All backflow preventers installed in fire protection system piping shall be tested annually at the maximum flow rate possible.

3.4.5.6 Fire Hydrants: Fire hydrant inspections be performed annually. Fire hydrant flow tests be performed every 5 years.

3.4.6. Pre-action and Clean Agent Systems: The Contractor shall provide inspection, testing and maintenance service of all clean agent systems, including weighing of liquid test tank, in accordance with NFPA 12A and State of New Jersey requirements.

The following work will also be included in the aforementioned preventative maintenance:

3.4.6.1. The detector on the ceiling and below the raised floor must be cleaned twice a year, every six (6) months.

3.4.6.2 The fire suppression container(s) must be weighed once a year, or the Contractor must use a liquid level instrument to check the pressure at the container and inspect the connection.

3.4.6.3 Simulate the fire suppression system every six (6) months to make sure that all components of the system are in working order. This procedure must be scheduled and coordinated with the computer room personnel.

3.4.6.4. After inspection, the Contractor shall provide a written report on the fire suppression system to the Office of Environmental Health & Safety.

3.4.7 The Contractor shall provide all labor and materials necessary to perform the inspection, testing and maintenance service. No travel expenses will be paid by the College for inspection, testing and maintenance service.

3.4.8 The Contractor shall repair and replace all defective parts, complete components, with new parts or reconditioned components including all labor for such repairs and replacement. The Contractor shall submit invoices to the College for all replacement parts used.

- 3.4.9 All replacement equipment, parts and components, provided by the Contractor must be of current design, be compatible with existing components and be the latest model of regular stock product, be parts that are regularly used for the type of equipment, be in production and not likely to be discontinued. Parts are to be installed in accordance with the manufacturer's recommendation.
- 3.4.10 The Contractor must submit to the College's Fire Marshal a preventative maintenance program to include: an annual schedule of inspections by building, a schedule for 5 year standpipe flow testing and 5 year sprinkler internal inspections.
- 3.4.11 All planned preventative maintenance work under this agreement is to be performed by the Contractor during regular business hours.
- 3.4.12 PM PRICING: The Contractor shall submit pricing on the Price Sheet of this RFP covering a full year of preventative maintenance for each building, for each year of the contract period or any extensions.
- 3.4.13 Contractor is responsible to maintain and update inventory of fire safety devices on an ongoing basis.

3.5 REPAIR SERVICES AND EMERGENCY CALLS

- 3.5.1 From time to time the fire detection and suppression systems may not work properly and will need to be repaired. In these situations, the College's Fire Marshal will call or e-mail a request for repair to the Contractor.
- 3.5.2 The College's Fire Marshall or designee (Public Safety Department for after-hours emergency calls between the hours of 4:30 P.M. - 8:30 A.M.) shall be responsible for the definition of a safety concern or a severe condition that constitutes an emergency.
- 3.5.3 The Contractor shall not bill the College for service calls if the repair is one of the services covered under the preventative maintenance.
- 3.5.4 The Contractor shall bill the College for service calls at the hourly rate for labor plus parts, as identified by the Contractor in the Price Sheet of this RFP. Hourly labor rates shall be billed at regular straight time for non-emergency requests for repair. Non-Emergency requests will be communicated in advance or during the contractor's regular hours (8:00 A.M. – 4:00 P.M.). Work that commences at straight time is to be completed at straight time, unless prior approval is granted. No travel time shall be billed for work completed during Contractors regular hours.

Emergency requests for repair called in outside of the contractor's regular hours (8:00 A.M. – 4:00 P.M) shall be billed at the overtime rate. Emergency requests for repair may include up to one (1) hour travel time.

The Contractor shall only bill the College for actual time worked. Standby time or trainee time is not permitted (unless required for the work performed, with the Colleges prior approval). Although the College encourages on-the-job training, work requiring a single technician cannot be billed for an additional trainee's time.
- 3.5.5 The Contractor shall provide all labor and materials necessary to perform all service calls.
- 3.5.6 Contractor shall provide 24 hours 7 day a week, 365 day per year for emergency service.

- 3.5.7 Contractor must respond within two (2) hours after notification from the College point of contact. "Respond" means that the technicians/mechanics must be on the Ramapo College campus ready to inspect, evaluate and/or repair any malfunctioning fire safety systems or devices.
- 3.5.8 Contractor shall maintain a live answering service and submit name and number of service with bid. Service dispatch based on answering machines shall not be acceptable.

3.6 WRITTEN SERVICE REPORTS:

- 3.6.1 The Contractor will provide a written service report by building for all inspection, testing and maintenance performed. Written reports must be submitted for all scheduled or emergency repair at the time of the service call.
- 3.6.2 A copy of the service report will be submitted with the respective invoice. The service report will include, but is not limited to date and time of work performed, location(s) of service, work or service performed, parts, materials and equipment replaced with total costs, labor hours used with cost totals. (See 3.1.27 for more details).

3.7 OTHER REQUIREMENTS

- 3.7.1 The Contractor will supply all labor, materials, parts and equipment necessary to accomplish the service contract specifications. Unless otherwise specified, Ramapo College will not provide any materials or equipment to the Contractor.
- 3.7.2 The Contractor will remove and reinstall impediments and interferences necessary to accomplish their work specification.
- 3.7.3 Inspection and acceptance of all work shall be by an authorized designated representative of Ramapo College. Following any failed inspection, should corrective action be needed, it will be performed by the contractor within two (2) working days at no additional cost to the College.
- 3.7.4 All new or disturbed surfaces will be returned to the original configuration or coated to match surrounding area by the Contractor at no charge to the College. Prior to disturbing any building surface the Office of Environmental Health & Safety must be notified.
- 3.7.5 It is incumbent on the Contractor to make any recommendations that will enhance or modernize the current system. The Contractor must present a written quotation, including costs, for these enhancements. The Contractor must then obtain prior authorization from the Colleg's Fire Marshall before acting on these recommendations or any repair or replacement not covered by this contract. Should the College deem that these recommendations are in its best interest; such work will be provided and covered under a separate purchase order.
- 3.7.6 Because there are portions of systems operating at line voltage, the Bidder must provide a valid licensed New Jersey Electrical business permit. Licenses held by employees or sub-contractors to bidder shall not be considered unless they form the basis for the bidder's electrical business permit.
- 3.7.7 Bidder shall be prequalified classified 047 electrical, fire alarm/signal systems 049 and sprinkler system 045 by the State of New Jersey for service and installation. Bidder shall have the following State of New Jersey certifications: 1) Department of Labor Public Works Contractor Act Certificate and 2) Division of Fire Safety Fire Protection Equipment Contractor Permit for All Fire Protection Equipment Systems.

- 3.7.8 Systems at the College are Notifier addressable and connected to a Notifier ONYXWorks color graphics campus monitoring system via the Colleges Ethernet LAN (or POTS line). Bidder shall be a fully factory authorized NESCO Notifier Engineered Systems Company (Honeywell) Premier Distributor. The Bidder shall be regularly engaged in the installation and service of fire alarm systems, sprinkler and standpipe systems, halon and FM200 systems for the past ten (10) years. Bidder shall have on staff two (2) employee certified at Level IV by NICET in Fire Protection Engineering Technology – Fire Alarm Systems and a minimum of four (4) technicians certified at Level II. Bidder shall be a fully factor authorized distributor and repairer for United Fire Systems NITROGEN-PAC and TrueAdvancedPurge (TAP) components.
- 3.7.9 Bidders shall be of known reputation and shall have sufficient qualified personnel and equipment to perform adequately the described services as per specifications. Bidders shall submit evidence of qualifications to meet all requirements as required by the College. As evidence of bidder's qualifications, bidders shall submit the following information with their bid.
- a. The number of years the firm has been performing maintenance and installation of heat and smoke detectors, fire indicator panels and pull stations and all associated wiring.
 - b. Location of bidder's office that will be responsible for managing this contract.
 - c. Location of bidder's office where bidder's equipment may be inspected.
 - d. A list of equipment bidder intends to use for this contract.
 - e. Names, telephone numbers and e-mails of management personnel to be contacted if emergencies occur.
 - f. A list of New Jersey State Agencies, Governmental agencies, private sector institutions, industries and commercial buildings now under contract with the bidder. Include names and phone numbers of persons the College may contact for reference.
 - g. A list of trained technicians, mechanics and supervisors including background check information:
 - Number of years' of fire & life safety experience
 - Function
 - Title
 - Education
 - Certifications
 - h. Copy of Electrical License
 - i. Copy of Notice of Trade Classifications 047, 049 and 045.
 - j. Copy of factory authorization for service and installation of all aforementioned systems.
 - k. Copy of employee NICET certifications for level IV and II.
- 3.7.10 The Contractor must be Underwriter's Laboratory listed and shall comply with any and all federal, state and local laws now in effect or hereafter promulgated, which apply to maintenance of smoke detectors, heat detectors, fire indicator panels, pull stations and all related components of the fire protection equipment.

- 3.7.11 The Contractor shall guarantee all workmanship and parts installed under the contract for up to one (1) year following installation. Defects shall be repaired or replaced at no charge to the College.
- 3.7.12 Upon request by the College, the Contractor must supply the College with an itemized list of parts, described by name and item number, that the Contractor will carry in stock in a local warehouse in order to maintain the equipment
- 3.7.13 The Contractor shall not shut down any equipment unless the Contractor requests and is granted permission from the Fire Marshal. The Contractor is responsible for notifying Ramapo College Office of Public Safety prior to any equipment shutdown.
- 3.7.14 Upon conclusion or termination of the contract, it is the responsibility of the Contractor to leave the equipment in first class operating condition. The work area shall be left clean and tidy. All waste and debris created by the Contractor shall be removed and disposed of by the Contractor. All removed ceiling tiles must be replaced by the Contractor.

3.8 RESPONSIBILITIES OF RAMAPO COLLEGE

- 3.8.1 Electrical failures between power source and control boxes.
- 3.8.2 Replacement or reconditioning of equipment if remodeled.
- 3.8.3 Damage to equipment due to unnatural causes.
- 3.8.4 Equipment or parts that are no longer manufactured or that are no longer available.

3.9 NEW EQUIPMENT

- 3.9.1 Installation of new equipment may be added to this contract based on mutual agreement by both parties. The work will be based on a quote from the Contractor covering the cost to supply and install the new equipment and a corresponding purchase order issued by the College. The Contractor is expected to make recommendations for the upgrade and/or expansion of the existing fire suppression system. The installation of new equipment or the expansion of the existing system will be the sole decision of Ramapo College of New Jersey. After notification of such decision, the Contractor will issue Ramapo College a formal quotation, detailing the description of the work and a time and materials price for that work. Installation of new equipment will be invoiced separately from scheduled maintenance work.

3.10 EQUIPMENT QUANTITY AND LOCATION

- 3.10.1 See Attachment 1 for a list of buildings and their corresponding fire suppression equipment.

4 BID PROPOSAL PREPARATION AND SUBMISSION

- 4.1. GENERAL:** The bidder is advised to thoroughly read and follow all instructions contained in this RFP, in preparing and submitting its bid proposal.
- 4.2. BID PROPOSAL DELIVERY AND IDENTIFICATION:** In order to be considered, a bid proposal must arrive at the Ramapo College Purchasing Department before or at the date and time indicated in the RFP. The exterior of all bid proposal envelopes/package should be labeled with the bid identification number and the final bid opening date and time.

- 4.3. NUMBER OF BID PROPOSAL COPIES:** The bidder must submit one (1) complete original bid proposal, clearly marked as the original bid proposal. The bidder must submit one (1) complete copy of the original, clearly marked as copy and one (1) electronic version on a disk or flash drive. The copy request is necessary in the evaluation of the bid proposal.
- 4.4. BID PROPOSAL CONTENT:** The bid proposal must be submitted in writing as one complete package with all of the required documentation and completed forms as specified in the RFP.
- 4.4.1. DOCUMENTS THAT MUST BE SUBMITTED WITH BID PROPOSAL:** The following must be submitted with all proposals.
- 4.4.1.1. SIGNATURE PAGE, PRICE SHEET(S), CONTACT INFORMATION, REFERENCES, TERMINATED CONTRACTS AND COOPERATIVE PURCHASING:** The bidder shall complete and submit the following as provided in the RFP: Signature page, all Price Sheets, Contact Information page, Business References page and Terminated Contracts page. If requested in the RFP, the bidder must also submit: Cooperative Purchasing page.
- 4.4.1.2. OWNERSHIP DISCLOSURE FORM:** The Bidder shall complete and submit with the proposal the Ownership Disclosure form. See the attachment titled Ownership Disclosure.
- 4.4.1.3. NON-COLLUSION AFFIDAVIT:** The Bidder shall complete and submit with the proposal the Non-Collusion Affidavit. See the attachment titled Non-Collusion Affidavit.
- 4.4.1.4. CONFLICTS OF INTEREST:** The Bidder shall complete and submit with the proposal the Conflicts of Interest form. See the attachments titled Conflicts of Interest and Executive Order 34 and 189.
- 4.4.1.5. BID SECURITY AND STATEMENT OF SURITY:** If requested in the RFP, the bidder must provide a bid bond and a statement of surety with the bid proposal. See Section 5 Special Contractual Terms and Conditions of this RFP for additional information.
- 4.4.1.6. PROOFS OF REGISTRATION THAT MUST BE SUBMITTED WITH BID PROPOSAL.**
- 4.4.1.7. BUSINESS REGISTRATION CERTIFICATE:** Failure to submit a copy of the bidder's Business Registration Certificate (or Interim Registration) from the Division of Revenue with the bid proposal may be cause for rejection of the proposal. See the RFP attachment titled Business Registration
- 4.4.1.8. THE PUBLIC WORKS CONTRACTOR REGISTRATION ACT CERTIFICATE:** If the RFP is for a public works project, the Bidder shall submit with the proposal the bidder's Public Work Contractor Registration Act Certificate. Failure to submit a copy of the certificate may be cause for rejection of the proposal. See the RFP attachment titled The Public Works Contractor Registration Act, dated 02/22/2000.
- 4.4.2. FORMS THAT MUST BE SUBMITTED BEFORE CONTRACT AWARD:** The following forms must be submitted to the Ramapo College Purchasing Department before a contract is awarded as a result of this RFP.
- 4.4.2.1. MACBRIDE PRINCIPLES CERTIFICATION:** The bidder is required to complete the MacBride Principles Certification evidencing compliance with the MacBride Principles. See the RFP attachment titled MacBride Principles form.

- 4.4.2.2. **AFFIRMATIVE ACTION:** The bidder is required to submit a copy of Employee Information or a copy of Federal Letter of Approval verifying that the bidder is operating under a federally approved or sanctioned Affirmative Action program. If the bidder has neither document of Affirmative Action evidence, then the bidder must complete the attached Affirmative Action Employee Information Report (AA-302). See the RFP attachment titled Affirmative Action.
- 4.4.2.3. **POLITICAL CONTRIBUTION FORMS:** The bidder is required to complete the following Certification and Disclosure of Political Contributions forms. See the attachments.
- 4.4.2.3.1. Two Year Chapter 51 / Executive Order 117 Vendor Certification and Disclosure of Political Contributions. (Formally Executive Order No. 134) (Political Contributions)
- 4.4.2.4. **CERTIFICATE OF INSURANCE:** The bidder is required to submit proof of liability insurance in accordance with Ramapo College Terms and Conditions. See attachment titled Terms and Conditions.

5. SPECIAL CONTRACTUAL TERMS & CONDITIONS

- 5.1. **PRECEDENCE OF SPECIAL CONTRACTUAL TERMS AND CONDITIONS:** The contract awarded as a result of this RFP shall consist of this RFP, addendum to this RFP, the contractor's bid proposal and the Notice of Award. Unless specifically stated in this RFP, the Special Contractual Terms and Conditions of the RFP and addenda take precedence over the Ramapo College Standard Terms and Conditions.
- 5.2. **CONTRACT TERM AND EXTENSION OPTION:** The term of this contract shall be for a period of **three (3) years, beginning on or about January 15, 2020**. If delays in the bid process result in an adjustment of the anticipated contract effective date, the bidder agrees to accept a contract for the full term of the contract. **The contract may be extended for two (2) additional periods of up to one (1) year**, by mutual written consent of the contractor and the College at the same terms, conditions and pricing.
- 5.3. **CONTRACT TRANSITION:** In the event that a new contract has not been awarded prior to the contract expiration date, as may be extended herein, it shall be incumbent upon the contractor to continue the contract under the same terms and conditions until a new contract can be completely operational. At no time shall this transition period extend more than ninety (90) days beyond the expiration of the contract.
- 5.4. **CONTRACT AMENDMENT:** Any changes or modifications to the terms of the contract shall be valid only when they have been reduced to writing and approved by both the contractor and the College.
- 5.5. **CONTRACTOR RESPONSIBILITIES:** The contractor is responsible for the professional quality, technical accuracy and timely completion and submission of all deliverables, services or commodities required to be provided under the contract. The contractor shall, without additional compensation, correct or revise any errors, omissions, or other deficiencies in its deliverables and other services. The review, approval, acceptance or payment for any service shall not be construed as a waiver of any rights that the College may have arising out of the contractor's performance of the contract.

- 5.6. SUBCONTRACTING OR ASSIGNMENT:** The contract may not be subcontracted or assigned by the contractor in whole or in part without prior written consent of the College.
- 5.7. CONTRACT TERMINATION AND REMEDIES FOR FAILURE TO COMPLY WITH MATERIAL CONTRACT REQUIREMENTS:** In the event that the Contractor shall fail to comply with any of the conditions herein provided and as covered by the Contract, the College shall notify the Contractor of such failure or default and demand that the same be remedied within a specific period of time. In the event of the failure of the Contractor to remedy the same within said period, the College shall take steps to terminate the contract. In this event, the College will authorize the service to be performed by any available means, the difference between the actual cost paid and the bid of the defaulting Contractor to be deducted from any monies due. It shall also be incumbent upon the contractor to continue operations until relieved by a newly selected Contractor.
- 5.8. CHANGE OF CIRCUMSTANCE:** Where the needs of the College significantly change, or the contract is otherwise deemed no longer to be in the College's best interest, the College may terminate the contract upon 30 days written notice to the Contractor.
- 5.9. COLLEGE'S OPTION TO REDUCE SCOPE OF WORK:** The College has the option, in its sole discretion, to reduce the scope of work for any task or subtask called for under this contract. In such event, the College shall provide advance written notice to the contractor.
- 5.10. AVAILABILITY OF FUNDS:** The College's obligation hereunder is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the College for payment of any money shall arise unless and until funds are made available for each fiscal year.
- 5.11. PREVAILING WAGE:** Each Contractor or any Sub-contractor shall comply with the New Jersey Prevailing Wage Act, Laws of 1963, Chapter 150, and all amendments thereto, and this Act is hereby made a part of every contract entered into on behalf of the College.

In the event it is found that any workman, employed by any Contractor or any Sub-contractor covered by any contract in excess of \$2,000 has been paid a rate of wages less than the Prevailing Wage required to be paid by such contract, the Contract Administrator may terminate the Contractor's right to proceed with the work, or such part of the work as to which there has been a failure to pay required wages and may otherwise prosecute the work to completion. Nothing contained in the Prevailing Wage Act shall prohibit the payment of more than the prevailing wage rate to any workman employed on a public project.

The bidder shall submit with the proposal the bidder's Public Work Contractor Registration Act certificate.

Please be advised that effective February 18, 1992 Regulation N.J.A.C. 12:60-2.1 and 6.1 of the New Jersey Prevailing Wage Act, N.J.S.A. 34:11-55.25 et seq. requires that all public works employers shall submit a certified payroll record to the public body or lessor which contracted for the public work project each payroll period within (10) days of the payment wages. The public body shall receive, file and make available for inspection during normal business hours the certified payroll records.

A copy of the certified payroll form may be obtained by contacting the New Jersey Department of Labor, Division of Workplace Standards, Public Contracts Section, CN 389, Trenton, New Jersey 08625-0389, telephone (609) 292-2259.

5.12. PUBLIC WORKS CONTRACT – ADDITIONAL AFFIRMATIVE ACTION

REQUIREMENT: During the term of the contract the contractor agrees to comply with N.J.S.A. 10:5-33 regarding anti-discrimination. See the RFP attachment titled Affirmative Action Supplement.

5.13. INDEMNIFICATION: See the attachment titled Ramapo College Terms and Conditions.

5.14. INSURANCE: The successful bidder shall secure and maintain in force for the term of the contract liability insurance. See the attachment titled Ramapo College Terms and Conditions for the specific insurance requirements.

5.15. STATEMENT OF SURETY, BID BOND AND PERFORMANCE BOND: Not required for this RFP

6. PROPOSAL EVALUATION

6.1. PROPOSAL EVALUATION COMMITTEE: Bid proposals may be evaluated by a committee composed of members of the College Unit/Department responsible for managing the service, the College's Purchasing Department and other College employees.

6.2. ORAL PRESENTATION AND/OR CLARIFICATION OF BID PROPOSAL: A bidder may be required to give an oral presentation to the College concerning its bid proposal. The College may also require a bidder submit written responses to questions regarding the bid proposal. The purpose of such communication with bidder, either through an oral presentation or a letter of clarification, is to provide an opportunity for the bidder to clarify its bid. Original bid proposals submitted, however, cannot be supplemented, changed, or corrected in any way.

6.3. EVALUATION CRITERIA: The College may use, but is not limited to, the following evaluation criteria; A) The bidder's general approach and plans in meeting the requirements of the RFP, B) The bidders detailed approach and plans to perform the services required, C) The bidder's documented experience in successfully performing contracts of a similar size and scope, D) The qualifications and experience of the bidder's management, supervisory or other key personnel assigned to the contract and E) The overall ability of the bidder to mobilize, undertake and successfully complete the contract.

6.4. ERRORS AND OMISSIONS: If it is discovered that there is an arithmetic disparity between the unit price and the total extended price, the unit price shall prevail. If there is any other ambiguity in the pricing other than a disparity between unit price and extended price and the bidder's intention is not readily discernible from other parts of the bid proposal, the Director of Purchasing may seek clarification from the bidder to ascertain the true intent of the bid.

6.4.1. Ramapo College reserves the right to waive any technical or formal defects found in the RFP submission.

6.5. REJECTION OF PROPOSAL: The College reserves the right, in its sole discretion, to reject any or all bids, or to accept a proposal in whole or in part, if deemed to be in the best interest of the College to do so.

- 6.6. NEGOTIATION AND BEST AND FINAL OFFER (BAFO):** Following the opening of bid proposals, the College, may, pursuant to N.J.S.A. 52:34-12(f), negotiate one or more of the following contractual issues: the technical services offered, the terms and conditions and/or the price of a proposed contract award with any bidder, and/or solicit a best and final offer (BAFO) from one or more of the bidders.

Initially, the College will conduct a review of all the bids and select bidders to contact to negotiate and/or conduct a BAFO based on its evaluation and determination of the bid proposals that best satisfy the evaluation criteria and RFP requirements, and that are most advantageous to the College, price and other factors considered. The College may not contact all bidders to negotiate and/or to submit a BAFO.

In response to the College's request to negotiate, bidders must continue to satisfy all mandatory RFP requirements but may improve upon their original technical proposal in any revised technical proposal. However, any revised technical proposal that does not continue to satisfy all mandatory requirements will be rejected as non-responsive and the original technical proposal will be used for any further evaluation purposes in accordance with the following procedure.

In response to the College's request for a BAFO, bidders may submit a revised price proposal that is equal to or lower in price than their original submission, but must continue to satisfy all mandatory requirements. Any revised price proposal that is higher in price than the original will be rejected as non-responsive and the original bid will be used for any further evaluation purposes.

After receipt of the results of the negotiation and/or the BAFO, the College will complete its evaluation and issue an award to the responsible bidder(s) whose bid proposal, conforming to this RFP, is most advantageous to the College, price and other factors considered.

7. CONTRACT AWARD

- 7.1. MULTIPLE AWARDS:** The College reserves the right to award contracts as a result of this RFP to more than one bidder.

8. CONTRACT ADMINISTRATION

- 8.1. AUDIT:** The College reserves the right to request from the contractor during the term of the agreement copies of the contractor's documentation and or information reports related to the performance of the contract. The requests could include, but are not limited to, copies of licenses or permits, reporting of invoiced data, copies of call reports.

9. SIGNATURE PAGE

RAMAPO COLLEGE ADVERTISED REQUEST FOR PROPOSAL BID RESPONSE

Bid Identification No. 23-006A Description: Fire Suppression System Inspection, Maintenance & Repair Services
This bid proposal MUST be received by the Ramapo College Purchasing Department before or at 2:00 P.M. on XXXXX 2023 at which time responses will be publicly opened and read. Any proposal arriving at the Purchasing Department after the submission due date and time will not be accepted.

Read the entire Request for Proposal, including all terms, conditions and attachments. Submit documentation as required:

Document	With RFP Submission	Document	With RFP Submission
Signature Page	X	Non-Collusion Affidavit	X
All Price sheets	X	Conflicts of Interest	X
Bidder Contact Information	X	Bid Security	Not Required
Bidder Business References	X	Statement of Surety	Not Required
Bidder Terminated Contracts	X	Business Registration Certificate	X
Cooperative Purchasing	X	Public Works Contractor Reg. Cert.	X
Ownership Disclosure Form	X	W9	X

Document	Before Contract Award
Performance Bond	Not Required
MacBride Principle	X
Affirmative Action Employee Information Report	X
PL 2005 Chapter 51 & Executive Order No. 117 (2008)	X
Insurance Certificate	X
Prohibited Russia-Belarus Activities & Iran Investment Activities	X

INFORMATION TO BE COMPLETED BY BIDDER

1. Bidder's Company Name :		2. Phone Number:	3. Fax Number:
4. Bidder's Company Address:		5. Bidder's Tax ID:	6. Cash Discount Terms:
7. Estimated Amount of Contract:	8. Amount of Bid Security \$:	9. Amount of Performance Security \$:	
10. All addenda to this RFP will become part of the RFP and part of any contract awarded as a result of this RFP. Bidder acknowledges receipt of the following addenda: Addendum Number Date of Addendum			
_____		_____	
_____		_____	
_____		_____	
11. SIGNATURE of BIDDER:	12. TITLE:	13. DATE:	Notice: The college will pay invoices only when the contractor has complied with all terms and conditions of the contract
14. NAME: (Print or Type)		15. E-MAIL:	

10. **PRICE SHEET: Bid No. 23-006A Fire Suppression System Maintenance Services**

10.1 Annual Maintenance (Attachment 1 for equipment count by location. Attachment 2 for Annual ITM Cost by Location worksheet. Include completed copy of Attachment 2 with sealed bid.)

<u>A</u>	<u>B</u>	<u>C</u>
<u>Item</u>	<u>Year</u>	<u>Annual Maintenance All Locations</u>
1	Year 1	
2	Year 2	
3	Year 3	
4	Option Year 4	
5	Option Year 5	
6	TOTAL	

10.2 Emergency Calls

<u>Item</u>	<u>Year</u>	<u>Rate per Hour (Equip. & Parts not included)</u>	<u>% Discount Off List Price for Parts & Equipment</u>
7	Year 1		
8	Year 2		
9	Year 3		
10	Option Year 4		
11	Option Year 5		

COMPANY NAME _____

REPRESENTATIVE SIGNATURE _____

11. BIDDER CONTACT INFORMATION

Bidder's Company Name: _____

Company Owner: _____

Address: _____

Number of year's firm has been furnishing services: _____

PERSON TO CONTACT FOR PLACING ORDERS: _____

BUSINESS TELEPHONE: _____

EMERGENCY TELEPHONE: _____

FAX NUMBER: _____

CELL PHONE NUMBER: _____

EMAIL ADDRESS: _____

OFFICE PERSON TO CONTACT FOR BILLING ISSUES: _____

12. **BIDDER BUSINESS REFERENCES**

Please provide three (3) business references for contracts awarded of similar size and scope to the requirements of this RFP:

Reference 1.

Business Name: _____

Address: _____

Phone: _____ Fax: _____ e-mail: _____

Contact Person: _____ Title: _____

Number of years agreement in place: _____

Reference 2.

Business Name: _____

Address: _____

Phone: _____ Fax: _____ e-mail: _____

Contact Person: _____ Title: _____

Number of years agreement in place: _____

Reference 3.

Business Name: _____

Address: _____

Phone: _____ Fax: _____ e-mail: _____

Contact Person: _____ Title: _____

Number of years agreement in place: _____

COMPANY NAME _____

REPRESENTATIVE SIGNATURE _____

13. **BIDDER TERMINATED CONTRACTS**

Contract 1.

Business Name: _____

Address: _____

Phone: _____ Fax: _____ e-mail: _____

Contact Person: _____ Title: _____

Reason for Termination: _____

Contract 2.

Business Name: _____

Address: _____

Phone: _____ Fax: _____ e-mail: _____

Contact Person: _____ Title: _____

Reason for Termination: _____

Contract 3.

Business Name: _____

Address: _____

Phone: _____ Fax: _____ e-mail: _____

Contact Person: _____ Title: _____

Reason for Termination: _____

COMPANY NAME _____

REPRESENTATIVE SIGNATURE _____

14. COOPERATIVE PURCHASING

A. Will you extend contract prices to other State Colleges and University’s in New Jersey? (See the list below.)

Yes _____ No _____

- Kean University
- Montclair State University
- New Jersey City University
- New Jersey Institute of Technology
- Ramapo College of New Jersey
- Rowan University
- Rutgers, The State University of New Jersey
- The College of New Jersey
- The Richard Stockton College of New Jersey
- Thomas Edison State College
- William Paterson University of New Jersey

B. Ramapo College of New Jersey is a member of the New Jersey Higher Education Purchasing Association (NJHEPA), whose members include the 4 year Public University’s as well as private institutions. Will you extend contract prices to the association? (See the list below.)

Yes _____ No _____

Public:	Private:
Kean University	Monmouth University
Montclair State University	Princeton University
New Jersey City University	Rider University
New Jersey Institute of Technology	Seton Hall University
Ramapo College of New Jersey	
Rowan University	
Rutgers, The State University of New Jersey	
The College of New Jersey	
The Richard Stockton College of New Jersey	
Thomas Edison State College	
William Paterson University of New Jersey	

Each College/University shall be responsible for issuing purchase orders and payments directly with bidder(s). Each institution will be responsible for signing individual contracts and is financially responsible for the services purchased. The Colleges/Universities listed in this section are under no obligation to use the contractor(s) having extended pricing and services as the result of this bid.

COMPANY NAME _____

REPRESENTATIVE SIGNATURE _____