



REQUEST FOR QUOTATION



RFQ #045-2010

THIS IS NOT AN ORDER

RETURN

TO: Jason L. Finke, CPPO, Senior Buyer
City of Springfield
Division of Purchases
218 E. Central
Springfield, MO 65802

Date Issued: November 2, 2009
Buyer's Email: jfinke@springfieldmo.gov
Telephone Number: 417-864-1624
Fax Number: 417-864-1927
DUE DATE: November 13, 2009

QUOTATIONS MUST BE PHYSICALLY RECEIVED IN THE DIVISION OF PURCHASES PRIOR TO **3:00 P.M. ON FRIDAY, NOVEMBER 13, 2009**. Quotations will be opened by the Buyer at the location listed above.

- Quotations shall be submitted on the forms provided and must be manually signed.
- Quotations shall be submitted with the RFQ number clearly indicated.
- Quotations and all required documentation may be faxed to Fax #417-864-1927.
- Quotations received after the bid opening date and time shall be rejected.
- The attached Terms and Conditions shall become part of any purchase order resulting from this RFQ.

DESCRIPTION

Inspection and Testing of Fire Detection and Suppression Systems and Portable Fire Extinguishers

See attached General Conditions, Specifications, and Quotation Form for detailed information.

DELIVERY: F.O.B. DESTINATION

The articles to be furnished hereunder shall be delivered all transportation charges paid by the bidder to destination.

It is the intent of the City that this Request for Quotation promotes competitive bidding. It shall be the Vendor's responsibility to advise the Division of Purchases if any language, requirements, etc. any combination thereof, inadvertently restricts or limits the requirements stated in this Request for Quotation to a single source. Such notification must be submitted in writing and must be received by the Division of Purchases not later than three (3) days prior to the bid opening date.

**CITY OF SPRINGFIELD
INSTRUCTION TO BIDDERS**

01. Opening Location

The Quotations will be opened at the City of Springfield, Division of Purchases, 218 E. Central, Springfield, MO 65802 in the presence of Purchasing officials at the due date and time indicated on the RFQ. All bidders or their representatives are invited to attend the opening of the RFQ.

02. RFQ Delivery Requirements

Any Quotations received after the above stated time and date will not be considered. It shall be the sole responsibility of the bidder to have their Quotation delivered to the Division of Purchases for receipt on or before the due date and time indicated. If a Quotation is sent by U.S. Mail, the bidder shall be responsible for its timely delivery to the Division of Purchases office. Quotations delayed by mail shall not be considered, shall not be opened, and shall be rejected. Arrangements may be made for their return at the bidder's request and expense. Quotations may be faxed to the Division of Purchases and accepted if the signed quotation form and required information is faxed and received prior to the due date and time. Quotations sent by email will not be accepted.

03. Sealed and Marked

If sent by mail, one original signed Quotation shall be submitted in one sealed package, clearly marked on the outside of the package with the Request for Quotation number and addressed to:

City of Springfield
Division of Purchases
218 E. Central
Springfield, MO 65802

04. Legal Name and Signature

Quotations shall clearly indicate the legal name, address, and telephone number of the bidder (company, firm, corporation, partnership, or individual). Quotations shall be manually signed above the printed name and title of signer on the Affidavit of Compliance page. The signer shall have the authority to bind the company to the submitted Quotation. Failure to properly sign the Quote form shall invalidate same, and it shall not be considered for award.

05. Corrections

No erasures are permitted. If a correction is necessary, draw a single line through the entered figure and enter the corrected figure above it. Corrections must be initialed by the person signing the Quotation.

06. Clarification and Addenda

Each bidder shall examine all Request for Quotation documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries or suggestions, concerning interpretation, clarification, or additional information pertaining to the Request for Quotation shall be made through the Division of Purchases in writing or through email. The Division of Purchases shall not be responsible for oral interpretations given by any City employee, representative, or others. The issuance of written addenda is the official method whereby interpretation, clarification, or additional information can be given.

It shall be the responsibility of each bidder, prior to submitting their Quotation, to contact the Division of Purchases at phone number 417-864-1620, or to check the Purchasing website to determine if addenda were issued and to make such addenda a part of their Quotation at: www.springfieldmo.gov/egov/finance/bid_center.html

07. RFQ Expenses

All expenses for making Quotations to the City are to be borne by the bidder.

08. Irrevocable Offer

Any Quotation may be withdrawn up until the due date and time set for opening of the RFQ. Any Quotation not so withdrawn shall, upon opening, constitute an irrevocable offer for a minimum period of 90 days to sell to the City the goods or services set forth in the RFQ, until one or more of the Quotations have been duly accepted by the City.

09. Responsive and Responsible Bidder

To be responsive, a bidder shall submit a Quotation which conforms in all material respects to the requirements set forth in the Request for Quotation. To be a responsible bidder, the bidder shall have the capability in all respects to perform fully the contract requirements, and the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment and credit which will ensure good faith performance. The lowest responsible bidder shall mean the bidder who makes the lowest Quotation to sell goods or services of a quality which conforms closest to the quality of goods or services set forth in the specifications or otherwise required by the City and who is known to be fit and capable to perform the Quotation as made.

10. Reserved Rights

The City reserves the right to make such investigations as it deems necessary to make the determination of the bidder's responsiveness and responsibility. Such information may include, but shall not be limited to: current financial statement, verification of availability of equipment and personnel, and past performance records.

11. The Right to Audit

The bidder agrees to furnish supporting detail as may be required by the City to support charges or invoices, to make available for audit purposes all records covering charges pertinent to the purchase, and to make appropriate adjustments in the event discrepancies are found. The cost of any audit will be paid by the City. The City shall have the right to audit the bidder's records pertaining to the work/product for a period of three (3) years after final payment.

12. Applicable Law

All applicable laws and regulations of the State of Missouri and the City including the City Procurement Regulations and Procedures will apply to any resulting agreement, contract, or purchase order. Any involvement with the City Procurement shall be in accordance with the Procurement Regulations and Procedures.

13. Right to Protest

Appeals and remedies are provided for in the City Procurement Regulations. Protestors shall seek resolution of their complaints initially with the City Purchasing Agent.

Any protest shall state the basis upon which the solicitation or award is contested and shall be submitted within ten (10) calendar days after such aggrieved person knew or could have reasonably been expected to know of the facts giving rise thereto.

14. Ethical Standards

With respect to this RFQ, if any bidder violates or is a party to a violation of the general ethical standards of the City Procurement Code or the State of Missouri Statutes, such bidder may be disqualified from furnishing the goods or services for which the Quotation is submitted and shall be further disqualified from submitting any future Quotations. A copy of the City's General Ethical Standards is available at the Division of Purchases.

15. Collusion

By offering a submission to this Request for Quotation, the bidder certifies the bidder has not divulged, discussed, or compared the Quotation with other bidders and has not colluded with any other bidder or parties to this RFQ whatsoever. Also, the bidder certifies, and in the case of a joint Quotation, each party thereto certifies as to their own organization, that in connection with this RFQ:

- a. Any prices and/or cost data submitted have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices and/or cost data, with any other bidder or with any competitor.
- b. Any prices and/or cost data for this Quotation have not knowingly been disclosed by the bidder and will not knowingly be disclosed by the bidder prior to the scheduled opening directly or indirectly to any other bidder or to any competitor.
- c. No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a Quotation for the purpose of restricting competition.
- d. The only person or persons interested in this Quotation, principal or principals are named therein and that no person other than therein mentioned has any interest in this Quotation or in the contract to be entered into.
- e. No person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee exempting bona fide employees or established commercial agencies maintained by the Purchaser for the purpose of doing business.

16. Contract Forms

Any agreement, contract, or purchase order resulting from the acceptance of a Quotation shall be on forms either supplied by or approved by the City.

17. Liability and Indemnity

- a. In no event shall the City be liable to the Contractor for special, indirect, or consequential damages, except those caused by the City's gross negligence or willful or wanton misconduct arising out of or in any way connected with a breach of this contract. The maximum liability of the City shall be limited to the amount of money to be paid or received by the City under this contract.
- b. The Contractor shall defend, indemnify and save harmless the City, its elected or appointed officials, agents and employees from and against any and all liability, suits, damages, costs (including attorney fees), losses, outlays and expenses from claims in any manner caused by, or allegedly caused by, or arising out of, or connected with, this contract, or the work or any subcontract thereunder (the Contractor hereby assuming full responsibility for relations with subcontractors), including, but not limited to, claims for personal injuries, death, property damage, or for damages from the award of this contract to Contractor.
- c. The Contractor shall indemnify and hold the City harmless from all wages or overtime compensation due any employees in rendering services pursuant to this agreement or any subcontract, including payment of reasonable attorneys' fees and costs in the defense of any claim made under the Fair Labor Standards Act, the Missouri Prevailing Wage Law or any other federal or state law.

18. RFQ Forms, Variances, Alternates

Quotations must be submitted on attached City RFQ forms, although additional information may be attached. Bidders must indicate any variances from the City requested specifications and/or terms and conditions, on the RFQ Affidavit of Compliance. Otherwise, bidders must fully comply with the City requested specifications and terms and conditions. Alternate Quotations may or may not be considered at the sole discretion of the City Purchasing Agent.

19. Quotation Form

All blank spaces must be completed with the appropriate response. The bidder must state the price, written in ink, for what is proposed to complete each item of the project. Bidders shall insert the words "no bid" in the space provided for an item for which no Quotation is made. The bidder shall submit an executed quotation form, affidavit of compliance with other requested documents.

20. Modifications or Withdrawal of Quotation

A modification for a Quotation already received will be considered only if the modification is received prior to the time announced for opening of Quotations. All modifications shall be made in writing, executed, and submitted on the same form and manner as the original Quotation. Modifications submitted by telephone or email will not be considered.

21. No Bid

If not submitting a Quotation, respond by returning the "Statement of No Bid" no later than the stated Quotation opening time and date, and explain the reason in the space provided.

22. Errors in Quotations

Bidders or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting Quotations; failure to do so will be at the bidder's own risk. Neither law nor regulations make allowance for errors either of omission or commission on the part of bidders. In case of error of extension of prices in the Quotation, the unit price shall govern.

23. Prices Quoted

Give both unit price and extended total. Price must be stated in units of quantity specified in the bidding specifications. In case of discrepancy in computing the amount of the Quotation, the unit price of the Quote will govern. All prices shall be F.O.B. destination, freight prepaid (unless otherwise stated in special conditions). Each item must be bid separately and no attempt is to be made to tie any item or items in with any other item or items. If a bidder offers a discount on payment terms, the discount time will be computed from the date of satisfactory delivery at place of acceptance and receipt of correct invoice at the office specified. Payment terms shall be Net 30 if not otherwise specified. Pre-payment terms are not acceptable.

24. Discounts

Any and all discounts except cash discounts for prompt payments must be incorporated as a reduction in the Quotation price and not shown separately. The price as shown on the Quotation shall be the price used in determining award(s).

25. Descriptive Information

All equipment, materials, and articles incorporated in the product/work covered by this RFQ are to be new and of suitable grade for the purpose intended. Brand or trade names referenced in specifications are for comparison purposes only. Bidders may submit Quotations on items manufactured by other than the manufacturer specified when an "or equal" is stated.

26. Deviations to Specifications and Requirements

When bidding on an "or equal," quotations must be accompanied with all descriptive information necessary for an evaluation of the proposed material or equipment such as the detailed drawings and specifications, certified operation and test data, and experience records. Failure of any bidder to furnish the data necessary to determine whether the product is equivalent, may be cause for rejection of the specific item(s) to which it pertains. All deviations from the specifications must be noted in detail by the bidder on the Affidavit of Compliance form, at the time of submittal of Quotation. The absence of listed deviations at the time of submittal of the Quotation will hold the bidder strictly accountable to the specifications as written. Any deviation from the specifications as written and accepted by the City may be grounds for rejection of the material and/or equipment when delivered.

27. Samples (if required)

For certain types of procurements, samples may be required. If samples are required, it will be stated in the RFQ. The following conditions and requirements apply to all samples submitted.

- a. The samples submitted by bidders on items for which they have received an award may be retained by the City until the delivery of contracted items is completed and accepted. Bidders whose samples are retained may remove them after delivery is accepted.
- b. Samples not retained must be removed as soon as possible after award has been made on the item or items for which the samples have been submitted. The City will not be responsible for such samples not removed by the bidder within 30 days after the award has been made. The City reserves the right to consume any or all samples for testing purposes.
- c. Bidders shall make all arrangements for delivery of samples to place designated as well as the removal of samples. Cost of delivery and removal of samples shall be borne by the bidder.
- d. All samples packages shall be marked "Sample for Division of Purchases" and each sample shall bear the name of the bidder, item number, Quotation number, and shall be carefully tagged or marked in a substantial manner. Failure of the bidder to clearly identify samples as indicated may be considered sufficient reason for rejection of Quotation.

28. Quality Guaranty

If any product delivered does not meet applicable specifications or if the product will not produce the effect that the bidder represents to the City, the bidder shall pick up the product from the City at no expense. Also, the bidder shall refund to the City any money which has been paid for same. The bidder will be responsible for attorney fees in the event the bidder defaults and court action is required.

29. Quality Terms

The City reserves the right to reject any or all materials if, in its judgment, the item reflects unsatisfactory workmanship, manufacturing, or shipping damages.

30. Tax-Exempt

The City is exempt from sales taxes and Federal Excise Taxes: Missouri Tax ID Number 12493651.

31. Awards

- a. Unless otherwise stated in the Request for Quotation, cash discounts for prompt payment of invoices will not be considered in the evaluation of prices. However, such discounts are encouraged to motivate prompt payment.
- b. As the best interest of the City may require, the right is reserved to make awards by item, group of items, all or none, or a combination thereof; to reject any and all Quotations or waive any minor irregularity or technicality in Quotations received.
- c. Award(s) will be made to the Bidder whose Quotation (1) meets the specifications and all other requirements of the Request for Quotation and (2) is the lowest and best Quotation, considering price, delivery, responsibility of the bidder, and all other relevant factors.

32. Authorized Product Representation

The successful bidder(s) by virtue of submitting the name and specifications of a manufacturer's product will be required to furnish the named manufacturer's product. By virtue of submission of the stated documents, it will be presumed by the City that the bidder(s) is legally authorized to submit and the successful bidder(s) will be legally bound to perform according to the documents.

33. Regulations

It shall be the responsibility of each bidder to assure compliance with OSHA, EPA, Federal, State of Missouri, and City rules, regulations, or other requirements, as each may apply.

34. Termination of Award

Any failure of the bidder to satisfy the requirements of the City shall be reason for termination of the award. Any Quotation may be rejected in whole or in part for good cause when in the best interest of the City.

35. Royalties and Patents

The successful bidder(s) shall pay all royalties and license fees for equipment or processes in conjunction with the equipment being furnished. Bidder shall defend all suits or claims for infringement of any patent right and shall hold the City harmless from loss on account or cost and attorney's fees incurred.

36. Equal Employment Opportunity Clause

The City of Springfield, in accordance with the provision of Title VI of the Civil Rights Act of 1964 (78 Stat. 252) and the Regulations of the Department of Commerce (15 CFR, Part 8) issued pursuant to such Act, hereby notifies all bidders that affirmatively ensure that in any contract entered into pursuant to this advertisement that minority businesses will be afforded full opportunity to submit Quotations in response to this advertisement and will not be discriminated against on the grounds of race, color, or national origin in consideration for award.

37. Quotation Tabulation

Bidders may request a copy of the bid tabulation of the Request for Quotation.

38. Budgetary Constraints

The City reserves the right to reduce or increase the quantity, retract any item from the Quotation, or upon notification, terminate entire agreement without any obligations or penalty based upon availability of funds.

39. Additional Purchases by Other Public Agencies

The bidder by submitting a Quotation authorizes other public agencies to "Piggy-Back" or purchase equipment and services being proposed in this Request for Quotation unless otherwise noted on the Affidavit of Compliance Form.

40. Order of Precedence

Any and all Special/General Conditions and Specifications attached hereto, which varies from the instruction to bidders, shall take precedence.

41. Affidavit for Service Contracts

The Bidder represents, in accordance with RSMO 285.530.2 that they have not employed, or subcontracted with, unauthorized aliens in connection with the scope of work to be done under the RFQ and agrees to provide an affidavit to the City of Springfield affirming that they have not, and will not in connection with the RFQ, knowingly employ, or subcontract with, any person who is an unauthorized alien.

42. Inspection and Acceptance

No item(s) received by the City pursuant to this contract shall be deemed accepted until the City has had reasonable opportunity to inspect the item(s). Any item(s) which are discovered to be defective or which do not conform to any warranty of the Seller upon inspection, may be returned at the seller's expense for full credit or replacement. If at a later time, the defects were not ascertainable upon the initial inspection may also be returned at the Seller's expense for full credit or replacement. The City's return of defective items shall not exclude any other legal, equitable or contractual remedies the City may have.

**CITY OF SPRINGFIELD
GENERAL TERMS AND CONDITIONS
RFQ #045-2010**

1. **Term:** One year beginning on date of award. The City may, at its option, extend the contract for up to four additional one-year terms.
2. **Escalation/De-Escalation:** Bid prices shall remain firm for a period of one year from the date of award. The contract prices may be changed after the first year for the following reasons:

An increase or decrease in the supplier's cost of materials may be justification for price change; however, this shall not be construed in any way to increase vendor's margin of profit.

All written request for price increase must include backup documentation as to the nature of the increase and shall be submitted to the City Purchasing Agent at least 60 days prior to the scheduled price increase/decrease or renewal of contract. Approval of each request shall be by written confirmation from the City Purchasing Agent. If the City should consider said increase unwarranted or unreasonable, the City reserves the right to terminate the contract with the vendor. Any price decline at the manufacturer's level shall be reflected in an immediate reduction of the contract prices and the vendor shall notify the buyer of said decline.

3. **Purchasing Card Program:** The City has implemented a purchasing card program using the Visa network. Bidders may receive payment from the purchasing card in the same manner as other Visa purchases. Bidders should have the ability to accept Visa.

City departments will be encouraged to use purchasing cards to order from this annual contract. In the event the department does not use a purchasing card, a written purchase order will be issued.

4. **Quantity:** Quantities and locations listed are an estimate of current detection and suppression system and devices. Locations and additional extinguishers may be added or deleted at any time during the contract term.
5. All work shall be performed on-site except hydrostatic testing, unless otherwise instructed by authorized City personnel.
6. **To inspect the sites:**
Items 1-12 and 23, contact Gail Fangrow at 417-864-1952;
Items 13 – 18, contact Leon Henderson at 417-864-1345;
Items 19 – 19, contact Jerry Berger 417-837-5700;
Items 20 - 20, contact Bobby Campbell at 417-868-0500 ext. 2100;
Item 21 contact Jon Blankenship at 417-742-9842;

7. **Insurance Requirements:** Without limiting any of the other obligations or liabilities of the Contractor, the Contractor shall secure and maintain at its own cost and expense, throughout the duration of this Contract and until the work is completed and accepted by the City, insurance of such types and in such amounts as may be necessary to protect it and the interests of the City against all hazards or risks of loss as hereunder specified or which may arise out of the performance of the Contract Documents. The form and limits of such insurance, together with the underwriter thereof in each case, are subject to approval by the City. Regardless of such approval, it shall be the responsibility of the contractor to maintain adequate insurance coverage at all times during the term of the Contract. Failure of the Contractor to maintain coverage shall not relieve it of any contractual responsibility or obligation or liability under the Contract Documents.

The certificates of insurance, including evidence of the required endorsements hereunder or the policies, shall be filed with the City within ten (10) days after the date of the receipt of Notice of Award of the Contract to the Contractor and prior to the start of work. All insurance policies shall provide thirty (30) days written notice to be given by the insurance company in question prior to modification or cancellation of such insurance. Such notices shall be mailed, certified mail, return receipt requested, to:

City of Springfield - Division of Purchases, 218 E. Central, Springfield, MO 65802

The minimum coverage for the insurance referred to herein shall be in accordance with the requirements established below:

- A. **Workers' Compensation** Statutory coverage per R.S.Mo. 287.010 et seq
Employer's Liability \$1,000,000.00

- B. **Commercial General Liability Insurance**, including coverage for Premises, Operations Products and Completed Operations, Contractual Liability, Broad Form Property Damage, Independent Contractors, Explosion, Collapse, and Underground Property Damage and endorsed for blasting if blasting required. Such coverage shall apply to Bodily Injury and Property Damage on an "Occurrence Form Basis" with limits of **Two Million Five Hundred Twenty Five Thousand Four Hundred Twenty Three (\$2,525,423.00)** for all claims arising out of a single accident or occurrence and **Three Hundred Seventy Eight Thousand Eight Hundred Fourteen Dollars (\$378,814.00)** for any one person in a single accident or occurrence.

- C. **Automobile Liability Insurance** covering Bodily Injury and Property Damage for owned, non-owned and hired vehicles with limits of **Two Million Five Hundred Twenty Five Thousand Four Hundred Twenty Three (\$2,525,423.00)** for all claims arising out of a single accident or occurrence and **Three Hundred Seventy Eight Thousand Eight Hundred Fourteen Dollars (\$378,814.00)** for any one person in a single accident or occurrence.

- D. **Subcontracts:** In case any or all of this work is sublet, the Contractor shall require the subcontractor to procure and maintain all insurance required in subparagraphs (a), (b) and (c) hereof and in like amounts. Contractor shall require any and all subcontractors with whom it enters into a contract to perform work on this project to protect the City through insurance against applicable hazards or risks and shall provide evidence of such insurance.

- E. **Notice:** The Contractor and/or subcontractor shall furnish the City prior to beginning the work, satisfactory proof of carriage of all the insurance required by this contract, with the provision that policies shall not be canceled, modified or non-renewed without thirty (30) days written notice to the City of Springfield.

CITY OF SPRINGFIELD
SPECIFICATIONS
RFQ #045-2010

1. **General Requirements:** The contractor shall provide inspection and testing services for fire detection and suppression systems as specified at locations within the City of Springfield as listed on the Schedule of Prices.
 - 1.1 The contractor shall provide services as specified herein which may include, but are not necessarily limited to, inspection and testing of existing fire detection and suppression systems, related equipment and fire extinguishers; and identification of defective components and reporting recommended corrective action, including cost estimates. All exterior fire extinguishers must have metal tags.
 - 1.2 The contractor shall furnish all labor, materials, supplies, and equipment necessary to provide the required services in the identified buildings. All materials, supplies, and equipment furnished under the terms of the contract must be UL listed, Factory Mutual approved, and in compliance with applicable provisions of the NFPA.
 - 1.3 All services provided under the contract must be provided in accordance with the Missouri Fire Prevention Code which includes the following entitlements: NFPA 72, 1996 and NFPA 10, 13, 25, and 110. The contractor shall comply with all NFPA and Fire Underwriters requirements, regulations, codes, ordinances and rulings applicable to this class of work.

2. **Inspection and Testing Requirements:** This section sets forth the minimum requirements for inspection and testing of all fire detection, alarm, and suppression systems for the identified buildings in the City. NFPA 25 shall be used for the interpretation of requirements for inspection and testing procedures. The contractor must inspect and test all devices connected to the fire detection, alarm, and suppression systems, as may be applicable. The contractor must visually inspect components of each system to determine if they are free of corrosion, foreign material, physical damage, tampering or other conditions that could prevent operation. Where water damage is a possibility, the contractor must conduct an air test on the system at 15 psi prior to introducing water to the system.
 - 2.1 **Wet Pipe Sprinkler Systems:** The contractor shall perform each of the following for wet pipe sprinkler systems:
 - 2.1.1 Provide functional testing of all detection and alarm devices (heat detectors, smoke detectors, pull stations, audio, etc.) as well as test all releasing devices to verify proper activation.
 - 2.1.2 Provide full flow testing of each main drain to verify proper water supply and check for any obstructed or closed valves on the fire line.
 - 2.1.3 Visually inspect all sprinkler heads and visible pipe and pipe fittings from the floor level to verify that all sprinklers are free of any obstructions, corrosion, paint, foreign materials or any physical damage and that the piping and the pipe fittings are in good condition and free of mechanical damage, leakage, corrosion, and misalignment.
 - 2.1.4 Inspect sprinklers for proper placement and application to provide proper coverage in case of fire.
 - 2.1.5 Inspect piping for any external loads that may be resting on or hung from the pipe, which may cause physical damage in the future.
 - 2.1.6 Perform a functional test of all water flow signaling devices to verify that they operate according to manufactures' specifications as well as local and state codes and requirements.

- 2.1.7 Visually inspect all system components and perform routine maintenance on them to meet code requirements.
- 2.2 **Dry Pipe Sprinkler Systems:** The contractor shall perform each of the following for dry pipe sprinkler systems:
 - 2.2.1 All procedures outlined under item 2.1, "Wet Pipe Sprinkler Systems."
 - 2.2.2 Provide a functional trip test of the systems to ensure proper activation of the dry pipe valves.
 - 2.2.3 Inspect and perform routine maintenance of the internal body and internal working parts.
 - 2.2.4 Drain all low point drains.
- 2.3 **Deluge Sprinkler Systems:** The contractor shall perform each of the following for deluge sprinkler systems:
 - 2.3.1 All procedures outlined under item 2.1, "Wet Pipe Sprinklers."
 - 2.3.2 Provide a functional trip test of the systems to ensure proper activation of the valves.
 - 2.3.3 Inspect and perform routine maintenance of the internal body and internal working parts.
- 2.4 **Preaction Sprinkler Systems:** The contractor shall perform each of the following for preaction sprinkler systems:
 - 2.4.1 All procedures outlined under item 2.1, "Wet Pipe Sprinkler Systems."
 - 2.4.2 Provide a function trip test of the systems to ensure proper activation of the valves.
 - 2.4.3 Inspect and perform routine maintenance of the internal body and internal working parts.
- 2.5 **FM-200 Systems, Halon Systems, or Clean Agents:** The contractor shall perform each of the following for FM-200 and Halon system:
 - 2.5.1 Provide functional testing of all detection and alarm devices (heat detectors, smoke detectors, pull stations, audio, etc.) as well as test all releasing devices to verify proper activation.
 - 2.5.2 Clean all heat, smoke, and duct detectors at the time of inspection.
 - 2.5.3 Test the battery backup supply to ensure proper charging and integrity of system components.
 - 2.5.4 Provide visual inspection of all nozzles, piping, and any components that are included in these systems to meet with local and state codes and requirements.
 - 2.5.5 Check for proper charge weight and physical condition of all cylinders.
- 2.6 **Fire Pumps:** The contractor shall perform each of the following for fire pumps:
 - 2.6.1 Provide full functional flow testing of each fire pump to verify that it is operating within its range of intended use. This will include flowing the pumps at 100% and also at 150% of the rated capacity to verify proper performance of each pump. This inspection must be performed by using the appropriate number of hose streams needed to achieve the rated percentages for each pump.

2.6.2 Provide verification of rated rpm's along with amperage readings, proper direction and alignment of each fire pump.

2.7 **Detection and Alarm Systems:** The contractor shall perform each of the following for detection and alarm systems:

2.7.1 Provide full functional testing of all smoke detectors, duct detectors, heat detectors, pull stations, and audio/visual devices for proper activation and notification of each device. While testing each of the detectors, inspect for any physical damage.

2.7.2 Test the backup battery supply to ensure proper charging and integrity of system components.

3. **Flow Test Requirements:**

3.1 The contractor understands and agrees that flowing the design volume of water at the design pressures to the hydraulically most remote, highest or dead-end hose connection of each zone of a standpipe system shall constitute a flow test. When a flow test of the hydraulically most remote, highest or dead-end hose connection outlet is not practical, the contractor shall consult with the Site Supervisor designated by the City of Springfield for the appropriate location of the test. The actual test methods and performance criteria shall be discussed in advance with the Site Supervisor designated by the City of Springfield.

3.2 The contractor must inspect and test standpipes, sprinkler connections to standpipes, and hose stations equipped with pressure reducing or regulating valves in accordance with Chapter 9 of NFPA 25.

3.3 The contractor must air test all hoses prior to any water test. Hoses must be tested independently of the rest of the system.

4. **Hydrostatic Test Requirements:**

4.1 The contractor understands and agrees that hydrostatic tests shall be conducted at not less than 200-psi pressure for two (2) hours or at 50-psi in excess of the maximum pressure when maximum pressure is in excess of 150-psi.

4.2 Hydrostatic pressure shall be measured at the low elevation point of the individual system or zone being tested. The inside standpipe piping shall show no leakage.

4.3 Where provided, the contractor must test water flow alarm and supervisory devices.

5. **System Shutdown Requirements:** In several buildings, it will be necessary for the system to be shut down for inspection and testing procedures. Prior to system shutdown for such procedures, the contractor must obtain authorization from the Site Supervisor designated by the City of Springfield. Before authorization is granted, the contractor shall be responsible for verifying that each of the following has been accomplished:

5.1 The extent and expected duration of the downtime has been determined.

5.2 The affected areas of the building have been inspected and the increased risk identified and defined.

5.3 Risk management recommendations have been submitted to and approved by the Site Supervisor.

5.4 The City's insurance carrier, the City's risk management, and other appropriate authorities have been notified.

- 5.5 The personnel in the affected areas have been notified.
- 5.6 All necessary tools and materials have been assembled on the site.

6. Personnel Qualifications/Requirements:

- 6.1 The contractor must ensure that qualified personnel conduct all testing.
- 6.2 All personnel utilized to provide services under the contract must be qualified and experienced in the inspection, testing, and maintenance of FCI Fire Alarm Control Panels and all associated peripheral equipment. Such personnel must also be qualified and experienced in the inspection, testing, and maintenance of the following products: Fire Control Instruments 7200, Fire Vac III, Spectronics, Notifier AFP 200, Gemini, Fike, Kidde - Fenwall, Chemtron Micro 1002, and all associated peripheral equipment for each product.
- 6.3 Personnel provided by the contractor must also meet one or more of the following criteria per NFPA 72, 1996, 7-1.2.2 and 7-4.1:
 - 6.3.1 Factory trained and certified.
 - 6.3.2 National Institute for Certification in Engineering Technologies (NICET) fire alarm certified.
- 6.4 The contractor must be appropriately licensed to provide the required services in the City of Springfield, Missouri.

7. Test Result Submittals:

- 7.1 Upon completion of the testing and inspection procedures outlined herein, the contractor must submit full inspection reports, by building, including a list of deficiencies and/or notes and recommendations, including estimated repair costs. Documentation must be a printed form, adequate for all fire alarm control panel testing, and must contain a summary of all peripheral devices tested. In addition, a continuation sheet must be provided listing the individual devices, their location, functional test results, and sensitivity test results. National Fire Sprinkler Association, Inc., forms, or equivalent, may be used where appropriate.
- 7.2 Field Test Reports and Certificates: The contractor must indicate and interpret system test results for compliance with performance requirements and as described in NFPA 10, 13, 25, 72, and 110. The contractor must include Contractor's Material and Test Certificates for all systems and hydraulic calculations, where applicable.
- 7.3 All reports provided by the contractor shall be typed and presented in a neat, professional manner. The City prefers the contractor be able to submit reports in both hard copy and on disk in Microsoft Word format for departments to choose.

- 8. **Inspection and Testing Scheduling:** The contractor must coordinate the actual scheduling of the required services with the Site Supervisor designated by the City of Springfield. Each department or area may have time limitations and requirements.

**CITY OF SPRINGFIELD
SPECIFICATIONS FOR TESTING AT THE LANDFILL
RFQ #045-2010**

Inspection, Maintenance, Certification, Recharging and Hydrotesting of fire extinguishers at the City of Springfield's Sanitary Landfill, 3545 W Farm Road 34, Willard MO 65781.

1. All work shall be performed by a U.S. Department of Transportation (DOT) registered retest facility for Hydrotesting high-pressure cylinders.
2. Equipment will be located inside the Landfill Shop. City employees will clean and pressure wash with belly pans and side covers removed prior to inspection.
3. The Contractor shall supply all test equipment and supplies.
4. Contractor shall perform maintenance as required by City personnel. Maintenance shall include a thorough examination of the system and any repair or replacement necessary to provide maximum assurance that the system will operate effectively and safely. Maintenance shall be performed *on an annual basis during warm weather*. The fire suppression system including alarms, shutdown and associated equipment shall be thoroughly examined and checked for proper operation.
5. Contractor shall perform hydrostatic testing as required and in accordance with NFPA 17, *"Standard for Dry Chemical Extinguishing Systems"*.
6. Contractor shall warrant all work performed and certified for no less than one year from date of acceptance of work by City.
7. **Inspection/Certification:** Inspection shall include but is not limited to: a check of the cylinder condition; actuation components; system detection; discharge nozzles and ability of the system to meet all applicable NFPA codes and manufacturer requirements.

An inspection report identifying each vehicle, the work performed, and status of equipment shall be provided to the City upon completion of work.

8. **Quantity:** The City estimates that there are forty (40) each - ten (10) pound fire extinguishers that need inspection/certification. In order to evaluate bids, the City has estimated ten (10) each to be recharged, five (5) each for hydrotesting, and two (2) hours for repair. Actual quantities may be more or less. The City will pay only for actual services required and provided.
9. **To provide maximum assurance that Ansul A-101 system will operate effectively and safely:**
 - 9.1 Check to see that the hazard has not changed.
 - 9.2 Remove all cartridges, install safety shipping caps, and put in a safe place for future reinstalling.
 - 9.3 Note the general appearance of the system components checking for mechanical damage or corrosion, and check that the components are securely fastened and all hose fittings are tight.
 - 9.4 Check nameplates to make certain they are clean, readable, and properly attached.
 - 9.5 Remove tank fill cap(s) and check that the agent tank is filled to approximately 3 in. (76 mm) from the bottom of the fill opening with Ansul FORAY dry chemical. Check the dry chemical for lumps. If lumps are

present, drop one from a height of 4 in. (102 mm) onto a hard surface. If the lump does not break up completely, the dry chemical must be replaced.

- 9.6 Inspect threads on fill cap and on tank fill opening for nicks, burrs, or cross-threading.
- 9.7 Check fill cap gasket and quad ring for elasticity, cuts or checking and lightly coat them with extreme temperature silicone grease, such as Dow Corning No. 4 or equal.
- 9.8 Disconnect bursting disc union and make certain the disc is installed with the transparent washer facing away from the tank.
- 9.9 Examine the disc to ensure that it is not wrinkled, kinked, dented, or deformed in any way and then apply a thin coat of a good grade of extreme temperature silicone grease, such as Dow Corning No. 4 or equal, to the male threads and reconnect the bursting disc union.
- 9.10 Check that the nozzle openings are not obstructed and that the nozzles are properly aimed and have not rotated out of position.
- 9.11 Make certain each nozzle has a blow-off cap (the opening of an F-1/2 nozzle can be packed with an extreme temperature silicone grease, such as Dow Corning No. 4 or equal, to avoid build-up of foreign material) and check that the caps are pliable and free of cuts and checks.
- 9.12 Unscrew the pneumatic actuator(s) from the cartridge receiver(s) and inspect all threaded areas for nicks, burrs, and cross threads.
- 9.13 While the actuator(s) is disassembled, remove the puncture pin and inspect it for evidence of corrosion. Make certain the pin is sharp and straight.
- 9.14 Remove the cartridge receiver gasket and O-rings in the pneumatic actuator. Examine them for elasticity, cuts, and checking and lubricate them with a light coat of extreme temperature silicone grease, such as Dow Corning No. 4 or equal.
- 9.15 Reinstall the cartridge receiver gasket and O-rings and reassemble the actuator.
- 9.16 Weigh the expellant gas cartridge which was removed earlier. It must be +/- 1/2 oz. from the weight stamped on the cartridge. Weigh cartridge with shipping cap removed.
- 9.17 Hand tighten the cartridge into the actuator and, depending on the model used, either attach the cartridge guard or secure the cartridge into its mounting bracket.
- 9.18 Remove the gaskets from the manual remote actuators. Examine them for elasticity, cuts, and checking and lubricate them with a light coat of extreme temperature silicone grease, such as Dow Corning No. 4 or equal.
- 9.19 Inspect the threaded areas for nicks, burrs, or cross threading and clean them with a stiff bristle brush.
- 9.20 Make certain cartridge is removed. Pull the ring pin and operate the manual actuator to test the puncture lever for free movement.
- 9.21 Remove the puncture pin by disassembling the actuator and examine the pin to ensure it is sharp, straight, and free of corrosion.
- 9.22 Lubricate the puncture pin O-ring and reassemble the actuator.

- 9.23 Insert ring pin and install visual, Part No. 197, to each actuator stem.
- 9.24 Weigh each actuator cartridge. Weight must be +/- 1/4 oz. from weight stamped on cartridge. Weigh cartridge with shipping cap removed.
- 9.25 Install cartridge into each remote actuator. Hand tighten.
- 9.26 Refer to appropriate manual for detailed maintenance instructions if the system contains an automatic CHECKFIRE Detection System.
- 9.27 After all actuation devices are re-armed, record date of maintenance and inform personnel that the system is back in operation.
- 9.28 The components requiring hydrostatic testing are:
- Tank: 600 psi (40.8 bar) hydro pressure
 - Actuation hose: 1000 psi (69 bar) hydro pressure
 - Cartridges: after properly discharging cartridge, return to Ansul for hydrotesting See appropriate hydrotest requirements in NFPA 17, *"Standard for Dry Chemical Extinguishing Systems"*

Landfill Equipment List

1. **7147 Compactor:**

6. **7070 Komatsu Dozer**

Cylinder size: 30 #
Cylinder weight: 45#
Last cylinder hydro: N/A
Last cartridge hydro: N/A
Cartridge weight: N/A
System model number: ANSUL-A-101
Number of nozzles: N/A
Chemical type: ABC

Cylinder size: 25 #, 2 each
Cylinder weight: 50#
Last cylinder hydro: 2001
Last cartridge hydro: 2001
Cartridge weight: 114 oz
System model number: ANSUL-A-101-30
Number of nozzles: 8
Chemical type: ABC

2. **7066 CAT Compactor:**

Cylinder size: 45 #
Last cylinder hydro: 1998
Last cartridge hydro: 1995
System model number: Kidde Ind 45
Number of nozzles: 6
Chemical type: ABC

3. **7122 Dresser Dozer:**

Cylinder size: 30 #, 2 each
Cylinder weight: 45# & 44-1/2#
Last cylinder hydro: 1996
Last cartridge hydro: 1996
Cartridge weight: 117 oz & 116 oz
System model number: ANSUL-A-101
Number of nozzles: 8
Chemical type: ABC

4. **7123 Dresser Dozer:**

Cylinder size: 30 #, 2 each
Cylinder weight: 44# & 44#
Last cylinder hydro: 1996
Last cartridge hydro: 1996
Cartridge weight: 118 oz
System model number: ANSUL-A-101
Number of nozzles: 8
Chemical type: ABC

5. **7099 Dresser Dozer:**

Cylinder size: 30 #, 2 each
Cylinder weight: N/A
Last cylinder hydro: N/A
Last cartridge hydro: N/A
Cartridge weight: N/A
System model number: ANSUL-A-101
Number of nozzles: N/A
Chemical type: ABC

**CITY OF SPRINGFIELD
 QUOTATION FORM – PROPOSAL
 RFQ #045-2010**

SUBMITTED BY _____
 Company Name

Pursuant to and in accordance with the above stated Request for Quotation, the undersigned hereby declares that they have examined the RFQ documents and specifications for the item(s) listed below.
 The undersigned proposes and agrees, if their Bid is accepted to furnish the item(s) submitted below, including delivery to Springfield, Missouri in accordance with the delivery schedule indicated below and according to the prices products/services information submitted.

Fire Suppression Systems

Item	Location/Description	Price	
1.	Busch Building: 840 Boonville		
1.1	Wet Pipe Sprinkler System with Fire Pump	Annual Inspection	_____ Lump Sum
1.2	FM 200 Agent	Semi-Annual Inspection	_____ Lump Sum
2.	City Hall, 830 Boonville		
2.1	Standpipe/Hose System	Annual Inspection	_____ Lump Sum
3.	Health Dept., 227 E. Chestnut Expy		
3.1	Standpipe/Hose System; 5 yr. Hydrostatic Test on Hoses, if needed	Annual Inspection	_____ Lump Sum
4.	Emergency Communications, 319 E. Chestnut Expy		
4.1	Fire Panel System	Annual Inspection	_____ Lump Sum
4.2	Upstairs: Halon; Downstairs: Halon	Semi-Annual Inspection	_____ Lump Sum
5.	Municipal Court, 625 N. Benton		
5.1	Wet Pipe Sprinkler System	Annual Inspection	_____ Lump Sum
6.	Public Works Operations, 949 W Chestnut St		
6.1	Wet Pipe Sprinkler System (Truck Storage)	Annual Inspection	_____ Lump Sum

6.2	B.C. Dry System (Truck Storage Spray Booth)	Annual Inspection	_____ Lump Sum
Public Works Operations, 1111 W Chestnut Expressway			
6.3	Wet Sprinkler (Building B Paint Booth)	Annual Inspection	_____ Lump Sum
6.4	Wet Sprinkler (Mechanical Rooms, 2 nd Floor Building S	Annual Inspection	_____ Lump Sum
7. Household Chemical Collection Center, 1226 W. Nichols			
7.1	Wet Pipe Sprinkler System	Annual Inspection	_____ Lump Sum
7.2	ABC Dry Chemical	Annual Inspection	_____ Lump Sum
8. Wastewater Operations, 1216-G W. Nichols			
8.1	Wet Pipe Sprinkler System	Annual Inspection	_____ Lump Sum
9. South District Station, 2620 W. Battlefield			
9.1	Wet Pipe Sprinkler System	Annual Inspection	_____ Lump Sum
10. Fire Station #1, 720 E. Grand			
10.1	Wet Pipe Sprinkler System, Dry Pipe Sprinkler System	Annual Inspection	_____ Lump Sum
11. Fire Station #8, 1405 S. Scenic			
11.1	Wet Pipe Sprinkler System, Dry Pipe Sprinkler System	Annual Inspection	_____ Lump Sum
12. Fire Station #12, 2431 S Blackman Rd			
12.1	Wet Chemical Hood (Kitchen)	Annual Inspection	_____ Lump Sum
12.2	Wet Sprinkler System (Bedroom)	Annual Inspection	_____ Lump Sum
13. Chesterfield Family Center, 2511 W Republic Rd			
13.1	Wet Pipe Sprinkler System	Annual Inspection	_____ Lump Sum
14. Doling Family Center, 2600 N. Campbell			
14.1	Wet Pipe Sprinkler System	Annual Inspection	_____ Lump Sum
15. South Side Senior Center, 2225 S. Fremont			
15.1	Dry Chemical System	Annual Inspection	_____ Lump Sum
16. Jordan Valley Ice Park, 635 E. Trafficway			

16.1	Wet Pipe Sprinkler System	Annual Inspection	_____ Lump Sum
17.	Rivercut Golf Course, 2350 W. Farm Road 190		
17.1	Wet Pipe Sprinkler System, 6 sets of 4 heads per set	Annual Inspection	_____ Lump Sum
18.	Cooper Tennis, 2331 E. Pythian		
18.1	Wet Pipe Sprinkler System	Annual Inspection	_____ Lump Sum
19.	Springfield Art Museum, 1111 E. Brookside		
19.1	42 Grinnell Model F972 (glass bulb type) Sprinkler Heads installed in Musgrave Wing Storage - Steel Line - Dry System. 6 extra sprinklers for replacements. These are on a Masco Steel Header Dry System	Annual Inspection	_____ Lump Sum
19.2	8 SSPI 458A Sprinkler Heads installed in Downstairs Musgrave Wing Mechanical Room - Copper Line - Wet System; 2 SSPI 458A Sprinkler Heads installed in upstairs Musgrave Wing Mechanical Room	Annual Inspection	_____ Lump Sum
19.3	2 Rasco wall mounted sprinkler heads - dry system, installed in Musgrave Storage Room - 5 (upstairs); 2 Rasco wall mounted sprinkler heads - dry system - one each in Southeast and Northeast stairwells	Annual Inspection	_____ Lump Sum
19.4	2 Ceiling Mounted Sprinkler Heads; installed in Musgrave Entranceway (downstairs)	Annual Inspection	_____ Lump Sum
20.	Springfield/Branson National Airport, 2300 N Airport Blvd		
20.1	Main Terminal: Wet Fire Suppression System	Annual Inspection	_____ Lump Sum
20.2	Main Terminal: Four (4) Dry Fire Suppression System	Annual Inspection	_____ Lump Sum
20.3	IMF: South End of Main Terminal: Wet Fire Suppression System	Annual Inspection	_____ Lump Sum
20.4	IMF: South End of Main Terminal: Dry Fire Suppression System	Annual Inspection	_____ Lump Sum
20.5	Old Terminal: Wet Fire Suppression System	Annual Inspection	_____ Lump Sum
20.6	General Aviation Complex: Wet Fire Suppression System	Annual Inspection	_____ Lump Sum

20.7	Air Cargo Facility: Wet Fire Suppression System	Annual Inspection	_____ Lump Sum
20.8	SRE: Wet Fire Suppression System	Annual Inspection	_____ Lump Sum
20.9	ARFF: Wet Fire Suppression System	Annual Inspection	_____ Lump Sum
21.	Springfield Sanitary Landfill, Equipment Extinguishers, 3545 W. Farm Road 34, Willard MO		
21.1	Furnace Room: Wet Pipe Sprinkler System	Annual Inspection	_____ Lump Sum
21.2	Maintenance & Inspection of Equipment Fire Suppression (see Equipment List in Landfill Scope of Work)	Annual Inspection	_____ Lump Sum
22.	Southwest Treatment Plant, 3301 S. FF Highway		
22.1	Maintenance Employee Building: Wet Pipe Sprinkler System	Annual Inspection	_____ Lump Sum
23.	Springfield Regional Arts Council, 411 N Sherman Ave		
23.1	Wet Sprinkler System	Annual Inspection	_____ Lump Sum
24.	Missouri Crime Lab, 425 E Phelps St.		
24.1	Wet Sprinkler System (all floors)	Annual Inspection	_____ Lump Sum
25.	Public Works Operations Building, 1010 W. Chestnut St.		
25.1	Operations Building: Wet Pipe System, 2 story Building, both floors are covered	Annual Inspection	_____ Lump Sum
26.	Labor Rate		
26.1	Hourly Rate for repairs, if necessary		_____ Hour
26.2	Discount off retail for repair parts, if necessary		_____ %

Portable Fire Extinguishers

27. Price for annual inspection for all types _____ Each

<u>Item</u>	<u>Type</u>	<u>Size</u>	<u>Qty</u>	<u>Price to charge</u>	<u>6 year Maintenance</u>	<u>12-yr. hydrostatic test</u>
27.1	ABC	2.5 lb	28	_____ ea	_____ ea	_____ ea
27.2	ABC	5 lb	103	_____ ea	_____ ea	_____ ea
27.3	ABC	10 lb	438	_____ ea	_____ ea	_____ ea
27.4	ABC	15 lb	2	_____ ea	_____ ea	_____ ea
27.5	ABC	20 lb	100	_____ ea	_____ ea	_____ ea
27.6	ABC Dry	20 lb	1	_____ ea	_____ ea	_____ ea
27.7	CO ₂	5 lb	1	_____ ea	_____ ea	_____ ea
27.8	CO ₂	10 lb	43	_____ ea	_____ ea	_____ ea
27.9	CO ₂	15 lb	14	_____ ea	_____ ea	_____ ea
27.10	CO ₂	16 lb	1	_____ ea	_____ ea	_____ ea
27.11	CO ₂	17 lb	1	_____ ea	_____ ea	_____ ea
27.12	CO ₂	20 lb	2	_____ ea	_____ ea	_____ ea
27.13	CO ₂	28 lb	2	_____ ea	_____ ea	_____ ea
27.14	CO ₂	39 lb	1	_____ ea	_____ ea	_____ ea
27.15	CO ₂	45 lb	1	_____ ea	_____ ea	_____ ea
27.16	BC PPK	20 lb	20	_____ ea	_____ ea	_____ ea
27.17	BC PPK	30 lb	3	_____ ea	_____ ea	_____ ea
27.18	Halon	5 lb	3	_____ ea	_____ ea	_____ ea
27.19	Halon	9 lb	1	_____ ea	_____ ea	_____ ea
27.20	Halon	13 lb	1	_____ ea	_____ ea	_____ ea
27.21	Halon	20 lb	2	_____ ea	_____ ea	_____ ea
27.22	Water	2.5 gal	1	_____ ea	_____ ea	_____ ea
27.23	Class D Metl-X	20 lb	3	_____ ea	_____ ea	_____ ea

- | | | | | | | |
|-------|----------|--------|----|----------|----------|----------|
| 27.24 | FE36 | 9.5 lb | 11 | _____ ea | _____ ea | _____ ea |
| 27.25 | Halotron | 5 lb | 9 | _____ ea | _____ ea | _____ ea |
| 27.26 | Halotron | 10 lb | 1 | _____ ea | _____ ea | _____ ea |
| 27.27 | BC DC | 10 lb | 7 | _____ ea | _____ ea | _____ ea |
| 27.28 | BC DC | 20 lb | 19 | _____ ea | _____ ea | _____ ea |
| 27.29 | BC DC | 30 lb | 1 | _____ ea | _____ ea | _____ ea |
| 27.30 | BC DC | 150 lb | 1 | _____ ea | _____ ea | _____ ea |
28. Hourly rate for repairs, if necessary _____ Hour
29. Discount off retail parts, if necessary _____ %

DELIVERY: F.O.B. DESTINATION

ACCEPT VISA P-CARD: YES _____ NO _____

Prompt Payment Discount _____ % _____ Days, Net _____ Days

SUBCONTRACTOR LIST

The Bidder hereby certifies that the following Subcontractors will be used in the performance of the work.

The Contractor shall list the subcontractor(s) performing work regardless of the amount of work performed.

A subcontractor is a Contractor performing a portion of the work for the General Contractor and is not a material supplier providing only materials.

If the Contractor plans to use its own employees in any category, then the Contractor must list itself in that category. If more than one firm will perform work in a single category, designate the portion of work to be performed by each subcontractor (or Contractor if Contractor is performing a portion of the work).

Failure to list either the Bidder's firm or subcontractor for each category of work identified or defined herein or the listing of more than one firm for a category without designating the portion of work to be performed by each may result in rejection of bid as non-responsive. After bid opening, substitutes of listed firm will not be permitted except as indicated in the Instructions to Bidders or the General Conditions.

Name and Address of Firm

Work to be Performed

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Notice and Instructions to Bidders/Vendors

Regarding Sections 285.525 through 285.550 RSMO, Effective January 1, 2009 and Section 292.675 RSMO, Effective August 28, 2009

Effective January 1, 2009 and pursuant to the State of Missouri's RSMO 285.530 (1), No business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri.

As a condition for the award of any contract or grant in excess of five thousand dollars by the state or by any political subdivision of the state (e.g., Greene County, Mo.) to a business entity, the business entity (Company) shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. [RSMO 285.530 (2)]

RSMO 285.530 pertains to all solicitations for services over \$5,000. RSMO 285.530 does not apply to solicitations for goods only. If a solicitation is for services and goods, RSMO 285.530 applies if the services portion of the solicitation is over \$5,000.

1. Affidavit for Service Contracts over \$5,000.00 (US) – Effective 1-1-2009. Company shall comply with the provisions of Section 285.525 through 285.550 R.S.Mo. Contract award is contingent on Company providing an acceptable notarized affidavit stating:

- a. that Company is enrolled in and participates in a federal work authorization program with respect to the employees working in connection with the contracted services; and
- b. that Company does not knowingly employ any person who is an unauthorized alien in connection the contracted services.

2. Affidavit for any Public Works Project Contract – Effective 8-28-2009. Company shall comply with the provisions of Section 292.675 R.S.Mo. Within 60 days of issuance of Notice to Proceed, Company shall provide an acceptable notarized affidavit stating that Company has verified the completion of a 10-hour construction safety program with respect to the employees working in connection with the contracted services.

3. Additionally, Company must provide documentation evidencing current enrollment in a federal work authorization program (e.g. electronic signature page from E-Verify program's Memo of Understanding (MOU). *See attached sample*

The City of Springfield encourages companies that are not already enrolled and participating in a federal work authorization program to do so. E-Verify is an example of this type of program.

Information regarding E-Verify is available at

http://www.dhs.gov/xprevprot/programs/gc_1185221678150.shtm

or by calling **888-464-4218**.

If you have any questions, please contact the City Purchasing Department at 417- 864-1620.

**CITY OF SPRINGFIELD
STATEMENT OF "NO QUOTATION"
RFQ #045-2010**

RETURN THIS PAGE ONLY IF YOUR COMPANY PROVIDES THE PRODUCTS/SERVICES BEING BID AND DECLINES

TO DO SO.

WE, THE UNDERSIGNED, HAVE DECLINED TO QUOTE ON YOUR **RFQ #045-2010** FOR **Inspection and Testing of Fire Detection and Suppression Systems and Portable Fire Extinguishers** FOR THE FOLLOWING REASON(S):

_____ SPECIFICATIONS ARE TOO "TIGHT," I.E. GEARED TOWARD ONE BRAND OR MANUFACTURER ONLY
(PLEASE EXPLAIN BELOW).

_____ INSUFFICIENT TIME TO RESPOND TO REQUEST FOR QUOTATION.

_____ OUR PRODUCT SCHEDULE WOULD NOT PERMIT US TO PERFORM.

_____ UNABLE TO MEET SPECIFICATIONS.

_____ UNABLE TO MEET INSURANCE REQUIREMENTS.

_____ SPECIFICATIONS UNCLEAR (PLEASE EXPLAIN BELOW).

_____ OTHER (PLEASE SPECIFY BELOW).

REMARKS: _____

COMPANY NAME: _____

ADDRESS: _____

SIGNATURE AND TITLE: _____

TELEPHONE NUMBER: _____

DATE: _____