

February 1, 2008

TO: ALL STATE AGENCIES, SCHOOL DISTRICTS, MUNICIPALITIES, VOLUNTEER FIRE COMPANIES AND POLITICAL SUBDIVISIONS

FROM: ROXANN M. PARKER
STATE CONTRACT PROCUREMENT OFFICER
302-857-4555

SUBJECT: **AWARD NOTICE**
CONTRACT NO. GSS-MU-07-259-RP
INSPECTION, TESTING & CALIBRATION OF THE FIRE ALARMS AND SPRINKLER SYSTEMS AND CLEANING OF HOODS AND VENTS

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KEY CONTRACT INFORMATION

1. **MANDATORY USE CONTRACT:**

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REF: Title 29, Chapter 6911(d) Delaware Code. Every state department and agency within the Executive Branch and Judicial Branch of the state government shall procure all material, equipment and nonprofessional services through the statewide contracts administered by Government Support Services, Office of Management and Budget. Delaware State University, Delaware Technical and Community College, the operations funded by Public School Districts, Delaware Transit Corporation, Department of Elections, the Legislative Branch and the Board of Pension Trustees and their consultants are specifically exempted from the requirements of this subsection.

2. **CONTRACT PERIOD:**

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Each Vendors contract shall be valid for a two (2) year period from February 29, 2008 through February 28, 2010. Each contract may be renewed for three (3) additional one year periods through negotiation between the contractor and Government Support Services. Negotiation must be initiated no later than ninety (90) days prior to the termination of the current agreement.

3. **VENDOR:**

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SimplexGrinnell, LP
17 McCullough Dr.
New Castle, DE 19720
Contact: Ms. Kathi Easterday
Phone: 302-325-6300
Fax: 302-325-6314
Email: keasterday@tycoint.com

4. **SHIPPING TERMS:**

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F.O.B. destination.

5. **PRICING:**

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Prices will remain firm for the term of the contract.

Pricing per building can be found in Pricing for 07-259-RP Spreadsheet.

ADDITIONAL TERMS AND CONDITIONS

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6. BILLING:

The successful vendor is required to bill the appropriate facility manager as shown in the individual specifications. Ordering agencies shall provide, at a minimum, the contract number, ship to and bill to address, contract name and phone number.

7. PAYMENT:

The agencies or school districts involved will authorize and process for payment each invoice within thirty (30) days after the date of receipt. The contractor or vendor must accept full payment by procurement (credit) card and/or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.

8. PRODUCT SUBSTITUTION:

All items delivered during the life of the contract shall be of the same type and manufacture as specified unless specific approval is given by Government Support Services to do otherwise. Substitutions may require the submission of written specifications and product evaluation prior to any approvals being granted.

9. ORDERING PROCEDURE:

Successful contractors are required to have either a local telephone number within the (302) area code, a toll free (800) number, or agree to accept collect calls. Each agency is responsible for placing their orders and may be accomplished by written purchase order, telephone, fax or computer on-line systems. The contractor or vendor must accept full payment by procurement (credit) card and/or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.

10. HOLD HARMLESS:

The contractor agrees that it shall indemnify and hold the State of Delaware and all its agencies harmless from and against any and all claims for injury, loss of life, or damage to or loss of use of property caused or alleged to be caused, by acts or omissions of the contractor, its employees, and invitees on or about the premises and which arise out of the contractor's performance, or failure to perform as specified in the Agreement.

11. NON-PERFORMANCE:

In the event the contractor does not fulfill its obligations under the terms and conditions of this contract, the ordering agency may purchase equivalent product on the open market. Any difference in cost between the contract prices herein and the price of open market product shall be the responsibility of the contractor. Under no circumstances shall monies be due the contractor in the event open market products can be obtained below contract cost. Any monies charged to the contractor may be deducted from an open invoice.

12. FORCE MAJEURE:

Neither the contractor nor the ordering agency shall be held liable for non-performance under the terms and conditions of this contract due, but not limited to, government restriction, strike, flood, fire, or unforeseen catastrophe beyond either party's control. Each party shall notify the other in writing of any situation that may prevent performance under the terms and conditions of this contract.

13. AGENCY'S RESPONSIBILITIES:

The Agency shall:

- a. Examine and review in detail all letters, reports, drawings and other documents presented by the Contractor to the Agency and render to the Contractor in writing, findings and decisions pertaining thereto within a reasonable time so as not to delay the services of Contractor.
- b. Give prompt written notice to the Contractor whenever the Agency observes or otherwise becomes aware of any development that affects the scope or timing of the Contractor's services.

SCOPE OF WORK

SPECIFICATIONS FOR STATE BUILDINGS
TECHNICAL STAFF REQUIRED AND SERVICES TO BE RENDERED:

1. TECHNICAL STAFF

- A. The contractor shall be responsible for complying with all State and Federal inspection codes and standards relating to smoke detectors, fire alarms, sprinklers and range hoods. The following is a list of special codes:
 - 1. Sprinkler Systems - NFPA#13, NFPA#25 and State Fire Commission regulations and other local authorities having jurisdiction.
 - 2. Fire Alarm per Delaware Fire Prevention Regulation, Part 3, Section 1-4, 5.1, and NFPA#72 and State Fire Commission regulations and any other local authorities having jurisdiction.
- B. Each contractor (or designated subcontractor) must be licensed with the Delaware State Fire Marshall's Office in accordance with the most recently adopted Delaware State Fire Prevention Regulation. Certification of license shall be submitted with your proposal.
- C. Contractor is responsible for obtaining any work permit or license for work performed in any City having jurisdiction.
- D. Contractor is responsible for meeting all codes and regulations for work performed in the City having jurisdiction.
- E. All detectors that are not currently numbered must be numbered according to the Office of State Fire Marshall's regulations.
- F. The contractor shall submit a testing schedule for the all buildings thirty (30) days after award of the contract. The first testing shall be completed prior to April 30, 2008, and the second testing completed prior to September 31, 2008. The vendor shall not deviate from the testing schedule without prior approval from the state.

2. **SERVICES TO BE RENDERED:**

- A. Systems to be serviced
 - 1. Smoke detector and fire alarm
 - 2. Sprinkler

SPECIFICATIONS FOR STATE BUILDINGS

B. SCHEDULED INSPECTION AND TESTING:

1. The contractor will perform inspections, testing and calibration of all equipment to include peripheral equipment as required by the regulations stated herein.
2. It is the responsibility of the contractor to have someone sit at the Fire Alarm Panel during testing. you will be provided a key and an escort if necessary.
3. Equipment found to be operating improperly will be documented and brought to the attention of the Maintenance Superintendent of the facility and corrected, **if approved**.
4. Inspection and testing shall be scheduled with a minimum of ten (10) days notice to assure a coordinated effort with the facility.
5. All quarterly inspections must be completed in a five (5) day period per facility.
6. Inspection and testing of NCC Courthouse, Carvel Building, and 900 King St. in Wilmington shall be scheduled on **weekends only** and must be arranged with the facility manager.
7. Inspection shall be submitted in such form as the State Fire Marshall shall prescribe.

Inspection and Maintenance Tag: An inspection and maintenance tag shall be affixed to the face of the system's main control after each completed inspection or test. The inspection and maintenance tag shall indicate the following:

- a. Location or identification of system;
 - b. Name, address, telephone number and license number of the fire alarm signaling/suppression systems company;
 - c. Date of inspection or maintenance visit;
 - d. Name and certificate number of employee responsible for the inspection or maintenance visit;
8. The first year of the contract will consist of sensitivity testing and the second year will consist of function testing.
 9. The contractor shall send or dispatch **ONLY** qualified/certified technicians to perform the inspections, repairs, or installations. The facilities shall not be billed for service calls where it is found that the repairs were not made due to incompetent technicians.

SPECIFICATIONS FOR STATE BUILDINGS

C. **REPAIRS:**

If the facility requests the Contractor to make minor repairs, paragraph "E" and "F", shall apply. The state of Delaware reserves the right to solicit competitive prices for any and all repair services or additional equipment. Additionally, repairs are not guaranteed to the Contractor. The decision on repairs will be determined by each Facility.

D. **UNSCHEDULED SERVICE:**

The cost of unscheduled service at other than normal working hours (8:00 a.m. – 4:30 p.m.) shall be the responsibility of the facility; however the contractor shall supply a rate structure for the cost as part of this proposal. The contractor shall provide a 24-hour answering service and assure a response time not to exceed 8 hours.

E. **PARTS:**

The contractor shall maintain an adequate inventory of necessary and customary parts in their service vehicles to make repairs on the initial visit in order to keep return visits to a minimum. Replacement parts in excess of \$5.00 are not included as part of the agreement. Under **No** Circumstance shall billable parts be replaced without proper authorization.

F. **TRAVEL TIME:**

Travel time and expenses are to be included in pricing as an integral part of the service and not billed separately.

G. **CONTACTS:**

The contractor shall leave one copy of the inspection report with the following individuals. The contractor shall also invoice quarterly, and send the invoices to them.

NEW CASTLE COUNTY

Mr. Shaun Burke
Div. of Facilities Management
Carvel State Office Bldg.
820 N. French Street
Wilmington, DE 19801
(302) 577-8195

KENT COUNTY

Mr. Elliot Hardin
Div. of Facilities Management
192 Transit Lane
Dover, DE 19901
(302) 739-4611

SUSSEX COUNTY

Mr. William Gibbons
Div. of Facilities Management
5 E. Pine St.
Georgetown, DE 19947
(302) 856-5817

SPECIFICATIONS FOR STATE BUILDINGS

H. CONTRACTOR QUALIFICATIONS:

The contractor shall possess a Class 1 license and provide a copy of the license to Government Support Services.

The State of Delaware may make such investigation as it deems necessary to determine the ability of the Contractor to furnish the required services, and the contractor shall furnish to the State such data as the State may request for this purpose. The State reserves the right to reject any offer if evidence submitted by or investigation of such contractor fails to satisfy the State that the contractor is properly qualified to deliver the services requested.

SECURITY REQUIREMENTS

I. EMPLOYEE IDENTIFICATION:

Contractor personnel shall present a neat appearance and be easily recognized. This may be accomplished by wearing uniforms or clothing bearing the name of the company. Each employee shall wear a photo identification badge call-in issued prior to starting work under this contract. The contractor is responsible for providing these items.

SECURITY PROCEDURE:

The contractor must obtain a security clearance (Delaware State Police -SBI) of any current, new employees, company officials and any other persons requiring access to the State buildings covered under this contract for the purpose of conducting business on behalf of the contractor, at the contractor's expense of \$30.00 per person, certified check or money order. **Cash cannot be accepted.**

Employees requiring fingerprinting are to report to the location below or any Delaware State Police Troop, Monday through Friday, 9:00 a.m. - 3:00 p.m. for fingerprinting.

Division of State Police
Detective Licensing
Route 13 Dover, DE 19901
Contact: Lt. Charles S. Rynkowski Jr.
Phone: (302) 739-5994
Cost: \$30.00 per person

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Fingerprinting cards and data will be forwarded by the respective Delaware State Police Troops to the address above. State Police Headquarters will forward the criminal history report to the applicant. The applicant is responsible for forwarding his or her report to the contractor, who in turn shall forward the report to:

Capitol Police
150 E. Water Street
P.O. Box 1401
Dover, Delaware 19903
Attn: Chief William Jopp
Phone: (302) 739-3211

Capitol Police will evaluate the criminal history report for eligibility for employment under this contract, then notify the Division of Facilities Management of acceptable and unacceptable persons. The Director, or designee of the Division of Facilities Management will notify the contractor, in writing, of those persons acceptable and unacceptable for use on this contract. The processing time for security clearance information and proper written notification from the Director's office to the contractor is approximately fifteen (15) working days. The successful contractor should operate with a sufficient listing of cleared personnel, so that there will not be any shortages.

New hires must obtain a security clearance before starting work. Personnel not properly cleared will not be allowed in the building. The names of all new hires must be reported to the Office of Facilities Management. Employees must have photo identification.

A complete list of all employees must be provided to Facilities Management on a monthly basis. List should be faxed to 739-3127 for Kent County, 856-5984 for Sussex County, and 577-2773 for New Castle County.

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SECTION I - BUILDING LIST/SYSTEM

<u>ITEM #</u>	<u>ADDRESS</u>		<u>SYSTEM</u>
1	Legislative Hall Legislative Avenue & Court St. Dover, DE	Silent Knight IFP 1200	FIRE ALARM SPRINKLER
2	Jesse Cooper Building Federal & William Penn Sts. Dover, DE	Notifier AFP 400	FIRE ALARM SPRINKLER
3	John Townsend Building Loockerman & Federal Sts. Dover, DE	Simplex 4001	FIRE ALARM SPRINKLER IN ATTIC ONLY
4	Margaret O'Neill Building 410 Federal Street Dover, DE	Notifier AFP 200	FIRE ALARM SPRINKLER
5	Credit Union 150 East Avenue Dover, DE	Firelite MS 5012	FIRE ALARM
6	War Building Loockerman & Legislative Avenue Dover, DE	Notifier AFP 100	FIRE ALARM
7	Tatnall Building Legislative Avenue & William Penn St. Dover, DE	Simplex 4002	FIRE ALARM SPRINKLER
8	Sykes Building 45 The Green Dover, DE	FCI MP24	FIRE ALARM
9	Robert Short & Kirk Bldgs. 21 The Green Dover, DE (Belongs to DOS Museums 7/19/10)	Firelite MP24	FIRE ALARM

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SECTION 1 - BUILDING LIST/SYSTEM

<u>ITEM #</u>	<u>ADDRESS</u>		<u>SYSTEM</u>
10	Supreme Court 55 The Green Dover, DE	Notifier AFP 400	FIRE ALARM SPRINKLER SYSTEM - FILE VAULT ONLY
11	State Police Troop #3 Garage 3060 Upper King Rd. Camden, DE	Notifier AFP 200	FIRE ALARM
12	Public Safety/Homeland Security US Rt. 113 Dover, DE	FCI FC-72	FIRE ALARM SPRINKLER
13	State Police Headquarters 1441 N. Dupont Hwy. Dover, DE	Simplex 4010	FIRE ALARM SPRINKLER
14	State Bureau of Investigation 1407 N. Dupont Hwy. Dover, DE	FCI FC-72	FIRE ALARM SPRINKLER-FILE- ROOM ONLY
15	State Police Academy 1441 N. Dupont Hwy. Dover, DE	Firelite MS 9200	FIRE ALARM
16	Division of Communication 3050 Upper King Road Camden, DE	Notifier AFP-100	FIRE ALARM
17	State Police Troop #3 3060 Upper King Road (Rt. 13A) Camden, DE	Notifier AFP-100	FIRE ALARM
18	State Police Crime Lab 1441 N. Dupont Hwy. Dover, DE	Notifier AFP-100	FIRE ALARM

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SECTION 1 - BUILDING LIST/SYSTEM

<u>ITEM #</u>	<u>ADDRESS</u>		<u>SYSTEM</u>
19	Fire Marshall's Office RD 2 Box 166 Dover, DE	FCI FC-72	FIRE ALARM SPRINKLER INCLUDING FIRE PUMP
20	Fire School 4010 RD 2 Box 166 Dover, DE	Simplex	FIRE ALARM SPRINKLER-FIRE PUMP
21	Kent County Family Court Bldg. 400 Court Street Dover, DE	FCI FC-72	FIRE ALARM SPRINKLER AUDIBLES – OFF HOURS
22A	Highway Administration Building US Rt. 113 & Bay Road Dover, DE	Notifier 1010	FIRE ALARM SPRINKLER
22B	Highway Administration Lab US Rt. 113 & Bay Road Dover, DE	Silent Knight IFP- 1000	FIRE ALARM SPRINKLER
23	Haslet Armory 122 William Penn St. Dover, DE	Notifier AFP 1010	FIRE ALARM SPRINKLER
24	Dover Inspection Lane US Rt. 113 & Bay Road Dover, DE	Notifier AFP 200	FIRE ALARM SPRINKLER
25	Facilities Management-Bldg./Grnds. 149 Transportation Circle Dover, DE	Ademco 4080	FIRE ALARM
26	Family Court 22 The Circle Georgetown, DE		FIRE ALARM SPRINKLER 1 ST FLR. ONLY AUDIBLES-OFF HOURS
27	Sabo Building Race & Market Sts. Georgetown, DE		FIRE ALARM

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SECTION 1 - BUILDING LIST/SYSTEM

<u>ITEM #</u>	<u>ADDRESS</u>	<u>SYSTEM</u>
28	Fire Service Center Route 3, Box 15A Georgetown, DE	FIRE ALARM SPRINKLER
29	J.P. Court #3 & 17 17 Shortly Road Georgetown, DE	FIRE ALARM
30	J.P. Court #4 & 19 408 Stein Hwy. Seaford, DE	FIRE ALARM
31	J.P. Court #5 715 South Dupont Hwy. Milford, DE	FIRE ALARM
32	Woodburn 151 Kings Hwy. Dover, DE (Belongs to DOS Museums 7/19/10)	FCI 4024 FIRE ALARM
33	Hall House 181 Kings Hwy. Dover, DE (Belongs to DOS Museums 7/19/10)	Ademco 5140XM FIRE ALARM
34	Murphy House State Street Dover, DE	FCI FC-72 FIRE ALARM
35	Thomas Collins Bldg. 540 S. Dupont Hwy. Dover, DE	Silent Knight IFP1000 FIRE ALARM SPRINKLER
36	James Williams Service Center 805 River Road Dover, DE	FCI FC-72 FIRE ALARM

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SECTION 1 - BUILDING LIST/SYSTEM

<u>ITEM #</u>	<u>ADDRESS</u>		<u>SYSTEM</u>
37	Agriculture Building 2320 S. Dupont Hwy. Dover, DE	Simplex 4010	FIRE ALARM SPRINKLER-
38	Preschool Youth & Diagnostic Center 449 N. Dupont Hwy. Dover, DE	Simplex 4010	FIRE ALARM
39	Rose Cottage 102 S. State St. Dover, DE		FIRE ALARM
40	William Penn Bldg. 801 Silver Lake Blvd. Dover, DE	Notifier 640	FIRE ALARM SPRINKLER
41	Richardson Robbins Bldg./ Delaware Development Office 99 Kings Hwy. Dover, DE	Edwards RMDD	FIRE ALARM SPRINKLER VOICE EVACUATION SYSTEM
42	Amoco Building Grantham Lane New Castle, DE		FIRE ALARM & SPRINKLER
43	Carvel Building 820 N. French St. Wilmington, DE		FIRE ALARM SPRINKLER SYSTEM INCLUDES FIRE PUMP AUDIBLES - OFF HRS.
44	New Castle County Court House 500 King St. Wilmington, DE		FIRE ALARM SPRINKLER SYSTEM INCLUDES FIRE PUMP AUDIBLES - OFF HRS. VOICE EVACUATION SYSTEM
45	Purchasing Warehouse Grounds of Gov. Bacon Hlth Ctr. Delaware City, DE		FIRE ALARM SPRINKLER

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SECTION 1 - BUILDING LIST/SYSTEM

<u>ITEM #</u>	<u>ADDRESS</u>	<u>SYSTEM</u>
46	Delaware Emergency Management Center/TMC 165 Brick Store Landing Road Smyrna, DE	Notifier AFP 400 FIRE ALARM SPRINKLER
47	Justice of the Peace Courts #7 & 16 480 Bank Lane Dover, DE	FCI 7200 FIRE ALARM SPRINKLER
48	State Police Firing Range 391 Clark Farm Road Smyrna, DE	Radionics 7417 FIRE ALARM
49	Office of the State Fire Marshall NCC Fire Training Complex New Castle, DE	FIRE ALARM SPRINKLER
50	Delaware State Fire School Fire Training Complex New Castle, DE	FIRE ALARM SPRINKLER
51	Division of Purchasing Office Bldg.	FIRE ALARM
52	J.P. Court #8 100 Monrovia Ave. Smyrna, DE	Ademco 5140XM FIRE ALARM
53	Delaware Public Archives 121 Duke of York Street Dover, DE	Simplex 4100 FIRE ALARM SPRINKLER
54	Massey Station 516 w. Loockerman Street Dover, DE	Pyrotronics MXL-IQ FIRE ALARM SPRINKLER
55	Agriculture Nutrient Lab 2320 S. Dupont Hwy. Dover, DE	Simplex 4010 FIRE ALARM

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SECTION 1 - BUILDING LIST/SYSTEM

<u>ITEM #</u>	<u>ADDRESS</u>	<u>SYSTEM</u>
56	JP Court 10 & 12 210 Greenbank Road Wilmington, DE	Ademco Vista 5140XM FIRE ALARM
57	New Castle Motor Vehicle Airport/Churchmans New Castle, DE	Honeywell/Cerberus Pyrotronics FIRE ALARM
58	Hessler Motor Vehicle 3 Lane Bldg. 2230 Hessler Blvd. Wilmington, DE	Cerberus Pyrotronics MXL-IQ FIRE ALARM SPRINKLER
59	Hessler Motor Vehicle 7 Lane Bldg. 2230 Hessler Blvd. Wilmington, DE	Cerberus Pyrotronics MXL-IQ FIRE ALARM SPRINKLER
60	Hessler Motor Vehicle Main Bldg. 2230 Hessler Blvd. Wilmington, DE	Cerberus Pyrotronics MXL-IQ FIRE ALARM & SPRINKLER
61	Absalom Jones Community Center	Simplex 2001 Serial# T9463 FIRE ALARM & SPRINKLER
62	The Annex Bldg. #70-Georgetown 5 East Pine Street Georgetown, DE 19947	FIRE ALARM SPRINKLER
63	Sussex Chancery Court 34 The Circle Georgetown, DE 19947	Simplex 4010 FIRE ALARM SPRINKLER
64	Delaware State Service Center 1901 N. DuPont Hwy New Castle, DE	FIRE ALARM

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SECTION 1 - BUILDING LIST/SYSTEM

65	Northeast State Service Center 1624 Jessup St. Wilmington, DE	FIRE ALARM WET SPRINKLER
66	Hudson State Service Center 501 Ogletown Rd. Newark, DE	FIRE ALARM WET SPRINKLER
67	Porter State Service Center 509 W. 8 th St. Wilmington, DE	FIRE ALARM WET SPRINKLER
68	Sussex County Courthouse 1 The Circle Georgetown, DE	FIRE ALARM SPRINKLER
69	Purchasing Refrigerated Warehouse Delaware City, DE	DRY SPRINKLER
70	Robinson House Clayton, DE	FIRE ALARM
71	900 King ST. Wilmington, DE	FIRE ALARM
72	Buena Vista Conference Center Rt 13 New Castle, DE	FIRE ALARM SPRINKLER
73	Buena Vista Garage New Castle, DE	FIRE ALARM
74	Sheriff's House New Castle, DE	FIRE ALARM

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SECTION 1 - BUILDING LIST/SYSTEM

75	The Arsenal New Castle, DE	FIRE ALARM
76	Darley House Claymont, DE	FIRE ALARM
77	Dayett Mill Newark, DE	FIRE ALARM
78	Belmont Hall Routes 13 & 12 Smyrna, DE	FIRE ALARM SPRINKLER
79	Exhibits Lab Dover, DE	FIRE ALARM
80	Island Field Warehouse Milford, DE	SPRINKLER
81	John Dickinson Plantation – Visitor Ctr. 340 Kitts Hummock Rd. Dover, DE	FIRE ALARM
82	John Dickinson Plantation House 340 Kitts Hummock Rd. Dover, DE	FIRE ALARM
83	Octagonal School House Dover, DE	FIRE ALARM
84	Johnson Victrola Museum 375 S. New St. Dover, DE	FIRE ALARM
85	Archaeology Museum 316 S. Governors Ave. Dover, DE	FIRE ALARM
86	Small Town Life Museum 316 S. Governors Ave. Dover, DE	FIRE ALARM

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SECTION 1 - BUILDING LIST/SYSTEM

87	Tudor Park Storage I Dover, DE	FIRE ALARM
88	Tudor Park Storage II Dover, DE	FIRE ALARM
89	Delaware Visitors Center 406 Federal St. Dover, DE	FIRE ALARM SPRINKLER
90	Zwaanendall Museum 102 Kings Highway Lewes, DE	FIRE ALARM
91	DEARNG Army Aviation Support Facility New Castle, DE	FIRE ALARM SPRINKLER
92	Delaware State Police Troop 5 16359 Sussex Highway Bridgeville, DE	FIRE ALARM SPRINKLERS (3)
93	Georgetown DMV Lanes 23737 DuPont Blvd. Georgetown, DE	FIRE ALARM SPRINKLERS (2)
94	DSP Troop #2 100 Lagrange Ave. Newark, DE	FIRE ALARM SPRINKLER
95	Churchman's Corporate Center (Div. of Social Serv.) 84B Churchmans Corp. Ctr. New Castle, DE 19720	FIRE ALARM

SECTION 2

SPECIFICATION FOR THE HOSPITALS

DELAWARE HOSPITAL FOR THE CHRONICALLY ILL

EMILY P. BISSELL HOSPITAL

GOVERNOR BACON HEALTH CENTER

SECTION 2 - SPECIFICATIONS FOR HOSPITALS

A. TECHNICAL STAFF REQUIRED AND SERVICES TO BE RENDERED:

1. TECHNICAL STAFF

A. The contractor shall be responsible for complying with all State and Federal inspection codes and standards relating to smoke detectors, fire alarms, sprinklers and range hoods. The following is a list of special codes:

1. Sprinkler Systems - NFPA#13, NFPA#25 and State Fire Commission regulations and other local authorities having jurisdiction.
2. Grease Exhaust Systems (Kitchen) - NFPA#96, NFPA#10, NFPA#12, NFPA#17, NFPA#17A and State Fire Commission regulations and other local authorities having jurisdiction.
3. Fire Alarm per Delaware Fire Prevention Regulation, Part 3, Section 1-4, 5.1, and NFPA#72 and State Fire Commission regulations and any other local authorities having jurisdiction.

B. Each contractor (or designated subcontractor) must be licensed with the Delaware State Fire Marshall's Office in accordance with the most recently adopted Delaware State Fire Prevention Regulation.

C. Contractor is responsible for obtaining any work permit or license for work performed in any City having jurisdiction.

D. Contractor is responsible for meeting all codes and regulations for work performed in the City having jurisdiction.

E. All detectors that are not currently numbered must be numbered according to the Office of State Fire Marshall's regulations.

F. The contractor shall submit a testing schedule for the all buildings thirty (30) days after award of the contract. The first testing shall be completed prior to April 30, 2008, and the second testing completed prior to September 31, 2008. The vendor shall not deviate from the testing schedule without prior approval from the state.

2. **SERVICES TO BE RENDERED:**

- A. Systems to be serviced
1. Smoke detector and fire alarm
 2. Sprinkler
 3. Range Hood

SECTION 2 - SPECIFICATIONS FOR HOSPITALS

B. SCHEDULED INSPECTION AND TESTING:

1. The contractor will perform inspections, testing and calibration of all equipment to include peripheral equipment as required by the regulations stated herein.
2. It is the responsibility of the contractor to have someone sit at the Fire Alarm Panel during testing. You will be provided a key and an escort if necessary.
3. Equipment found to be operating improperly will be documented and brought to the attention of the Maintenance Superintendent of the facility and corrected, **if approved**.
4. Inspection and testing shall be scheduled with a minimum of three (3) days notice to assure a coordinated effort with the facility.
5. All quarterly inspections must be completed in a five (5) day period per facility.
6. Inspection shall be submitted in such form, as the State Fire Marshall shall prescribe.

Inspection and Maintenance Tag: An inspection and maintenance tag shall be affixed to the face of the system's main control after each completed inspection or test. The inspection and maintenance tag shall indicate the following:

- a. Location or identification of system;
 - b. Name, address, telephone number and license number of the fire alarm signaling/suppression systems company;
 - c. Date of inspection or maintenance visit;
 - d. Name and certificate number of employee responsible for the inspection or maintenance visit;
7. The first year of the contract will consist of sensitivity testing and the second year will consist of function testing.
 8. The contractor shall send or dispatch **ONLY** qualified/certified technicians to perform the inspections, repairs, or installations. The hospitals shall not be billed for service calls where it is found that the repairs were not made due to incompetent technicians.

SECTION 2 – SPECIFICATIONS FOR HOSPITALS

C **REPAIRS:**

If the facility requests the Contractor to make minor repairs, paragraph "E" and "F", shall apply.

The state of Delaware reserves the right to solicit competitive prices for any and all repair services or additional equipment. Additionally, repairs are not guaranteed to the Contractor. The decision on repairs will be determined by each Facility.

D. **UNSCHEDULED SERVICE:**

The cost of unscheduled service at other than normal working hours shall be the responsibility of the facility; however the contractor shall supply a rate structure for the cost as part of this bid.

The contractor shall provide a 24-hour answering service and assure a response time not to exceed 8 hours.

E. **PARTS:**

The contractor shall maintain an adequate inventory of necessary and customary parts in their service vehicles to make repairs on the initial visit in order to keep return visits to a minimum.

Replacement parts in excess of \$5.00 are not included as part of the agreement. Under **No** Circumstance shall billable parts be replaced without proper authorization.

The contractor shall inform the hospitals when repairs will be lengthy, due to unavailability of parts. If possible, get a letter from the manufacturer. See #G for contact information.

F. **TRAVEL TIME:**

Travel time and expenses are to be included as an integral part of the service and not billed separately.

G. **CONTACTS:**

The contractor shall leave one copy of the inspection report with the following individuals.

Emily P. Bissell Hospital – Dave Amalfitano (302) 995-8400 ext. 8403
Governor Bacon Health Center – William Yowell/Gwen Walker (302) 836-2550
Delaware Hospital F/T Chronically III – Rodney Holderbaum/Ike Henry – (302) 653-8556

SECTION 2 - SPECIFICATIONS FOR HOSPITALS

H. **CONTRACTOR QUALIFICATIONS:**

1. The contractor shall possess a Class 1 license. Offers shall submit a copy of license with their proposal.

2. The State of Delaware may make such investigation as it deems necessary to determine the ability of the Contractor to furnish the required services, and the contractor shall furnish to the State such data as the State may request for this purpose. The State reserves the right to reject any offer if evidence submitted by or investigation of such contractor fails to satisfy the State that the contractor is properly qualified to deliver the services requested.

I. **TESTING SCHEDULE:**

The successful contractor shall submit a testing schedule for all of three (3) facilities within thirty (30) days after award of Contract.

J. **HOOD CLEANING SCHEDULE:**

The hood-cleaning schedule is as follows:

DE Hospital for the Chronically Ill	After 7:00 p.m. – Cleaning shall be semi-annual (twice per year)
Governor Bacon Health Center	After 6:00 p.m. - Cleaning shall be semi-annual (twice per year)
Emily P. Bissell Hospital	After 7:00 p.m. – Cleaning shall be semi-annual (twice per year)

K. **QUOTES:**

If repairs to the fire alarm or sprinkler systems are required, the contractor shall provide quotes within three days and send a copy to:

James Bunkley
Office of the State Fire Marshall
1537 Chestnut Grove Road
Dover, DE 19904-9610
Fax: (302) 739-3696

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SECTION 2 - SPECIFICATIONS FOR HOPSITALS

DELAWARE HOSPITAL F/T CHRONICALLY ILL
100 Sunnyside Road
Smyrna, DE 19977

<i>EQUIPMENT DESCRIPTION</i>	<i>QUANTITY</i>
Area Smoke Detector	505
Duct Smoke Detector	13
Manual Pull Station	40
Heat Detector	79
Alarm Bell	79
Remote Annunciator	8
Sprinkler System Control Valve System	9
Storage Battery	20
Fire Alarm Control Panel	13
Range Hood Systems	2
Edwards 4-Zone Air Handler Panel	1
Audio Visual Devices	148
Tamper Switches	4
Water Flow Switches	4
Door Holders	47
Stairwell Stand Pipes	13

GOVERNOR BACON HEALTH CENTER
Delaware City, DE 19706

<i>EQUIPMENT DESCRIPTION</i>	<i>QUANTITY</i>
Simplex Fire Alarm Control Panel	2
16 Zone Annunciator	4
16 Zone Annunciator	1
24 VDC Photoelectric Detector	58
Remote Flashing Lights	28
4 VAC Horns	10
Manual Pull Stations	15
197 degree heat Detectors	2
Water Flow Switch	1
Tamper Switch	1
Control Switch	1
Photoelectric Smoke Detector	15
Heat Detectors	2
Manual Stations	6
Water Flow Switch	1
Tamper Switch	1
Signaling Devices	7
Range Hood System	1

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SECTION 2 – SPECIFICATIONS FOR HOSPITALS

**EMILY P. BISSELL HOSPITAL
3000 Newport Gap Pike
Wilmington, DE 19808**

EQUIPMENT DESCRIPTION	QUANTITY
Pull Stations	35
Heat Detectors	18
Smoke Detectors	161
Duct Smoke Detectors	14
Horns	25
Annunciators	2
Visual Signals	25
Water Flow Switch	3
Range Hood System	1
Tamper Switches	4
Fire Alarm Control Panel	3
Fire Door Holders	30

SECTION 3

**SPECIFICATION FOR
DEPARTMENT OF CORRECTIONS**

CLEANING OF HOODS AND VENTS ONLY

SECTION 3 - SPECIFICATIONS FOR DOC

I. ADDITIONAL DOC SECURITY REQUIREMENTS AND PROCEDURES

1. REQUIREMENTS

The correctional facility has issued regulations to be observed by all Contractors, their subcontractors (if any) and employees and other firms providing services for or otherwise assigned to or working on the Project in order to minimize disruption to prison operations, maintain security and to facilitate the construction process. While working inside the prison facilities on a regular or occasional basis, it must be clearly understood that prison security requirements will at all times take precedence over construction operations. The Contractor shall comply with all such regulations and consider the regulations when preparing their bid.

2. WORKING AT A DEPARTMENT OF CORRECTION FACILITY

- a. In order for the Department of Correction (DOC) to ensure security on the job site, the Prime Contractor shall submit a list of all proposed workers who will be working on the site, to the **Food Service Director** including their name, social security number, age, sex, race and date of birth. This list shall include all sub-contractors (if any), and any vendors requiring access to within the secure perimeter of the facility.
- b. Workmen will not be permitted on the campus without approval.
- c. All tools, equipment, supplies, etc., shall be removed from the compound building daily.
- d. Proper construction clothing is required. Short pants are not permitted.
- e. Contractors shall include, in their bid, a sufficient amount of time to enter and depart the facility in a given day. As an example of past projects at a Department of Correction site, it takes between one half to one hour to enter or leave the facility.
- f. Contractor is also advised that only limited movement will be permitted while inside the compound.
- g. Contractors are requested to notify the Director of custody of Operations upon the termination of worker's services in order that the identification card on file can be pulled and rendered inactive.
- h. Completion of background check ("A" Short Form) is required for all employees who will be working in any DOC facility (see next page for "A" Short Form).

SECTION 3 - SPECIFICATIONS FOR DOC

II. SPECIAL PROVISIONS

3. CONTRABAND/TOOL CONTROL

- a. Title 11, Section 1256 of the Delaware Code specifies that,

“A person is guilty of promoting prison contraband when: (1) they knowingly and unlawfully introduces any contraband into detention facility, or (2) being a person confined in a detention facility, he knowingly and unlawfully makes, obtains, or possesses any contraband.
- b. No one may introduce into or possess on the grounds of any institution of any of the following, which are considered to be contraband except as noted.
 - 1. Any intoxicating beverage.
 - 2. Tobacco or paraphernalia
 - 3. Any narcotic, hypnotic, barbiturate, hallucinogenic drug, central nervous stimulant or prescription drug except as authorized or approved by an institution affiliated physician.
 - 4. Any firearm or instrument customarily used or designed to be used as a dangerous weapon, or an explosive device, except as authorized or approved by an institution and/or Departmental Administration.
 - 5. Any instrument that may be used as an aid in attempting an escape.
 - 6. Hypodermic needle, syringe, or other article, instrument or substance specifically prohibited by the institution administration except as authorized.
 - 7. An article of State property for the purpose of removing it from State property without authorization from administrative or supervisory personnel.
- c. In addition to above, no inmate may possess:
 - 1. Any tool, instrument or implement which could be used as a dangerous weapon except as are assigned by and used under the supervision of authorized personnel.
 - 2. Money.
 - 3. Inmates are not permitted to franchise with the public or contractors.
- d. Private Contract Repair and Maintenance Workers: Private contracted or contract maintenance workers by, or under contract to perform services, maintenance repair or construction within the institution must complete an inventory listing of all tools, tool boxes and related equipment prior to admittance into the Institution. A staff member as so assigned must escort tradesmen or other non-employee workers while in the facility. At entry control points vehicles and personnel will be searched, to include any tools or relating equipment. No tools will remain on the work sites upon departure. Activities must be performed as authorized with proper security and safety precautions.
- e. Classification of Tools: It is difficult to classify every specific tool. However, the classification of tools can be determined according to the following categories.

SECTION 3 - SPECIFICATIONS FOR DOC

II. SPECIAL PROVISIONS (continued)

1. Restricted tools are items that can be used by inmates either in effecting an escape or causing date or serious injury. The following tools are typical examples:
 - a. Diamond-point drills
 - b. Ice picks
 - c. Hones and sharpening stock.
 - d. Metal cutters, blades
 - e. Bolt cutters
 - f. Cleaners
 - g. Cutting torches
 - h. Electric drills, portable
 - i. Electric bench and portable grinders
 - j. Files
 - k. Gear pullers
 - l. Diamond point and regular hacksaw blades.
- f. Lost or stolen tools must be reported to security of the Department of Correction.
- g. Broken saw blades must be removed from the property (not left or discarded on site.)

4. GENERAL REQUIREMENTS

- a. When workers are finished for the day, all tools will be accounted for by the worker and escorting officer.
- b. Workers, once entering controlled areas, are not permitted to wander from the work area. Should a worker need to go to another area, he/she will be escorted by an officer.
- c. Should work require more than one day to complete the job, permission to construct and use temporary storage facilities is solely at the discretion of the prison authorities. The facility will not accept responsibility for any loss or damage to materials left on site. All tools and equipment should be removed daily.
- d. It is essential that construction operation and debris removal be conducted in a manner to assure that materials which might be used as weapons do not fall into the hands of inmates.
- e. Anything of unusual nature as loss of key, identification cards, tools, piping, etc., shall be reported immediately to the escorting officer.
- f. In the event that construction requires the description of plumbing, electrical power, etc., the Director of Custody of Operations must receive at least twenty four (24) hours advance notice in order to preserve security and not to disrupt routine activities. When temporary shutdown of service is unavoidable, the work shall be complete at night during a time when the institution's routine will not be interfered with.
- g. Workers shall be subjected to all rules and regulation and shall comply with the escorting officers' instruction accordingly.

SECTION 3 - SPECIFICATIONS FOR DOC

II. SPECIAL PROVISIONS (continued)

5. SPECIAL REQUIREMENTS:

- a. Materials shall be moved through the buildings using rubber tire vehicles which shall be properly controlled at all times to avoid damage to existing walls, floors, and ceiling surfaces, including doors and door and/or window frames.
- b. Water damage will not be tolerated and it is incumbent upon the contractor to take all steps necessary to keep the existing premises dry at all times.

6. SITE SECURITY:

- a. The following regulations must be observed by all persons having any association with the construction of this project (employees, subcontractors, workmen, service men, manufacturer's representative, etc.):

1. Photo Identification Card

- a. Each trade subcontractor shall submit a list of workers who will be on site. The list will contain the following information on each employee:

- 1.Name;
- 2.Date of Birth;
- 3.Badge or ID Number;
- 4.Address

- b. Each trade subcontractor will pick up the photo identification cards at the Main Gate (where they will be secured when not in use). He will transport the identification cards and issue the identification card upon arrival of the construction workers (after identifying the worker). The cards will be collect at the end of the day and returned to the Main Gate.

2. Assigning Men to the Site

- a. Each trade subcontractor shall notify the Maintenance Superintendent twenty four (24) hours in advance, but not later than 12:00 Noon, on the previous work day before sending men to the project site, so an officer can be assigned to accompany all his personnel.

SECTION 3 - SPECIFICATIONS FOR DOC

II. SPECIAL PROVISIONS (continued)

3. Tools and Materials

- a. No tools or materials shall be left unguarded at any time, and they shall be removed from the working areas at the end of each working day or at anytime the workmen and assigned officer leave the area.

4. Prison Records

- a. Where a workman or representative visiting the institution has a prison record, the trade subcontractor shall be responsible for obtaining the particulars concerning his record, and notifying the institution at least seventy two (72) hours in advance of his visit. The institution will then notify the trade subcontractor and give or deny permission for that person to enter the institution. Any workman denied entrance to the institution must be replace by the trade subcontractor or subcontractor at no additional cost.

5. Workmen Lunch Area/Searches

- a. Workmen will be expected to stay in their respective working areas during their lunch period, unless leaving the grounds is permitted.
- b. All workmen will be expected to submit to a search of themselves, their toolboxes, lunch containers, and/or their vehicles at any time, if the search is deemed necessary.

6. Prohibited Items

- a. The following items are prohibited from being brought onto the prison grounds and construction site:
 - 1. Alcoholic beverages and drugs;
 - 2. Tobacco Products
 - 3. Explosive and firearms.

SECTION 3 - SPECIFICATIONS FOR DOC

II. SPECIAL PROVISIONS(continued)

7. Working Dress and Workmen:

a. Workmen will maintain proper attire while working at the institution.

8. It is forbidden to aid or abet the escape of any inmate, or to advise, connive or assist in any escape, or to conceal any inmate after escape, or withhold information pertaining thereto. Violation of this prohibition can result in prosecution and the law provides for punishment of fine and imprisonment.

9. It is likewise strictly forbidden to bring into or take out of the prison either for pay, or for favor, for any inmate, any article, without the proper authorization from the Maintenance Superintendent.

10. It is forbidden to roam at will throughout the prison. Workers are restricted to going directly to those places where the work is conducted and remaining away from all areas where they have no business to conduct.

11. It is prohibited to socialize, exchange pleasantries, or conduct business with inmates in traffic areas (hallways, center areas, etc.). Also no affectionate or intimate behavior between official visitors and inmates is permitted.

12. All automobiles are to be parked in a location designated by the Maintenance Superintendent. Parked vehicles must always have the ignition and doors locked.

13. No photographs may be taken without proper authorization. No public news releases may be given without similar authorization.

14. Escorting of any person, not previously approved, onto the prison grounds or into the prison is prohibited.

15. The offering and/or giving of any tips, gratuities, fees, etc. to any inmate and/or prison personnel is strictly prohibited.

16. The use of indecent, abusive, or profane language is forbidden anywhere on the prison property.

17. Civilian or other clothing should not be left carelessly in places where it may be acquired and worn by inmates.

18. In the event an acquaintance, friend, or relative of contractor's employee should be an inmate of the institution at which work is being conducted, it is advisable that you communicate this confidentially to the Maintenance Superintendent.

SECTION 3 - SPECIFICATIONS FOR DOC

II. SPECIAL PROVISIONS (continued)

19. Tools and Equipment Safety:

- a. Flammable Liquids: Maintain flammable liquid (e.g., gasoline, fuels, etc.) in secure containers at all times, in compliance with OSHA regulations.
- b. Tools: Maintain tools and related equipment (e.g. sprinkler heads, hydrants, wires, cables, ducts, manholes, posts, signals, alarm boxes, etc.) at all times.
- c. Powder Actuated Tools: Comply with Owner's Maintenance Superintendent direction for control of powder used and stored.

20. Construction Personnel Vehicle Parking:

- a. Parking spaces for privately owned vehicles operated by construction personnel may be limited.
- b. The Maintenance Superintendent will assign areas within the prison site for parking. Sufficient space will be provided to park privately owned vehicles operated by construction personnel on site.

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SECTION 3 - SERVICE SPECIFICATIONS FOR DOC

At the time of each servicing, a written report in triplicate shall be submitted to the using activity, which will include:

1. Name and address of agency or activity.
2. Date of Call.

The successful vendor must provide a Technical Service Representative who must be able to respond within 24 hours after a call (out of town calls will be made collect).

SECTION 3 - SPECIFICATIONS FOR DOC

J. HOOD CLEANING SCHEDULE:

The hood-cleaning schedule is as follows:

Delaware Correctional Center (DCC) Main Kitchen	After 7:00 p.m. – Cleaning shall be semi-annual (twice per year)
Infirmery (Located at the Delaware Correctional Center)	After 7:00 p.m. - Cleaning shall be annually (once per year)
MHU (Located at the Delaware Correctional Center)	After 7:00 p.m. – Cleaning shall be annually (once per year)
SHU (Located at the Delaware Correctional Center)	After 7:00 p.m. – Cleaning shall be annually (once per year)
Morris Community Correctional Center (MCCC)	After 6:00 p.m. – Cleaning shall be annually (once per year)
Sussex Correctional Institution (SCI)	After 7:00 p.m. – Cleaning shall be semi-annual (twice per year)
Sussex Work Release Center (SWRC)	After 7:00 p.m. – Cleaning shall be annually (once per year)
Howard Robert Young Correctional Institution (HRYCI)	After 7:00 p.m. – Cleaning shall be semi-annual (twice per year)
Delores J. Baylor Women’s Correctional Institution (BWCI)	After 7:00 p.m. – Cleaning shall be semi-annual (twice per year)
Plummer Community Correctional Center (PCCC)	After 7:00 p.m. – Cleaning shall be annually (once per year)
John L. Webb Correctional Facility (WCF)	After 6:00 p.m. – Cleaning shall be annually (once per year)

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SECTION 3 - SPECIFICATIONS FOR DOC

Delaware Correctional Center
 1181 Paddock Road
 Smyrna, DE 19977

EQUIPMENT DESCRIPTION	QUANTITY
Main Kitchen Range Hood Systems	3
Infirmery Range Hood Systems	1
MHU Range Hood Systems	2
SHU Range Hood Systems	1

Morris Community Correctional Center
 300 Water Street
 Dover, DE 19901

EQUIPMENT DESCRIPTION	QUANTITY
Kitchen Range Hood Systems	1

Sussex Correctional Institution
 P.O. Box 500
 Georgetown, DE 19947

EQUIPMENT DESCRIPTION	QUANTITY
Kitchen Range Hood Systems	2

Sussex Work Release Center
 Route 6, Box 700
 Georgetown, DE 19947

EQUIPMENT DESCRIPTION	QUANTITY
Kitchen Range Hood Systems	1

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SECTION 3 - SPECIFICATIONS FOR DOC

Howard Robert Young Correctional Institution
1301 E. 12th Street
Wilmington, DE 19801

EQUIPMENT DESCRIPTION	QUANTITY
Kitchen Range Hood Systems	1

Delores J. Baylor Women's Correctional Institution
660 Baylor Boulevard
New Castle, DE 19720

EQUIPMENT DESCRIPTION	QUANTITY
Kitchen Range Hood Systems	1

Plummer Community Correctional Center
38 Todds Lane
Wilmington, DE 19802

EQUIPMENT DESCRIPTION	QUANTITY
Kitchen Range Hood Systems	1

John L. Webb Correctional Facility
200 Greenbank Road
Wilmington, DE 19808

EQUIPMENT DESCRIPTION	QUANTITY
Kitchen Range Hood Systems	1

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SECTION 3 - SPECIFICATIONS FOR DOC

INSTITUTION ADDRESSES MISC. INFORMATION (A.K.A.) CONTACT INFORMATION

Delaware Department of Corrections Administrative Building-Food Services 245 McKee Road Dover, DE 19904	Admin. Billing	Michael Knight 302-739-5601 (313) FAX 302-739-8219 Kristan Twigg 302-739-5601 (309)
Delaware Correctional Center 1181 Paddock Road Smyrna, DE 19977	DCC MAIN KIT. INF MHU SHU	Christopher Klein 302-659-6622 FAX 302-659-6624
Morris Community Correctional Center 300 Water Street Dover, DE 19901	MCCC	Christopher Klein 302-659-6622 FAX 302-659-6624
Sussex Correctional Institution P.O. Box 500 Georgetown, DE 19947	SCI	Christopher Senato 302-856-5282 (5320) FAX 302-856-5185
Sussex Work Release Center Route 6, Box 700 Georgetown, DE 19947	SWRC	Christopher Senato 302-856-5282 (5320) FAX 302-856-5185
Howard Robert Young Correctional Institution 1301 E. 12 th Street Wilmington, DE 19801	HRYCI	Paul Downing 302-429-7758 FAX 302-429-7193
Delores J. Baylor Women's Correctional Institution 660 Baylor Boulevard New Castle, DE 19720	BWCI	Emanuel Walker 302-577-3004 FAX 302-577-5833
Plummer Community Correctional Center 38 Todds Lane Wilmington, DE 19802	PCCC	Emanuel Walker 302-577-3004 FAX 302-577-5833
John L. Webb Correctional Facility 200 Greenbank Road Wilmington, DE 19808	WEBB	Emanuel Walker 302-577-3004 FAX 302-577-5833