



Invitation to Bid

2016-2017 Annual Portable Fire Extinguisher and Kitchen Hood Service and Inspection

The City of Sedro-Woolley is soliciting bids for annual service of portable fire extinguishers and kitchen fire suppression systems located throughout the city. This contract will be for the years 2016-2017. Services will be provided on an annual basis. See Attachment B attached hereto for a list of the equipment to be serviced under this contract.

Instructions to Bidders: The successful bidder will enter into an annual agreement with the city for the 2016-2017 calendar years which includes a one-time service of the equipment listed in Attachment B. All bidders must be qualified to perform services on portable fire extinguishers and kitchen fire suppression systems and must have demonstrated a past history of responsiveness, technical expertise, and professionalism.

Bids shall include total costs, including mobilization, labor, equipment, materials and obtaining necessary licenses (local and or state), to safely complete the job. Please find a list of the required tests and services in Attachment A.

Inspections and tests will be scheduled at least one (1) week in advance with the Sedro-Woolley contact listed below.

Interested contractors are to submit a completed Bid Proposal form and a Statement of Bidder's Qualifications including references utilizing the form provided.

Proposals are due by **2 pm on March 18, 2016**. Bids may be submitted in person, by U.S. Mail, facsimile or email to: City of Sedro-Woolley, Public Works Department, 325 Metcalf Street, Sedro-Woolley, WA 98284, (360) 855-0771, facsimile 360-855-0733, email jrosario@ci.sedro-woolley.wa.us. A formal bid opening will not be held. Results of the bid will be posted on the city website after award.

Basis for selection will consist of comparison of proposals for unit price services as per the Bid Proposal Form and a review of qualifications and references.

See the Public Works Agreement for this project on the city's website <http://www.ci.sedro-woolley.wa.us/BidsAwards/main.htm> under Bids and Awards, 2016-2017 Annual Portable Fire Extinguisher and Kitchen Hood Service and Inspection for insurance and other provisions applicable to this contract. Contractors must be registered contractors at time of bid, have a current UBI number, have industrial insurance coverage as verified by WA L&I, have an Employment Security Department number, have a WA state Excise Tax Registration Number, and must not be disqualified from bidding per the Debarred Contractors list. Successful bidder must have or shall obtain a Sedro-Woolley business license. Bidder shall register or maintain registration on the MRSC Consultant Roster Prior to award.

The City of Sedro-Woolley reserves the right, without any liability on our part, to accept a proposal of the bidder submitting the lowest responsible bid, to reject any or all bids, revise or cancel the work to be performed, or do the work otherwise, if the best interest of the City is served thereby.

The City of Sedro-Woolley, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

For technical questions relating to the job, or to schedule a site visit to view all listed equipment, contact Nathan Salseina, Public Works Operations Supervisor at 360-856-5167 between the hours of 7:00 am to 3:30 pm Monday through Friday.

ADVERTISED: March 4, 2016 - On line at City of Sedro-Woolley Web Site at <http://www.ci.sedro-woolley.wa.us/BidsAwards/main.htm>

INVITATION TO BID E-MAILED: March 4, 2016 - MRSC Small Works Contractors and Consultants Roster – **Main Category:** Facility Construction, Repair & Maintenance; **Sub Category:** Fire Protection Installation and Testing

ATTACHMENT A – TESTING REQUIREMENTS

The typical annual **Portable Fire Extinguisher Inspection and Service** shall consist of the following tasks, as well as, any and all tasks required in order to conform to all applicable NFPA, Federal, State, OSHA and Local Authority having jurisdiction Standards, Regulations, Codes and Requirements:

- Check that unit is properly hung with the proper manufacturer's hanger.
- Remove the extinguisher from its hanger.
- Check the gauge pressure.
- Check the condition of the gauge and its compatibility with the extinguisher.
- Check the weight of the extinguisher.
- Check that the last hydro-test test date is within code requirements.
- Check the last 6-year maintenance inspection for compliance, if applicable.
- Check the last 12-year maintenance inspection for compliance, if applicable.
- Check the valve and shell for damage or corrosion.
- Remove the hose and inspect it for cracks or splits.
- Check the hose threads for signs of wear.
- Perform conductivity test on hose, per NFPA 10
- Check the condition of the discharge horn.
- Check for obstructions that interfere with accessibility of the extinguisher.
- Break the extinguisher seal and remove the locking pin.
- Check the upper and lower handles.
- Replace safety disk, if necessary.
- Verification of service collar, replace if necessary.
- Replace o-ring, if necessary.
- Replace the locking pin and reseal the extinguisher.
- Check the valve opening for powder or any foreign matter.
- Refill extinguishers, if needed.
- For dry extinguishers, fluff the powder by turning the unit.
- Clean the extinguisher shell with spray cleaner.
- Return the hose to its proper position.
- Check the condition of the hose/horn retention band at the side of the extinguisher.
- Check that the unit's classification is properly identified with the appropriate decal.
- Check that the operating instructions are clean and legible.
- Tag the extinguisher properly.
- Survey the hazard area to verify that the unit classification corresponds with the hazard.
- Check that the unit is properly located within the normal path of travel, at a conspicuous height.
- Check that the unit is visible and unobstructed.
- Insure HMIS label is in place and legible.
- Replace the extinguisher on its hanger.
- Compile a detailed report of the inspection and provide a legible written copy to the city.
- Maintain a record of tests and inspection due dates by equipment location to be made available on request.

ATTACHMENT A – TESTING REQUIREMENTS (Continued)

The typical annual **Kitchen Hood Suppression System Inspection and Service** shall consist of the following tasks, as well as, any and all tasks required in order to conform to all applicable NFPA, Federal, State, OSHA and Local Authority having jurisdiction Standards, Regulations, Codes and Requirements:

- Inspect the system to determine whether it is in service and in satisfactory condition in accordance with NFPA standards. Identify potentially detrimental site conditions that could compromise the performance of mechanical and/or electronic components of the system.
- Check the last 12-year maintenance inspection for compliance, if applicable.
- Test remote pulls for condition and operation.
- Perform an automatic trip test of the system.
- Test manual release of the system.
- Verify mechanical operation of the system.
- Verify the gas shutoff function, if applicable.
- Verify the electrical shutoff function, if applicable.
- Replace fusible links where required.
- Refill system, if needed.
- Conductivity test of all carbon dioxide hose assemblies.
- Check system components for cleanliness.
- Restore the system to normal operation.
- Reset the system.
- Inspect suppression agent cylinder.
- Verify the cylinder/cartridge pressure, agent weight and condition.
- Check that the last hydro-test test date is within code requirements.
- Inspect and verify piping/bracing to manufacturer's specifications.
- Inspect all nozzles and verify that they are properly aimed, free of blockage and have proper blow-off caps intact, replace if necessary.
- Verify that the Owner's Manual is available on-site.
- Replace nozzle caps.
- Inquire about general occupancy relating to the kitchen fire suppression system in accordance with NFPA recommended procedures.
- Inspect for any changes in the hazard area that may affect the performance and reliability of the fire suppression system.
- Tag devices as required and perform required record-keeping.
- Compile a detailed report of the inspection and provide a legible written copy to the city.
- Familiarize the Customer with proper operation of the equipment.

ATTACHMENT B - EQUIPMENT LIST

Solid Waste Department

| Quantity | Size | Type |
|----------|------|-------|
| 4 | 20 | A,B,C |
| 8 | 5 | A,B,C |
| 10 | 10 | A,B,C |
| 1 | 6 | A,B,C |
| 3 | 2.5 | A,B,C |
| 3 | 5 | Halon |
| 1 | 13 | Halon |
| 2 | 5 | B,C |

Waste Water Treatment Department

| Quantity | Size | Type |
|----------|------|-------------|
| 2 | 2.5 | B,C |
| 4 | 2.5 | A,B,C |
| 1 | 2.5 | Halon |
| 4 | 5 | B,C |
| 18 | 5 | A,B,C |
| 14 | 10 | A,B,C |
| 2 | 2.5 | Clean Guard |

Community Center

| Quantity | Size | Type |
|----------|---------------------|-------|
| 2 | 10 | A,B,C |
| 1 | 5.5 | B,C |
| 1 | Kitchen Hood System | |

Senior Center

| Quantity | Size | Type |
|----------|---------------------|-------|
| 2 | 5 | A,B,C |
| 1 | 5.5 | B,C |
| 1 | Kitchen Hood System | |

Parks Department

| Quantity | Size | Type |
|----------|------|-------|
| 6 | 5 | A,B,C |
| 2 | 10 | A,B,C |
| 2 | 2.5 | A,B,C |

Municipal Building

| Quantity | Size | Type |
|----------|------|-------|
| 16 | 5 | A,B,C |

ATTACHMENT B - EQUIPMENT LIST (Continued)

Street Department

| Quantity | Size | Type |
|----------|------|-------|
| 17 | 5 | A,B,C |
| 2 | 2.5 | B,C |
| 3 | 2.5 | A,B,C |
| 6 | 10 | A,B,C |

Cemetery Department

| Quantity | Size | Type |
|----------|------|-------|
| 2 | 10 | A,B,C |
| 3 | 5 | A,B,C |
| 1 | 6 | A,B,C |
| 2 | 2.5 | A,B,C |

Library

| Quantity | Size | Type |
|----------|------|-------|
| 1 | 10 | A,B,C |
| 2 | 6 | A,B,C |
| 1 | 5 | A,B,C |