



BID RESPONSE FORM

Stan Joyner
Mayor

Town of Collierville
General Services Department
500 Poplar View Parkway
Collierville, Tennessee 38017
(901) 457-2250

James H. Lewellen
Town Administrator

Derek Honeycutt
Director of General Services

POSITIVELY NO BIDS CONSIDERED UNLESS SUBMITTED ON THIS FORM

BID NO.: TC2015-08

ALL SEALED BIDS MUST BE RECEIVED AND TIME STAMPED ON OR BEFORE **Tuesday, March 24, 2015, 2:00:00 PM (LOCAL TIME)** IN THE OFFICE OF THE DIRECTOR OF GENERAL SERVICES, 500 POPLAR VIEW PARKWAY, COLLIERVILLE, TENNESSEE 38017, AT WHICH TIME OR SOON THEREAFTER THE BIDS WILL BE PUBLICLY OPENED AND READ ALOUD IN THE TOWN BOARD CHAMBERS.

IF YOU DO NOT RESPOND TO THIS REQUEST FOR BID WITH A "BID" OR "NO BID", WE WILL ASSUME THAT YOU NO LONGER WISH TO BID ON THE COMMODITY INDICATED BELOW, AND YOUR COMPANY'S NAME MAY BE REMOVED FROM THE MAILING LIST.

****REQUIRED TO SUBMIT BID: TOWN OF COLLIERVILLE VENDOR # 445**
(See Public Notice Form for Information on Obtaining a Vendor #)

ITEM	DESCRIPTION	UNIT PRICE	
		DOLLARS	CENTS
1	Police Dispatch – Annual	275	00
2	Public Services – Annual	215	00
3	Fleet Maintenance – Annual	400	00
4	Facility Maintenance – Annual	210	00
5	Animal Shelter – Annual	175	00
6	Progress Road Warehouse – Annual	745	00
7	Community Services Center – Annual	110	00
8	Police Headquarters – Annual	340	00
9	Court – Annual	375	00
10	Patrol Building – Annual	380	00
11	Fire Station #1 – Annual	110	00
12	Morton Museum – Annual	480	00
13	College Street Rec. Center – Annual	380	00
14	University of Memphis – Annual	350	00
15	Community Center – Annual	1030	00
16	Cox Annex – Annual	120	00
17	Fire Station #3 – Annual	250	00
18	Fire Administration Building – Annual	225	00
19	Shelton Wastewater Treatment Plant – Annual	200	00

ATTACHMENT B

ITEM	DESCRIPTION	UNIT PRICE	
		DOLLARS	CENTS
20	Johnson Park Concession East #1 – Annual	205	00
21	Johnson Park Concession #2 – Annual	120	00
22	NW Wastewater Treatment Plant – Annual	155	00
23	NW Wastewater Treatment Plant Old Lab – Annual	110	00
24	Fire Station #4 – Annual	300	00
25	Library – Annual	460	00
26	Town Hall – Annual	360	00
27	Fire Station #5 – Annual	320	00
28	Water Treatment Plant #4 – Annual	200	00
LUMP SUM TOTAL		8,600	00

DELIVERY PROMISED: Inspections to be performed as specified Section III, Specifications.

TERMS: Net 30 Discounts will be allowed for prompt payment as follows: 10 calendar days, ___%; 15 calendar days ___%; 20 calendar days ___%; 30 calendar days ___%.

FIRM'S NAME: Security Fire Protection ADDRESS: 4495 S. Mendenhall Rd.
 Organized and existing under the laws of the State of _____ and doing business as a corporation.
 a partnership, an individual, a limited liability company, or otherwise.

CITY: Memphis STATE: TN ZIP: 38141

TELEPHONE: 901-362-6250 FAX: 901-366-7869 EMAIL: bill.morgan@securityfire.us

NAME: Bill Morgan TITLE: Inspection Manager

AUTHORIZED SIGNATURE:  DATE: March 24, 2015

**TOWN OF COLLIERVILLE, PURCHASING DIVISION
500 POPLAR VIEW PARKWAY
COLLIERVILLE, TN 38017
PHONE: (901) 457-2250**

The Town is seeking bids from qualified vendors for **annual** fire alarm and fire sprinkler testing and inspections including but not limited to **sensitivity testing at various** buildings throughout the town. All testing is to be performed in compliance with federal, state, and local requirements, and the International Fire Code 2010 Edition.

1.0 Basis for Award

To ensure continuity of inspection/testing and any follow-up service, the Town intends to award a single contract to the responsible bidder providing the best value to the Town.

2.0 Contract Terms

The Town seeks to award a contract for an initial term of twelve (12) months with an option to renew for two (2) additional twelve (12) month periods for a total contract term not to exceed thirty-six (36) months. Renewals will be activated upon the Town of Collierville's request.

3.0 Pre-Bid Meeting & Site Visit:

A pre-bid meeting and site tour of each location will be given for interested vendors on **Tuesday, March 17, 2015** at 10:00:00 AM. The meeting will begin at the Town of Collierville Board Chambers, 500 Poplar View Pkwy, Collierville, TN 38017, with site visits to follow. Attendance at this meeting is strongly encouraged but is not mandatory.

4.0 General Requirements

Provide **annual** fire alarm and fire sprinkler testing, inspections, and sensitivity tests at the following locations:

No.	Location	Address (Collierville, TN 38017)
1	Police Dispatch	478 Keough Road
2	Public Service	500 Keough Road
3	Fleet Maintenance	508 Keough Road
4	Facility Maintenance	609 E. South Street
5	Animal Shelter	603 East South Street
6	Progress Road Warehouse	250 Progress Road
7	Community Services Center	167 Washington St.
8	Police Headquarters	156 N. Rowlett Street
9	Court Building	101 Walnut Street
10	Patrol Building	140 N. Rowlett Street
11	Fire Station #1	124 N. Main Street
12	Morton Museum	196 N. Main Street
13	College Street Recreational Center	176 College Street
14	University of Memphis	215 W. Poplar
15	Community Center	440 West Powell Road

ATTACHMENT B

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Fire Alarm and Fire Sprinkler Inspections

No.	Location	Address (Collierville, TN 38017)
16	Cox Annex	430 West Powell Road
17	Fire Station #3	1241 Peterson Lake
18	Fire Administration Building	1251 Peterson Lake
19	Shelton Road Wastewater Treatment Plant	136 E Shelton Road
20	Johnson Park Concession East #1	370 Johnson Park Drive
21	Johnson Park Concession #2	1721 New Byhalia Road
22	NW Wastewater Treatment Plant	1500 Wolf River Blvd.
23	NW Wastewater Treatment Plant Old Lab	1500 Wolf River Blvd
24	Fire Station #4	2823 Houston Levee Road
25	Library	501 Poplar View Parkway
26	Town Hall	500 Poplar View Parkway
27	Fire Station #5	4280 S. Houston Levee
28	Water Treatment Plant #4	4525 Fleming Road

- 4.1 All inspections/work shall be done between the hours of 7:30 A.M. and 3:00 P.M., Monday through Friday, except on holidays observed by the Town. No inspections/work shall be performed on Saturdays, Sundays, or Town Holidays.
Comply: Exception: _____
- 4.2 This Contract shall be performed under the direction, supervision and inspection of the Town Project Manager, Mike Cannon, Facility Maintenance Supervisor, 500 Poplar View Parkway, Collierville, TN 38017, telephone number (901) 457-2265. All work performed by the Contractor shall be subject to the direction of the Project Manager or his designated representative.
Comply: Exception: _____
- 4.3 Inspection day process: Contractor shall notify Town Project Manager three (3) business days prior to inspection date. Town Project Manager, or his designee, will accompany service technician during all inspections and arrange entry to inspection locations.
Comply: Exception: _____
- 4.4 The Contractor shall perform a **Sensitivity Test** on all smoke detectors in the first annual inspection. Should the contract be renewed beyond the initial 12-month term, a sensitivity test will be thereafter performed every other year in accordance with NFPA 72. Contractor shall clean all control panel heads when performing this test.
Comply: Exception: _____
- 4.5 Upon completion of all routine inspections, the Contractor or service representative **must obtain** the signature of the Project Manager, or his designee, acknowledging completion of inspection.
Comply: Exception: _____
- 4.6 Contractor shall perform the tasks as outlined in Section III. Contractor shall provide the Project Manager, or his designee, with a detailed report for each inspection and labor hours within 3 business days of completion of inspection.
Comply: Exception: _____

5.0 **Specific Requirements**

ATTACHMENT B

5.1 100% FIRE ALARM INSPECTION AND TESTING shall be conducted as recommended by NFPA 72 Fire Alarm code, International Fire Code 2010 edition and as noted in this document. Vendor must certify in writing that the systems have been inspected and are functioning correctly. Within 10 days of inspection a copy of the inspection report shall also be forwarded to the Town Fire Marshal's Office for review and enforcement: Town of Collierville, Fire Marshal's Office, 1251 Peterson Lake Road, Collierville, TN 38017. If an inspection results in a red-tag violation, the vendor will notify the Collierville Fire Department within 24 hours by emailing result to cfdinspections@ci.collierville.tn.us.

Comply: Exception: _____

5.2 WET, DRY, & PREACTION SPRINKLER SYSTEMS:

Systems shall be thoroughly inspected and tested per NFPA 13, NFPA 25, and International Fire Code 2010 edition for proper operation. In the course of performing these inspections, the vendor shall tag the risers with the inspection date. Vendor must certify in writing that the systems have been inspected and are functioning correctly. All pertinent test data and specific readings must be contained in this inspection report. Within 10 days of inspection a copy of the inspection report shall also be forwarded to the Town Fire Marshal's Office for review and enforcement: Town of Collierville, Fire Marshal's Office, 1251 Peterson Lake Road, Collierville, TN 38017. If an inspection results in a red-tag violation, the vendor will notify the Collierville Fire Department within 24 hours by emailing result to cfdinspections@ci.collierville.tn.us. The scope of this bid is restricted to annual inspections: All 5 year, 20 year and 50 year tests are not part of this document and should not be included in pricing.

Comply: Exception: _____

5.3 TESTING – ANNUAL

The Town will require the testing of the items listed below, however if NFPA requires additional testing, the awarded vendor may perform additional testing required to meet all local, state, and federal requirements, upon written acceptance by the Town Project Manager, or his designee.

Controls:

- Lamps/LES
- Fuses
- Initiating Circuits
- Indicating Circuits
- City/Central Station
- Auxiliary Functions
- Ground Fault Indicator
- Standby Power

Remote Annunciator:

- Other
- Alarm Indicating Appliances:**
- Bell, Horns, Strobes
 - Speakers (72G)
 - Telephones (72G)
 - Door Closer/Release

Alarm Initiating Devices:

- Fire Alarm Stations
- Smoke Detectors (functional)
- Smoke Detectors (calibration)
- Duct Detectors
- Heat Detectors
- Water Flow Switch
- Tamper/Supervisory Devices
- High/Low Air Switches
- Other (Halon, Co2, etc.)

5.4 System Components

The components listed in Section IX, Reference Table for Fire Systems and Components are based on counts conducted by the Town in January 2015. Bidders are responsible for verifying the accuracy of the information provided and will note any variances between the bidder's findings and the Town's counts in the table below:

Location	Description of variance found by bidder

6.0 Invoices

Invoices prepared from service orders not signed by Town Project Manager, or his designee will not be paid until evidence of such signature is produced by contractor.

7.0 Pricing

Vendor's pricing, per unit, shall include all of the Vendor's overhead, including, but not limited to, trip related charges including travel required to and from respective building sites. Only the costs of the inspection/testing will be paid under this bid.

8.0 References

Bidders shall submit with their bid a list of at least three (3) customers, which have contracted similar services within the last twelve months using the attached Reference Sheet, Section VII.

9.0 Applicable Licensees, Laws and Regulations

The Contractor shall be responsible for obtaining any and all applicable business licenses required to fulfill this Contract and shall comply with all laws, ordinances, rules, and regulations of the jurisdictions in which the work may be performed.

Contractor shall be licensed by the State of Tennessee to perform fire alarm and fire sprinkler inspections, and shall provide a copy of its license with their bid.

Comply: Exception: _____

10. Safety Precautions

The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connections with the performance of the Contract.

11. Insurance

Unless otherwise required by Special Conditions of this Invitation to Bid, if a contract is awarded, the bidder will be required to purchase and maintain during the life of the contract, Comprehensive General Liability insurance, Comprehensive Automobile Liability insurance, and Worker's Compensation insurance with limits of not less than those set forth below:

Comprehensive General Liability Insurance: Liability limits of \$500,000 each occurrence and \$500,000 aggregate.

Comprehensive Automobile Liability Insurance: Liability limits of \$500,000 any one accident.

Worker's Compensation Insurance: Statutory coverage, including Employer's Liability coverage, with a limit of at least \$100,000.

The bidder shall provide the Town with Certificates of Insurance evidencing the coverage's required above. Such certificates shall provide that the Town be given at least 30 days prior written notice of any cancellation of, intention to not renew, or material change in such coverage. Bidder must provide Certificates of Insurance before commencing work in connection with the contract.

The providing of any insurance required herein does not relieve the bidder of any of the responsibilities or obligations assumed by the bidder in the contract awarded or for which the bidder may be liable by law or otherwise.

ATTACHMENT B

TC2015-08

Fire Alarm and Fire Sprinkler Inspections

Failure to provide and continue in force such insurance as required above shall be deemed a material breach of the contract and shall operate as an immediate termination thereof. Unless otherwise required by Special Conditions of this Invitation to Bid, if a contractor is awarded, the bidder will be required to purchase and maintain during the life of the contract.

TITLE VI INFORMATION

- 1. The Town of Collierville agrees to comply with the Title VI of the Civil Rights Act of 1964 (42 U.S.C. 200d, et seq.), and the Department of Transportation Implementing Regulations (49 CFR Part 21) relative to the Contract which is the subject hereof.
- 2. The Contractor is requested, but is not obligated, to include the following disclosure information, Voluntary Title VI and Title IX Form, with the Contractor's sealed bid.

VOLUNTARY TITLE VI AND TITLE IX FORM

Attach form to sealed bid

For Title VI and Title IX compliance, the Contractor's voluntary disclosure of the following information is requested.

- 1. Number of Contractor's Employees Who Are:

_____ Male _____ Female

- 2. Number of Contractor's Employees Who Are:

_____ Caucasian _____ African-American
 _____ Hispanic _____ Other (please specify)

TOWN OF COLLIERVILLE	
REFERENCE SHEET FOR BID NO. TC2015-08	
<p>Each bidder shall submit with their bid a list of at least three (3) customers, which contracted services similar to what we are specifying herein sometime during the past twelve months. The listing shall include a contact name with phone number, since it is the intent of the Town of Collierville to call all names submitted for verification and recommendations.</p>	
(1)	NAME OF COMPANY: Carrier Corporation
	ADDRESS: 97 S. Byhalia Rd., Collierville, TN 38017
	PHONE NUMBER: 901-854-3202
	CONTACT: Peter Ippolito

(2)	NAME OF COMPANY: Colliers Management
	ADDRESS: 6363 Poplar Ave., Memphis, TN 38119
	PHONE NUMBER: 901-375-4800
	CONTACT: Scott Anderson

(3)	NAME OF COMPANY: Commercial Advisors Asset Services
	ADDRESS: 5101 Wheelis Dr., Memphis, TN 38117
	PHONE NUMBER: 901-362-4316
	CONTACT: Pam Faulk