



**DANE COUNTY
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION**

REQUEST FOR BID (RFB)

Revised 05/2021 (S)(LVP)

BID NUMBER: 122019

**BID TITLE: Fire Sprinkler System
Inspections & Repairs**

**BID DEADLINE: February 22, 2022
2:00 p.m. (CST)**

**SUBMIT BID TO: Purchasing Bid Dropbox
www.danepurchasing.com**

Late, faxed, mailed, hand-delivered or unsigned bids will be rejected

**DIRECT
ALL INQUIRES
TO:**

Pete Patten
Purchasing Officer
(608) 267-3523
patten.peter@countyofdane.com
www.danepurchasing.com

BID SUBMISSION CHECKLIST

- Update Vendor Registration
- Read Entire Bid Document

Completed Bid Packet (In PDF Format)

- Section 1 – Vendor Information
- Section 2 – Bid Specifications
- Section 3 – Price Proposal

- Upload Bid Response to Purchasing Bid Dropbox

DATE ISSUED | January 25, 2022

VENDOR INFORMATION

VENDOR NAME: _____

Vendor Information (address below will be used to confirm Local Vendor Preference)			
Address			
City		County	
State		Zip+4	
Vendor Rep. Name		Telephone	
Title			
Email			
Dane County Vendor #			

Local Vendor Preference <i>(Reference General Guidelines #1.6)</i>
<input type="checkbox"/> Locally Based & Owned Vendor
<input type="checkbox"/> Locally Operated Vendor
<input type="checkbox"/> Non-Locally Operated Vendor
<input type="checkbox"/> No Local Vendor Preference

Local Content Vendor Preference
Does Not Apply To This Bid
(Reference General Guidelines #1.7)

Cooperative Purchasing (Reference General Guidelines #1.8)
<input type="checkbox"/> I agree to furnish the commodities or services of this bid to municipalities and state agencies.
<input type="checkbox"/> I do not agree to furnish the commodities or services of this bid to municipalities and state agencies.

Fair Labor Practice Certification (Reference General Guidelines #1.9)
<input type="checkbox"/> Vendor has not been found by the National Labor Relations Board (“NLRB”) or the Wisconsin Employment Relations Commission (“WERC”) to have violated any statute or regulation regarding labor standards or relations in the seven years prior to the date this bid submission is signed.
<input type="checkbox"/> Vendor has been found by the National Labor Relations Board (“NLRB”) or the Wisconsin Employment Relations Commission (“WERC”) to have violated any statute or regulation regarding labor standards or relations in the seven years prior to the date this bid submission is signed.

Addenda – we hereby acknowledge receipt, review and use of the following addenda, if applicable.				
<input type="checkbox"/> Addendum #1	<input type="checkbox"/> Addendum #2	<input type="checkbox"/> Addendum #3	<input type="checkbox"/> Addendum #4	<input type="checkbox"/> None

Signature Affidavit
<p>In signing this bid, we certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a bid; that this bid has been independently arrived at without collusion with any other bidder, competitor or potential competitor; that this bid has not been knowingly disclosed prior to the opening of bids to any other bidder or competitor; that the above statement is accurate under penalty of perjury.</p> <p>The undersigned, submitting this bid, hereby agrees with all the terms, conditions, and specifications required by the County in this Request for Bid, and declares that the attached bid and pricing are in conformity therewith.</p>

Signature: _____

Title: _____

Printed Name: _____

Date: _____

BID AND SPECIFICATION OVERVIEW

Dane County as represented by the Purchasing Division will accept bids for the purchase of specified item(s) as described within this document.

Specification Compliance: Bidder shall complete every space in the area provided with either a check mark to indicate the item being bid is exactly as specified (**Yes**), or deviates from bid specification (**No**). Any deviation from the minimum specifications stated herein must be identified in detail in the Specifications Deviations section of the bid and must include a description of how the proposed item(s) differ from the bid requirements, along with detailed justification for such deviation. Bidder shall include photos and schematics as necessary, for complete clarification.

The specifications below describe an acceptable product. Minor variations in specification may be accepted if, in the opinion of County staff, they do not adversely affect the quality, maintenance or performance of the item(s). Dane County reserves the right to accept or reject any and all bids, to waive informalities and to choose the bid that best meets the specifications and needs of the County.

Term: The contract shall be effective on the date indicated on the Dane County purchase order or the Dane County contract execution date and shall run until December 31, 2022 from that date with four possible one-year extensions available upon mutual agreement.

If applicable, any renewal terms are not automatic extensions. Vendor performance may be taken into consideration in the decision by the contracting agencies and the Purchasing Division to either continue this contract into each possible renewal term or to terminate and re-bid this contract.

Anticipated Start Date: March 1, 2022

Site Visits

Section 3 – Price Proposal contains the type(s) of system(s) for each Dane County location. There is a chart in Section 2 – Bid Specifications which lists a site contact name and phone number for each Dane County location so bidders can ask questions and make appointments for site visits as needed. This chart should be used by the awarded vendor to schedule all inspections and repairs. Site visits are not mandatory and the system/equipment information listed within this document is believed to be accurate, but bidders are responsible for verifying any information they feel is necessary to submit an accurate bid.

If you wish to make a site visit, look up the contact person at each desired location and call to request an appointment. Appointments should be made between 8:00 am – 4:00 pm from January 25, 2022 – February 22, 2022. Vendors seeking a site visit may only have 2 representatives at each site visit.

****Public Safety Building and Ferris Center Site Visits****

If you plan to schedule a site visit at the Public Safety Building and/or Ferris Center, a background check must be completed and approved by the Dane County Sheriff’s Department prior to the scheduled appointment. Please plan accordingly. Complete and send in the background check documentation for each person that will be making the site visit. Allow enough time for the background check to take place and be approved.

The Background Check Form is located on Attachment A.

BID SPECIFICATIONS

Fire Sprinkler System Inspections & Repairs

#	Description	Spec Compliance	
1	SCOPE OF SERVICES		
2	All work listed shall be performed in a thorough and professional manner and in accordance with accepted industry methods and practices. All work shall be in strict compliance with all local and state codes, ordinances, laws, and policies.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3	The provider shall provide an adequate number of competent, properly trained personnel with sufficient supervision to provide the required services at all times. The provider shall provide all personnel with a complete set of specifications and schedules to ensure all required services are completed.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
4	All tools and equipment shall be provided by the provider and shall meet all applicable local, State and Federal Standards.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
5	TECHNICAL & PERFORMANCE	Spec Compliance	
6	Perform inspections, testing and maintenance of fire sprinkler systems, fire pumps and standpipes and all other fire sprinkler related equipment and systems at various County locations. All work shall be performed by properly certified technicians and licensed automatic fire sprinkler provider.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
7	A minimum of 5 years of experience providing same or similar services outlined within the scope of this bid.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
8	INSPECTIONS	Spec Compliance	
9	Quarterly (3 total) and Annual (1 total) fire sprinkler system inspections/tests shall be performed for each location. The inspections should be conducted within 95 days of the previous inspection and in accordance with the most recently adopted edition of the NFPA 25.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
10	All fire suppression systems inspections shall be conducted in accordance with the most recently adopted edition of the NFPA 25.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
11	Some locations may require 5 Year Inspections and should include, at minimum, all pressure gauges replaced, pressure and flow test on dry stand pipe systems, check valve maintenance and internal pipe investigation. These locations are noted in the pricing section.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
12	MAINTENANCE AND REPAIR SERVICES	Spec Compliance	
13	Must be able to provide maintenance and repair services to systems as needed. This bid will not be awarded to a vendor who can only provide sprinkler <u>inspection</u> services.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
14	SCHEDULING	Spec Compliance	
15	All inspections shall be performed during normal working hours 8:00 am – 3:30 pm Monday through Friday.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
16	Inspection appointments shall be scheduled through each department contact.	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Section 2 – Bid Specifications – Submit with Bid

17	DOCUMENTATION	Spec Compliance	
18	Completed inspections reports shall be submitted to the respective department within five (5) working days of the completed inspections. All inspections and reports shall be done in accordance with the most recently adopted edition of NFPA 25.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
19	Within 45 days of bid being awarded, vendor will provide Purchasing an inventory list of all fire sprinkler systems at each location within the bid and any locations that might be added at a later date. List must be in Excel format.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
20	In September of each year, vendor will provide Purchasing an updated inventory list of all fire sprinkler systems at all Dane County locations covered within this bid. List must be in Word or Excel format.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
21	INSPECTION INVOICING	Spec Compliance	
22	An invoice shall be issued and emailed to the Dane County invoice email address found on the Bill To section of each Dane County purchase order issued for each location. The invoicing format shall be subject to change at any time as subsequently requested by Dane County.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
23	All transportation and travel charges shall be incorporated in the bid for all inspection costs.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
24	All invoices shall comply with the pricing and markups established by this specification and bid and/or Dane County contract.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
25	All invoices for inspection services must be itemized and contain the following information at minimum:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
26	→ Contractors Name	<input type="checkbox"/> YES	<input type="checkbox"/> NO
27	→ Remit To Address	<input type="checkbox"/> YES	<input type="checkbox"/> NO
28	→ Dane County Purchase Order Number	<input type="checkbox"/> YES	<input type="checkbox"/> NO
29	→ Service location, including street address, building or department name	<input type="checkbox"/> YES	<input type="checkbox"/> NO
30	→ Fire Alarm System Manufacturer/Model	<input type="checkbox"/> YES	<input type="checkbox"/> NO
31	→ Time period of the services invoiced	<input type="checkbox"/> YES	<input type="checkbox"/> NO
32	→ Description of service provided	<input type="checkbox"/> YES	<input type="checkbox"/> NO
33	→ Price per the bid/contract, itemized so that the service and cost can be readily identified as being a part of this bid/contract.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
34	Only properly submitted invoices will be processed for payment. Any invoice failing to comply with these provisions may be returned for correction and reissue.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
35	Dane County shall not be responsible for paying any general charges, including but not limited to 'sundries', 'miscellaneous parts charge' or transportation, fuel, or other surcharges.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
36	Overtime is generally not included and any billable overtime must be expressly authorized in advance by the designated Dane County representative. It is agreed that charges for unauthorized overtime will not be considered legitimate and may not be paid.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
37	REPAIR SERVICE INVOICING	Spec Compliance	
38	An invoice shall be issued and emailed to the Dane County invoice email address found on the Bill To section of each Dane County purchase order issued for each location. The invoicing format shall be subject to change at any time as subsequently requested by Dane County.	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Section 2 – Bid Specifications – Submit with Bid

39	All transportation and travel charges shall be incorporated in the bid for all repair rates/costs.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
40	All invoices shall comply with the pricing and markups established by this specification and bid and/or Dane County contract.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
41	All invoices for repair services must be itemized and contain the following information at minimum:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
42	→ Contractors Name	<input type="checkbox"/> YES	<input type="checkbox"/> NO
43	→ Remit To Address	<input type="checkbox"/> YES	<input type="checkbox"/> NO
44	→ Dane County Purchase Order Number	<input type="checkbox"/> YES	<input type="checkbox"/> NO
45	→ Date of service, time of arrival and departure	<input type="checkbox"/> YES	<input type="checkbox"/> NO
46	→ A complete description of the services provided	<input type="checkbox"/> YES	<input type="checkbox"/> NO
47	→ A complete breakdown of the number of labor hours	<input type="checkbox"/> YES	<input type="checkbox"/> NO
48	→ The applicable hourly labor rate(s)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
49	→ Individual part prices and manufacturer's part number	<input type="checkbox"/> YES	<input type="checkbox"/> NO
50	→ Copy of invoice(s) for replacement parts and materials	<input type="checkbox"/> YES	<input type="checkbox"/> NO
51	→ Copy of invoice(s) for equipment rental charges and markup (if applicable)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
52	→ Name of County's representative that authorized the service	<input type="checkbox"/> YES	<input type="checkbox"/> NO
53	Only properly submitted invoices will be processed for payment. Any invoice failing to comply with these provisions may be returned for correction and reissue.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
54	Dane County shall not be responsible for paying any general charges, including but not limited to 'sundries', 'miscellaneous parts charge' or transportation, fuel, or other surcharges.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
55	Overtime is generally not included and any billable overtime must be expressly authorized in advance by the designated Dane County representative. It is agreed that charges for unauthorized overtime will not be considered legitimate and may not be paid.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
56	BACKGROUND CHECKS/SECURITY/COVID PROCEDURES	Spec Compliance	
57	Awarded vendor employees and technicians must be able to pass and then comply with all new or existing security procedures, background checks, reasonable sign-in and sign-out procedures, etc. for each location. This includes but is not limited to Dane County Sheriff's Office and State of WI Department of Health Services background check procedures.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
58	All vendor personnel providing services to Dane County locations must adhere to the COVID protocols for each location. Protocols may differ between locations. It is the responsibility of the vendor to understand and follow each location's protocol. <u>Violations of COVID protocols may result in termination of this contract.</u>	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Section 2 – Bid Specifications – Submit with Bid

Site Contact for Scheduling	Phone	Location	Address	Email Reports and Invoices To:
Don Kraft <i>Alliant Energy Center</i>	608-267-3983	AEC - Expo Hall	1919 Alliant Energy Center Way Madison, WI 53713	invoices@alliantenergycenter.com
		AEC - Pavilion 1		
		AEC - Pavilion 2		
		AEC - Bob Johnson Center		
David Sanborn <i>Consolidated Food Services</i>	608-845-1270	Consolidated Food Services	1000 Verona Road Verona, WI 53593	invoices-cfs@countyofdane.com
Rick Lange <i>Emergency Management</i>	608-215-2252	Emergency Management (remodel in process)	5415 King James Way Fitchburg, WI 53719	fac.mgmt@countyofdane.com
Mike Collins <i>Facilities Management</i>	608-444-9563	Dane County Courthouse	215 S. Hamilton Street Madison, WI 53703	
		City County Building	210 Martin Luther King Jr. Blvd. Madison, WI 53703	
		The Beacon	615 E. Washington Avenue Madison, WI 53701	
		Fen Oak	5201 Fen Oak Drive Suite 208 Madison, WI 53718	
Steve Hutchinson <i>Facilities Management</i>	608-576-1273	Tellurian Detox	2914 Industrial Drive Madison, WI 53713	
		Job Center	1819 Aberg Avenue Madison, WI 53704	
		Neighborhood Intervention Program	1227 N. Sherman Avenue Madison, WI 53704	
		Human Services Admin Building	1202 Northport Drive Madison, WI 53704	
Kelly Splinter <i>Sheriff</i>	608-284-6100	Public Safety Building	115 W. Doty Street Madison, WI 53703	
Sue Eskola <i>Medical Examiner</i>	608-284-6000	Medical Examiner's Office	3111 Luds Lane McFarland, WI 53558	
Tracy Herold <i>Library</i>	608-266-9297	Library Services	1874 S. Stoughton Road Madison, WI 53716	
Jon Triggs <i>Sheriff</i>	608-284-6800	Southeast Precinct (remodel in process)	125 Veterans Road Stoughton, WI 53589	

Section 2 – Bid Specifications – Submit with Bid

Site Contact for Scheduling	Phone	Location	Address	Email Reports and Invoices To:
Shane Gannon <i>Highway</i>	608-575-6140	Highway - Paint Booth	2302 Fish Hatchery Road Madison, WI 53713	invoices-highway@countyofdane.com
Jon Strandlie <i>Highway</i>	608-575-2243	Highway - East District Campus	3103 Luds Lane McFarland, WI 53558	
Joe Prazak <i>Facilities Management</i>	608-845-1225	Badger Prairie Health Care Center	1100 Verona Road Verona, WI 53593	bpinvoices@countyofdane.com
Suzanne Stute <i>Juvenile Shelter</i>	608-246-3277	Juvenile Shelter Facility	2402 Atwood Avenue Madison, WI 53703	invoices-juvenileshelter@countyofdane.com
Doug Schuyler <i>Airport</i>	608-246-3383	Airport - Terminal	4000 International Lane Madison, WI 53704	invoices@msnairport.com
		Airport - Parking Ramps		
		Airport - Glycol Mixing Building		
		Airport - Maintenance Building	2519 Grimm Street Madison, WI 53704	
		Airport - Maintenance Building	2601 Darwin Road Madison, WI 53704	
		Airport - Chiller Plant	3549 International Lane Madison, WI 53704	
Mike Ziesch <i>Sheriff</i>	608-267-8853	Ferris Center	2120 Rimrock Road Madison, WI 53713	invoices@danesherriff.com
Paul Howard <i>Waste & Renewables</i>	608-444-7826	Clean Sweep/Transfer House	7102 US Highway 12 & 18 Madison, WI 53718	invoices-waste@countyofdane.com
Eddie Sherman <i>Henry Vilas Zoo</i>	608-283-1657	Zoo - Animal Health Center	702 S. Randall Avenue Madison, WI 53715	invoices-zoo@countyofdane.com
		Zoo - Concessions		

PRICE PROPOSAL

1. Pricing shall be inclusive of all labor, delivery costs and other expenses necessary to provide product in accordance with the specifications and terms and conditions of this bid document and your proposal.
2. Download the Excel Spreadsheet titled “122019 Fire Sprinkler – Pricing”.
3. Fill in the Vendor Name (Row 4).
4. Fill in Columns D, H, and L – these are all Unit Prices for Quarterly, Annual and 5 Year Inspections. The “Total” columns will auto-calculate, including Row 33 for Sub Totals and Row 34 for the Grand Total.
5. Fill in the Hourly Rates for Repairs along with any Future Pricing % increases. The % increases will be applied to all inspections, hourly rates and discount off of list price for parts.
6. Once the Pricing Spreadsheet is completed, save it and upload the Excel Spreadsheet with your bid submission packet to the Dane County Purchasing Dropbox located on the Dane Purchasing website. (<https://www.danepurchasing.com/bids>).

Attachment A – Background Check Form – Public Safety Building/Ferris Center Site Visits

BACKGROUND CHECK FORM TO ATTEND A SITE VISIT

The undersigned intends to attend an onsite inspection/visit for:
Bid# 122019 - Fire Sprinkler System Inspection and Repairs

Ferris Center – 2120 Rimrock Road, Madison, WI 53713
Date: January 25, 2022 – February 22, 2022

Dane County Public Safety Building – 115 W. Doty Street, Madison, WI 53703
Date: January 25, 2022 – February 22, 2022

First Name Middle Name Last Name

1. _____

Sex Race Date of Birth

2. _____

3. State currently living in: _____

4. All previous states lived in: _____

5. Driver's License #: _____ DL State: _____

6. Other Last Name's Used (married/maiden, hyphenated): _____

Note: This form is mandatory if the proposer intends to tour either facilities listed above. Proposers are required to obtain security clearance for each individual representative scheduled to attend the on-site tours. **A full criminal background check will be performed.** No more than three individuals may participate for any one proposer. Government issued photo identification is required to enter the facilities.

Representative's Signature Date

Representative's Printed Name

Company Name and Legal Name for Business within Wisconsin

Telephone Number and Extension Fax Number

E-Mail Address

Email completed form(s) to Lori Prieur (608-284-6176) at the Dane County Sheriff's Department.

NOTE: it can take 4-6 business days to complete the background check process.

Please plan accordingly.

Email: prieur.lori@danesherriff.com