



KING GEORGE COUNTY SCHOOLS, VIRGINIA

INVITATION FOR BIDS

ISSUE DATE: 01/27/10

IFB #02122010-1400

TITLE: FIRE SUPPRESSION INSPECTION SERVICES

Sealed Bids will be received until **February 12, 2010 at 2:00 PM.** for furnishing the goods described herein. Late, facsimile and/or electronic bids will **not** be accepted. All inquiries must be directed to:

Kelly S. Dixon, CPPB, CPPO – Procurement Manager

Phone: (540) 775-8575

Fax: (540) 775-7692

E-Mail: kdixon@co.kinggeorge.state.va.us

BIDS SHALL BE ADDRESSED AS FOLLOWS, AND DELIVERED TO:

**King George County Procurement Manager
10459 Courthouse Drive, Suite 201
King George, VA 22485
IFB # 02122010-1400**

King George County Schools does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against any Bidder because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by law relating to discrimination in employment.

Name and Address of Firm/Individual Submitting Bid:

_____ **Date:** _____

_____ **By:** _____

Signature In Ink

_____ **Print/Type**

Telephone: _____

Fax: _____

E-mail Address _____

Tax ID # _____

How did you hear about this IFB? (Check all that apply) ___ Newspaper (Which One? _____), ___ eVA, ___ KG Web Site, ___ Other (Explain _____)

Questions: All questions must be submitted in writing directly to the King George County Procurement Manager at the address referenced above no later than 1:00 PM, February 4, 2010. Questions may be sent by fax or email.



King George County Schools, Virginia, a political subdivision of the Commonwealth of Virginia and a body politic, herein referred to as KGCS, desires to obtain bids for the services as described herein.

This Invitation for Bids (IFB), plus the resulting Contract shall be consistent with and governed by the King George County (KGC) Purchasing Ordinance and has been prepared in accordance with the Virginia Public Procurement Act.

1.0 PURPOSE:

The Purpose and Intent of this Invitation for Bid (IFB) is to establish a firm fixed price, from qualified sources, for the procurement of fire suppression inspection services for KGCS, in accordance with the specifications, terms and conditions stated herein.

2.0 COMPETITION INTENDED:

It is KGCS' intent that this IFB permit competition. It shall be the Bidder's responsibility to advise the Procurement Manager, in writing, if any language, requirement, specifications, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this IFB to a single source. Such notification must be received by the Procurement Manager no later than five (5) business days prior to the date set for bids to close

3.0 PERIOD OF CONTRACT:

The period of this contract shall be March 1, 2010 through July 01, 2011. Bidders submitting bids for less than the contract period specified will not be accepted. KGCS reserves the option to renew any contract resulting from this solicitation annually up to a total of four (4) additional 12-month periods. Contract price adjustments shall be negotiated between KGCS and the Vendor, and finalized in writing, no less than thirty (30) days prior to any renewal period.

4.0 DELIVERY:

Complete delivery of required services shall be to the KGCS facility noted on the Service Request/Purchase Order. Inspections must be scheduled with the KGCS Facilities Manager in advance.

Bidders shall indicate the timeframe in which inspections may be expected upon issuance of an order. *This will be a factor in making an award.*

5.0 AWARD:

All three (3) Pages of the Bid Form, Page 1 of this IFB, and the Bidder's W9, must be completed and submitted by 2:00 PM on February 12, 2010 to be considered. Failure to submit all five (5) required pages may be cause for the bid to be rejected as non-responsive.

The award will be made to the lowest responsive and responsible Bidder for the required services indicated on the Bid Form.

KGCS reserves the right to reject any or all bids, in whole or in part, to waive any informality and to delete items prior to making the award, whenever it is deemed in the sole opinion of KGCS to be in its best interest. KGCS reserves the right to make the sole determination of whether the service offered is acceptable. KGCS' decision shall be final.

KGCS reserves the right to award a contract in aggregate, or by line item, based on the best interest of KGCS.

KGCS intends to enter into a contract with the selected Bidder using its standard Services Agreement. A sample Services Agreement is attached to this IFB as ATTACHMENT A

6.0 IFB AND BID CLAFICATION:

KGCS reserves the right to request clarification of information submitted in response to this IFB and to request additional information of one or more bidders. All requests for additional information will be in writing and generated by the KGC Procurement Manager.

Please Note: All inquires, suggestions, or requests pertaining to this IFB MUST be in writing and submitted to the Procurement Manager at the address listed. KGC/KGCS will not be responsible for oral interpretations/information given by any employee, agent, or other representative of KGC/KGCS. The issuance of a written IFB Addendum signed by the KGC Procurement Manager is the only official method whereby interpretation, clarification, or additional information can be issued. All Addenda may be viewed/obtained from the KGC website: www.king-george.va.us County Offices/Purchasing/Solicitations. It shall be the bidder's responsibility to ensure that he/she has received all addendums prior to submitting a bid.

7.0 BUSINESS LICENSE:

If a Contractor holds a Business License in the jurisdiction it's home office is located, then a King George County Business License is not required unless the amount earned in King George County during a calendar year is \$25,000 or greater.

If a Contractor does not hold a Business License from it's home jurisdiction, then a King George County Business License is required when any calendar year's earnings within King George County are expected to meet or exceed \$2,500.

8.0 COOPERATIVE PROCUREMENT:

As authorized by the Code of Virginia, this procurement is being conducted on behalf of, and may be used by, other public bodies, agencies, institutions and localities with the consent of the contractor.

9.0 **SPECIFICATIONS:**

All inspections, and reporting, shall meet or exceed all applicable State & Local Codes/Regulations for Fire Suppression Inspections of Public School Facilities.

9.1 **Annual Inspections:**

All Fire Extinguishers at the following locations:

- King George Elementary
- Sealston Elementary
- Potomac Elementary
- King George Middle School
- Old King George Middle School
- King George High School
- King George Schools School Board Building/Gym
- King George Schools Bus Garage

9.2 **Semi-Annual Inspections:**

All Kitchen Hood Systems at the following locations:

- King George Elementary
- Sealston Elementary
- Potomac Elementary
- King George Middle School
- King George High School

9.3 **Quarterly Inspections:**

All Sprinkler Systems at the following locations:

- King George Elementary
- Sealston Elementary
- Potomac Elementary
- King George Middle School
- Old King George Middle School
- King George High School

9.4 **Location Address, System Types and Quantities:**

- **King George Elementary** – 10381 Ridge Rd., King George, VA 22485
 - Type of Systems: WET – (3) 4” Viking Alarm Valves, and (1) Viking Dry System (Loading Dock)
 - Model & Manuf. Of System: PCL 3.5 Gal. Wet
 - Date of Manuf.: 5/1994
 - Type of System Control Valves: (3) 4” & (2) 6” OS&Y Valves, and (1) Butterall Valve

- **King George Elementary** – 10381 Ridge Rd. (Continued)
 - Type of Alarms: Fire Alarm System
 - Type of Fire Pump: None
 - Number of Fire Extinguishers: 35

- **Sealston Elementary** – 11048 Fletcher’s Chapel Rd., King George, VA 22485
 - Type of Systems: WET & DRY – (2) Victaulic Mod. S/751 Alarm Valves, and (1) Victaulic Mod S/756 DPV
 - Model & Manuf. Of System: 1-3 Gal. Ansul Wet
 - Date of Manuf.: 2004
 - Type of System Control Valves: (2) 8” OS&Y Valves, and (3) Victaulic Butterfly Valves
 - Type of Alarms: Monitored Fire Alarm System
 - Type of Fire Pump: None
 - Number of Fire Extinguishers: 30

- **Potomac Elementary** – 16459 15th St., Dahlgren, VA 22448
 - Type of Systems: WET – Domestic
 - Model & Manuf. Of System: 1-4 Gal. Range Guard
 - Date of Last Testing: 01/2004
 - Type of System Control Valves: N/A
 - Type of Alarms: Fire Alarm System – Water Flow Switches (Various Locations)
 - Type of Fire Pump: None
 - Number of Fire Extinguishers: 28

- **King George Middle School** – 8562 Dahlgren Rd., King George, VA 22485
 - Type of Systems: WET - Domestic Limited Area
 - Model & Manuf. Of System: 1-3 Gal. Ansul
 - Date of Manuf.: 1998
 - Type of System Control Valves: (1) Gate Valve at Stage
 - Type of Alarms: None
 - Type of Fire Pump: None
 - Number of Fire Extinguishers: 28

- **Old King George Middle School** – 8562 Dahlgren Rd., King George, VA 22485
 - Number of Fire Extinguishers: 29
 - (1) Wet Chemical Fire Extinguisher – 1.59 Gal.

- **King George High School** – 10100 Foxes Way, King George, VA 22485
 - Type of Systems: WET – (4) Zones with Water Flow Switches (2009)
 - Model & Manuf. Of System: 3 Gal. Ansul Wet
 - Date of Manuf.: 2007
 - Type of System Control Valves: (1) OS&Y Valve, (8) Butterfly Valves, and (1) PIV with Tamper Switches
 - Type of Alarms: Monitored Fire Alarm System
 - Type of Fire Pump: 400 GOM @ 70 PSI
 - Number of Fire Extinguishers: 26

- **King George County Schools School Board Building/Gym** – 9100 St. Anthony’s Rd., King George, VA 22485
 - Number of Fire Extinguishers: 13

- **King George County Schools Bus Garage** – 10350 Millbank Rd., King George, VA 22485
 - Number of Fire Extinguishers: 3

I hereby certify, by way of my signature on this Invitation for Bid, I am fully aware of, understand, and will comply with the product delivery, invoicing, requirements, terms and conditions as stated in this IFB.

Date: _____

Firm/Individual Submitting Bid (Signature) _____

Firm/Individual Submitting Bid (Print) _____

Federal Identification Number: _____

A W-9 must be submitted with your bid. Failure to do so may be cause for rejection of bid as non-responsive.

**KING GEORGE COUNTY SCHOOLS
STANDARD FORM OF AGREEMENT
FOR SERVICES**

THIS AGREEMENT is made this ____ day of _____, 2010 by and between the SCHOOL BOARD OF THE COUNTY OF KING GEORGE, a political subdivision of the Commonwealth of Virginia, hereinafter referred to as the "SCHOOL BOARD"; and, _____ hereinafter referred to as "CONTRACTOR".

WHEREAS, the SCHOOL BOARD desires to purchase fire suppression inspection services referred to as the "WORK", as described herein and in the contract documents, and;

WHEREAS, CONTRACTOR desires to provide such WORK

WITNESS:

IN CONSIDERATION of the mutual promises stated in this Agreement, the SCHOOL BOARD and CONTRACTOR agree as follows:

ARTICLE 1

1.0 CONTRACT DOCUMENTS:

1.1 The documents listed in Section 1.2 of this Article shall constitute the entire contract. These contract documents shall represent the entire agreement and understanding between the parties. These contract documents shall be amended only by written instrument. The contract documents are presented in descending order of priority with the first document listed being of the highest priority and governing over subsequently listed documents, in case of conflict or ambiguity.

1.2. The Contract Documents consist of:

1.2.1 King George County Schools Standard Form of Agreement for Services, between the SCHOOL BOARD and CONTRACTOR;

1.2.2 _____'s Bid dated _____ (attached as Exhibit 1)

1.2.3 King George County Schools Invitation for Bid #02122010-1400 dated 02/27/2010 and its related addenda (attached as Exhibit 2).

1.2.4 Certificate of Insurance (attached as Exhibit 3).

ARTICLE 2

2.0 THE WORK:

A summary of the major components of the work includes the following:

2.1 The Contractor shall inspect all fire suppression devices and systems in accordance with the Specifications and service requirements set forth in the King George County Schools Invitation for Bid # 02122010-1400.

2.2 The CONTRACTOR shall be responsible for the following:

2.2.1 CONTRACTOR shall perform the tasks delineated in the contract documents.

2.2.2 The CONTRACTOR shall require a full, national, criminal record background check of all its employees who will be working under this Agreement. CONTRACTOR agrees that it will hire no employees to perform any aspects of this Agreement who

have been convicted of a felony or a Class 1 misdemeanor, or the non-Virginia equivalent of such offenses. Individual background checks shall be made available for SCHOOL BOARD review upon request.

2.2.3 The CONTRACTOR shall comply with all applicable state and federal laws and regulations governing the Services. The CONTRACTOR further agrees to immediately apply for all necessary licenses in order to perform the WORK. Once obtained, the CONTRACTOR agrees to maintain all such licenses for the duration of this Agreement. All applicable licenses shall be made available for SCHOOL BOARD review upon request

2.2.4 The CONTRACTOR shall maintain appropriate communication with the King George County Schools' Facilities Manager.

2.2.5 The CONTRACTOR shall repair, replace, or reimburse SCHOOL BOARD for any equipment, furniture, fixtures, facility, or property damaged by CONTRACTOR'S performance of the WORK. All restitution shall be to the SCHOOL BOARD's approval.

2.2.6 The CONTRACTOR shall procure and maintain all equipment required for the successful performance of the WORK.

2.3 The SCHOOL BOARD will be responsible for the following:

2.3.1 SCHOOL BOARD shall provide all requested data necessary for the CONTRACTOR to perform the contracted WORK in a thorough and accurate manner.

ARTICLE 3

3.0 CONTRACT TERM

- 3.1 The initial contract term shall be for the period of March 1, 2010 through June 30, 2011. SCHOOL BOARD reserves the option to extend this agreement for up to four (4) additional 12-month terms.
- 3.2 Any changes to this Agreement shall be in writing and signed by the authorized representative of the Parties.

ARTICLE 4

4.0 CONTRACT PRICE:

The cost for completed WORK provided for under this AGREEMENT is as listed on the Bid Form – EXHIBIT 3. The total cost for completed WORK provided for under this AGREEMENT in the first contract period is _____ (\$_____).

ARTICLE 5

5.0 TERMINATION OF AGREEMENT:

- 5.1 If either CONTRACTOR or SCHOOL BOARD is in violation of the terms and conditions of this Agreement, the other party shall have the right to terminate this Agreement if the violating party fails to cure the violation within thirty (30) days after written notice of the violation.

ARTICLE 6

6.0 MISCELLANEOUS TERMS:

6.1 CONTRACTOR shall hold harmless and defend the SCHOOL BOARD and its representatives from any and all claims, suits and actions for injury or damage sustained by any person or property from any act or omission by CONTRACTOR and/or its sub-contractors or employees.

6.2 CONTRACTOR agrees to obtain a business license from the King George County Commissioner of Revenue as required by the King George County Code.

6.3 The following persons shall be contact persons for the parties, and notice given them, by certified return receipt requested mail to the addresses shown, shall constitute valid notice under the requirements of this agreement:

6.3.1 For SCHOOL BOARD:

Dr. Candace Brown – Superintendent
King George County Schools
PO Box 1239
King George, VA 22485

6.3.2 For CONTRACTOR:

- 6.4 The parties may amend such addresses by written notice to the opposite party at the given address.
- 6.5 The parties agree that this contract shall be governed by the laws of the Commonwealth of Virginia, and that proper venue, in the event of litigation concerning this matter, shall be in King George County, Virginia.
- 6.6 CONTRACTOR acknowledges that the King George County Purchasing Ordinance is applicable to this contract.
- 6.7 Except as noted in the contract documents, neither this Agreement, nor any part hereof, may be assigned or subcontracted by the CONTRACTOR to any other party without the express written permission of the SCHOOL BOARD.
- 6.8 CONTRACTOR is not responsible for damages or delay in performance caused by conditions beyond its control including, but not limited to, Acts of God, wars, and natural disasters. In any such event, CONTRACTOR'S fee and schedule shall be equitably adjusted
- 6.9 CONTRACTOR agrees that it is, and shall remain at all times, an independent contractor, whose engagement with SCHOOL BOARD is limited solely to the performances of the WORK. Neither party has the authority to act on behalf of the other party in any capacity.

IN WITNESS WHEREOF, the parties hereby set their signature to this AGREEMENT on _____, 2010.

SCHOOL BOARD OF THE COUNTY OF KING GEORGE

By: _____

DR. CANDACE BROWN - SUPERINTENDENT

By: _____
(Signature)

(Title)

EXHIBIT 1
_____ 'S BID FORM DATED _____ (Attach Here)

EXHIBIT 2
INVITATION FOR BID # 02122010-1400 (Attach Following This Page)

EXHIBIT 3
CERTIFICATE OF INSURANCE (Attach Following This Page)

The CONTRACTOR will be required to provide evidence of the minimum coverage's listed on the following Insurance Coverage Checklist. The Insurance Certificate shall list King George County Schools as additional insured. No AGREEMENT shall be finalized and no work shall commence until the CONTRACTOR insurance requirements are met.