



**ROCKFORD BOARD OF EDUCATION
REQUEST FOR PROPOSAL ON SUPPLIES, MATERIALS, EQUIPMENT OR
SERVICES FOR SCHOOL DISTRICT NO. 205
ROCKFORD, ILLINOIS**

RFP No. **RFP 22-54 Fire Alarm System Maintenance and Testing**

DATE: **May 16, 2022**

RE: **ADDENDUM NO. 1**

To All Bidders:

Included are modifications, clarifications and/or corrections for the Project Manual and are hereby made a part of the contract documents. Please attach this addendum to the Project Manual(s) in your possession. Please note the receipt of this addendum on the bid form. Bidders shall review changes to all portions of this work as changes to one portion may affect the work of another.

If you plan to hand deliver your RFP submission on the due date, please note you must check in on the 1st floor prior to coming to the bid opening. Please allow time for this as late submission will not be accepted.

Refer all questions relative to the business aspect, Instructions to Bidders, Special Conditions, and questions concerning the technical aspect of the documents to the Director of Purchasing by email at purchasingdeptstaff@rps205.com.

CLARIFICATIONS

This addendum includes the pre-bid opening statement and sign in sheet, questions and response from the pre-bid meeting, and other requests for information (RFI) to date and corresponding answers.

ROCKFORD BOARD OF EDUCATION

By: Dane Youngblood
Director of Purchasing

CLARIFICATIONS

Below are requests for information (RFI) to date and corresponding Answers.

1. For each location, is it possible to get a device list and count that are attached to the fire alarm panel?
 - a. This information will be included in another addendum no later than Thursday, May 19, 2022.
2. Is a lift truck needed for inspecting any devices at any of the locations? If so, who is responsible for supplying?
 - a. Yes, the contractor is responsible for providing any lifts necessary to complete their work. Contractors may use the District ladders on-site.
3. If there were more than one emergency call within a close time period, does the one hour response hold just for the first call or for all emergency calls?
 - a. Each emergency call should be regarded as an independent emergency regardless of what other work/inspections/emergencies are present within the District.
4. Is it possible to bid on the project if a vendor did not attend the mandatory pre-bid meeting?
 - a. Yes, due to low vendor turnout at the pre-bid meeting it is now non-mandatory.

PRE-BID CONFERENCE OPENING STATEMENT

Welcome to the mandatory pre-bid conference for RFP 22-54 Fire Alarm System Maintenance and Testing for the Rockford Public Schools.

The purpose of this meeting is to receive input, comments, questions, clarifications and suggested changes relative to this solicitation. As a reminder, the only acceptable changes to the Bid/RFP are formal Addenda published by the RPS Purchasing department. Additionally, the Addendum may address other issues identified by the School District.

The goal of today's meeting is to increase your knowledge of the solicitation as it is written and provide an information mechanism in which you may advise the School District of any changes it should make. Consequently, any changes you wish the Rockford Public Schools to consider must be submitted in writing to the Purchasing department before the deadline as expressed in the solicitation.

We will try to answer as many of the questions as possible. If we cannot answer a question today, we will defer that answer to the published Addendum. Additionally, minutes from this pre-bid conference will be published in the Addendum.

- Bid Opening is scheduled for May 26, 2022 at 2:00 pm Rockford Board of Education, 6th floor Conference Room. Late bids will not be accepted. Faxed or emailed bids will not be accepted.
- Board Approval June 16, 2022.
- Bid RFI Procedures - All written correspondence during the bid process **MUST** be sent to Dane Youngblood, Director of Purchasing, via email at PurchasingDeptStaff@rps205.com. Last RFI will be accepted until May 17, 2022 at 12 pm. Last addendum will be issued by May 19, 2022 at 4:30 pm.
- Addenda will be emailed to all attendees at the pre-bid conference, posted on the RPS website and Demand Star.
- PLEASE reference the **REQUIRED FORMS CHECK LIST** for all documents that **must** be submitted with your bid offer form. All forms must be properly completed, signed and submitted or your bid will be deemed non-responsive.



PRE-BID MEETING SIGN-IN SHEET
 RFP 22-54 Fire Alarm System Maintenance and Testing

PLEASE WRITE EMAIL ADDRESS SO THAT IT IS LEGIBLE IN ORDER TO RECEIVE ADDENDUM INFORMATION

	Printed Name	Company Name	Company Address	Telephone	E-mail
1	MICHAEL BANCY	RFS 205	501 2 nd St.	815-298-4535	Wilson.BANCY@RFS205.com
2	MIKE STANES	RCS	3509 WASHINGTON ST., FA, IL 60131	847 671 1340	MIKE@RCS134.COM
3	Greg Lueck	JCI	91 N MICHIGAN ST, Addison, IL 60101	4030-414-7814	greg.lueck@jci.com
4	Brian Wolf	RFS-205	501 2 nd St	815-298-1859	Brian.Wolf@RFS205.com
5	Alex Wang	Market Technologies	8100 E Riverside	815-721-7615	alex.wang@markettech.com
6	CHRIS BARKER	Market Tech	8100 E Riverside	815-742-1982	CHRIS.BARKER@markettech.com
7					
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May 12, 2022

R.F.P. 22-54 Fire Alarm System Maintenance & Testing Pre-Bid Conference: Q & A

Q. How are hours outside of regular business hours billed; is the contractor locked into a single hourly rate for any hours worked? Please provide clarification on Section 4.1.2.1.

A. The Bid-Offer Form allows the bidder to provide an hourly labor rate for regular time (6:00 AM – 5:00 PM) and Non-Regular Time (all other times). Please see Section 8.3. within the bid documents and items 2.1. through 2.4. on the Bid-Offer Form for additional information.

Q. Are the carbon monoxide detectors (CO detectors) discussed in Section 4.2.4.4. integrated into the fire alarm system, or are they stand-alone? If they are stand-alone, what kind of battery do they require?

A. The CO detectors, as referenced in Section 4.2.4.4., are stand-alone. They require 9V batteries.

Q. Can a list of CO detector locations be provided to the bidders?

A. Yes, this will be provided with the previously requested device list.

Q. Do the biannual inspections, as discussed in Section 4.2.7., need to occur over scheduled academic breaks?

A. Please see the revised Section 4.2.7. below.

4.2.7. Biannual System & Device Inspection

4.2.7.1. Twice (2) per year, in addition to the annual summer test, the Contractor will inspect:

4.2.7.1.1. Three (3) devices per zone (for zone-based systems)

4.2.7.1.2. 30% of total devices (for addressable systems)

4.2.7.2. The biannual inspections should be carried out during the winter academic break and the spring academic break.

4.2.7.2.1. The date ranges for both breaks will be provided by the District at the beginning of each fiscal year.

4.2.7.3. The Contractor must provide a brief report of the devices inspected and any deficiencies that need to be remediated.

4.2.7.4. The Contractor must comply with Deficiency Remediation procedures specified in Section 4.2.5.2

Discussion Note: The Bid-Offer form requires flat-rate pricing for inspections. See Section 8.4 with the bid documents and items 3.1 through 4.47 on the Bid-Offer form.

Q. Can you please clarify the meaning of "fire-watch", discussed in Section 4.2.9.1.1.4., as it relates to this R.F.P.

A. Please see the revised Section 4.2.9.1.1.4., below.

4.2.9.1.1.4. Provide a "fire-watch" to contact the Fire Department should a genuine fire emergency occur during the downtime.

4.2.9.1.1.4.1. For the purposes of this bid, Fire-Watch is defined as:

4.2.9.1.1.4.1.1. An individual who is qualified, as defined in Section 7., and is able to understand the information displayed on the main fire notification system panel.

4.2.9.1.1.4.1.2. An individual who is qualified, as defined in Section 7., and is able to react appropriately to the information displayed on the main fire notification system panel.

4.2.9.1.1.4.1.3. An individual who will monitor the main fire notification panel and be prepared to take the appropriate actions (e.g., calling emergency services) should a genuine fire emergency take place.

Typo Correction: Please see the revised Section 4.3.13., below.

4.3.13. Surplus material generated by removal/demolition shall be the District's property unless released by the Director of Facilities. The disposal of this property shall be included in the Contractor's estimate and scope of work. The material released by the District shall be removed from District property prior to or upon the completion of work and shall become the property and responsibility of the Contractor immediately upon de-installation. The District shall not "buy back" materials it has released as unwanted surplus or be held responsible for released material while it is on District property.

Q. Please clarify the meaning of "respond", discussed in Section 4.4.3., as it relates to this R.F.P.

A. Please see the revised Section 4.4.3., below.

4.4.3. Respond within one (1) hour to any emergency work request except where regulations mandate wait or notification periods. Should an R.P.S. employee so request, the Contractor will meet District personnel at the job sites, review the scope of work, provide an estimate, proceed with work without delay, and in general, be responsive to the emergency request.

4.4.3.1. Emergency work requests are defined as:

4.4.3.1.1. Any work request for a system, or a system component, failure resulting in an entire building being unprotected or portions of a building being unprotected for any length of time.

4.4.3.1.1.1. This does not include individual device failures that would not leave an entire building or a portion of a building unprotected because of additional devices in the immediate area.

4.4.3.2. Respond, for the purposes of this R.F.P., is defined as:

4.4.3.2.1. The arrival of a qualified employee, as defined in Section 7., at the site of the emergency.

4.4.3.2.2. The qualified employee must then take the appropriate action (e.g., diagnosis, remediation, investigation, etc.) to permanently repair the deficiency causing the emergency.

Q. Is the contractor responsible if there is a cost for using the District's chosen computerized maintenance management system (CMMS), as discussed in Section 4.4.1.1.?

A. No; any cost associated with the contractor's use of the District's chosen CMMS will be borne by the District.

Typo Correction: Please see the revised Section 4.4.11., below.

4.4.11. Meet with the M.E.P. Senior Maintenance Manager (or their designee) prior to the start of work in order to review the contract specifications, designate the appropriate project contacts, and discuss the manner in which work will be proceeding, among other items. It is the responsibility of the Contractor to ensure the work is understood.

Q. Is the Fire Alarm System Maintenance & Testing Contractor responsible for the cost of the elevator contractor's time when the elevator contractor assists in completing the fire system testing?

A. Please see the revised relevant sections below.

4.2.4.3. The Contractor is responsible for coordinating the testing of fire notification system devices located in elevator shafts and equipment rooms with the District's contracted elevator maintenance company.

4.2.4.3.1. Upon award of the contract, The Contractor will be provided the contact information for said company.

4.2.4.3.2. The District will bear the cost incurred by the District's contracted elevator maintenance company.

4.2.4.3.2.1. Any cost incurred will be billed by the District's contracted elevator maintenance company directly and will conform to the terms and conditions defined in the elevator maintenance company's contract.

4.2.5. Deficiency Remediation & Post-Test Reporting

4.2.5.1. Deficiency Remediation

4.2.5.1.1. Repair of deficiencies identified during the inspection must start within 48 hours of the inspection completion.

4.2.5.1.2. The billing of time and materials for the repair would then be included on the same invoice as the inspection.

4.2.5.1.3. Deficiency repair must follow all other repair guidelines outlined in the document, including, but not limited to, those specified in Section 4.2.9., and Section 5.2.

4.2.5.1.4. Should the remediation of a deficiency require the collaboration or assistance of an elevator contractor, the contractor must use the District's awarded elevator maintenance company.

4.2.5.1.4.1. Any cost incurred will be billed by the District's contracted elevator maintenance company directly and will conform to the terms and conditions defined in the elevator maintenance company's contract.

4.2.8. Corrective Maintenance

4.2.8.1. Corrective maintenance will be completed, at the request of the District, according to the terms and conditions outlined in this document.

4.2.8.1.1. Should corrective maintenance require the collaboration or assistance of an elevator contractor, the contractor must use the District's awarded elevator maintenance company.

4.2.8.1.1.1. Any cost incurred will be billed by the District's contracted elevator maintenance company directly and will conform to the terms and conditions defined in the elevator maintenance company's contract.

Q. The awarded contractor is entitled to an annual price increase of up to 3%, correct?

A. Yes; however, there are conditions and requirements regarding the District's approval of the increase. Please contact the Director of Purchasing, Dane Youngblood, via email at PurchasingDeptStaff@rps205.com if the details in the solicitation are insufficient to answer your questions.

