



**ATTACHMENT A - STATEMENT OF WORK  
INVITATION TO BID  
FOR  
FIRE SPRINKLER SYSTEM INSPECTIONS**

**DMS-19/20-016**

**THE STATE OF FLORIDA  
DEPARTMENT OF MANAGEMENT SERVICES**

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## SECTION 1. STATEMENT OF WORK.

**1.1** Scope of Work The Contractor shall furnish all labor, materials and equipment required to perform Test and Inspection Services (“T&I”) on the water-based fire protection systems at the Department’s facilities identified in ATTACHMENT C – FACILITY LIST in accordance with ATTACHMENT I – TEST AND INSPECTION SCHEDULE. This shall include all costs associated with performing the required T&I services including laboratory testing of sprinkler heads and services required per 2020 Edition of **NFPA 25: National Fire Protection Association, (NFPA 25)**. These services and new T&I requirements, mandated by editions of NFPA 25 adopted in the future, shall be provided under this Contract at no additional cost to the Department.

### **1.2** Definitions

**1.2.1 NFPA 25: National Fire Protection Association, (NFPA 25)** - is the baseline for inspection, testing, and maintenance of water-based fire protection systems.

**1.2.2 After Hours:** Any time outside of Business Hours, as defined in section 1.2.3, and all day Saturday, Sunday, and State holidays.

**1.2.3 Business Hours:** 7 am through 5 pm, Monday through Friday, excluding weekends and state holidays.

**1.2.4 Emergency Services:** Service requested by the Department, at any time, to mitigate fire protection system malfunction, or resolve impairment and restore system to operational status. This includes leaks, tripped dry or preaction systems, and any condition which will take a portion or the entire fire protection system out of service.

**1.2.5 Test and Inspection (T&I) Services:** These services include all tests, inspections, and maintenance required by the currently adopted edition of the NFPA 25 “Standard for the Inspection, Testing and Maintenance of Water-Based Fire Protection Systems” by the State of Florida. The currently adopted edition of the NFPA 25 is the 2014 edition and may be subject to change during this Contract term. Upon adoption by the State of Florida, the new edition of the NFPA 25 shall be deemed part of this Contract. Weekly and monthly inspections are excluded on all systems except fire pumps. The weekly and monthly test and inspection on fire pumps required by NFPA 25 Chapter 8 Fire Pumps shall be included in the T&I services. T&I services shall cover all water-based fire protection systems installed at the time of contract execution date.

T&I service visits shall be pre-announced by notifying the Contract Manager and Facility manager at least five (5) business days prior to anticipated service date. All T&I services shall be completed during Business Hours. Prior approval from Contract Manager, Facility Manager or designee shall be obtained to perform work after hours.

- 1.2.6 Maintenance Services:** Lubricating, adjusting components for proper operation, and cleaning of internal components, strainers, filters and sprinkler heads. Checking sprinkler system air compressors oil level, belts and draining condensation tanks. Resetting of Dry Pipe or Preaction systems if they trip within 72 hours of being tested by the Contractor. Replacement or recalibration of gauges not accurate to within three percent of the full scale reading.
- 1.2.7 Repair Services:** Any services that requires replacing of components to restore systems to proper operating condition.
- 1.2.8 Winterize:** Winterization includes draining dry pipe and preaction sprinkler systems to ensure sprinkler piping does not contain water, and verify the freezing point of solutions in antifreeze systems.

### **1.3 Contract Year One T&I Services.**

The Contractor shall complete the following tasks during year one of the Contract. Subsequent tests and inspections shall reoccur in accordance with NFPA 25:

T&I services shall cover all water-based fire protection systems installed at the time of contract execution date.

### **1.3 Weekly and Monthly T&I Services**

The weekly and monthly test and inspection on fire pumps required by NFPA 25 Chapter 8 Fire Pumps shall be included in the T&I services. Inspections are excluded on all systems except fire pumps.

- 1.3.1** Review all sprinkler system signage and labeling for applicability, availability, and accuracy.
- 1.3.2** Test sprinklers using fast-response elements in accordance with NFPA 25, Chapter 5.3.1 and 5.3.1.1.1.3.
- 1.3.3** Test dry sprinklers in accordance with to the NFPA 25, Chapter 5.3.1 and 5.3.1.1.1.6.
- 1.3.4** Test sprinkler heads in accordance with NFPA 25, Chapter 5.3.1 and 5.3.1.1.1.
- 1.3.5** All three year tests shall be performed in year one of the Contract, and every three years thereafter. For example, a contract with an initial year of 2020 must have three year tests performed in 2020, 2023, 2026, and so on until the expiration or termination of the contract.

## **1.4 Quarterly, Semi-annual, and Annual T&I Services.**

**1.4.1** Contractor shall visually inspect all water-based fire protection system components for proper operation, position, and condition. Contractor shall lubricate, adjust, and clean components as required by NFPA 25 and in accordance with the following:

**1.4.1.1 Air compressor.** Check belt, oil, adjust air pressure for proper operation, and drain condensation.

**1.4.1.2 Sprinkler heads.** Clean, and check for minimum clearance to storage.

**1.4.1.3 Pressure Relief Valves.** Adjust, lubricate, and clean internally for proper operation.

**1.4.1.4 Water Flow and Tamper Switches.** Adjust and clean for proper operation.

**1.4.1.5 Air Pressure Regulators.** Adjust and clean for proper operation.

**1.4.1.6 Filters and strainers.** Clean for proper operation.

**1.4.2** Contractor shall winterize all dry pipe systems in September of each year.

**1.4.3** Contractor shall test all alarm devices for proper operation. Record the time it takes for water flow alarms to annunciate. Include time in test and inspection report.

**1.4.4** Contractor shall trip test all dry systems during the annual test in June.

**1.4.5** Contractor shall drain and reset all dry and preaction systems, at no cost to the Department, if the system trips within seventy-two (72) hours of being tested by Contractor.

## **1.5 Five (5)Year T&I Services.**

**1.5.1** All Five(5)-year T&I Services shall be completed in accordance with ATTACHMENT I – TEST AND INSPECTION SCHEDULE.

**1.5.2** Gauges not accurate to within three percent of the full scale shall be recalibrated or replaced at no cost to the Department during 5 year T&I services.

## **1.6 Reporting.**

### **1.6.1 Logbook.**

The Contractor shall furnish all logbooks, as required by NFPA 25, to the Facility Manager, or designee at each site within thirty (30) days of the Contract execution. The Contractor's employees shall document each site visit in the logbook to include date, time, reason for visit, services provided, and employee's name, at a minimum.

### **1.6.2 Service Ticket.**

The Contractor's employees shall prepare a service ticket for each site visit. The service ticket shall be signed by the Facility Manager, or designee, and a copy provided to

same. A copy of the signed service ticket shall be emailed to the Contract Manager within ten (10) days of the site visit. The service ticket shall include:

- 1.6.2.1 Facility name.
- 1.6.2.2 Date of service.
- 1.6.2.3 Time of arrival and departure from site.
- 1.6.2.4 Work time on site in hours and minutes.
- 1.6.2.5 Description of service provided.
- 1.6.2.6 Installed parts shall be identified as “new” or “refurbished”.
- 1.6.2.7 Name and signature of Contractor’s employee.

### **1.6.3 Test and Inspection Reports.**

The Contractor shall provide a typed report via e-mail to the Contract Manager and Facility Manager within ten (10) business days of each site visit. An itemized quote for the repair of deficiencies and correction of code violations shall be included with the report, when applicable. The format of the report shall be approved by the Contract Manager, meet the requirements of NFPA 25, and include:

- 1.6.3.1 Name of property.
- 1.6.3.2 Date service started and completion date.
- 1.6.3.3 Description of service provided. Include detailed results of tests, inspections, and maintenance performed.
- 1.6.3.4 List of all code violations, citing the specific code(s) violated, and identify the exact location of the violation in the building.
- 1.6.3.5 List of all deficiencies identifying the specific component, its condition, and exact location in the building.

### **1.7 Site Visit Procedures.**

The Contractor’s employee shall carry company-specific photo identification and check in and out face-to-face with the Facility Manager or designee during each site visit. All work shall be performed in a manner to minimize interference with facility occupants. Waste, tools, equipment, and materials shall not be placed in public access, exit paths or tenant work spaces during Business Hours, and shall be removed from facility upon completion of work. Protect facilities from damage, and repair or replace, at the Contractor’s expense, any damage to property caused by its employees or suppliers.

### **1.8 Contractor Staff Certifications.**

The Contractor’s Inspectors shall be certified by the National Institute for Certification in Engineering Technologies (NICET) with a level II or higher certification for Inspection and Testing of Water-Based-Systems and per FAC 96A-46.0165 “An individual employed by a Fire Protection System Contractor I or II who will be inspecting water based fire protection systems must be issued a permit by the State Fire Marshal in accordance with Section 633.318, F.S., to conduct such work.”. The Contractor shall submit to the Contract Manager copies of each Inspector’s certification within ten (10) days of contract execution and annually thereafter.

## **1.9 Weekly and Monthly T&I Services (Fire Pumps only)**

**1.9.1** Diesel Fire T&I services shall be performed weekly according to NFPA 25.

**1.9.2** Electric fire pump T&I services shall be performed weekly or monthly according to NFPA 25.

## **SECTION 2. DELIVERABLES**

### **2.1 Five (5) Year Inspections.**

The Contractor shall complete the 5-year inspections required by NFPA 25 in accordance with ATTACHMENT I – TEST AND INSPECTION SCHEDULE and every 5th year thereafter.

### **2.2 Quarterly and Semi-Annual Tests and Inspections.**

The Contractor shall complete the quarterly and semi-annual tests and inspections required by NFPA 25 in accordance with ATTACHMENT I – TEST AND INSPECTION SCHEDULE.

### **2.3 Annual Tests and Inspections.**

The Contractor shall complete all annual tests and inspections required by NFPA 25 in accordance with ATTACHMENT I – TEST AND INSPECTION SCHEDULE.

### **2.4 Test and Inspection Schedule.**

The Contractor shall complete all tests and inspections in the month specified on ATTACHMENT I – TEST AND INSPECTION SCHEDULE.

### **2.5 Water Flow Alarms.**

The Contractor shall record the time it takes for water flow alarms to annunciate. Document the times in required Test and Inspection Reports.

### **2.6 Test and Inspection Reports and Services Tickets**

The Contractor shall provide services tickets and test and inspection reports as required by Sections 1.6.2 and 1.6.3

## **SECTION 3. REPAIR AND EMERGENCY SERVICES**

If the Department deems a repair is needed or emergency services are required, the Department may elect to utilize the services of the Contractor in accordance with ATTACHMENT E – PRICE SHEETS. Invoices for repairs or emergency service shall include the manufacturer's list price and percentage discount for all repair parts.

The Contractor's employee shall be on the job site within two (2) hours of a request for emergency service.

Billable hours shall commence upon the Contractor's employee checking in with the Facility Manager or designee at the job site and stop upon checking out with same.

Travel time to and from a job site shall be non-billable. No extra charges\*\*\*

#### **SECTION 4. PERFORMANCE MEASURES**

See ATTACHMENT J - PERFORMANCE STANDARDS AND GUARANTEES, included in the Contract.

#### **SECTION 5. FINANCIAL CONSEQUENCES FOR NONPERFORMANCE**

See ATTACHMENT J - PERFORMANCE STANDARDS AND GUARANTEES, included in the Contract for specific consequences. In addition, the Department reserves the right to withhold payment or implement other appropriate remedies, such as Contract termination or nonrenewal, if/when the Contractor has failed to perform/comply with provisions of this Contract. These consequences for non-performance shall not be considered penalties.

#### **SECTION 6. ADDITIONS/DELETIONS**

During the term of the Contract, the Department shall have the right to add and/or delete facilities covered by the Contract as it deems appropriate with advance written notice to the Contractor. Addition and deletion of facilities shall be upon written mutual agreement of both Parties through a Contract amendment.

To add a facility, the Contract Manager shall obtain a price quote utilizing ATTACHMENT M – USER QUOTE FORM of the original solicitation, from the Contractor based on the Contract price for similar sized and equipped facilities covered under the Contract. Deletions shall result in a price reduction equal to the amount set forth in the Contract pricing.

#### **SECTION 7. TRANSITION PLAN**

Within ten (10) business days after Contract execution, the Department shall conduct a provider onboarding meeting or conference call with the Contractor to discuss Statement of Work.

The Contractor shall provide the name and contact information of their contract administrator and inspectors/service providers to the Department within ten (10) business days of Contract execution, and within ten (10) business days of subsequent employee changes. The Contractor shall also provide the name and contact information of branch and regional managers should the Department need to escalate communications of performance issues.

Contractor shall furnish samples of the Test and Inspection Report forms it plans to use to the Department within ten (10) business days of Contract execution for review and approval. Approved reports and forms shall be used to document T&I services at all Department sites state-wide.

## **SECTION 8. WARRANTIES**

All installed parts shall be new and in the original factory packaging, unless refurbished parts for a specific repair are approved by the Contract Manager or Facility Manager in advance. The service ticket shall have a notation indicating the use of "new" or "refurbished" parts. The Contractor shall provide the Facility Manager or designee with a copy of the manufacturer's invoice for all parts.

New parts shall carry the manufacturer's warranty. Refurbished parts shall carry a minimum of a ninety (90) day warranty. The Contractor warrants workmanship for the duration of the Contract, including any possible extensions and renewals.

## **SECTION 9. SCHEDULES AND WORK HOURS**

All services, unless otherwise coordinated and approved by the Contract Manager or Facility Manager, shall be provided by the Contractor between the hours of 7:00 a.m. and 5:00 p.m. local time, Monday through Friday, excluding State holidays (section 110.117, Florida Statutes). All calls between these hours shall be considered regular working hours and not as defined in **Section 1.2.4, Emergency Services**. The Contractor shall respond to the Contract Manager or Facility Manager to establish the estimated time of arrival for required repairs.