



INVITATION FOR BID #13-827

Alarm Services for City of Lynchburg Buildings

DUE: 2:00 PM, March 28, 2013

MANDATORY PRE-BID

Invitation for Bid Prepared By:
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www.lynchburgva.gov

THE CITY OF LYNCHBURG
LYNCHBURG, VIRGINIA

GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS

(Bidder: The general rules and conditions that follow apply to all purchases by the City of Lynchburg, through its Procurement Division and become a definite part of each formal solicitation, purchase order or other award issued by the Procurement Division, unless otherwise specified. Bidders or their authorized representatives are expected to fully inform themselves as to the conditions, requirements and specifications before submitting bids. Failure to do so will be at the bidder's own risk, and a bidder cannot secure relief from the conditions on the plea of error.)

Subject to all applicable laws, ordinances, policies, resolutions, regulations and all limitations imposed thereby, bids on all solicitations issued by the Procurement Division will bind bidders to the conditions and requirements herein set forth unless otherwise specified in the solicitation.

1. **DEFINITIONS:** The definitions in the Virginia Public Procurement Act and Lynchburg Public Procurement Code apply. In addition, the following definitions apply to these General Conditions and Instructions to Bidders:
 - a. **BID:** The written offer of a bidder to the City, submitted in response to a solicitation by the City, to provide the City specific goods or services at specified prices and/or other conditions specified in the solicitation, unless indicated to the contrary, as used herein, bid includes a bid submitted in response to an Invitation for Bid.
 - b. **BIDDER:** Any person who submits a bid to the City.
 - c. **CITY:** The City of Lynchburg, Virginia
 - d. **CONTRACTOR:** Any person, including without limitation, any company, individual, firm, corporation, partnership joint venture, or other organization with which the City contracts.
 - e. **INVITATION FOR BID (IFB):** A written request made to prospective vendors (bidders) for their bids on goods or services desired by the City when initiating Contractor selection by means of Competitive Sealed Bidding.
 - f. **NON-PROFESSIONAL SERVICES:** Any services not specifically identified as professional services in the definition of professional services
 - g. **PROCUREMENT MANAGER:** The Procurement Manager employed by the City.
 - h. **SOLICITATION:** The document published by the City notifying the public and prospective bidders that the City is seeking vendors to submit bids to provide goods or services to the City and providing information regarding the procurement process, the City's requirements, and terms and conditions of any resulting contract.
 - i. **STATE:** Commonwealth of Virginia.

SPECIFICATIONS

2. **QUESTIONS OR COMMENTS:** For City solicitations done through the Procurement Division, all contact between bidders or prospective bidders and the City shall be only with the Procurement Division. Any questions which may arise as a result of this solicitation may be addressed to Deborah J. Powell, CPPB, Buyer, at 434-455-3970, or by email to deborah.powell@lynchburgva.gov. Inquiries must be received at least 7 business days prior to the due date in order to be considered. Contact initiated by a bidder concerning this solicitation with any other City representative, not expressly authorized elsewhere in this document, is prohibited. No bidder or potential bidder shall initiate or engage in any discussions

with any other employee of the City or any member of the City Council while a solicitation is outstanding concerning the contents of such solicitation or with the intent to influence or interfere with the contract award authorized by and described in such solicitation. A violation hereof may result in the disqualification of such bidder.

3. ADDENDA: Any changes or supplemental instructions to this Invitation for Bid shall be in the form of written addenda. All addenda are downloadable from the Procurement web site at <http://www.lynchburgva.gov/Index.aspx?page=4343>. Each bidder is responsible for determining that all addenda issued have been received and shall acknowledge receipt of all addenda in the space provided or by returning a copy of each signed addendum. Failure to do so may result in rejection of the bid. All addenda so issued shall become part of the IFB and any resulting contract documents. Oral answers shall not be authoritative and shall not provide any basis for reliance by a bidder.
4. BRAND NAME OR EQUAL ITEMS: Unless otherwise provided in the Invitation for Bid, the name of a certain brand, make or manufacturer does not restrict bidders to the specific brand, make or manufacturer named. Such a brand name conveys the general style, type, character and quality of the article desired, and any article which the City, in its sole discretion, determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended shall be accepted.
5. FORMAL SPECIFICATIONS: When an Invitation for Bid indicates that it is a "formal specification" (no substitute), or otherwise states that the article specified, and no other, shall be provided, then the bidder shall furnish the article in strict conformity with the specification and may not offer a purported equal or substitute. The bidder shall abide by and comply with the true intent of the specifications and not take advantage of any unintentional error or omission. The bidder shall fully complete every part as the true intent and meaning of the specifications and drawings. Whenever a specification requires articles, materials, or workmanship to conform to laws, ordinances, regulations, building codes, underwriter laboratory standards, ASTM standards, or similar law or standards, the specification shall be construed to require at least the minimum acceptable standard allowed by the cited law or standard under the circumstances unless otherwise indicated.
6. OMISSIONS AND DISCREPANCIES: Unless otherwise indicated, any specification for an item of equipment shall be interpreted to include not only the item of equipment specified, but also those parts, items, appurtenances and accessories reasonably necessary to make the equipment complete and working.

BID PROCESS

7. TIME FOR RECEIVING BIDS: All sealed bids will be received in the Procurement Division Office, Third Floor, City Hall. It is the responsibility of the bidder to ensure bids are received by Procurement Staff and time stamped prior to the deadline for bids. Bids received prior to the time of opening will be securely kept unopened. No responsibility will be attached to the Procurement Division for the premature opening of a bid not properly addressed, received, and identified. Any bid opened prematurely will be resealed and kept securely until the time of opening. Bids, to include addenda or changes to a response, shall not be accepted via a FAX machine or by Internet E-mail. Late bids will not be accepted and will be returned unopened.
8. SIGNATURE: All bids shall be signed on the Terms and Signature Sheet in order to be considered. Bids submitted without a signature shall be rejected. If the Bidder is a partnership or corporation, the Bidder shall show the title of the individual signing the bid, and if the individual is not an officer of the partnership or corporation, if requested, the Bidder shall submit proof that the individual has the authority to bind the partnership or corporation.
9. BID BONDS: Only when specifically requested in the bid documents shall each bid be accompanied by a bid bond with surety satisfactory to the City or a Cashier's or a Certified Check, made payable to the City of Lynchburg. In the event of default by the Bidder, the deposit shall be and represent liquidated damages

to the City. Bids received without a bid bond, when specifically requested, shall be rejected.

10. **BID MODIFICATION AND WITHDRAWAL**: Any bidder may withdraw or modify its bid, in writing containing the original signature of the bidder, which writing must be received by the City prior to the date and time set for submission of bids. Withdrawal or modification must be in writing and be delivered by one of the following means: (i) hand delivery by the bidder itself, a courier, or other delivery service; (ii) by mail (no consideration shall be given to any postmark); or (iii) by marking(s) on the exterior of the bid submission envelope, but only if the marking is dated and includes the original signature of the bidder. Written modifications of bids should not reveal the bid price contained in the previously submitted sealed bid, but should simply provide the desired addition, subtraction or modification, so that the final price or terms of the bid will not be known to the City until the sealed bids are opened. Modifications shall be on the interior envelope and sealed prior to submittal. No bid shall be altered or amended after the specified time for opening.
11. **BIDDERS PRESENT**: At the time fixed for the opening of sealed bids, their contents will be made public for the information of bidders and other interested parties who may be present either in person or by representative. All bids will be opened at the time and place specified and read publicly and remain available for inspection in the Procurement Division during regular City business hours by bidders prior to award (unless a determination is made not to make an award) and by the general public after an award is made. The City will post all notices of award to the Procurement Website.
12. **WITHDRAWAL OF BIDS**: A bidder may withdraw its bid from consideration if the price bid was substantially lower than the other bids due solely to a mistake therein, provided the bid was submitted in good faith, and the mistake was a clerical mistake, as opposed to a judgment mistake, and was actually due to an unintentional arithmetic error or an unintentional omission of a quantity of work, labor or material made directly in the compilation of a bid, which can be clearly shown by objective evidence drawn from inspection of original working papers, documents and materials used in the preparation of the bid sought to be withdrawn. The following procedure as stated in Section 18.1-11 of the Lynchburg Procurement Code shall be used to request withdrawal of a bid:
 - a. To withdraw a bid after bid opening due to error, a bidder must satisfy the substantive requirements of Va. Code §2.2-4330. In addition, the following procedures shall apply:
 1. The bidder shall give notice in writing of his claim of right to withdraw his bid within two business days after the conclusion of the bid opening procedure and shall submit original work papers with such notice.
 2. The mistake may be proved only from the original work papers, documents and materials delivered as required herein.
 - b. This section shall be deemed to be incorporated automatically into all invitations to bid issued by the city pursuant to the Lynchburg public procurement code. Nonetheless, the city manager or his designee(s) should ensure that this section is set out in all invitations to bid.

If a bid is withdrawn under the authority of this section and the solicitation is not cancelled, the lowest responsive and responsible remaining bid shall be deemed to be the low bid. No bidder who is permitted to withdraw a bid shall, for compensation, supply any materials or labor to or perform any contract or other work agreement for the person or firm to whom the contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn bid was submitted.
13. **ERRORS IN BID**: When an error is made in extending the total prices, the unit bid price will govern. Erasures in bids must be initialed by the bidder. Carelessness in quoting prices or in preparation of the bid otherwise will not relieve the bidder. Bidders are cautioned to recheck their bids for possible errors. Errors discovered after public opening cannot be corrected, and the bidder will be required to perform if his bid is accepted, unless the bidder successfully withdraws its bid in accordance with paragraph 12, Withdrawal of Bids.

14. BIDDERS INTERESTED IN MORE THAN ONE BID: If more than one bid is offered by any one person, by or in the name of their clerk, partner, firm, or corporation, all such bids may be rejected. A contractor who has quoted prices on work or supplies to a bidder is not thereby disqualified from quoting prices to other bidders or firms submitting a bid directly for the work, material or supplies.
15. TAX EXEMPTION: The City of Lynchburg is exempt from payment of Federal Excise Tax and State and Local Sales and Use Tax on all tangible personal property purchased or leased by the City for its use or consumption. Tax exemption certification will be furnished upon request. Sales tax, however, is paid by the City on materials and supplies that are installed by a contractor and become a part of real property. Contractors are not exempt from paying taxes on these categories, as they are considered to be a cost of doing business and should be considered in pricing when preparing a bid.
16. PROPRIETARY INFORMATION: Section 2.2-4342-F of the Code of Virginia states: “Trade secrets or proprietary information submitted by a bidder, offeror, or contractor in connection with a procurement transaction or prequalification application submitted pursuant to subsection B of 2.2-4317 shall not be subject to the Virginia Freedom of Information Act (2.2-3700 et seq.); however, the bidder, offeror, or contractor shall (i) invoke the protections of this section prior to or upon submission of the data or other materials, (ii) identify the data or other materials to be protected, and (iii) state the reasons why protection is necessary.” Bids not in compliance with section 2.2-4342F will be subject to disclosure.
17. GOVERNING LAW: Any contract resulting from this Invitation for Bid shall be governed by the provisions hereof and by the laws of the Commonwealth of Virginia. Any dispute arising out of this Contract shall be resolved in the Courts of the Commonwealth of Virginia, in and for the City of Lynchburg.

AWARD

18. AWARD DECISION: Before the Contract is awarded, the bidder submitting the lowest responsive bid must satisfy the City that it has the requisite organization, capital, equipment, ability, resources, personnel, management, business integrity, and experience in the type municipal work for which it has submitted a bid. The bidder shall verify to the City that it has the sufficient and qualified personnel to provide for the Contract Work. Failure by the lowest responsive bidder to sufficiently satisfy the City of its ability to meet any of the above requirements may serve as grounds for rejection of the bid.

The Owner reserves the right to cancel the Advertisement for Bids, reject any and all bids, waive any and all informalities, and disregard all conforming, nonconforming, conditional bids or counterproposals.
19. FACTORS OTHER THAN PRICE IN AWARD DECISION: The following factors in addition to price (as they apply) shall be a consideration in the award decision:
 - a. The ability to provide references which may substantiate past work performance and experience in the type of work required for the contract. The lowest responsive bidder(s) may be required to furnish a contractor qualifications statement, to include references, prior to any such award. The City may contact all references furnished by bidders. The right is further reserved by the City to contact references other than, and/or in addition to, those furnished by the bidder. If, in the sole opinion of the City, a bidder is determined to be non responsible as a result of any investigation conducted by or for the City, award will not be made to that bidder.
 - b. The previous and existing compliance by the bidder with laws and ordinances relating to the contract or services.
 - c. Whether the bidder is in arrears on a debt or contract or is in default on a security to the City or whether the bidder's county taxes or assessments are delinquent.
 - d. The quality of performance/workmanship of previous contracts for goods and/or services delivered to or performed for the City.
 - e. The timely completion of previous contracts for services or the timely delivery of past orders for goods.

- f. The sufficiency of financial resources and its impact on ability of the bidder to perform the contract or provide the services.
 - g. The City reserves the right, at its option, to conduct on-site inspections of any bidder's facilities prior to award. The results of any such inspection will be considered by the City in determining bidder's capabilities of successfully administering the contract.
 - h. The ability and availability of the bidder to provide both quality and timely maintenance, service, and/or parts.
 - i. The resale value, life cycle costing and value analysis of a product.
 - j. The availability and capability of local and regional vendor support as it affects the quantity, quality, and timeliness of the goods and/or services.
 - k. Timely delivery of goods or timely completion of services as stated by bidder.
 - l. Substantial compliance or noncompliance with specifications set forth in bid as determined by the City.
 - m. Inventory capability as it relates to a particular bid.
 - n. Results of product testing.
 - o. Such other information as may be secured by the Procurement Manager having a bearing on the decision to award the contract.
20. AVAILABLE FUNDS: If the bid from the lowest responsible, responsive bidder exceeds available funding, pursuant to Section 18.1-9 of the Lynchburg Public Procurement Code, the Owner may negotiate with the apparent low bidder to obtain a contract price within available funds.
21. NOTICE OF AWARD/CONTRACT DOCUMENTS: A Notice of Award will be posted to the City's Procurement website within the time for acceptance specified in the solicitation shall be deemed to result in a contract binding on the bidder. To the extent they are included in or incorporated by the solicitation, the following documents are hereby incorporated in and shall form a part of the resulting contract:
- a. City Solicitation Form/Award Notice and other documents which may be incorporated by reference, if applicable.
 - b. General Conditions and Instructions to Bidders.
 - c. Special Provisions.
 - d. Pricing Schedule.
 - e. Any Addenda/Amendments.
 - f. Purchase Order.
22. TIE BIDS: In the case of a tie bid, the City may give preference to goods, services, and construction produced in the City or provided by persons, firms or corporations having principal places of business in the City. If such choice is not available, preference shall then be given to goods and services produced in the Commonwealth pursuant to Section 2.2-4324 of the Code of Virginia. If no City or Commonwealth choice is available, the tie shall be decided by lot.
23. PROMPT PAYMENT DISCOUNT: If discounts for prompt payment are offered by the bidder, it is required that a minimum of twenty (20) days be allowed for payment. Discounts for prompt payment will not be considered in the evaluation of bids. Discounts for prompt payment will be shown on the purchase order/contract and taken if invoices are processed and payment made within the stipulated time frame. If discounts are not offered, payment shall be made thirty (30) days after receipt of an approved invoice by the City.

24. INSPECTION-ACCEPTANCE: The goods and/or services delivered as a result of this bid shall remain the property of the seller until a physical inspection is made, and thereafter accepted to the satisfaction of the City. In the event the goods and/or services supplied to the City are found to be defective or do not conform to specifications, the City reserves the right to cancel the order upon notice (verbal or in writing) to the seller and return goods to seller at the seller's expense.
25. DEFINITE BID QUANTITIES: Subject to the City's right to termination for convenience, where quantities are specifically stated, acceptance will bind the City to order quantities specified and to pay for, at contract prices, all such supplies or services delivered that meet specifications and conditions of the contract. However, the City will not be required to accept delivery of any balances unordered, as of the contract expiration date, unless the Contractor furnished the Procurement Manager with a statement of unordered balances not later than ten (10) days after the termination date of the contract.
26. REQUIREMENTS BID QUANTITIES: On "Requirement" bids, acceptance will bind the City to pay for, at unit bid prices, only quantities ordered and delivered.
- a. Whenever a bid is sought seeking a source of supply for a requirements contract for goods and/or services, the quantities or usage shown are estimates only. No guarantee or warranty is given or implied by the City as to any minimum or total amount that may or may not be purchased from any resulting contracts.
 - b. The City reserves the right, at its sole option, to renew the contract for consecutive terms.
 - c. The City reserves the right to award bids for requirements contracts based on the pricing of the initial term of the contract or any combination of initial and renewal terms.
 - d. The City may award a bid to a single contractor or to multiple contractors.
 - e. The City reserves the right not to renew the contract at the end of the initial term or any subsequent term.
 - f. The City reserves the right to terminate the contract upon written notice to the contractor(s).
 - g. In the event that a requirements contract is awarded for goods and/or services, the City reserves the right to bid individual purchases if the City deems it will best serve their interest.
 - h. It is understood and agreed to between the parties in a resulting contract that the City shall not be obligated to purchase or pay for materials under such contract unless and until they are ordered and delivered.
 - i. Bids based on a firm price or those including a "downward escalator" clause for a requirements contract term may be given preference over lower ones bearing an "escalator" clause.
 - j. The City has the right to extend this contract up to and not to exceed one hundred eighty (180) days following any term of the contract.
27. SCHOOL BOARD: When goods and/or services are for the benefit of Lynchburg City Schools, the contract shall be entered into on behalf of the Lynchburg City School Board.

CONTRACT PROVISIONS

28. TERMINATION OF CONTRACTS: Contracts will remain in force for full periods specified and/or until all articles ordered before date of termination shall have been satisfactorily delivered and accepted and thereafter until all requirements and conditions shall have been met unless:
- a. Terminated prior to expiration date by satisfactory deliveries of entire contract requirements, or upon termination by the City for convenience or cause, or upon termination by Contractor for material breach by the City.

- b. Extended upon written authorization of the Procurement Manager and accepted by Contractor, to permit ordering of unordered balances or additional quantities at contract prices and in accordance with contract terms.
29. TERMINATION FOR CONVENIENCE: A contract may be terminated by the City in accordance with this clause in whole or in part whenever the Procurement Manager shall determine that such a termination is in the best interests of the City. Any such termination shall be effected by delivery to the Contractor at least (5) working days prior to the termination date of a Notice of Termination specifying the extent to which performance shall be terminated and date upon which such termination becomes effective. An adjustment in the contract price shall be made to compensate the contractor for his/her actual costs incurred in performance prior to termination that, as determined in the City's discretion, are reasonable, allocable, and allowable, plus a reasonable amount of profit on such costs. In no event shall the City be liable to the contractor for anticipated profits for unperformed work or undelivered goods or for any consequential, special, incidental, or punitive damages of any kind. In no event shall the City be liable for any amount over the contract price.
30. TERMINATION OF CONTRACT FOR CAUSE:
- a. The City may, by written notice of termination to the Contractor specifying a termination date at least five days thereafter, terminate this contract for cause in whole or in part if the Contractor (1) fails to deliver the goods or perform the services this contract requires within the time this contract specifies, or (2) fails to perform any of its other obligations under this contract or violates any provision of this contract.
- b. If this contract is terminated for cause, the Procurement Manager may require the Contractor to transfer title and deliver to the City, as directed by the Procurement Manager, any completed or partially completed goods and documents, data, studies, surveys, drawings, maps, models and reports ("deliverables") prepared by the Contractor under the contract. The City shall pay the contract price for such completed goods and deliverables. The Contractor and Procurement Manager shall agree on the amount of payment for partially-completed goods and deliverables the City requires the Contractor to transfer and deliver to it. If the parties fail to agree, then the Contractor may present a claim to the City for its reasonable costs for the partially-completed goods and deliverables. Costs recoverable shall be limited to those that, as determined in the City's discretion, are reasonable, allocable, and allowable. Such costs in no event shall exceed the contract price for the goods and deliverables if completed.
- c. Notwithstanding the above, the Contractor shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of contract by the Contractor for the purpose of setoff until such time as the exact amount of damages due to the City from the Contractor is determined.
- d. If the City terminates this contract for cause when cause, in fact, does not exist, then the termination shall for all purposes be deemed a termination for convenience under this contract, and the termination for convenience clause shall apply for all purposes.
- e. If Contractor properly terminates this contract for material breach by the City, Contractor's damages shall be limited to the amounts recoverable by Contractor for a termination for convenience.
31. CONTRACT MODIFICATIONS: No modifications in the terms of a contract shall be valid or binding upon the City unless made in writing, signed, and duly authorized by the City.
32. FUNDING: The continuation of the terms, conditions, and provisions of any resulting contract beyond June 30 of any year, the end of the City's fiscal year, are subject to approval and ratification by Lynchburg City Council and appropriation by them of the necessary money to fund said contract for each succeeding year.
33. NEW GOODS, FRESH STOCK: Unless otherwise specifically stated, the Contractor shall provide new rather than used goods, fresh stock, and the latest model, version, design or pack of any item specified.

34. NON-DISCRIMINATION: During the performance of this contract the Contractor agrees as follows:
- a. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability or other basis prohibited by state law relating to discrimination in employment except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
 - b. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an Equal Opportunity Employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
 - d. The Contractor will include the provisions of the foregoing paragraphs a, b, and c above in every subcontract or purchase order of over ten thousand dollars so that the provisions will be binding upon each subcontractor or vendor.
35. DRUG FREE WORKPLACE: Section 2.2-4312 Code of Virginia. For the purposes of this section, “drug-free workplace” means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

During the performance of this contract, the contractor agrees to:

- a. Provide a drug-free workplace for the contractor’s employees
 - b. Post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor’s workplace and specifying the actions that will be taken against employees for violations of such prohibition
 - c. State in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace
 - d. Include the provisions of the foregoing clauses in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor
36. MINORITY AND WOMEN OWNED BUSINESS ENTERPRISES: It is the policy of the City to undertake every effort to increase opportunity for utilization of small, minority-owned, and women-owned businesses in all aspects of procurement to the maximum extent feasible.
- a. In connection with the performance of this contract, the Contractor agrees to use his/her best effort to carry out this policy and ensure that Small, minority-owned, and women-owned businesses shall have the maximum practicable opportunity to compete for subcontract work under this contract consistent with the efficient performance of this contract.
 - b. As used in this contract, the term "Small Business" is defined as a business, independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years. One or more of the individual owners shall control both the management and daily business operations of the small business. (Code of Virginia 2.2-4310)
 - c. As used in this contract, the term “Minority-Owned Business” is defined as a business that is at least 51% owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals. (Code of Virginia 2.2-4310)

- d. As used in this contract, the term "Woman-Owned Business" is defined as a business that is at least 51% owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more women. (Code of Virginia 2.2-4310)
 - e. Where federal grants or monies are involved, it is the policy of the City through its agents and employees to comply with the requirements set forth - Standards Governing State and Local Grantee Procurement - of the U.S. Office of Management and Budget Circular N. A-102, Uniform Administrative Requirements for Grants-in-Aid to State and Local Governments, as they pertain to small and minority business utilization.
37. **GUARANTEES & WARRANTIES:** Unless otherwise specifically indicated in the solicitation, by entering into the contract, the Contractor itself warrants and guarantees all goods and services furnished (1) in accordance with the General Guaranty and Service Contract Guaranty paragraphs herein, and (2) in accordance with the provisions of the Uniform Commercial Code. In addition, the Contractor shall properly transfer to the City all standard warranties given by the manufacturer(s) of any goods furnished. The Contractor shall deliver all manufacturers' warranties to the Procurement Manager before final payment on the contract.
38. **PRICE REDUCTION:** If any time after the date of the bid the Contractor makes a general price reduction in the comparable price of any material covered by the contract to customers generally, an equivalent price reduction based on similar quantities and/or considerations shall apply to the contract for the duration of the contract period (or until the price is further reduced). Such price reduction shall be effective at the same time and in the same manner as the reduction in the price to customers generally. For purpose of this provision, a "general price reduction" shall mean any horizontal reduction in the price of an article or service offered (1) to contractor's wholesalers, jobbers, retailers, etc., which was used as the basis for bidding on this solicitation. An occasional sale at a lower price, or sale of distressed merchandise at a lower price, would not be considered a "general price reduction" under this provision. The Contractor shall submit invoices at such reduced prices indicating on the invoice that the reduction is pursuant to the "Price Reduction" provision of the contract documents. The Contractor in addition will, within ten (10) days of any general price reduction, notify the Procurement Division of such reduction by letter. **FAILURE TO DO SO WILL BE A BREACH OF THE CONTRACT AND MAY REQUIRE TERMINATION OF THE CONTRACT.** Upon receipt of any such notice of a general price reduction, all ordering offices will be duly notified by Procurement.
39. **CHANGES:** The City may, at any time, without notice to any sureties, by written order indicated to be a change order, make changes within the general scope of the contract, including without limitation, changes in (1) specifications (including drawings and designs), (2) method of packing and shipment, (3) method or manner of performance, (4) place of delivery, and (5) time for performance and completion.
- a. Within fifteen (15) days of receipt of a change order, the Contractor shall submit a written proposal for any equitable adjustment to the contract price, delivery schedule, or both, that should in fairness be made due to the change order. The parties shall then agree to and sign a modification to the contract that makes an equitable adjustment to the contract price, delivery schedule, or both.
 - b. If the parties cannot agree to a modification to the contract, then the City may either cancel the change order at no expense to the City or order in writing that the Contractor proceed with the change order.
 - c. If the City orders in writing that the Contractor proceed with the change order and no adjustment is agreed upon, then the Contractor or City may submit a claim for an equitable adjustment to the contract price, delivery schedule, or both, due to the change order. Any equitable adjustment as to contract price shall be limited to the increase or decrease in cost reasonably attributable to the change order that, as determined in the City's discretion, are reasonable, allocable, and allowable. Any

equitable adjustment as to delivery schedule shall be limited to an increase or decrease in schedule reasonably attributable to the change order.

- d. Nothing shall excuse the Contractor from proceeding with the contract as changed by written change order.
 - e. No payment shall be made to the Contractor for any extra material or services or for any greater amount of money than the written contract stipulates unless the procedures of this clause have been strictly followed.
40. **PLACING OF ORDERS:** Orders against contracts will be placed with the Contractors on a Purchase Order executed and released by the Procurement Division. The Purchase Order must bear the appropriate contract number and date. Where Blanket Purchase Agreements (BPAs) have been executed and a Purchase Order has been released by Procurement, telephonic orders may be placed directly with the Contractor by the ordering office. Such agreements (BPA) are normally reserved for the purchase of highly repetitive items on a day-to-day basis.

DELIVERY PROVISIONS

41. **SHIPPING INSTRUCTIONS-CONSIGNMENT:** Unless otherwise specified in the solicitation, each case, crate, barrel, package, etc., delivered under the contract must be plainly stenciled or securely tagged, stating the Contractor's name, purchase order number, and delivery address as indicated in the order. Where shipping containers are to be used, each container must be marked with the purchase order number, contract number, name of the Contractor, the name of the item, the item number, and quantity contained therein. In case of carload lots, the Contractor shall tag the car, stating Contractor's name and purchase order number. Any failure to mark items as required by the instructions will cause the Contractor to bear the risk of any resulting loss of or damage to material, or late delivery or misdelivery of material and any damages resulting therefrom. Deliveries must be made during the City's normal business day (Monday to Friday, except holidays, from 9:00 A.M. to 4:00 P.M.) and sufficiently before closing time to permit unloading, inspection, and storage, unless specific arrangements have previously been agreed upon with the City's storekeeper at the delivery point. The Contractor shall ensure compliance with these instructions for items that are drop-shipped.
42. **RESPONSIBILITY FOR SUPPLIES TENDERED:** The Contractor shall be responsible for the materials or supplies covered by the contract until they are delivered at the designated point, but the Contractor shall bear all risk on rejected materials or supplies after notice of rejection. Rejected materials or supplies must be removed by and at the expense of the Contractor promptly after notification of rejection, unless public health and safety require immediate destruction or other disposal of rejected delivery. If rejected materials are not removed by the contractor within ten (10) days after date of notification, the City may return the rejected materials or supplies to the Contractor at Contractor's risk and expense or dispose of them as its own property.
43. **INSPECTIONS:** Inspection and acceptance of materials or supplies will be made after delivery at destination herein specified unless otherwise stated. If inspection is made after delivery at destination herein specified, the City will bear the expense of inspection except for the value of samples used in case of rejection. Final inspection shall be conclusive except in regards to latent defects, fraud, or such gross mistakes as amount to fraud. Final inspection and acceptance or rejection of the materials or supplies will be made as promptly as practicable, but failure to inspect and accept or reject materials or supplies shall not impose liability on the City for such materials or supplies as are not in accordance with the specifications.
44. **COMPLIANCE:** Delivery must be made as ordered and in accordance with the solicitation or as directed by the Procurement when not in conflict with the bid. The decision of Procurement as to reasonable compliance with delivery terms shall be final. Burden of proof of delivery in receipt of goods by the purchaser shall rest with the Contractor. Any request for extension of time of delivery from that specified

must be approved by Procurement, such extension applying only to the particular item or shipment affected.

45. DELAY: Should the Contractor be delayed by the City, there shall be added to the time of completion a time equal to the period of such delay caused by the City. However, the Contractor shall not be entitled to claim damages or extra compensation for such delay or suspension. This provision does not apply to public construction contracts.
46. METHOD AND CONTAINERS: Unless otherwise specified, goods shall be delivered in commercial packages in standard commercial containers, so constructed as to ensure acceptance by common or other carrier for safe transportation to the point of delivery. Containers become property of the City unless otherwise specified by bidder.
47. REPLACEMENT: Materials or components that have been rejected by the City in accordance with the terms of this contract shall be promptly replaced by the Contractor at no cost to the City.
48. PACKING SLIPS OR DELIVERY TICKETS-All shipments shall be accompanied by Packing Slips or Delivery Tickets, and shall contain the following information for each item delivered:
 - (1) The Purchase Order Number
 - (2) The Name of the Article and Supplier's Stock Number
 - (3) The Quantity Ordered
 - (4) The Quantity Shipped
 - (5) The Quantity Back Ordered
 - (6) The Name of the Contractor

Bidders are cautioned that failure to comply with these conditions shall be considered sufficient reason for refusal to accept the goods.

PAYMENTS

49. PAYMENT: Payment shall be made after satisfactory performance of the contract, in accordance with all of the provisions thereof, and upon receipt of a properly completed invoice. The City reserves the right to withhold any or all payments or portions thereof for Contractor's failure to perform in accordance with the provisions of the contract or any modifications thereto.
50. PARTIAL PAYMENTS-Unless otherwise specified, partial payments will be made upon acceptance of materials or services so invoiced if in accordance with completion date. However, 10 percent (10%) of the value of the entire order may be retained until the completion of the contract.
51. PAYMENTS FOR EQUIPMENT, INSTALLATION, AND TESTING: When equipment involves installation (which shall also be interpreted to mean erection and/or setting upon or placing in position, service or use) and test, and where such installation or testing is delayed, payment may be made on the basis of fifty percent (50%) of the contract price when such equipment is delivered on the site. A further allowance of twenty five percent (25%) may be made when the equipment is installed and ready for test. The balance shall be paid after the equipment is tested and found to be satisfactory. If the equipment must be tested, but installation is not required to be made by the Contractor or if the equipment must be installed but testing is not required, payment may be made on the basis of seventy five percent (75%) at the time of delivery and the balance shall be paid after satisfactory test or installation is completed.
52. PAYMENTS TO SUBCONTRACTORS: Within seven (7) days after receipt of amounts paid to the Contractor by the City for work performed by subcontractor under that contract, the Contractor shall either (a) pay the subcontractor for the proportionate share of the total payment received from the City attributable to the work performed by the subcontractor under that contract; or (b) notify the City and subcontractor, in writing, of Contractor's intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment. The Contractor must pay interest at the rate of one percent per month unless provided otherwise to the subcontractor on all amounts owed by the Contractor that remain unpaid

after seven days following receipt by the Contractor of payment from the City for work performed by the subcontractor under that contract, except for amounts withheld as allowed in (b) above. The Contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the City.

In order to receive payment, individual Contractors must provide their social security numbers; and proprietorships, partnerships, limited liability companies, and corporations must provide their federal employer identification numbers on a completed Federal W-9 form.

GENERAL

53. GENERAL GUARANTY: Contractor agrees to:

- a. Indemnify and save the City, its agents and employees harmless from any claim or liability of any nature or kind for unauthorized use of any copyrighted or uncopyrighted compositions, secret process, patented or unpatented invention, article or appliance furnished or used in the performance of the contract.
- b. Protect the City against latent defective materials or workmanship and to repair or replace any damages or marring occasioned in transit or delivery.
- c. Furnish adequate protection against damage to all work and to repair damages of any kind, to the building or equipment, to his/her own work or to the work of other contractors, for which his/her workers or those providing work through Contractor are responsible.
- d. Pay for all permits, licenses and fees and give all notices and comply with all laws, ordinances, rules and regulations of the United States, State, County, and City.
- e. Protect the City from loss or damage to City-owned property while it is in the custody or control of the Contractor.

54. SERVICE CONTRACT GUARANTY: Contractor agrees:

- a. To furnish services described in the solicitation at the times and places and in the manner and subject to conditions therein set forth, provided, however, that the City may reduce the said service at any time.
- b. To enter upon the performance of services with all due diligence and dispatch; assiduously press to its complete performance and exercise therein the highest degree of skill and competence.
- c. All work performed and services rendered shall strictly conform to all laws, statutes, regulations, and ordinances and the applicable rules, regulations, methods and procedures of all government boards, bureaus, offices, and other agencies.
- d. Said services may be inspected by an employee of the City at any reasonable time and place selected by the City. The City shall be under no obligation to compensate Contractor for any services not rendered in strict conformity with the contract.
- e. The presence of a City/County/State Inspector shall not lessen the obligation of the Contractor for performance in accordance with the contract requirements or be deemed a defense on the part of the Contractor for infraction thereof. The Inspector is not authorized to revoke, alter, enlarge, relax, or release any of the requirements of the contract documents. Any omission or failure on the part of the Inspector to disapprove or reject any work or material shall not be construed to be an acceptance of any such defective work or material.

55. INDEMNIFICATION: Contractor shall indemnify, keep and save harmless the City, its agents, officials, employees, and volunteers against all injuries, death, loss, damage, claims, patent claims, suits, liabilities, judgements, costs and expenses, (collectively "Losses") which may or otherwise accrue against the City in consequence of the granting of a contract or which may or otherwise result therefrom, if it shall be determined that the Loss was caused through negligence or omission by the Contractor or its employees, of any subcontractor of Contractor or its employees, if any, or providing goods or services through

Contractor, and the Contractor shall, at his own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith. If any judgment shall be rendered against the City in any such action, the Contractor shall at his own expense, satisfy and discharge the same. Contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by Contractor, shall in no way limit the Contractor's responsibility to indemnify, keep and save harmless and defend the City as herein provided.

56. OFFICIALS NOT TO BENEFIT: Each bidder shall certify, upon signing a bid, that to the best of his or her knowledge no City official or employee having official responsibility for the procurement transaction, or member of his or her immediate family, has received or will receive any financial benefit relating to the award of this contract. If such a benefit has been received or will be received, this fact shall be disclosed with the bid or as soon thereafter as it appears that such a benefit will be received. Failure to disclose the information prescribed above may result in suspension or debarment or rescission of the contract made, or could affect payment pursuant to the terms of the contract.

Whenever there is reason to believe that benefit of the sort described in paragraph a has been or will be received in connection with a bid or contract, and that the Contractor has failed to disclose such benefit or has inadequately disclosed it, the City, as a prerequisite to payment pursuant to the Contractor, or at any time, may require the Contractor to furnish, under oath, answers to any questions related to such possible benefit.

In the event the bidder has knowledge of benefits as outlined above, this information should be submitted with its bid. If the above does not apply at time of award of contract and becomes known after inception of a contract, the bidder shall address the disclosure of such facts to the Procurement Manager. The relevant Invitation for Bid Number (see cover sheet) should be referenced in the disclosure.

57. CITY LICENSE: All firms doing business in the City are required to be licensed in accordance with the City's Business, Professional, and Occupational Licensing Tax Ordinance. Wholesale and retail merchants without a business location in Lynchburg are exempt from this requirement. Questions concerning the BPOL tax should be directed to the Office of the Commissioner of Revenue, phone: 434-455-3880.
58. REGISTERING OF CORPORATIONS: In accordance with the Code of Virginia, any foreign corporation, partnership or limited liability company transacting business in Virginia is required to secure a certificate of authority from the Virginia State Corporation Commission. Contractor shall ensure it is duly registered in Virginia and such status shall be maintained during the term of the contract
59. COVENANT AGAINST CONTINGENT FEES: The Contractor warrants that no person or selling agent has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by the contractor for the purpose of securing business. For violation of this warranty, the City shall have the right to terminate or suspend this contract without liability to the City, or in its discretion, to deduct from the contract price or consideration, or otherwise recover, the full amount of such commission percentage, brokerage, or contingent fee.
60. VIRGINIA FREEDOM OF INFORMATION ACT: All proceedings, records, contacts and other public records relating to procurement transactions shall be open to the inspection of any citizen, or any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act, except as provided in Virginia Code § 2.2-4342 and paragraph 16 of this bid document.
61. SECTION 2.2-4311.1 CODE OF VIRGINIA – ILLEGAL ALIENS: The Contractor agrees that he does not, and shall not during the performance of this contract knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
62. COOPERATIVE PROCUREMENT: This procurement is being conducted by the City of Lynchburg in accordance with the provisions of 2.2-4304 CODE OF VIRGINIA. Except for contracts for architectural

and engineering services, if agreed to by the contractor, other public bodies may utilize this contract. The Contractor shall deal directly with any public body it authorizes to use the contract. The City, its officials and staff are not responsible for placement of orders, invoicing, payments, contractual disputes, or any other transactions between the Contractor and any other public bodies, and in no event shall the City, its officials or staff be responsible for any costs, damages or injury resulting to any party from use of a City Contract. The City assumes no responsibility for any notification of the availability of the contract for use by other public bodies, but the Contractor may conduct such notification.

63. **PRECEDENCE OF TERMS AND CONDITIONS:** Any and all Special Terms and Conditions contained in this Invitation for Bid that may be in variance or conflict with these General Terms, Conditions, and Instructions shall have precedence over these General Terms, Conditions, and Instructions. If no changes or deletions to General Terms, Conditions, and Instructions are made in the Special Terms and Conditions, then the General Terms, Conditions, and Instructions shall prevail in their entirety.
64. **INSURANCE:**
- a. The contractor/vendor shall procure, maintain and provide proof of insurance coverage for injuries to persons or damages to property which may arise from or in connection with the work performed on behalf of the City by the contractor, his agents, representatives, employees or subcontractor. Such coverage shall be maintained by the contractor/vendor for the duration of the contract period.
1. **Broad Form Commercial General Liability:** (Occurrence Form CG0001, Ed. 11/88): \$1,000,000 CSL, BI & PD.
 2. **Automobile Liability:** Code 1 “ANY AUTO” (Form CA0001 Ed. 6/92): \$1,000,000 CSL, BI & PD.
 3. **Workers’ Compensation:** Statutory Amount.
 4. The insurance policies shall include or be endorsed to include the following provisions:
 - (1) The City of Lynchburg, Virginia, its officers/officials, employees, agents and volunteers (the City) shall be endorsed as “insureds” under the terms and conditions of the policies for liabilities which may arise out of the contractor/vendor’s operations or activities in these projects.
 - (2) The contractor/vendor shall send an **actual copy of the policy endorsement document** from the insurance carrier that provides this coverage (ISO Form CG20100704 or similar); **OR**, send an **actual copy of the policy endorsement** that provides blanket additional insured coverage when required by a written agreement (ISO Form CG20331001 or similar), to: Risk Management, 900 Church Street, Lynchburg, VA 24504, Phone: (434) 455-3815; Fax: (434) 847-1684.
 - (3) In addition to #2, above, the contractor/vendor shall provide the City with a certificate of insurance with applicable endorsements effecting coverages, signed by a person authorized by the insurance company to bind coverage on its behalf. Certificates of insurance shall be received by the City within 5 days of notice of intent to award.
 - (4) Any deductibles or self-insured retentions applicable to required coverages shall be paid by the contractor/vendor, and the City shall not be required to participate therewith.
 - (5) The contractor/vendor shall agree to provide the City with 30 days written notice of any cancellation of or reduction in the required coverages.
 - (6) The insurance required hereunder shall be primary and any insurance or self-insurance maintained by the City shall be excess of the contractors/vendors insurance and shall not contribute therewith.

- (7) Failure of the contractor/vendor to comply with any reporting provisions of the insurance policies required hereunder shall not affect coverage provided to the City.
- (8) All rights of subrogation against the City shall be waived.
- (9) All coverages for subcontractors of the contractors/vendors, if any, shall be subject to all of the requirements stated herein.

BIDDER/CONTRACTOR REMEDIES

65. PROTEST OF AWARD OR DECISION TO AWARD: The following are the exclusive procedures for a bidder or offeror to protest the City's award or decision to award a contract. A protest may not be based upon the alleged non-responsibility of a person to whom the City awards or makes a decision to award a contract.
 - a. Any protest to award a contract shall be in writing and shall be delivered so that it is received by the City Manager not later than five (5) business days after announcement of the award or decision to award, whichever comes first. Otherwise any such protest shall be deemed to be waived.
 - b. Except for a protest of an emergency or sole source procurement, a protest of a City award or decision to award a contract may only be made by a person who submitted a bid or proposal for the procurement at issue and who was reasonably likely to have its bid or proposal accepted but for the City's decision. In the case of an emergency or sole source procurement, a protest may only be made by a person who can show that he was reasonably likely to have submitted a successful bid or proposal if the procurement had been other than emergency or sole source.
 - c. Protests shall only be granted if (1) the protester has complied fully with Sec. 18.1-6 of the Lynchburg Public Procurement Code and there has been a violation of law, the Lynchburg Public Procurement Code, or mandatory terms of the solicitation that clearly prejudiced the protestor in a material way, or (2) a statute requires voiding of the decision.
 - d. The City Manager shall issue a written decision on a protest within ten (10) days of its receipt by the City Manager.
 - e. If the protest is denied, the protestor may only appeal the denial or otherwise contest or challenge the procurement by then filing suit in the Lynchburg Circuit Court, Lynchburg, Virginia, and serving the city with such suit within ten (10) days of such denial. Otherwise, the City Manager's decision shall be final and conclusive, and the protester's right to appeal the denial or to otherwise contest or challenge the procurement shall be deemed to be waived.
 - f. Strictly following these procedures shall be a mandatory prerequisite for protest of the City's award or decision to award a contract. Failure by a bidder to follow these procedures strictly shall preclude that bidder's protest and be deemed to constitute a waiver of any protest.
66. EXHAUSTION OF ADMINISTRATIVE REMEDIES: No bidder, offeror, potential bidder or offeror, or Contractor shall institute any legal action against the City until all administrative remedies available under the above paragraphs have been exhausted and until all requirements of the Lynchburg Public Procurement Code, and, to the extent applicable, the Virginia Public Procurement Act, have been met.
67. CONTRACTUAL CLAIMS AND DISPUTES: Any claim by a Contractor shall be resolved in accordance with the Lynchburg Public Procurement Code.
68. INSPECTION AND REVIEW OF RECORDS: The City reserves the right to perform or have performed inspections and reviews of the records of the Contractor for any service contract with the City and to have copies made of such records. Contractor shall maintain and preserve all such records, at its own expense, during contract performance and for a period of at least three years after the contract has terminated. At the City's request at any time during contract performance or within a period of three years after the contract has terminated, the Contractor shall promptly make all records available, at a location within the City of Lynchburg, to the City or those retained by the City, for inspection, review and copying.

INSTRUCTIONS TO BIDDERS

Sealed bids, subject to the specifications and conditions contained herein and attached hereto, will be received in the Procurement Division Office, Third Floor City Hall, 900 Church Street, Lynchburg, Virginia, 24504, until, but no later than 2:00 p.m. Local Time Prevailing, March 28, 2013, and then publicly opened and read aloud in the Bidder's Room.

A mandatory pre-bid meeting will be held beginning at 8:30 a.m., Wednesday, February 27, 2013, in the Bidder's Room, 900 Church Street, 3rd Floor of City Hall. Site visits to each location listed will follow.

Any questions which may arise as a result of this solicitation may be addressed to Deborah J Powell, CPPB, Buyer, at 434-455-3970, or by email to Deborah.powell@lynchburgva.gov. Inquiries must be received at least 7 business days prior to the due date in order to be considered. Contact initiated by a bidder concerning this solicitation with any other City representative, not expressly authorized elsewhere in this document, is prohibited. Any such unauthorized contact may result in disqualification of the bidder.

To be considered, your bid must be submitted on a copy of this Invitation for Bid. Bidders shall sign in the space provided on the Terms and Signature Sheet and return all required documents with bid. Mark outside of your envelope with Invitation for Bid #13-827 and opening date of bid. Bids, to include addenda or changes to a response, shall not be accepted via Fax machine or by Internet E-mail. Any bid received after the announced time and date for submittal, whether by mail or otherwise, will be rejected. The time of receipt shall be determined by the time clock stamp in the Procurement Division. Bidders are responsible for ensuring that their bids are stamped by Procurement personnel before the deadline indicated.

Nothing herein is intended to exclude any responsible vendor, his product or service or in any way restrain or restrict competition. All responsible vendors are encouraged to bid.

For information pertaining to this solicitation, including bid documents, addenda, bid tabulation and notice of award, bidders may access public notification electronically on the Procurement website: <http://www.lynchburgva.gov/Index.aspx?page=4343>.

PURPOSE

The purpose of this Invitation for Bid (IFB) is to obtain bids for testing, monitoring, inspection and full maintenance of alarm systems in City of Lynchburg buildings.

TERM OF CONTRACT

The initial term of this contract shall be 1 year from the date of award, with the option to re-new for four (4) additional years in one (1) year increments.

SPECIAL TERMS AND CONDITIONS

Site visits will be used to inspect equipment and ensure the inventory listing for each building is accurate for bidding purposes. Any determination of proprietary equipment will be made and agreed upon by all parties during the site visits.

The official Bid Form will be issued in an addenda within seven (7) days of the pre-bid meeting.

BASIS OF AWARD

Award will be made to the lowest responsive and responsible bidder based on the total base bid.

ALARM SERVICES FOR CITY OF LYNCHBURG BUILDINGS

TERMS AND SIGNATURE SHEET

All bids shall be signed on the Terms and Signature Sheet in order to be considered.

All prices shall be F.O.B.: Destination. Freight, delivery costs, and incidental charges shall be included in the bid price(s).

In compliance with this Invitation for Bid #13-827 and subject to all conditions thereof, the undersigned offers and agrees to furnish any or all items and/or services upon which prices are quoted, at the price quoted as specified.

My signature below certifies:

- a. I agree to abide by all conditions of this Bid and that I am authorized to sign this Bid.
- b. The accompanying bid is not the result of or affected by, any act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under, Chapter 12, Title 18.2, 498.4 of the Code of Virginia, 1950, as amended. Furthermore, I understand that fraudulent and collusive bidding is a crime under the Virginia Governmental Frauds Act, the Virginia Government Bid Rigging Act, the Virginia Anti-Trust Act, and Federal Law and can result in fines, prison sentences, and civil damage awards.
- c. The accompanying bid is in compliance with the State and Local Government Conflict of Interests Act 2.2-3100, supplemented by Article 6, 2.2-4367-69 of the Code of Virginia. Specifically, no City employee, City employee's partner, or any member of the City employee's immediate family holds a position with the bidder, offeror, or contractor such as an officer, director, trustee, partner or the like, or is employed in a capacity involving personal and substantial participation in the procurement transaction, or owns or controls an interest of more than five percent.

Acknowledge receipt of addenda here: No. ____ Date: _____ No. ____ Date: _____

Complete Legal Name of Company: _____

Order From Address: _____

Remit To Address: _____

Signature: _____

Email: _____

Name(type/print): _____

Title: _____

Fed ID No.: _____ Phone: _____ Fax: _____

We hereby provide the following information to the City regarding our business. We understand that it is provided for statistical purposes only and all firms submitting bids will receive equal consideration.

Minority-Owned Business: Yes _____ No _____

Women Owned Business: Yes _____ No _____

Lynchburg Business: Yes _____ No _____

SPECIFICATIONS AND ADDITIONAL INSTRUCTIONS

CONTRACTOR QUALIFICATIONS

The contractor shall have sufficient financial resources to successfully provide services described herein.

The contractor shall have a staffed office during normal business hours (M-F 8am to 5pm) with emergency service available 24 hours per day, 7 days per week via staffed answering service or other live contact.

The contractor shall have a demonstrated understanding of and experience with the current Statewide Fire Prevention Code of the Commonwealth of Virginia, the Building Officials and Code Administrators (BOCA) Fire Prevention Code, and applicable National Fire Protection Association (NFPA) codes.

The contractor shall have been in the Fire Alarm Service Business for a minimum of 5 years and shall provide a list of at least 5 references for facilities currently being serviced under contract and the names and addresses of contact.

EMERGENCY SERVICE CALLS:

In order to ensure minimal downtime caused by equipment malfunction, the Contractor, when notified or requested shall respond on site within 24 hours from the time the call is received by the contractor for emergency service. The City of Lynchburg will notify the contractor when emergency service is required. Emergency service shall be available 24 hours per day, 7 days per week.

PARTS AND COMPONENTS

The contractor shall repair or replace worn parts or complete components using only U.L. listed and manufacturer's approved equipment and replacement parts or components. The contractor shall not make replacement or repairs necessitated by reason of negligence or misuse of the equipment.

The contractor shall have available locally or be able to source within 24 hours in an emergency, all equipment and components as needed to restore system to proper working order. This shall include but not be limited to CPU cards, power supplies, signal circuits, zone modules, batteries, and peripheral items.

SERVICE AND INSPECTION REPORTS

Such reports shall be completed for every regular inspection or emergency call provided by the contractor. This report will indicate the date the service was provided, location of the service, defects discovered, and an itemized listing of the devices provided (labor and material). This report shall note any repairs required on the equipment serviced and a legible report shall be signed by a City of Lynchburg representative.

The inspection report will indicate the number, location and type of device tested. The inspection report will provide all information as required in current NFPA standards.

The contractor shall not be required to make safety tests or install new attachments or additional controls or equipment recommended or directed by any insurance company or laboratory. Any such work as directed by a representative of The City of Lynchburg shall be in addition to this contract.

MAINTENANCE & TESTING OF FIRE ALARMS

The contractor shall provide all labor, materials, supplies, equipment and service to provide emergency and preventative maintenance services for fire alarm panels and peripheral equipment.

The contractor shall test, service, and maintain systems using only U.L. listed and manufacturer's approved testing equipment and replacement parts. The integrity of the system shall be maintained at all times.

The maintenance service shall consist of two semi-annual inspections which will equal 100% inspection per years performed during normal working hours, 8am to 5 pm, excluding holidays.

All work shall be in accordance with current Statewide Fire Prevention Code and NFPA standards and shall comply with manufacturer's recommendations. If, while this agreement is in effect, any of the fire codes are amended in such a manner as to require modification of the services rendered, the contractor shall notify The City of Lynchburg in writing. Any additional work and charge shall be negotiated at that time.

Contractor's technicians must report to authorized personnel prior to and upon completion of any work performed.

At least once per year, Contractor shall thoroughly examine, adjust, calibrate as necessary, and clean all controls resistors, and accessories directly pertaining to the fire alarm system.

SYSTEM TESTING

Testing of all system devices shall include, but not be limited to pull stations, audio and/or audiovisual units, heat, smoke, and duct detectors, and door release systems.

A. During regular semi-annual visits, Contractor shall test:

1. All pull stations twice per year in accordance with current Statewide Fire Prevention Code and NFPA standards including pull station handles on single action and coded stations, resetting key switch and removing key, opening station with key or alien wrench, replacing broken glass (plates and rods), and closing and locking or, operate by manufacturer's recommendations. Note: For key operated pre-signal fire alarm boxes, test both pre-signal and general alarm circuit.
2. All system smoke detector and duct detector heads once per year in accordance with current Statewide Fire Prevention Code and NFPA standards

Detectors shall be tested in place to ensure smoke entry into the sensing chamber and alarm response, testing with smoke or listed aerosol acceptable to the manufacturer, or other means acceptable to the manufacturer shall be permitted as one acceptable test method.

Test by introducing smoke into chamber to assure proper performance by use of manufacturer's approved smoke source.

Record if received trouble as well as alarm conditions in supervised zones.

Semi-annually visually inspect detectors to ensure that each detector remains in good physical condition and that there are no changes that would affect detector performance.

Canned smoke is not permitted for sensitivity testing and shall not be used.

Clean all smoke detectors in accordance with sensitivity testing (see below) by first vacuuming, then wiping the exterior with approved supplies and cleaning solution. For very dirty detector heads, remove and clean interior in accordance with manufacturer's recommendations.

3. Sensitivity test 100% of all smoke detectors in accordance with current Statewide Fire Prevention Code and NFPA standards.

Tested detectors shall be recorded on a separate inspection form. Listed information shall include exact detector location, detector model number or type, rated sensitivity (percent / foot obscuration), tested sensitivity (percent / foot obscuration), and acceptable or non-status.

Detectors found to have a sensitivity range 0.25 percent / foot obscuration or more outside the listed sensitivity range shall be cleaned and re-calibrated if possible. Those detectors where re-calibration is not possible shall be reported as failed on the reports.

Ensure that each detector is within its listed and marked sensitivity range by testing using either:

- a) A calibrated test method; or
- b) The manufacturer's calibrated sensitivity test instrument; or
- c) Listed control equipment arranged for the purpose; or
- d) A smoke detector/control unit arrangement whereby the detector causes a signal at the control unit when its sensitivity is outside the acceptable sensitivity range; or
- e) Other calibrated sensitivity method acceptable to the authority having jurisdiction.

NOTE: THE DETECTOR SENSITIVITY SHALL NOT BE TESTED OR MEASURED USING ANY DEVICE THAT ADMINISTERS AN UNMEASURED CONCENTRATION OF SMOKE OR OTHER AEROSOL IN TO THE DETECTOR.

Single station smoke detectors shall be tested in place to ensure smoke entry into the sensing chamber and an alarm response. Sensitivity testing is not required on single station smoke detectors.

4. All heat detectors, rate of rise or fixed temperature shall be tested annually in accordance with current Statewide Fire Prevention Code and NFPA standards. Rate of rise detectors use a heat source, i.e., heat detector tester, to raise temperature of detector until it alarms.

Temperature shall not exceed 135 degrees or detector will be permanently destroyed. For fixed temperature detectors, test electrically for function, do not heat test.

5. All signaling devices, both audio and/or audiovisual shall be tested annually per current Statewide Fire Prevention Code and NFPA standards
 - a) Audible: Measure sound pressure level with sound meter meeting ANSI - 1 .4a, Type 2 requirements. Measure and record levels throughout protected area.
 - b) Speakers: Measure and record as above. Verify for voice clarity.
 - c) Visible: Test in accordance with manufacturer's instructions. Verify device locations are per approved layout and confirm that no floor plan changes affect the approved layout.

The signaling circuit will activate automatically when an alarm is initiated. Should The City of Lynchburg request, signal circuits will be prevented from activating by disarming the source of alarm or signal supply, depending upon the type of system.

6. All door holders, fan shutdown and damper links shall be tested annually in accordance with current Statewide Fire Prevention Code and NFPA standards. Remove the fusible link and operate the associated device to ensure proper operation. Lubricate any moving parts as necessary,
7. Digital Communicator (DACT) shall be tested annually in accordance with current Statewide Fire Prevention Code and NFPA standards Verify the appropriate signal is received by the supervising station.

Verify that completion of the transmission attempt was completed within 90 seconds from going off-hook to on-hook. Verify that both primary and secondary lines transmit appropriately.

B. System shall be tested as follows according to the Statewide Fire Prevention Code and NFPA requirements

1. Control panel will be tested annually: At a minimum, control equipment shall be tested to verify proper receipt of alarm, supervisory, and trouble signals, operation of evacuation signals and auxiliary functions, circuit supervision including detection of open circuits and ground faults, and power supply supervision for detection of loss of ac power and disconnection of secondary batteries.

Check earth ground by grounding one side of a circuit field wiring. Check system trouble be removing fuses, disconnecting supervisory wiring, opening panel interlock, or removing interlock module.

Lamps and LED's shall be illuminated. Check battery for corrosion and leakage and record date of battery manufacture. Note manufacturer's recommended replacement period.

Test battery under load to verify capacity to provide 24 hours standby and 5 minutes full alarm. Check battery charge for trickle / fast charge rates. Findings of less than 80% shall be recorded as failed. Test alarm verification circuits in those systems so equipped.
2. Annunciator supervision shall be tested annually: Remove lamp or use test button in annunciator, if provided. If not supervised, test each zone annunciator by activating the zone alarm circuit. Test remote system troubles and reset.
3. Zone troubles shall be tested annually, if applicable. Open wiring on one pull station, heat detector, smoke detector, duct detector or one tamper cover. Test for each zone. For each scheduled test, use different devices.
4. Signal circuits shall be tested annually: Open wiring on one signal device (audio or visual) per signal circuit. For each scheduled test, use different devices.

C. System testing final actions:

1. After completion of all above requirements, correct all disarming features and restore control panel to normal operating condition ready for emergency action. Report to the designated agencies and individuals that the test has been completed.
2. Advise the City of Lynchburg when the next scheduled test is to be conducted. Have designated representative from The City of Lynchburg sign all reports and leave designated copy.

D. Alarm Monitoring

Provide labor, equipment and materials to monitor the alarm systems where remote monitoring is already in place. Monitoring must include 24 hour a day, seven days a week coverage. The monitoring shall include a daily system test. The Central Station's role shall be to monitor signals received by means of the protective system and respond thereto.

The Central Monitoring Station shall:

1. Upon receipt of a Red alarm signal, transmit the alarm to the Lynchburg Emergency Communications Center (434-847-1602) and then notify the City of Lynchburg or its' designated representatives by calling the telephone numbers supplied. The City alarm permit number must be provided to the Lynchburg Emergency Communication Center when notification of an alarm is made.
2. Notify the responsible maintenance party and Service Company upon receipt of trouble signals. Trouble signals shall never be conveyed to the Emergency Communication Center.

The service provider shall provide a 24 hour phone number of the monitoring company that is designated for the use of canceling false alarms. If a different phone number is used for the purpose of system testing, that number shall also be provided.

In the event that the service provider changes monitoring companies during the term of this contract, or the notification numbers of the monitoring company change, the City of Lynchburg shall be informed of these changes at least one week prior to the changes taking effect.

E. Documentation

Inspection reports shall list The City of Lynchburg, panel type and serial number, type of device and location, total number of devices tested and response by exact location and response (both trouble and alarm as it applies).

All equipment failures or devices nearing failure, repairs made, or action to be taken to make repairs shall be listed.

F. Items covered under this Contract:

“Full Service” is defined as; service required to test, inspect, and fully maintain Fire Alarm Systems **including repair or replacement** and supplying all parts, material, labor and travel time to correct system problems.

Under terms of a Full Service Agreement the contractor would be responsible for the **maximum of \$5,000.00 on covered equipment if damage is the result of a covered risk**. In the event that a major component of a covered system cannot be repaired, under a Full Service Agreement, the city will be responsible for replacement cost. It should be noted that this replacement cost figure applies only to individual components per occurrence, and cost of multiple replacements may not be added together to exceed the dollar limit.

Parts and materials are defined as all alarm system components, exclusive only of the communication line from the R3IX jack, back to the telephone interface. **Communicators, batteries, transformers, control boxes, modules and all integral hard wiring are included**. Repair or replacement of any of the following item found defective is also included.

1. All Fire Alarm Panels
2. Annunciator Panels
3. Annunciator Lamps
4. Battery Chargers and Batteries
5. Pull Stations
6. Automatic Heat / Fire Detectors
7. Automatic Smoke Detectors
8. Bells, Horns, and Audible or Audio Visual Devices
9. Door Holders
10. Flow Switches
11. Digital Communicators
12. All Peripheral Equipment

G. Items not included in this contract are repairs found to have been caused by vandalism and repairs/work performed by other than the alarm service provider.

H. Repairs outside the scope of this contract must be pre-approved and authorized by the by The City of Lynchburg.

Alarm Systems Equipment Inventory

Carter Glass Building

863 Church Street

Test, Inspect, Monitor and Full Service

1	Johnson Control 5000 Panel (2F Series)
1	Dictograph GI 800 Security Control Panel
7	Dictograph Door Sensors
3	United Security Window Sensors
1	Arrowhead Motion Sensor
1	Dictograph key — type arm/disarm panel
2	Temperature alarm sensors (one on 2nd floor and one on 3d floor)
12	PSD Photo Smoke Detectors
8	PSSA Pull Stations-Single Action
7	A/V Audio/Visual Signal Device
1	Annunciator

Cemetery, Pest and Hearse House

401 Taylor Street

Test, Inspect, Monitor and Full Service

1	Vista 20P Control Panel with battery backup
9	Smoke Detector
4	DC Door security Contact
1	Window security Contact
5	Motion Detectors
5	KPAD Keypad

City Cemetery Chapel

401 Taylor Street

Test, Inspect, Monitor and Full Service

2	Maxsys Model 4020CF Control Panel with battery backup
2	Maxsys Keypad
2	Smoke Detector
2	DC Door security Contact
8	Window security ontact
4	Motion Detectors

Circuit Court Building

900 Court Street

Test, Inspect, Monitor and Full Service

2	PSD Photo Smoke Detectors
5	PSSA Pull Stations-Single Action
3	A/V Audio/Visual Signal Device
1	Water Flow Detector

City Hall
900 Church Street

Test, Inspect, Monitor and Full Service

1	Simplex 2099-9101 Control Panel with battery backup
1	Simplex 4010-9109 Control Panel with battery backup
2	Duct Smoke Detector
79	PSD Photo Smoke Detector
1	HD Heat Detector
15	PSSA Pull Stations-single action
1	VSIG Visual Signal Device
1	Annunciator
1	A/V Audio/Visual Signal Device

Courthouse Museum

901 Court Street

Test, Inspect, Monitor and Full Service

1	Siemens MXL-IQ Control Panel with battery backup
13	DSD Duct Smoke Detector
3	HD Heat Detector
53	PSD Photo Smoke Detector
7	PSSA Pull Station-Single Action
13	A/V Audio/Visual Signal Device
4	Visual Signal Only
1	Telephone Dialer
1	Power Supply

Fleet Services

1700 Memorial Ave.

Test, Inspect and Full Service

1	Notifier AFP-200 Control Panel with battery backup
1	PDD Photo Duct Smoke Detector
3	PSD Photo Smoke Detector
12	PSSA Pull Stations-single action
23	A/V Audio/Visual Signal Device
1	Water Flow Detector
1	Sprinkler Tamper Switch

Opportunity House I

405 Cabell Street

Test, Inspect and Full Service

1	Simplex PYRO Control Panel with battery backup
1	DSD Duct Smoke Setector
1	HD Heat Detector

33	PSD Photo Smoke Detector
3	FTHD Fixed Temp Heat Detector
7	PSSA Pull Station-Single Action
1	Audible Signal

Opportunity House II

1517 Jackson Street

Test, Inspect and Full Service

1	Simplex PYRO Control Panel with battery backup
1	DSD Duct Smoke Detector
1	HD Heat Detector
25	PSD Photo Smoke Detector
3	FTHD Fixed Temp Heat Detector
7	PSSA Pull Station-Single Action
1	Audible Signal

Public Health Center

1900 Thompson Drive

Test, Inspect, Monitor and Full Service

1	Simplex 4207 AX Control Panel with battery backup
13	A/V Audio/Visual Signal Device
1	Annunciator
2	PSD Photo Smoke Detector
7	PSSA Pull Stations-Single Action
1	Water Flow Detector
1	Sprinkler Tamper Switch

Kemper Street Train Station

825 Kemper Street

Test, Inspect and Full Service

1	Notifier AFP-200 Control Panel with battery backup
5	DSD Duct Smoke Detector
3	HD Heat Detector
46	PSD Photo Smoke Detector
14	PSSA Pull Stations-single action
14	A/V Audio/Visual Signal Device
15	VSIG Visual Only Signal

Lynchburg City Stadium

City Stadium

Test, Inspect and Full Service

(X)	Simplex 2099-9101 Control Panel with battery backup
(X)	Simplex 4010-9109 Control Panel with battery backup

(X)	DSD Duct Smoke Detector
(X)	PSD Photo Smoke Detector
(X)	HD Heat Detector
(X)	PSSA Pull Stations-single action
(X)	VSIG Visual Signal Device
(X)	Annunciator
(X)	A/V Audio/Visual Signal Device

Lynchburg Community Market
1219 Main Street

Test, Inspect, Monitor and Full Service

1	Cerberus Pyrotronic PYRO IXL Control Panel with battery backup
15	PSSA Pull Stations-Single action
10	A/V Audio/Visual Device
4	Visual Only Signals
9	Smoke Detectors
3	ID-60T-135 Thermal Detectors
1	Simplex Model 2080-9023 Digital Communicator

B&G Maintenance Building
800 Orchard Street

Test, Inspect, Monitor and Full Service

1	Simplex Grinnell 4005-9101 Control Panel
4	Audible Signal Device
1	Duct Smoke Detector

Monument Terrace Building 1st & 3rd Floor
901 Church Street

Test, Inspect, Monitor and Full Service

1	Radionics D8 1 12/Digital Communicator 1 Johnson Control Annunciator Panel FAA100
10	PSSA Pull Stations-Single Action
11	Photo Smoke Detectors
5	Heat Detector
3	Duct Smoke Detector
12	A/V Audio Visual Signal Device
6	Visual Only Device

Public Library/Jones Memorial Library
2325 Memorial Avenue

Test, Inspect, Monitor and Full Service

1	Simplex IIII Control Panel with battery backup
2	DSD Duct Smoke Detector
3	PSD Smoke Detector

1	KPAD Keypad
8	PSSA Pull Station-Single Action
9	A/V Audio/Visual Signal Device
1	Annunciator

J&D Court

909 Court Street

Test, Inspect, Monitor and Full Service

1	Simplex 4100/4020 Fire Alarm System
4	Photo Sensors
27	Stopper II with Red Horn
27	Stopper II with Horn Flush Mount
27	Manual Station-Double Action
27	Manual Station
5	Sync Control Module
14	Photo Sensor
5	Heat Sensor
8	Duct Sensor Housing
8	Duct Sensor Housing -4-Wire
23	Sensor Base
8	Relay Form C SPDT PAM-SD
8	Remote Test Station
35	Relay 1AM
41	Supervised 1AM
66	Strobe MC White
33	Horn/Strobe MC White
1	Remote Printer 24 Pin Dot Matrix
2	DP Fire Alarm

Information Technology Building

3550 Young Place

Test, Inspect, Monitor and Full Service

1	Siemens Model Number FS-250 Control Panel
10	Manual Fire Alarm Boxes
3	Photo Detectors
1	Waterflow Pressure Switch
1	Supervisory Switch
3	Smoke Detectors
14	Strobes
20	Horn/Strobe
3	LCD-4521 Key Pad
1	PC4020/PC4020CF Security Panel

1	UB12120 Battery Backup
1	PC4702BP Duel bell output panel
2	PC4216 Output modules
1	DTK-120HW Surge supressor
12	1076D Door contact
13	AMP-701 Addressable contact input module
8	WAVE2F Indoor speaker
1	2327A Door magnetic contact
(X)	225 2 CND 16 AWG Non Plenum cable
(X)	244 4 CND 18 AWG Non Plenum cable

Lynchburg Regional Airport

305 Terminal Drive

ARFF Station

306 Terminal Drive

1	Control Panel
4	Pull Station
8	Strobe with Alarm
5	Sensor
2	CO2 Sensor
2	Strobe Alarms
2	Remote Alarm Lamps

Airfield Maintenance Building

618 Hangar Road

1	Control Panel
3	Pull Station
5	Strobe with Alarm
5	Detectors

Main Terminal

350 Terminal Drive

1	XLS-500-ID-SP Addressable Control Panel
1	SSD-C-REM Remote Command Display
1	CC5 Card Cage
1	NIC-C Network Interface Module
3	ZAM-180 Zone-Amplifier
1	AIC Audio Input Card
1	RNI Remote Network Interface Module
1	LVM Live Voice Module
1	DAC-NET Digital Audio Card
1	CAB3-BB Enclosure
1	ID-MP Inner Door Mounting Plate
1	REMBOX4 Four Module Remote Enclosure

1	BCM Blank Control Module Plate
1	SCM-8 Switch Control Module
1	DTK-120HW Surge Suppressor
1	BTX-3 100AH Battery Backup
1	CAB-BATT Battery Enclosure
4	PAD-3 Power Extender Panel
6	SLA1075 Battery Backup
22	HFP-11 Smoke Detector w/ DB-11 Base
12	AD2-P Duct Detector Housing w/ HFP-11 Detector Head
12	ST-50 Sampling Tube
12	RL-HW Remote Lamp
12	HMS-D Double Action Pull Station
3	MSM-WP Double Action Pull Station Weather Proof
49	SET-MC-R Speaker/Strobe Unit Wall Mount
8	SET-185-WP Speaker/Strobe Unit Wall Mount Weather Proof
15	ZR-MC-R Visual Unit Only
21	HTRI-R Addressable Control Module with Relay
2	HTRI-D Duel Input Addressable Module

Juvenile Detention Home
1400 Florida Avenue

1	MXLIQ Control panel with battery backup
1	MOI-7 Output/Input module
7	MOD-16 Output driver module
1	MOM-2 Network option module cardcase
1	PIM-1 Printer interface module
1	PIM-2 Supervised printer interface module
1	PAL-1 Supervised parallel printer
1	PAD-2 Audible extender panel
1	DFC5129 Digital communicator
7	MSI20 Double action pull stations
16	RMS-IT-KO Institutional pull station with key lock
16	TRIB6M Single input modules
16	TRIB6D Dual input modules
2	TRIB6R Single input modules with relay
60	ILP-1 Photo electric detector with DB3S base
8	ILT-1 Heat detectors with B3S base
20	MC-S110-F Horn/Strobes
12	S15-F Strobes
4	STI 9609 Smoke detector protector
10	STI-1220 Strobe protector
10	STI-1220 Strobe /Horn protector

2	AD3ILP Duct detector housing
2	DAX3S Duct detector relay
2	ILP-1 Duct detector heads
2	STA-6 Sampling tubes
1	RCC-1 Remote command center
1	LD-2 Graphic annunciator

Human Services Building

99 9th Street

Test, Inspect, Monitor and Full Service

1	Notifier AFP-400 Control Panel with battery backup
7	DSD Smoke Detector
7	HD Heat Detector
24	PSD Photo Smoke Detector
16	PSSA Pull Stations-single action
56	A/V Audio/Visual Signal Device
1	Annunciator
45	VSIG Visual Only Signal
2	TPR Mutiplex Transponder

Sheriff's Office

907 Clay Street

Department of Water Resources

525 Taylor St.

College Hill campus

Filtration Building

1	Istar Pro - 16 reader
5	Prox card readers
4	Mag locks
4	Request to exit motion sensors
11	Door contacts
1	Roll up door
1	Simplex 4100U Fire alarm panel
2	LCD serial annunciator (remote panel)
18	Manual pull stations
51	Smoke Detectors
5	Heat Detectors
20	Visual only strobes
32	Audio Visual horns

Warehouse/Meter Shop

1	Istar Pro - 8 reader
2	Prox card readers

2	Strike locks
10	Door contacts
2	Roll up doors
1	Simplex 4010 Fire alarm panel
1	LCD serial annunciator (remote panel)
5	Manual pull stations
18	Smoke Detectors
2	Visual only strobes
7	Audio Visual horns

Sewer Equipment Storage Building

1	Istar Pro - 8 reader
6	Prox card readers
1	Strike lock
7	Door contacts
5	Roll up doors
1	Simplex 4009 Fire alarm panel
1	LCD serial annunciator (remote panel)
4	Manual pull stations
3	Smoke Detectors
10	Heat Detectors
3	Visual only strobes
5	Audio Visual horns

Administration Building

1	Istar Pro - 8 reader
4	Prox card reader
5	Mag locks
4	Request to exit motion sensors
6	Door contacts
3	Glass break sensors
1	Simplex 4010 Fire alarm panel
1	LCD serial annunciator (remote panel)
7	Manual pull stations
24	Smoke Detectors
12	Visual only strobes
8	Audio Visual horns

Area of Rescue Assistance system

1	Master station
7	Call stations

Miscellaneous

3	Gate controls
2	push button/key fob controlled
1	Long range reader

Ccure 800 System

1	badging station with printer
6	client software installations

Aiphone Intercom System

7	Base stations
6	Door Stations
1	Master board

Waste Water Treatment Complex**2301 Concord Turnpike****Control Building**

1	Istar Pro - 24 reader
15	Prox card readers
5	Mag locks
10	Strike locks
10	Request to exit motion sensors
15	Door contact
1	Radionics Fire alarm panel
10	Manual pull stations
2	Smoke Detectors
10	Audio Visual horns
	Storage Shop
1	Istar Pro - 8 reader
4	Prox card readers
2	Strike locks
2	Request to exit motion sensors
4	Door contacts
2	Rollup Doors

Maintenance Shop

1	Istar Pro - 16 reader
5	Prox card reader
5	Strike locks
9	Door contacts
4	Roll up doors
1	Simplex 4010 Fire Alarm Panel
9	Manual pull station
9	Smoke detectors
5	Heat detectors
2	Visual Only Strobes
9	Audio Visual Horn

Miscellaneous

1	Long range gate controller
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Centrifuge Elevator

1	Control system - Model ??
3	Smoke detectors

Odor Control Building

1	AE System - SFP-1024
3	Manual Pull Stations
3	Audio Visual horns

Monument Terrace Building 2nd Floor
901 Church Street

Questions to Bidder

Bidders are to respond to the following question: Have the individual(s), owner(s), or principal officer(s) of the firm submitting the bid ever been convicted of a felony or a misdemeanor involving moral turpitude, which would adversely affect the ability to perform the contract?

YES _____ NO _____

If yes, list individual or officer and title and give details.

NOTE: Answering yes to this question will not necessarily exclude your company from consideration but will be used to weigh the relationship between the offense and the contract to be performed.

Is your firm currently involved in litigation which would adversely affect performance on this contract?

YES _____ NO _____

Limited Liability Form

All Prospective Firms Must Respond To The Following

If a limited liability company, limited liability partnership, or a limited partnership indicate below:
Check one:

___ Limited Liability Company

___ Limited liability partnership

___ Limited partnership

Have you registered with the State Corporation Commission, to conduct business in Virginia?

Yes No If yes, State Corporation Commission # _____

Name(s) and address(es) of the individuals that formed the limited liability organization:

List who is authorized to execute contracts: _____

If conducting business under an assumed business name, fill out the following information:

Name of assumed business: _____

Owner's name and address: _____

Registration date: _____ Expires: _____

If conducting business as a sole proprietorship, fill out the following information:

Individual's name liable for all obligations of business: _____

If you are a sole proprietor using an assumed name, please list below:

Registration date: _____ Expires: _____