

## **Appendix G Specifications**

- 1.0** The University of Connecticut (hereinafter referred to as the "University") is seeking bids from experienced and qualified firms (hereinafter referred to as "vendor", "proposer", "bidder", "firm", or "respondent") to provide Emergency Light and Fire Extinguisher Testing, Inspection and Repair Services to meet the needs of the University.
- 1.0.1 Contractor shall maintain all Federal and State licenses required for the services being provided. Licenses shall be available for review by the University for all personnel while the services are performed.
- 1.1** Description of Required Goods & Services: Services will be required at all UConn locations –
- Emergency Lights:** Locate, inventory, repair and regularly inspect all emergency lighting fixtures including any inverter units.
- 1.1.1 The Contractor will locate and inventory the University's 13200+ total fixtures/units. The University will provide assistance to the Contractor in familiarizing itself with campus spaces and access criteria but will not commit escorts full time. The Contractor must provide staffing with proper credentials to complete the tasks and follow access procedures and safety rules required by the University.
- 1.1.2 Contractor will continue the current inventory and add any new equipment to the existing inventory, collecting data on each new fixture as follows:
- a. Unique identifier applied to the fixture (number, bar code, or similar);
  - b. Location (building, floor, room number or corridor, any unique information, if required, to efficiently locate the device (i.e. East end of corridor or above section 102 etc.);
  - c. Type of fixture (i.e. stand-alone battery unit, emergency ballast, generator driven fixture, inverter system, etc.);
  - d. Model, battery, bulb information; and
  - e. Circuit identifier/location.
- 1.1.3 If adding a new fixture to the inventory, the Contractor will conduct an initial condition assessment and test to determine if the fixture functions. Testing will be in accordance with monthly standard code requirements for testing.
- 1.1.4 All work by the Contractor will be in accordance with applicable codes, including but not limited to the Connecticut State Fire Safety Code, NFPA 70, 110, and 111, etc.
- 1.1.5 The Contractor's personnel will be trained and/or licensed for the scope of work that each employee is conducting. Contractor will provide copies of certifications/licenses to the University Representative.

### 1.1.6 Phases of Work

- 1.1.6.1 Contractor will provide 90-minute annual tests on 1/12<sup>th</sup> or 8.5% of the 13,200+ units per month throughout the contract term. The University's needs and scheduling may require re-assignment of testing to periods of lower use such as spring, summer, holiday break periods.
- 1.1.6.2 All units that are not being tested for the 90-minute test in any month shall be tested in accordance with the standard monthly testing code requirements.
- 1.1.6.3 All inventory (13,200+) will be tested each month, either by 90 minute or monthly testing per code requirements. All units will be tested to the 90-minute test each year.
- 1.1.6.4 Minor repairs (i.e. batteries and bulbs) will be simultaneous with testing. Major repairs (i.e. full fixture replacement, A/C circuit repairs, etc) will be reported back as a deficiency for the University to determine resolution.
- 1.1.6.5 Work hours:
  - 1.1.6.5.1 The majority of the workload can be done during regular business hours, which are Monday through Friday (excluding State Holidays) between the hours of 8:00am and 5:00pm EST.
  - 1.1.6.5.2 The Contractor may not gain access to occupied residential areas until 9 a.m. to accommodate resident needs. Contractor will be servicing corridor areas only.
  - 1.1.6.5.3 Some standard monthly testing and 90-minute testing will have to be done outside of typical business hours to avoid leaving occupied areas without lighting during opening of breakers. The Contractor shall contact the University Representative to arrange an alternate time for testing.
- 1.1.6.6 Priority of work locations: The University will provide guidance with prioritizing work effort based on life safety value and scheduling needs.
- 1.1.6.7 Reporting
  - 1.1.6.7.1 Proof of attendance at each fixture will be required by one of two means:
    - 1.1.6.7.1.1 Placement of tag on fixture with sign-off marked on the tag -or-
    - 1.1.6.7.1.2 Electronic proof of attendance such as scan of the individual bar-code at the fixture.
  - 1.1.6.7.2 A daily deficiency report shall be continually created and updated to support compliance and billing. The University shall have access to this report.

1.1.6.7.3 A full report of all work and system/fixture inventory shall be regularly maintained and accessible to the customer.

1.1.6.7.4 The above reports shall be maintained by the vendor but shall be considered property of the University.

1.1.6.7.5 Quality Control Sheet

1.1.6.7.5.1 For each day during which Services are performed, the Contractor's on-site supervisor shall submit a copy of the quality control sheet verifying the Services that were completed on such day. The University's Representative will confirm the performance of such Services. The Contractor shall maintain full and verifiable records including vouchers and other information pertinent to the Services, the subcontractors engage to perform services and the hours worked (if applicable), the number of employees engaged in performing the Services, the Department of Labor classification of each employee, hours worked, materials and quantity used, arrival and departure times and Service Locations at which Services were performed.

1.1.7 Pricing of Work

1.1.7.1 Rates will be provided on the basis of per unit for testing and inspection, which includes bulb and battery replacements.

1.1.7.2 Repairs other than routine bulb and battery replacement, will be priced on a time and material basis. Cost of battery or bulb replacement in a damaged unit shall be considered billable

1.1.8 Billing of work

1.1.8.1 Based on the above pricing, billing shall be made per fixture on a monthly billing cycle, after the close of the month.

1.1.8.2 Reporting required in the contract is considered part of the monthly work and must be up to date and available to prove that the monthly work has been completed and invoice can be paid.

**1.2 Fire Extinguishers:**

1.2.1 The Contractor will locate, inventory, repair and regularly inspect all portable fire extinguishers.

1.2.2 The Contractor will locate and inventory all 2200+ total figures. The University will provide assistance to the Contractor in familiarizing itself with campus spaces and access criteria but will not commit escorts full time. The Contractor must provide staffing with proper credentials to complete the tasks and follow access procedures and safety rules required by the University.

1.2.3 The Contractor will continue the current inventory and add any new equipment, to the existing inventory, collecting data on each new unit as follows:

- a. Unique identifier applied to the unit (number, bar code, or similar);
- b. Location (building, floor, room # or corridor, and unique information if required to efficiently locate the device i.e.: East end of corridor or above section 102, etc.
- c. Type of unit (Class, size, etc.)
- d. Service/hydro test due date

1.2.3.1 If adding a new unit to inventory, the Contractor will conduct an initial condition assessment and make compliant or report as deficient.

1.2.4 All work by the Contractor shall be to applicable codes, including but not limited to the Connecticut State Fire Safety Code, NFPA 10, etc.

1.2.5 The Contractor's personnel will be trained and/or licensed for the scope of work that each employee is conducting. Contractor will provide copies of certifications/licenses to the University Representative.

#### 1.2.6 **Phases of Work**

1.2.6.1 Regular monthly inspection of the total inventory each month.

1.2.6.2 The Contractor will swap out and or service units before expiration dates. Scheduling should be planned in advance to accommodate the University's timetable and should be spread over the term of the contract.

1.2.6.3 Vandalized and missing units will be reported back as a deficiency to the University Representative for the University to determine a resolution.

1.2.6.4 Work Hours:

1.2.6.4.1 The majority of the workload can be done during regular business hours, which are Monday through Friday (excluding State Holidays) between the hours of 8:00am and 5:00pm EST.

1.2.6.4.2 Residential and some academic areas may not allow access during all normal business hours. The Contractor must coordinate access to these areas with the University Representative.

1.2.6.5 Priority of work locations: The University will provide guidance with prioritizing work effort based on life safety value and scheduling needs.

1.2.7 Compatibility:

1.2.7.1 All ABC, dry chemical units shall be replaced with identical Buckeye brand units to maintain standardized parts and bracket fit.

1.2.7.2 K class and other unique units should be replaced with "same as found" or replaced with appropriate Buckeye unit with proper bracket.

### 1.2.8 Reporting:

1.2.8.1 Proof of attendance at each unit will be required by one of two means:

1.2.8.1.1 Placement of tag on fixture with a sign-off marked on the tag -or-

1.2.8.1.2 Electronic proof of attendance such as scan of the individual bar-code at the fixture.

1.2.8.2 A daily deficiency report shall be continually created and updated to support compliance and billing. The University shall have access to this report.

1.2.8.3 A full report of all work and unit inventory shall be regularly maintained and accessible to the customer.

1.2.8.4 The above reports shall be maintained by the Contractor but shall be considered the property of the University.

### 1.2.9 Pricing of Work:

1.2.9.1 Rates will be on the basis of a "per unit" rate that includes regular service and swap out replacements (stand-in units) for hydro testing of units.

1.2.9.2 Repairs other than regular swaps for scheduled service for hydro testing will be priced on a time and material basis.

### 1.2.10 Billing of Work:

1.2.10.1 Based on the above pricing, billing shall be made per unit on a monthly billing cycle, after the close of the month.

1.2.10.2 Reporting required in this contract is considered part of the monthly work and must be up to date and available to prove that the monthly work has been completed and invoice can be paid.

**1.3** University Contractor Policy: Contractors must comply with all local, state, federal and University safety requirements (e.g., OSHA, National Electric Code), and assure that all of their employees performing work on UConn campuses have been suitably trained and licensed.

**1.4** Supervision: University staff will provide direction, but not supervision relating to all services provided, including plans and specifications if required. Contractor's technicians shall have all requisite experience, training, tools, and equipment needed to complete even the most complex projects. Vendor must check in/out with University representative, either by phone or in person, to communicate job status everytime they are on campus to ensure that University has up-to-date information.

**1.5 Key Personnel:**

- 1.5.1 Supervisor: The Contractor shall assign a full-time dedicated supervisor who shall be responsible for overseeing and supervising the performance of Services under this Agreement. Such supervisor shall be identified in Appendix E and shall serve as the University's primary interface with the University's Representative.
  
- 1.5.2 The Contractor currently employs experienced personnel who have experience providing service as specified in the ITB and specifications.