

COLUMBUS METROPOLITAN LIBRARY

Request for Proposal

Fire Protection Systems Maintenance Services

Issue Date: March 7, 2018

RFP Number: CML #18-007

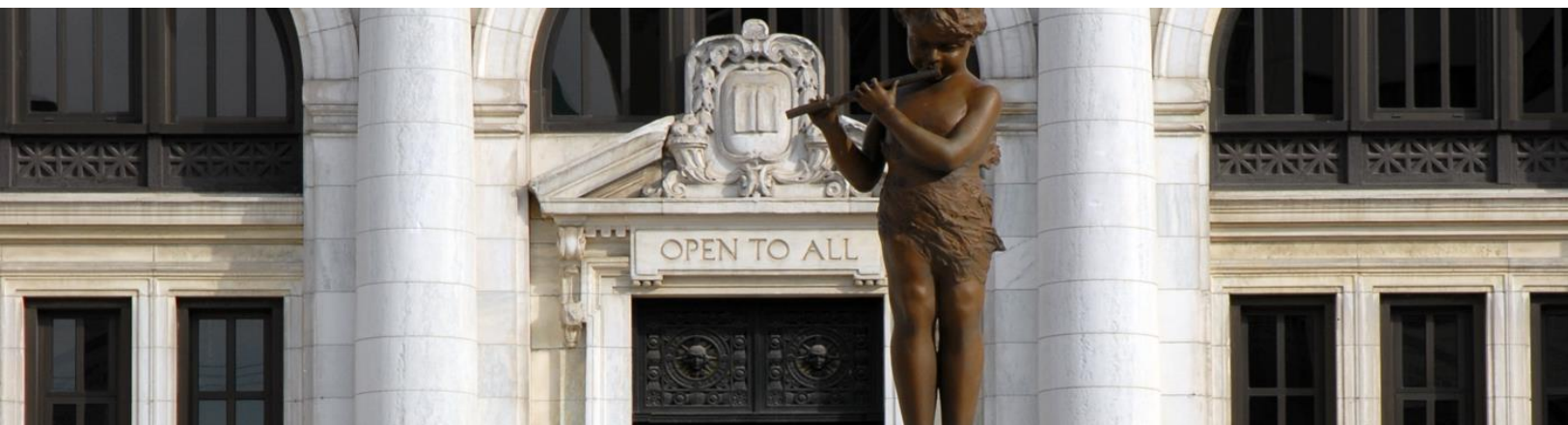
Issued by

Procurement Department
96 S. Grant Ave.
Columbus, OH 43215

Deadline for Submittal

Monday, April 9, 2018
No later than 12:00 NOON EST

Note: Mandatory site visit is required. Refer to instructions contained herein.



Wanda Dixon, Procurement Analyst
 Procurement Department
 Telephone: (614) 849-1034 FAX: (614) 849-1134
wdixon@columbuslibrary.org

REQUEST FOR PROPOSAL COVER SHEET

The Columbus Metropolitan Library (“CML” or “Library” or “Owner”) is issuing this Request for Proposal (“RFP”) for *Fire Protection Systems Maintenance Services* (“Project”). The RFP Identification Number is: **CML #18-007**.

Proposals must be received at the Columbus Metropolitan Library, 96 South Grant Avenue, Columbus, Ohio 43215 no later than **12:00 Noon on Monday, April 9, 2018**. Any proposal (“Proposal”) arriving after 12:00 Noon will be considered late and will receive no consideration for selection to provide the specified services.

All questions or requests for clarifications should be submitted no later than 5:00 p.m. on **Wednesday, March 28, 2018** to: procurement@columbuslibrary.org.

The offeror (“Offeror”) declares to have read, understood and affirms, by its signature below, to be bound by all the instructions, terms, conditions and specifications of this RFP and agrees to fulfill the requirements of any contract (“Contract”) for which it is selected to provide the specified goods or services at the prices proposed.

The Offeror certifies, by signature affixed to this “Request for Proposal Cover Sheet”, that the information provided in response to this RFP, including certified statements, is accurate and complete.

Federal Taxpayer Identification Number (TIN)	
Name of person signing Proposal (Please print or type)	Title
Offeror Name	
Mailing address	
City	State
	ZIP
Telephone	Toll Free Telephone
Contact Person	Fax Number
E-Mail address	
Authorized Signature (Original signature only) Please use Blue Ink.	

THIS FORM MUST BE SIGNED AND SUBMITTED WITH THE PROPOSAL

OVERVIEW

The Columbus Metropolitan Library is seeking competitive sealed proposals (“Proposals”) from qualified and experienced firms to provide fire system inspection and repair services for fire extinguishers, fire pumps, private fire hydrants, all back flow devices, fire alarms and sprinklers (testing/repair) as required per NFPA 13 & 25 – 2017 AND NFPA 72 – 2016.

GENERAL INSTRUCTIONS

The Offeror shall furnish all labor, materials, equipment services and supervision required to complete the work (“Work”), complying with the specifications outlined herein.

The Offeror shall examine the work site prior to submitting a Proposal. Building locations and schedule for building tour dates are listed in Appendix A, **All Offerors must attend at least one (1) building tour.**

The successful Offeror is responsible for removal of all debris and excess material from job site on a daily basis. Use of CML’s dumpster will not be permitted.

All buildings, walks, steps, fences, shrubs, autos, etc. shall be protected. Any damage caused by the Offeror shall be repaired by the Offeror, at no cost to the Library.

Access is to be maintained to the branch during open hours unless otherwise agreed-to in advance. The Offeror is responsible for protecting and providing unobstructed access to the branch.

SCOPE OF WORK

The Offeror is responsible for all requirements as provided in the attached Project documents. All testing and inspections will be documented with completion information for each device recorded. Information for each device must include: name of activity, date of activity, required frequency of the activity, name and contact information, including affiliation of the person who performed the activity, NFPA standard(s) referenced for the activity, and results of the activity.

Locations:

Building locations are listed in **Appendix A** for all CML facilities covered under this Contract. Due to the current construction program, buildings will be added and or deleted during the contract term at CML’s discretion.

Preparation:

A predetermined schedule listed in **Appendix B** will be followed unless approval is given from CML’s Property Management Operations Manager. All inspections must be completed in the assigned month per this schedule.

Duration and Schedule:

Service period to commence on June 1, 2018 through May 31, 2021. The initial term of the Contract is three (3) years, with the possibility to extend two additional years at 2021 prices.

All planned service visits will be scheduled at least 48 hours in advance. Once the schedule has been agreed to by the Offeror and CML, the Offeror will not change the schedule without agreement of CML.

Parts and Repairs:

Any replacement parts or repairs not covered under the Offeror must be authorized by CML prior to proceeding. Parts and labor will be invoiced separately and per the contractual repair rates.

Device Counts:

List of alarms, fire extinguishers, and sprinkler devices are listed in Appendix B. This Contract is not limited to this number or figure as this list has been created for initial inventory purposes only. The Offeror is responsible for producing the inventory necessary for it to submit a Proposal..

Pricing:

Price each individual facility, with each inspection as related to the chart in Appendix D. On a separate rate sheet please list your corrective maintenance rates that will be fixed price as part of this Contract. Note that this Contract does not guarantee all corrective maintenance work at all CML locations. CML reserves the right to seek multiple competitive quotes for any repair work that is needed.

MANDATORY SITE VISIT

Qualified Offerors must attend at least one of the branch tours listed on Appendix A. The Offeror shall email rdrake@columbuslibrary.org or wdixon@columbuslibrary.org. to select a date and time for the branch tour.

DIVERSITY

Because Columbus Metropolitan Library serves a diverse central Ohio population, CML has a strong preference for professional service providers to propose teams made up of MBE/DBE/WBE certified staff to provide CML with a diverse professional staff representative of the central Ohio region in which they will be working and of the customers that CML serves every day. Minority Business Enterprises are encouraged to respond to this solicitation.

A completed Offeror’s Diversity & Inclusion Participation Form or documentation of good faith efforts must accompany the completed Proposal. Please refer to Appendix C, *Offeror’s Diversity & Inclusion Participation Form* to submit or denote omission of participation.

COMPLIANCE WITH APPLICABLE LAWS

By submitting a Proposal for Work on the Project, the Offeror acknowledges that it is in compliance with applicable federal, state, and local laws and regulations, including, but not limited to, the following:

Equal Employment Opportunity/Nondiscrimination. The Offeror agrees that if it is awarded a contract that in the hiring of employees for performance of work under the Contract or any subcontract, neither it nor any subcontractor, or any person acting on its behalf or its subcontractor’s behalf, by reason of race, creed, sex, disability as defined in Section 4112.01 of the Ohio Revised Code, or color, shall discriminate against any citizen of the state in the employment of labor or workers who are qualified and available to perform work to which the employment relates. The Offeror further agrees that neither it nor any subcontractor or any person on its behalf or on behalf of any subcontractor, in any manner, shall discriminate against or intimidate any employees hired for the performance of the work under the contract on account of race, creed, sex, disability as defined in Section 4112.01 of the Ohio Revised Code, or color.

Ethics Laws. The Offeror represents that it is familiar with all applicable ethics law requirements, including without limitation Sections 102.04 and 3517.13 of the Ohio Revised Code, and certifies that it is in compliance with such requirements.

PROPOSAL SUBMISSION REQUIREMENTS

The Offeror must address all of the requirements listed in the Request for Proposal. All Proposals must be in a sealed envelope or appropriate packaging, with the Proposal Identification Number **CML #18-007** and title of **Fire Protection Systems Maintenance Services** clearly marked on the outside, addressed and mailed to the below address.

PROPOSAL SUBMITTAL. Each Offeror must submit a Technical Proposal and a Cost Proposal as part of its Proposal package. Proposals must be submitted as two (2) separate components (Cost Proposal and Technical Proposal) in separate sealed envelopes/packages. Each Technical Proposal package must be clearly marked “**Number CML #18-007 Fire Protection Systems Maintenance Services - Technical Proposal**” on the outside of each Technical Proposal package’s envelope. Each Cost Proposal package must be clearly marked “**Number CML #18-007 Fire Protection Systems Maintenance Services – Cost Proposal**” on the outside of each Cost Proposal package’s envelope.

The Proposal package must also include electronic versions of the Technical and Cost Proposals on separate and clearly labeled flash drives. In a separate sealed envelope labeled “**Number CML #18-007 Fire Protection Systems Maintenance Services**”, the Proposal package must include an electronic submission of two (2) MS-Windows formatted USB Flash Drives. Please clearly label each flash drive in accordance with its file contents as “**CML #18-007 Technical Proposal**” or “**CML #18-007 Cost Proposal**”.

IMPORTANT: Technical Proposals must not contain cost or pricing information. Each Offeror must submit one (1) original, completed and signed in blue ink, and four (4) hardcopies for a total of five (5) Technical and five (5) Cost Proposals in its package, plus electronic versions of each, to the following:

Columbus Metropolitan Library
Attn: Wanda Dixon, Procurement Analyst
96 South Grant Avenue
Columbus, OH 43215

Proposals may also be delivered in person to the First Floor Main Circulation Desk at the Columbus Metropolitan Library located at 96 South Grant Avenue, Columbus, Ohio 43215.

Proposals will be accepted until the time indicated in the RFP. The Library is not responsible for any late mail or late special service deliveries.

Complete Proposal packages are to be organized and submitted in accordance with the instructions in this section. Responses shall be organized into the following marked or tabbed sections:

1. Cover Letter

A cover letter, on the Offeror’s letterhead, shall be submitted and shall include, but need not be limited to, the following information:

- A. The signature of a person authorized to bind the Offeror legally to the extent of work and financial obligation outlined in its Proposal.
- B. A statement that the Proposal will be valid for 60 days.
- C. Identification of all the material enclosures submitted in response to this RFP.
- D. A summary of the submitted Proposal and a brief statement of the Offeror’s qualifications to meet all requirements as described in this RFP. This information shall include:

- I. The names of the individuals involved in the preparation of the Proposal and their relationships to the Offeror.
 - II. The name, address and telephone number of the individual to whom inquiries relating to the Proposal shall be directed.
- E. A statement that the Offeror agrees to and accepts all terms and conditions contained herein.
- F. A statement that the Offeror understands all requirements of the RFP.

2. Project Overview (“Work Plan”)

The Work Plan should include a detailed description as to how the Offeror will deliver on every aspect of the Project.

3. Offeror’s Qualifications

Information included in this section shall include, but not be limited to, the following:

- A. A Statement of Affirmation as to Offeror’s ability to perform the Work.
- B. Offeror must have completed three (3) similar projects inside of Franklin County in the past 12 months, and shall include descriptions of each in its Proposal.

4. Description of Services and Staffing (“Staffing Plan”)

The Staffing Plan will outline who will do the Work, including subcontractors.

Include the number of employees employed by the Offeror’s company.

5. Response to Scope of Services Requirements

A statement as to how the services will be provided.

6. Completed Cost Proposal

See Appendix D.

7. Completed Offeror’s Diversity & Inclusion Participation Form

See Appendix C.

8. Offeror References

The Offeror shall provide at least three (3) business references for projects/contracts of similar size and scope to this RFP. Referenced projects/contracts shall be from the past five (5) years and must include effective dates, project description and complete contact information for the referenced business entity.

ADDITIONAL INFORMATION

- 1. Addenda to this RFP will be posted on the Columbus Metropolitan Library Web-site: www.columbuslibrary.org/about/doing-business at least five (5) business days prior to the RFP opening. Offerors are responsible for any information provided in any and all issued addenda.
- 2. Correct and proper invoices will be paid within 30 days of receipt. Invoices are to detail the services provided, the date and detail costs and are to be submitted on company letterhead, to

the e-mail address on the Library's purchase order. Refer to terms and conditions herein for additional information regarding payment.

3. Times referenced herein are Columbus, Ohio local time.
4. Submission of a Proposal in response to this RFP is the Offeror's acknowledgement that subjective criteria may be used in the evaluation of Proposals. Award shall be made to the responsive and responsible Offeror determined to be the most advantageous to the Library. Price, although an important consideration, will not be the sole determining factor.

RFP & PROPOSAL QUESTIONS

All questions regarding this RFP must be sent to procurement@columbuslibrary.org and must reference the RFP Identification Number and title of the RFP no later than **5:00 p.m. on Wednesday, March 28, 2018**.

Answers to all questions will be documented and posted on the "Doing Business with the Library" page of the Library's Web site at www.columbuslibrary.org/about/doing-business. Answers will be posted **no later than 5:00 p.m. on Friday, March 30, 2018**.

PROJECTED TIMELINE

The projected timeline for this RFP process is provided below. The Library may, at its sole discretion, modify the schedule as necessary to allow for thorough and complete analysis of responses.

Activity	Target Completion Date
Issuance of RFP Inquiry Period Begins	March 7, 2018
Branch Tours	See Appendix A
Inquiry Period Ends	March 28, 2018 (5:00 PM)
Final Response to Vendor Questions	March 30, 2018 (5:00 PM)
Due Date	April 9, 2018 by 12:00 p.m. (Noon)
Selection of Successful Offeror	TBA

Notification of changes in the response due date will be posted on the CML Website or as otherwise stated herein. All times are Columbus Local Time

TECHNICAL SPECIFICATIONS:

The intent of this Contract is to insure the life safety systems are operating correctly as designed and all codes, guidelines, etc. are followed. Contractor will provide maintenance and repair services for all life safety systems to included, but not limited to: fire alarm panels, sprinkler systems, fire pumps, fire suppression, all back flow devices, annunciators, smoke heads, replace batteries, flow switches, tamper switches and low-pressure alarms, valves, fire hydrants, switches, including the Central Monitoring System, etc. for all Columbus Metropolitan Library facilities under the purview of the Property Management Division.

Contractor will meet with CML's designee at each assigned location and time to complete all inspections assigned at that facility, during one business day per month of service. Example: If the annual fire extinguisher inspection and the fire panel inspection are due in the same month, then all inspections for that facility must be completed on the same scheduled business day.

For any inspection that could disturb the public's use of the library (Annual fire alarm panel inspection), the Contractor will be required to schedule this inspection prior to Library opening to the public.

It is the Contractor's responsibility to verify the location, nomenclature, and update any incorrect information on CML's Master Fire System Asset Spread Sheet.

The stated Contractor is only allowed to subcontract the proprietary programming involved in the fire alarm panels. No other subcontracting of any kind is allowed for any inspection.

Emergency Response Time:

This Contract includes the Contractor providing an on-call service and staff 24 hours a day, 7 days a week, 365 per year.

Required Two (2) hours maximum emergency response time to any library facility, to provide emergency repair for any fire system covered by this contract.

Confirmation of all emergency calls to CML Designee within 30 minutes.

Employees must be in uniform, including safety equipment, and have proper company identification.

Contractor must have the capability to meet the above requirements of this specification for the Central Ohio local area due to the possibility of emergency services and response time.

Debris:

Contractor is responsible for the removal of all debris and excess material from job site on a daily basis. Use of CML's dumpster will not be permitted.

Licensing and Guarantee Requirements:

Following any testing and making deficiency repairs, etc., The Contractor must provide a one-year workmanship (Labor,) and material warranty.

Contractor must be qualified per Section NFPA 72, 14.2.2.5 and Ohio Fire Codes.

The Contractor must have at least two (2) of the company's technicians, performing service on these systems certified by NICET (National Institute for Certification in Engineering Technologies) at a minimum of Level 2 for Fire Protection Engineering Technology, and that at least one (1) other person in the organization be certified at minimum Level 4. Proof of these certifications shall be required with this bid packet.

The Library further intends to make a single award as a result of the RFP.

Invoicing:

Offeror will invoice CML for all inspection services on a monthly basis. Invoices must be sent to Account Payable accountspayable@columbuslibrary.org in order to process payment. All invoices will have the building name where the inspection was performed, type of inspection done, and contractual cost per inspection broken out.

Fire Protection Systems Maintenance Services Scope of Work

Offeror must demonstrate it can provide qualified, trained technicians, certified on testing, maintenance, and repairing of life safety systems and further to provide proof of training certification with its Proposal. Offeror's Proposal shall include fire alarm techs, wet and dry sprinkler system techs, pipe fitters, and inspection techs certified to complete all listed inspections on Appendix B.

Offeror must include in its Proposal all tools, ladders, lifts, and any other type of devices needed to complete the inspections.

Offerors must provide an emergency contact number that is monitored 24/7 365 days per year. The Offeror must demonstrate it will be dispatching service techs out of Franklin County to provide the mandatory 2 hour emergency response time required in this contract.

Offeror shall demonstrate it has the ability to properly test equipment, have technical skills and current revisions of applicable software (the Offeror must prove legal ownership of any proprietary software in accordance with Federal Copyright laws). The programming portion can be subcontracted only if the subcontractor holds the rights to use the software program.

The inspection schedule sheet (Appendix B) must be followed. Frequency of all inspections will only be adjusted with the written approval of the CML Operations Manager. It is expected that all inspection are completed by the last day of the month assigned. A penalty of \$100 per day will be incurred for any missed inspections until the inspections are completed

Invoices will be sent to CML by emailing accountspayable@columbuslibrary.org; lknight@columbuslibrary.org; rdrake@columbuslibrary.org

Offeror will provide a written estimate for the new CML Branches that will open later in 2018 (Hilliard and Martin Luther King, and in 2019 (Dublin.) Offeror and CML will work out an inspection schedule after the buildings are opened,

All invoices should include the facility's name where the work is being performed, a list of items inspected, any issues found. The pricing will must be broken out by individual inspection. All pricing must meet contractual rates.

The successful Offeror will schedule all inspections with assigned CML Maintenance Tech or Supervisor.

During an inspection, if the Contractors finds an issue with any type of life safety system, a quote should be generated for the repair within one (1) business day and Emailed to the Operations Manager.

Offeror will provide hourly corrective maintenance repair rates for all types of fire system repairs. If the awarded Offeror needs to subcontract any repairs, CML will be billed at the listed contractual rates, listed on Appendix D.

All inspections performed by the Contractor must meet the following minimum inspection requirements and most current NFPA guidelines.

Fire Alarm and Signaling Testing (Semi-Annual):

Perform a visual inspection of the remote annunciators, electromechanical releasing devices; pull stations, heat detectors, smoke detectors, water flow devices, duct detectors, radiant energy fire detectors, and signaling devices.

Perform a function test on the batteries to ensure all are operating properly.

Familiarize CML's designated personnel the basic and proper operation of the fire alarm panel.

Fire Alarm and Signaling Testing (Annual):

Perform a functional test of all initiating, control equipment, trouble signals, supervising station alarm system, emergency communications equipment, remote annunciators, keypads, notification appliance circuit power extenders, remote power supplies, initiating devices, system control functions, alarm notification appliances and all notification devices. Which include the following specific devices: Functions, fuses, interface equipment, lamps/LED's, primary (main) power supply, audible and visual, disconnect switches, ground fault monitoring, transmission of signals to off-premises location, digital alarm communicator transmitter, electromechanical releasing devices, fire extinguishing systems or suppression system switches (water flow, tampers) fire-gas and other detectors, heat detectors, manual fire alarm boxes (pull stations) smoke detectors, duct smoke detectors, projected beam type, carbon monoxide detectors, supervisory initiating devices, control valve switch, air pressure switch, room temperature switch, water level switch, water temperature switch, elevator recall, elevator shunt trip, HVAC, AHU or exhaust fan shutdown, door hold-open releasing devices, door unlocking, fire/smoke dampers, and any other devices that may be connected to the fire alarm panel.

Perform a charger and discharge test on the batteries to insure they are operating properly. If replacement is needed, the Contractor shall quote out separately.

Familiarize CML's designated personnel the basic and proper operation of the fire alarm panel.

Ensure there are no changes that affect equipment performance. Inspect for building modifications, occupancy changes, changes in environmental conditions, device locations, physical obstructions, device orientation, physical damage and degree of cleanliness.

Fire Extinguisher Inspection(s) – (Annual):

Visually check the fire extinguishers for damage, correct pressure or weight, condition of hose, gauge, cabinet, bracket and signs. Replace the tamper seal, fire extinguisher inspection tag and gently fluff the fire extinguisher to insure the powder is not caked.

If any units are deemed non-functional, the Contractor should replace non-functional fire extinguisher with a spare extinguisher at that location. Any repairs or replacements must be quoted out prior to replacing.

Wet Sprinkler Testing (Quarterly):

Visually inspect the hydraulic placard, vane type water flow switch, alarm pressure switch, water motor alarm gong, valve tamper switch and spare sprinkler head box.

Inspect the Siamese connection for visibility, accessibility, identification signs, caps, leakage from check valve, drain valve and general condition of couplings and clapper assembly.

Perform a function test on any alarm pressure switches and water motor alarm gong (if applicable)

Inspect all water flow alarm devices, valve supervisory signal devices, supervisory signal devices, and all gauges, report all discrepancies.

Perform a main drain test on any wet system that has a backflow preventer or pressure control valve upstream from the wet pipe sprinkler system. Flow test one (1) wet riser in a multiple riser configuration alternating between risers each quarter.

Wet Sprinkler Testing (Annual):

Visually inspect the hydraulic placard, vane type water flow switch, alarm pressure switch, water motor alarm gong, valve tamper switch, gauges, information signs, and spare sprinkler head box.

Inspect the Siamese connection for visibility, accessibility, identification signs, caps, leakage from check valve, drain valve and general condition of couplings and clapper assembly.

Inspect from the ground level any exposed sprinkler pipe, fittings, pipe hangers, sprinkler heads, and make any recommendations to areas that appear might be troublesome during cold weather month.

Function test on any alarm pressure switch, vane type water flow switch, and valve tamper switch and water motor alarm gong (if applicable).

Perform a main drain test on each wet sprinkler riser.

Operate each control valve thru a full range of motion from open to shut and back to open.

Perform maintenance on the Outside Screw and Yoke (OS&Y) valve(s) by lubricating the stem.

Inspect all pipe hangers, seismic bracing, pipes and fittings, sprinklers, low alarm devices, valve supervisory signal devices, supervisory signal devices, gauges, and information signs.

Ensure there are no changes that affect equipment performance. Inspect for building modifications, occupancy changes, changes in environmental conditions, device locations, physical obstructions, device orientation, physical damage and degree of cleanliness.

Dry Sprinkler Testing (Quarterly):

Visually inspect the hydraulic placard, vane type water flow switch, alarm pressure switch, water motor alarm gong, valve tamper switch and spare sprinkler head box.

Inspect the Siamese connection for visibility, accessibility, identification signs, caps, leakage from check valve, drain valve and general condition of couplings and clapper assembly.

Perform a function test on any alarm pressure switch, low air pressure switch and water motor alarm gong (if applicable)

Inspect all water flow alarm devices, valve supervisory signal devices, supervisory signal devices, and all gauges, report all discrepancies.

Dry Sprinkler Testing (Annual):

Visually inspect the hydraulic placard, vane type water flow switch, alarm pressure switch, water motor alarm gong, valve tamper switch, gauges, information signs, and spare sprinkler head box.

Inspect the Siamese connection for visibility, accessibility, identification signs, caps, leakage from check valve, drain valve and general condition of couplings and clapper assembly.

Perform a function test on any alarm pressure switch, low air pressure switch and water motor alarm gong (if applicable).

Inspect from the ground level any exposed sprinkler pipe, fitting, sprinkler heads and hangers.

Perform a function test on any alarm pressure switch, valve tamper switch, low air supervisory switch, low temperature supervisory switch and water motor alarm gong (if applicable).

Perform a main drain test on each dry sprinkler riser.

Operate each control valve thru a full range of motion from open to shut and back to open

Perform maintenance on the OS&Y valve(s) by lubricating the stem.

Flow test the dry valve by lowering the air pressure in the system until the system trips. Before resetting the dry valve, perform a visual inspection in the interior of the dry valve to include those valves that can be reset without taking off the front inspection plate.

Ensure there are no changes that affect equipment performance. Inspect for building modifications, occupancy changes, changes in environmental conditions, device locations, physical obstructions, device orientation, physical damage and degree of cleanliness.

Dry Sprinkler Full Flow Test and 3-Year Pressure Test:

Perform a full flow test every three (3) years on all dry systems (2018 this will be due). This test consists of flowing water through the system to the inspectors test connection and recording the time it took to get there. For those years that a full flow trip is not required, perform a controlled flow test. This consists of partially closing the main sprinkler system control valve three quarters of the way closed and lowering the air pressure in the system until the valve trip then quickly closing off the main sprinkler system control valve. Before resetting the dry valve, perform a visual inspection in the interior of the dry valve to include those valves that can be reset without taking off the front inspection plate.

Perform the required 3-year pressure test, with guidance from NFPA 25, on dry systems at 40 psi for two (2) hours. The system shall be permitted to lose up to 3 psi (0.2 bar) during the duration of the test. Follow up with estimate for repairs if necessary.

Pre-action Sprinkler Testing (Quarterly):

Visually inspect the hydraulic placard, vane type water flow switch, alarm pressure switch, water motor alarm gong, valve tamper switch and spare sprinkler head box.

Inspect the Siamese connection for visibility, accessibility, identification signs, caps, leakage from check valve, drain valve and general condition of couplings and clapper assembly.

Perform a function test on any alarm pressure switches and water motor alarm gong (if applicable)

Inspect all water flow alarm devices, valve supervisory signal devices, supervisory signal devices, and all gauges, report all discrepancies.

Perform a main drain test on any wet system that has a backflow preventer or pressure control valve upstream from the wet pipe sprinkler system. Flow test one wet riser in a multiple riser configuration alternating between risers each quarter.

Pre-action Sprinkler Testing (Annual):

Visually inspect the hydraulic placard, alarm pressure switch, low air supervisory switch, water motor alarm gong, valve tamper switch and spare sprinkler head box.

Inspect the Siamese connection for visibility, accessibility, identification signs, caps, leakage from check valve, drain valve and general condition of couplings and clapper assembly.

Inspect from the ground level any exposed sprinkler pipe, fitting, sprinkler heads and hangers.

Perform a function test on any alarm pressure switch, valve tamper switch, low air supervisory switch, low temperature supervisory switch and water motor alarm gong (if applicable).

Perform a main drain test on each pre-action sprinkler riser.

Operate each control valve thru a full range of motion from open to shut and back to open.

Perform maintenance on the OS&Y valve(s) by lubricating the stem.

Full flow test the pre-action valve by operating any of the electronic detection devices until the system trips.

Pre-action valves that can be reset externally without removing the front cover plate only need internal inspections every five (5) years.

Pre-action valves that require resetting by removing the front cover plate will be inspected internally.

Ensure there are no changes that affect equipment performance. Inspect for building modifications, occupancy changes, changes in environmental conditions, device locations, physical obstructions, device orientation, physical damage and degree of cleanliness.

5-Year Tests Which Need To Be Completed Concurrently

5-Year Internal Inspection of Piping:

Remove alarm check face plate, remove flushing connection and pull a random sprinkler head.

Perform a visual inspection, fill out appropriate paperwork, attach inspection sticker, and leave results with any corrective recommendations if applicable. NFPA 25, 2011 edition Sections 14.2.1, 14.2.2.

Quote costs in detail with parts, labor, and rental break down and all required repairs listed..

5-Year Dry Standpipe Hydrostatic Test:

Dry standpipe systems and dry sections on wet standpipe systems shall be hydrostatically tested at a minimum of 200 psi for 2 hours or 50 psi above the design pressures in the system whichever is greater. Pressures will be recorded from the point of the test connection to the standpipe, usually at ground level. The standpipe system will be visually inspected during the test to insure that no visible sign of leaks are present.

5-Year Wet Standpipe Flow Test:

Conduct a flow test of the most remote standpipe at the most remote accessible outlet. Accomplish this by attaching 2-1/2" diameter fire hose to the existing outlet and flowing water on the roof of the building; either through the roof hatch or the roof outlet. Record the static and residual pressures found, and calculate the gallons per minute available.

5-Year Pressure Reducing Valve Test:

Operate and test each of the 2-1/2" diameter pressure reducing valves located on the existing standpipe(s). We will perform this by attaching a test device to each of the outlets and flowing water through a 2-1/2" diameter fire hose down the stairwell or attaching it do the drain riser (if equipped). Contractor will record the static pressure, residual pressure and flow at each of the valves and provide a test sticker or tag at the valve to indicate information obtained during the test.

Fire Pump Testing (Annual):

Perform the fire pump test and inspection during warm months due to the amount of water discharged during the flow test.

Operate the pump at churn, 100% and 150% of its manufacturers rated capacity providing water supply is sufficient. NOTE: The pump churn test is when the operator runs the pump without the flow of water.

Record the suction, discharge, pivot, rpm, amps and volts at each of the flow points. Provide a visual inspection of the pump, pump house, fuel system, ventilation, piping, fitting and hangers.

During the testing and inspection the Offeror will insure that the packing glands and casing relief valve are operating correctly by monitoring the heat transfer at the casing and stuffing box.

Operate each control valve thru a full range of motion from open to shut and back to open.

Perform maintenance on the OS&Y valve(s) by lubricating the stem.

Perform a function test on any valve tamper switch, pump power failure supervisory switch and pump running supervisory switch.

Fire System and City Backflow Prevention and Forward Flow Testing (Annual):

These devices will be tested and certified as required by the state water authorities or local water departments, prior to the month due.

Backflow preventers are required to be forward flow tested to determine that the device is operating within the manufactures specifications. The forward flow test consists of flowing water through a test connection downstream of the backflow preventer. The required gallons of water flowing and system demand are determined by the most demanding hydraulically calculated sprinkler system at the property. While flowing the required gallons per minute, record the pressure on the system side of the backflow preventer and compare it to the demand pressure noted on the hydraulic placard. For those systems not equipped with a suitable test connection; a measured test through the main drain valve will be performed and recorded. Note – a test conducted through the main drain test connection may not meet the demand of the sprinkler system, however, this will meet the intent of the test as stated in NFPA 25.

Private Fire Hydrant Testing (Annual):

Operate the fire hydrant through a full range of operation, watching flow conditions for any unusual sounds or debris being discharged during the flow.

Perform a visual inspection on the caps, threaded outlets, bonnet and operating nut.

Insure that the hydrant drains properly for 60 minutes after the flushing has been completed.

Perform preventive maintenance on the hydrant by lubricating the threaded outlets and bonnet on those hydrants that have an external lubrication port. Those systems that contain hose houses should be visually inspected for proper operation and any system that has a monitor nozzle attached will be flow tested to determine range and correct operation.

Winterize the fire hydrant by removing all water above the valve with a hand pump to prevent freezing.

Selection Process

The Library’s evaluation team, will review all Proposals and evaluate responses to the RFP.

TABLE 1 - SCORING BREAKDOWN

Criteria	Maximum Allowable Points
Proposal Technical Requirements	500 Points
Proposal Cost	125 Points
Total	625 Points

The scale below (0-5) will be used to rate each proposal on the criteria listed in the Technical Proposal Evaluation table.

DOES NOT MEET	WEAK	WEAK TO MEETS	MEETS	MEETS TO STRONG	STRONG
0 POINTS	1 POINT	2 POINTS	3 POINTS	4 POINTS	5 POINTS

CML will score the Proposals by multiplying the score received in each category by its assigned weight and adding all categories together for the Offeror’s Total Technical Score in Table 2. Representative numerical values are defined as follows:

DOES NOT MEET (0 pts.): Response does not comply substantially with requirements or is not provided.

WEAK (1 pt.): Response was poor related to meeting the objectives.

WEAK TO MEETS (2 pts.): Response indicates the objectives will not be completely met or at a level that will be below average.

MEETS (3 pts.): Response generally meets the objectives (or expectations).

MEETS TO STRONG (4 pts.): Response indicates the objectives will be exceeded

STRONG (5 pts.): Response significantly exceeds objectives (or expectations) in ways that provide tangible benefits or meets objectives (or expectations) and contains at least one enhancing feature that provides significant benefits.

Evaluation Criteria

The Offeror’s Proposal must be complete in its content such that it addresses, in detail, how it meets all requirements of the RFP.

Criteria that will be considered, during the technical proposal evaluation, include; however, shall not be limited to, the following:

1. Quality and comprehensiveness of the Proposal:
 - a. Demonstrated understanding, by the Offeror, of the Library and the Library’s requirements.
 - b. Qualifications and ability to perform.
 - c. Responsiveness and adherence to RFP instructions.
2. Quality of the proposed solution.
3. Stability and viability of the product and Offeror.
4. Offeror’s experience on projects of similar scope.
5. Input from reference contacts.

Refer to Table 2 for specific criteria and respective weights.

Evaluation and Selection

The final decision will be based on the overall RFP response that is deemed most advantageous to the Library, based on the information provided.

Specific criteria that will be considered, during the evaluation, include:

Evaluation of Technical Proposal

TABLE 2 - TECHNICAL PROPOSAL EVALUATION

<u>Responsiveness Criteria</u>	<u>Weight</u>	<u>Score</u>	<u>Ext'd</u>
1. Quality and comprehensiveness of the Proposal: a. Demonstrated understanding, by the Offeror, of the Library and the Library’s requirements. b. Qualifications and ability to perform. c. Responsiveness and adherence to RFP instructions.	30		
2. Quality of the proposed solution includes, but is not limited to, the following: a. Comprehensive Work Plan per the RFP. b. Offeror’s Staffing Plan. c. Demonstrated ability of Offeror to meet requirements.	40		
4. Offeror’s experience on projects of similar scope.	20		

5. Input from reference contacts.	10		
Total Technical Score:			

The weighted points will be multiplied times the numbers of Criteria's listed above for a maximum total of 500 points (5 points X 100) for the Technical Score.

Evaluation of Cost Proposal

CML will rank costs on a relative bases for a maximum total of 125 points for the Cost Score.

COST PROPOSAL POINTS. CML will calculate the Offeror's Cost Proposal points after the Offeror's total technical points are determined, using the following method:

Cost points = (lowest Offeror's cost/Offeror's cost) x Maximum Allowable Cost Points as indicated in the "Scoring Breakdown" table. The value is provided in the Scoring Breakdown table (Table 1). "Cost" = **Total Not-to-Exceed Cost** identified in the Cost Summary section of Offeror Proposals. In this method, the lowest cost proposed will receive the Maximum Allowable Points.

The number of points assigned to the cost evaluation will be prorated, with the lowest accepted cost proposal given the maximum number of points possible for this criterion. Other acceptable cost proposals will be scored as the ratio of the lowest price proposal to the proposal being scored, multiplied by the maximum number of points possible for this criterion

TABLE 3 - COST PROPOSAL

<u>Item Description</u>	<u>Cost / Branch (\$)</u>
<p><u>COST PROPOSAL:</u></p> <p>Offerors must provide an itemized listing of all proposed items by CML Branch, broken out to show component prices and labor rates with extended cost totals.</p>	<p>Refer to Attachment D.</p>

The following formula will be used to determine the final score of the proposal:

Total Points = Technical Proposal + Cost Proposal = _____ pts.

The maximum possible score is 625 points.

Contract Award

The Library is not, by virtue of issuing this RFP, obligated to enter into a Contract and reserves the right to not issue a Contract as a result of this solicitation.

All Offeror's that respond will receive notification if they have been selected or not.

Columbus Metropolitan Library

Procurement Department

Standard Contract Terms and Conditions

Contract Components. Entirety. Changes Interpretation

Contract Components: This contract consists of this document, the Standard Contract Terms and Conditions, the Special Contract Terms and Conditions (if any), the specifications or scope of work (SOW), and any written amendments to this document, valid Columbus Metropolitan Library (CML) purchase orders or other ordering documents (together referred to as the "Contract").

Entire Agreement; Parties to the Contract: This contract is the entire agreement between the individual or entity selected to provide equipment, supplies and/or services on the basis of a SOW submitted to CML in response to a request (referred to as the Contractor in these Terms and Conditions) and Columbus Metropolitan Library (CML).

Contract Changes: Waivers, Changes or Modifications to this Contract must be made in writing and signed by both parties. If a party to this Contract does not demand strict performance of any item of this Contract, the party has not waived or relinquished any of its rights; the party may at any later time demand strict and complete performance of the term.

Contract Orders: CML will order supplies or services under this Contract from the Contractor directly. The Contractor may receive purchase orders by telephone, facsimile, electronically or in person by authorized employees of CML. The Contractor is not required to fill an order date more than 30 days beyond the date of Contract expiration, termination or cancellation, unless the Contract provides for a quarterly delivery or quarterly service. Under a Contract that provides for quarterly delivery, the Contractor is not required to fill an order with a delivery date of more than 90 days beyond the date of Contract expiration, termination or cancellation.

Standard Invoice and Payment

Invoice: The Contractor shall submit invoices to accountspayable@columbuslibrary.org The invoice must be a proper invoice to receive consideration for payment. A "proper Invoice" is defined as being free of defects, discrepancies, errors or other improprieties. Improper invoices will be returned to the Contractor noting the areas of discrepancy.

Payment: In consideration for the Contractor's performance, CML will pay the Contractor at the rate specified in the contract. *Payments will be made by electronic funds transfer (EFT).* For all transactions, the Contractor must have a valid W9 form on file with the Finance Department. The completed form should be mailed to: Finance Department, Columbus Metropolitan Library, 96 South Grant Avenue, Columbus, Ohio 43215.

Payment Due Date: CML will pay invoices 30 days after it has received an invoice for supplies and services it has received and accepted, unless otherwise indicated herein.

Taxes: Columbus Metropolitan Library is exempt for all federal, state and local taxes as CML is a political subdivision of the State of Ohio.

Term of Contract: This contract is effective upon the projected beginning date of the Contract Cover Page or upon signature of CML by the Fiscal Officer, whichever comes later in time. This Contract will remain in effect until the Contract is fully performed by both parties or cancelled in accordance with the Terms found herein.

Contract Renewal: This contract may be renewed solely at the discretion of CML for a period of one month. Any further renewals will be by agreement of both parties, any number of times for any period of time. The cumulative time of all renewals may not exceed two years.

Delivery

F.O. B. The Place of Destination: The Contractor must provide the supplies or services under this Contract F.O.B., the place of delivery/destination, unless otherwise stated. The address of delivery will be specified by the purchase order or other ordering document. Freight will be prepaid unless otherwise stated.

Time of Delivery: If the Contractor is not able to deliver the supplies or services on the date and time specified by CML ordering department on the ordering document, the Contractor must coordinate an acceptable date and time for delivery. If the Contractor is not able to, or does not, provide the supplies or services to an ordering department by the time and date agreed upon, CML may obtain any remedy provided below or any other remedy at law.

Minimum Orders-Transportation Charges: For purchase orders placed that are less than the stated minimum order, the transportation will be prepaid and added to the invoice by the Contractor to the delivery location designated in the ordering documents. Shipment is to be made by private or commercial freight service, airmail, water, parcel post, express or commercial package delivery, whichever is the most economical and expeditious method for proper delivery of the item. Failure of the Contractor to utilize the most economical mode of transportation shall result in the Contractor reimbursing CML the difference between the most economical mode of transportation and the mode of transportation used by the contractor. Failure to reimburse CML shall be considered a default.

Contract Cancellation: Termination: Remedies

Contract Cancellation: If a Contractor fails to perform any one of its obligations under this Contract, it will be in default, and CML may cancel this Contract in accordance with this section. The cancellation will be effective on the date delineated by CML.

- A. **Contract Performance is Substantially Endangered:** If the Contractor's default is substantial and cannot be cured within a reasonable time, or if CML determines that the performance of the contract is substantially endangered through no fault of CML, CML may cancel this Contract by written notice to the Contractor.
- B. **Cancellation by Unremedied Default:** If a Contractor's default may be cured with a reasonable time, CML will provide written notice to the Contractor specifying the default and the time within which the Contractor must correct the default. If Contractor fails to cure its default in the time required, CML may cancel this Contract by providing written notice to the Contractor. If CML does not give timely notice of

default to Contractor, CML has not waived any of its rights or remedies concerning the default.

- C. Cancellation by Persistent Default: CML may cancel this Contract by written notice to Contractor for defaults that are cured but persistent. "Persistent" means three or more defaults. After CML has notified Contractor of its third default, CML may cancel this Contract without providing Contractor with an opportunity to cure, if the Contractor defaults a fourth time. CML shall provide written notice of the termination to the Contractor.
- D. Cancellation for Financial Instability: CML may cancel this Contract by written notice if Contractor does not pay its subcontractors and material suppliers within 10 days of payment to the Contractor by CML. To the extent permitted by law, CML may cancel this Contract by written notice to Contractor if a petition in bankruptcy or similar proceedings has been filed by or against the Contractor.

Contract Termination: CML may terminate this Contract for convenience after issuing 30 days written notice to the Contractor.

Remedies for Default:

- A. Actual Damages. The Contractor is liable to CML for all actual and direct damages caused by the Contractor's default. CML may buy substitute supplies or services, from a third party, for those that were to be provided by the Contractor, and CML may recover the costs associated with acquiring substitute supplies or service, less any expenses or costs saved by the Contractor's default, from the Contractor.
- B. Deduction of Damages for Contract Price. CML may deduct all or any part of the damages resulting from Contractor's default from any part of the price still due on the Contract, after CML has provided prior written notice to Contractor of such default and intent to deduct damages from the Contract Price.

Force Majeure: If CML or Contractor is unable to perform any part of its obligation under this Contract by reason of force majeure, the party is excused from its obligations, to the extent that its performance is prevented by force majeure, for the duration of the event. The party must remedy with all reasonable dispatch the cause preventing it from carrying out its obligations under this Contract. The term "force majeure" means without limitation: Acts of God, such as epidemics, lightning, earthquakes, fires, storms, hurricanes, tornadoes, floods, washouts, droughts, and any other severe weather; explosions; arrests; restraint of government and people; strikes; and any other like events or any other cause that could not be reasonable foreseen in the exercise of ordinary care, and that is beyond the reasonable control of the party.

CML Consent to Assign or Delegate: The Contractor may not assign any of its rights under this contract unless CML consents to the assignment or delegation in writing. Any purported assignment or delegation made without CML's written consent is void.

Indemnification: Contractor will indemnify CML, its employees, members of the Board of Trustees, and its Officers and administrators for any and all claims, damages, lawsuits, costs, judgments, expenses, liabilities that may arise out of, or are related to, the Contractor's performance under this Contract, including the performance by Contractor's employees and agents and any individual or entity for which the Contractor is responsible.

Confidentiality: Contractor may learn of information, documents, data, records and other material that is confidential in the performance of this Contract. Contractor may not disclose any information obtained by it as a result of the Contract without written permission from CML.

Contractor must assume that all CML information, documents, data, records or other material is confidential.

Publicity: Contractor and any of its subcontractors may not use or refer to this Contract to promote or solicit Contractor's or subcontractor's supplies or services. Contractor and its subcontractors may not disseminate information regarding this Contract, unless agreed to in writing by CML.

Governing Laws; Severability: The Laws of the State of Ohio govern this Contract, and venue for any dispute will be exclusively with the appropriate court of competent jurisdiction in Franklin County, Ohio. If any provision of the Contract or the application of any provision is held by a court of competent jurisdiction to be contrary to law, the remaining provisions of the Contract will remain in full force and effect to the extent that the remaining provisions continue to make sense.

Workers Compensation: The Contractor shall carry Workers' Compensation Liability Insurance as required by Ohio law for any work to be performed within the State of Ohio. Failure to maintain Workers Compensation Liability Insurance for the duration of the contract and any renewal hereto will be considered a default.

Automobile and General Liability Requirements: During the term of the Contract and any renewal hereto, the Contractor, and any agent of the Contractor, at its sole cost and expense, shall maintain a policy of automobile liability and commercial general liability insurance as described in this clause. Copies of the respective insurance certificates shall be filed with the Procurement Department within seven (7) calendar days after notification by the CML of its selection of the Contractor to provide the specified supplies and/or services. Failure to submit the insurance certificates within the time period may result in the Contractor being considered in default. Said certificates are subject to the approval of the CML Procurement Manager and shall contain a clause or endorsement providing thirty (30) days prior written notice of cancellation, non-renewal or decrease in coverage will be given to the Procurement Manager. Failure of the Contractor to maintain this coverage for the duration of the Contract, and any renewals, thereto may be considered a default.

Automobile Liability: Automobile Insurance is required for anyone coming onto CML branches and/or property to deliver goods or perform services using a vehicle, which is owned, leased, hired, or rented by the Contractor. Any Contractor, broker, or subcontractor who will be on CML property, but not delivering goods or performing services, is required to carry Automobile Liability Insurance that complies with the state and federal laws regarding financial responsibility. Automobile liability insurance, including hired, owned, and non-owned vehicles used in connection with the Work, shall have a combined single limit coverage covering personal injury, bodily injury (including death) and property damage of not less than \$2,000,000 per accident.

Commercial General Liability: Insurance coverage with a \$2,000,000 annual aggregate and a \$1,000,000 per occurrence limit for bodily injury, personal injury, wrongful death and property damage. The defense cost shall be outside of the policy limits. Such policy shall designate CML as an Additional Insured, as its interest may appear. The policy shall also be endorsed to include a blanket waiver of subrogation. The certificate shall be endorsed to reflect a per project/per location General Aggregate limit of \$2,000,000. If the Contractor uses an umbrella/excess policy to meet the required limits, it is understood that the policy shall follow from per project/per location basis. It is agreed upon that the

Contractor's commercial general liability insurance shall be primary over any other coverage. The Procurement Department reserves the right to approve all policy deductibles and levels of self-insurance retention.

Contract Compliance: The participating CML branches and departments will be responsible for the administration of the Contract and will monitor the Contractor's performance and compliance with the terms, conditions and specifications of the Contract. If a branch or department observes any infraction such shall be documented and conveyed to the Contractor for immediate correction. If the Contractor fails to rectify the infraction, the department/branch will notify the Procurement Department in order to resolve the issues. These terms and conditions will be used by the Procurement Department to resolve the issues.

Warranties: Unless otherwise stated, all supplies shall be new and unused. All products shall carry manufacturer's warranties in addition to implied warranties. The Contractor warrants all supplies to be free from defects in labor, material, and workmanship (manufacturing) and be in compliance with the contract specifications.

ADDITIONAL TERMS:

1. This Contract represents the entire agreement of the parties hereto, and may not be amended except in writing signed by both parties.
2. All times referenced herein are Columbus, Ohio local times.
3. *CML is not responsible for any work or services provided by Contractor prior to the issuance of a P.O. by CML.*
4. Contractor will supply its own tools and materials.
5. Contractor will make arrangements for EFT (electronic funds transfer).
6. A completed W9 form is required on file with CML prior to CML issuing payment for services provided by Contractor. The W9 form can be found at
7. <http://www.irs.gov/pub/irs-pdf/fw9.pdf>. Please fill out the form and return with the signed contract to the Procurement Department of the Columbus Metropolitan Library at 96 S. Grant Avenue, Columbus, OH 43215 or email: procurement@columbuslibrary.org.

APPENDIX A

Branch Locations & Tour Dates

Fire Protection Systems Maintenance Services
RFP 18-007

BUILDING TOUR DATES	LOCATIONS	ADDRESS	GROSS SQ. FT.
March 12, 2018			
8:30 AM	MAIN (Garage & Carnegie) Main 224,200 Carnegie 31,200 Parking Garage 170,200	96 S Grant Ave	425,600
9:45 AM	FRANKLINTON	1061 W Town St	7,540
10:30 AM	PARSONS	1113 Parsons Ave	19,025
11:30 AM	NORTHSIDE	1423 N High St	25,000
12:45 PM	SOUTH HIGH	3540 S High St	11,577
1:00 PM	SOUTHEAST	3980 S Hamilton Rd	21,140
1:45 PM	CANAL WINCHESTER	115 Franklin St	5,000
March 13, 2018			
8:30 AM	OPERATIONS CENTER	101 S Stygler Rd	56,335
9:15 AM	SHEPARD 790	790 Nelson Rd	6,005
9:45 AM	SHEPARD 850	850 Nelson Rd	9,945
10:30 AM	WHITEHALL	4445 E Broad St	19,540
11:30 AM	LIVINGSTON	3434 Livingston Ave	12,325
1:00 PM	HILLTOP	511 S Hague Ave	20,065
1:45 PM	HILLIARD	4772 Cemetery Rd	20,005
March 14, 2018			
8:00 AM	KARL ROAD	5590 Karl Rd	20,006
9:00 AM	LINDEN	2223 Cleveland Ave	12,701
10:00 AM	NORTHERN LIGHTS	4093 Cleveland Ave	26,083
March 15, 2018			
8:30 AM	WHETSTONE	3909 N High St	22,729
9:30 AM	MARTIN LUTHER KING	1600 E Long St	8,933
10:30 AM	DRIVING PARK	1422 E Livingston Ave	14,985
12:30 PM	REYNOLDSBURG	1402 Brice Rd	19,805
1:30 PM	GAHANNA	310 Granville St	21,400
2:30 PM	NEW ALBANY	200 Market St	21,053
	TOTAL SQ. FT.		845,297

**APPENDIX B
Additional Documents**

Fire Protection Systems Maintenance Services

Fire alarm system device counts, Sprinkler system inventory lists, Backflow Devices, Fire Alarm Inspection and Water Based Fire Protection Inspection & Test Reports are located in a separate file under the RFP link at the CML Website.

Appendix C

**Fire and Security Panel Replacement
RFP Number: CML #18-007**

Offeror's Diversity & Inclusion Participation Form

A completed Offeror's Diversity & Inclusion Participation Form or documentation of good faith efforts must accompany the completed Proposal Form.

_____ ("Offeror") submits the following information regarding its levels of MBE/WBE Participation:

List all MBE/WBE subcontractors and suppliers, with contract amounts, that Offeror will use for its work on the Project. (Continue list on additional sheets of paper if necessary.)

Name of Subcontractor / Supplier	MBE or WBE	Subcontract Amount
1.		\$
2.		\$
3.		\$
4.		\$
	A. TOTAL AMOUNT OF MBE/WBE SUBCONTRACTS	\$
	TOTAL PROPOSAL	\$
	B. PERCENTAGE OF DIVERSITY PARTICIPATION* (A ÷ B x 100)	%

The Offeror's commitment of total workforce hours for Minority Workforce participation on the project is: _____%.

The Offeror's commitment of total workforce hours for Women Workforce participation on the project is: _____%.

I certify under penalty of perjury that the forgoing and/or attached statements and information are true and correct. The undersigned will immediately notify the Owner in the event that any of the information provided in this Diversity & Inclusion Participation Form changes in any material way.

By: _____ Date: _____

Print Name and Title: _____

***If the Offeror does not indicate that it has achieved the Diversity & Inclusion Participation Goal set forth in the Instructions to Offerors, the Offeror must attach to this Form, a narrative, including exhibits, demonstrating and certifying that good faith efforts, as set forth in the Instructions to Offerors, were actively and aggressively undertaken by the Offeror, to reach such goals.**

**Appendix D
Cost Proposal**

**Fire Protection Systems Maintenance Services
CML 18-007**

Cost Proposal sheet is located in a separate Excel file under the RFP link at the CML Website.