



**UNIVERSITY OF
BALTIMORE**

PROCUREMENT

Request for Proposals (RFP)

Number UB-23-BB-04

FOR

**Fire Alarm, Fire Sprinkler & Fire Pump Systems
Preventive Maintenance, Testing, and System Repair
Services**

[eMMA Solicitation Number: BPM036177]

ISSUE DATE: March 8, 2023

ISSUING OFFICE:

UNIVERSITY OF BALTIMORE
Office of Procurement
1420 N. Charles Street, Baltimore, MD 21201

Blair Blankinship, Contract Specialist
Email: bblankinship@ubalt.edu

The Issuing Office is the sole point of contact for this task order procurement.

NOTICE: Prospective Proposers who have received this document from a source other than the Issuing Office are advised to contact the Issuing Office. This is a courtesy; the University does not take responsibility if any Prospective Proposer is not informed of communication issued under this RFP. It is the sole responsibility of any Prospective Proposer to visit the University's website for all documents relating to this RFP. Visit:

<http://www.ubalt.edu/about-ub/offices-and-services/procurement/information-for-merchants/current-ub-solicitations.cfm>

UNIVERSITY OF BALTIMORE

RFP UB-23-BB-04
Fire Alarm, Fire Sprinkler & Fire Pump Systems
Preventive Maintenance, Testing, and System Repair Services

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RFP UB-23-BB-04
Fire Alarm, Fire Sprinkler & Fire Pump Systems
Preventive Maintenance, Testing, and System Repair Services

Issue Date:	March 8, 2023
Pre-Proposal Conference	March 28, 2023 at 10:00 AM
Last Day for Questions:	April 7, 2023
Technical Proposal Due Date:	April 11, 2023 at 3:00 PM
Financial and Price Proposal Due Date:	April 11, 2023 at 3:00 PM
Oral Presentation/Discussion Session(s): If held and for invited shortlisted firms only	TBD
Contractor(s) Selection Anticipated to be finalized:	TBD
Contract Commencement:	TBD

Note: Proposals are to be provided by the due date noted above. Proposals are to be submitted electronically to Issuing Office Contact/s noted in this RFP.

SECTION I.

GENERAL INFORMATION

1.1 OBJECTIVE.

The University of Baltimore (also called the University or UBalt) is soliciting proposals to provide a comprehensive preventive maintenance (PM), compliance testing, and system service (repair) contract, applicable to our campus Fire Alarm (FA), fire sprinkler, and fire pump life safety systems.

The work to be performed under this proposal shall be provided by fully trained and experienced professionals with appropriate license(s) and shall consist of all necessary supervision, insurance, testing, labor, equipment and materials to perform a complete and acceptable job to the satisfaction of the University of Baltimore. The University reserves the right to purchase items, supplies and services not specifically listed in this RFP.

The University of Baltimore invites proposals from qualified vendors in response to this Request for Proposal (RFP) in accordance with the schedule of events, terms, conditions, and specifications attached. A brief explanation should be provided for each requirement to describe how the offeror intends to satisfy the requirement or provide the service.

1.2 OVERVIEW OF THE UNIVERSITY OF BALTIMORE .

Founded in 1925, The University of Baltimore is one of 12 institutions that comprise the University System of Maryland, the nation's 12th largest university system. The University of Baltimore offers career-focused graduate, doctoral and undergraduate programs and certificates in law, business, public affairs and the applied arts and sciences. Designed for working adults, UBalt academic programs are offered in flexible formats, including day, evening, weekend, in person, online and hybrid options. UBalt offers excellent teaching and a supportive community for graduate, professional and undergraduate students in an environment distinguished by outstanding student outcomes, academic research and public service, particularly in the Baltimore region. The University is organized into four schools/colleges, including the School of Law, the Merrick School of Business, the Yale Gordon College of Arts and Sciences and the College of Public Affairs. Our campus comprises 11 acres in the heart of midtown Baltimore with 1.1 million square feet of space across 13 buildings. As the University prepares for its centennial in 2025, we strive to build upon this legacy and leverage our strengths to forge a bold future. The result is, an ambitious plan that articulates our shared goals for the next five years.

1. Position UBalt as the region's premier professional, career-focused university
2. Strengthen student success
3. Solidify UBalt's commitment to community engagement and service
4. Organize for long-term financial stability
5. Achieve excellence in research, scholarship and creative activity
6. Strengthen UBalt's commitment to diversity, equity and inclusion

UBalt provides both in-person and online learning. The University was the first in the country to offer a fully online MBA program accredited by AACSB International. In fall 2021, UBalt enrolled 3,710 students, including 1,365 graduate students 740 law students, and 1,605 undergraduate Students. The University serves a truly diverse and nontraditional population; the average undergraduate age is 30, and the overall student population is 60 percent minority. The University also received the designation as a Predominantly Black Institution (PBI) from the U.S. Department of Education. The student population is evenly divided between full-time and part-time students. Students are on campus for day, evening, and weekend classes.

With a century’s worth of growth as Baltimore’s model of a career-minded, city-focused institution, the University is determined to build on its success in the face of enormous change. While the higher-education landscape is changing – e.g., increased interest in online learning; more emphasis on fast-track leadership programs; high demand in burgeoning fields such as cybersecurity, communications and criminal justice reform – UBalt understands that its role as an anchor institution demands a lasting commitment to its hometown. Thus, we are planning for a future in which education and livelihood are more intertwined than ever before, and where an urban university always contributes in meaningful ways to the strength and modernity of the surrounding community. The UBalt campus is more than a “laboratory” for a better Baltimore – it is a rising edifice to the power of a people who want to ensure that they, and the city in which they live, are moving ahead.

For more information about UBalt, visit <http://www.ubalt.edu/institutionalresearch>

The University of Baltimore Campus map is available at <http://www.ubalt.edu/uploads/pdfs/campusmap.pdf>

A list of Buildings and their addresses is available at <http://www.ubalt.edu/campus-building-hours.cfm>

1.3 ISSUING OFFICE.

Blair Blankinship, Contract Specialist
University of Baltimore
Office of Procurement
1420 N. Charles Street, Baltimore, MD 21201
bblankinship@ubalt.edu

and

Stacey Brooks, Contract Specialist
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1420 N. Charles Street, Baltimore, MD 21201

sbrooks@ubalt.edu

The Issuing Office shall be the sole point of contact with the University for purposes of the preparation and submittal of proposals in response to this solicitation.

1.4 MINIMUM QUALIFICATIONS.

Firms must demonstrate the following qualifications, at a minimum, to be deemed susceptible for award. Firms that do not include the required information demonstrating the following minimum qualifications shall not be considered for award.

- The contractor shall have a minimum of five years successful experience in the required trade to perform work as described in the RFP.
- The contractor shall have actively engaged in and satisfactorily performed the requested scope of work for at least five (5) years immediately prior to the proposal date.
- The contractor must possess all (see 1 and 2 below) current licenses required to conduct this particular business trade and furnish copies with their proposal. Failure to provide this information will result in a non-responsive offer.

1) Public Safety Article 9-903, Annotated Code of Maryland Class I license – Testing & Inspection.

2) Public Safety Article 9-903, Annotated Code of Maryland Class IIIC license – Installation & Repair Commercial Systems.

- ONYX certified technicians with recent certification of training.

1.5 QUESTIONS AND INQUIRIES.

All questions and inquiries regarding this procurement must be directed to the individual(s) referenced with the Issuing Office above. Questions must be submitted in writing via the link provided below. Inquiries will receive a written reply/confirmation, submitted inquiries that are not confirmed by the University may not have been received. It is the sole responsibility of potential proposers to ensure inquiries/questions are received. Only written communications relative to the procurement shall be considered.

All questions will be answered in writing, in the form of an addendum to the RFP. Both questions and answers will be distributed, without identification of the inquirer(s), to all prospective contractors who are on record with the Procurement Officer as having received this RFP. No oral communications from the project team can be relied upon for proposal purposes.

Should a Proposer find discrepancies in the specifications or contract provisions included in this solicitation, or should there be doubt as to the meaning or intent of any section or subsection herein, the Proposer should request clarification from the Procurement Officer. Failure to request a clarification prior to the due date will be a waiver of any claim by the Proposer for expenses made necessary by reason of later interpretation of the contract documents; Proposers will be bound to the University's interpretation.

Potential proposers are advised that the University reserves the right to use its best judgment in choosing to respond or not to respond to any questions received before or after the above stated cut-off date for questions. All such questions and inquiries must be received by the date provided in the RFP or as updated via Addendum.

All Questions must be sent via a Word attachment to the following link: [RFP Questions](#)

1.6 RFP REVISIONS OR AMENDMENTS TO THIS RFP.

The University reserves the right to amend this solicitation at any time prior to the proposal due date. If it does become necessary to amend any part of this solicitation, the Procurement Officer will furnish an amendment or addendum to all prospective Proposers listed by the University as having received a copy of the RFP. All amendments /addenda will be identified as such. If necessary, the proposal due date may be extended. Proposers are required to acknowledge the receipt of all amendments, addenda, and clarifications issued. (Reference Appendix A, provided under a separate cover)

1.7 PRE-PROPOSAL CONFERENCE.

There will be a Pre-Proposal Conference held in conjunction with the RFP. Attendance at the Pre-Proposal Conference is not mandatory. The conference will be held on **March 28, 2023, in the Thumel Business Center Building, 11 W. Mt. Royal Ave., Baltimore, Md. 21201, Room 205, starting at 10:00 AM,** to be followed by a tour of UBalt facilities.

The University will review the RFP document during the Pre-Proposal Conference, the tour shall commence after the review of the RFP document. Attendees arriving after the tour commences may not be able to join the tour. Printed copies of the RFP documents will **NOT** be available. You are advised to bring a copy of the documents.

If your firm is interested in attending the Pre-Proposal and site visit please click on the link provided below to register by Friday, March 24, 2023 by 4:00 PM.

[Pre-Proposal Conference Registration](#)

While attendance at the Pre-Proposal Conference and site visit is not mandatory, information presented may be highly informative; therefore, all interested proposers are encouraged to attend in order to be able to better prepare acceptable proposals. We ask that no more than (5) representatives from each company attend this meeting.

Copies of the RFP will not be shared. Attendees are advised to bring a copy. A list of the attendees will be shared via an Addendum.

Guests should park at the Fitzgerald Garage. GPS address is 80 W. Oliver St., Baltimore MD 21201. Handicapped parking is available in a concentrated area on the first floor and on each level near the elevators.

Note: The Pre-Proposal Conference location is subject to change. Proposers are advised to visit the University's Procurement website daily for the most updated information.

SPECIAL ACCESS: Any attendees requiring special assistance in attending the Pre-Proposal Conference, should contact the Issuing Office within 5 business days prior to the Pre-Proposal Conference date.

1.8. PRE-PROPOSAL MODIFICATION OR WITHDRAWAL OF OFFER.

Proposals may be modified or withdrawn by written notice received at the Issuing Office before the proposal due date and time.

1.9 CLOSING DATE.

Proposals must be submitted no later than April 11, 2023 at 3:00 PM. Proposals in digital format, as well as transactions, and communication, in permitted format, are permitted for this procurement. Proposals must be sent to the issuing office by the date noted in this RFP or as amended via an addendum. Attachments must not be zipped or compressed. Proposals, amendments to proposals, or requests for withdrawal of proposals arriving after the closing time and date shall not be considered. The names of contractors will not be released until after award. At the University's sole discretion, the Solicitation Schedule may be modified.

1.10 NO PUBLIC OPENING OF PROPOSALS.

A public opening of technical and price proposals will not be held.

1.11. PUBLIC INFORMATION ACT NOTICE.

Contractors should give specific attention to the identification of those portions of their proposals that they deem to be confidential, proprietary information or trade secrets and provide any justification why such materials, upon request, should not be disclosed by the State under the Access to Public Records Act, State Government Article, Title 10, Subtitle 6, Annotated Code of Maryland.

Contractors must clearly identify each and every section that is deemed to be confidential, proprietary or a trade secret (it is NOT sufficient to preface your proposal with a statement that the entire content is proprietary, or to use a page header or footer that arbitrarily marks all pages as confidential). Any individual section of the proposal that is not labeled as confidential with an accompanying statement concerning the rationale for its claimed confidentiality shall be considered public information.

1.12. PROCUREMENT METHOD

This solicitation shall be conducted in accordance with the provisions of the University System of Maryland's (USM) Procurement Policies and Procedures. Specifically, the procurement method employed shall be Competitive Sealed Proposals.

1.13. INCURRED EXPENSES

The University will not be responsible for any expenses incurred by Proposers in preparing and submitting proposals in response to this solicitation.

1.14. ECONOMY OF PREPARATION

Each proposal should be prepared simply and economically, providing a straightforward, concise description of the contractor's offer and capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content.

1.15. CONTRACT TERM

The initial contract term will be for two years, commencing on the date the contract is signed on behalf of the University or such later date as the University directs. The University reserves the right to renew the contract for up to 4 (four) additional, separately exercisable, 12-month periods, with the same contract terms and conditions at the pricing finalized at contract award.

1.16. PAYMENT SCHEDULE

Payments will be made monthly in arrears, on a net 30 day basis, unless a payment schedule was accepted and agreed to under the proposal and executed contract. The fee is to be inclusive of all costs.

1.17. CONFIDENTIALITY STATEMENT FOR CONTRACTORS

The successful Proposer will be required to sign the Confidentiality Statement for Contractors. See Appendix C (provided under a separate cover) for the contractual confidentiality obligations.

1.18. ACCEPTANCE OF TERMS AND CONDITIONS

By submitting a Proposal, a Proposer shall be deemed to have accepted the terms, conditions, and requirements set forth in this RFP. The RFP including all addenda in total shall be incorporated into the Contract by reference. Any exceptions to the terms and conditions shall be submitted as specified in the Response Requirements section of this Solicitation. Contract exceptions not provided in the format required under this RFP shall not be accepted nor be made part of any Contract, if awarded.

1.19. MINORITY BUSINESS ENTERPRISES

Minority participation is important to UBalt and the State of Maryland. State-certified Minority Business Enterprises (MBE) are strongly encouraged to respond to this solicitation notice. If not certified by the Maryland Department of Transportation (MDOT), MBEs are encouraged to initiate certification as soon as possible. For more information on the State's MBE program or questions related to certification, please contact MDOT's Office of Minority Business Enterprise/Equal Opportunity, telephone 800-544-6056 or view the MDOT website <http://www.mdot.state.md.us/mbe/index.html>. If you intend to use a certified minority subcontract to fulfill the contract, please indicate the amount of the potential subcontract you will award to a certified MBE:

Award to Certified MBE subcontractor: \$ _____ OR _____ %

1.20. Proposal = Offer

The Technical Proposal and/or Price Proposal, either individually or collectively, is considered by UBalt to be an Offer.

END OF SECTION I

SECTION II.

SCOPE OF WORK

1. OVERVIEW

Provide a comprehensive fire alarm, fire sprinkler, and fire pump systems preventive maintenance (PM), inspection, testing, system service (repair), and remote monitoring program.

2. LABOR:

Labor shall be inclusive for all systems and equipment specified herein for purpose of providing services to perform preventive maintenance, testing, and inspections.

Published labor rates (see Article 3 & Appendix. B) shall be provided for service calls (routine & emergency) based on regular and overtime response.

3. CONDITIONS

The contractor must certify all systems as to safe continuous operation. The contractor must also provide continuous emergency repair service (twenty-four hours, seven days a week, three-hundred sixty-five days a year). Response time to be maximum of twenty-four (24) hours of notification for non-emergency service calls.

Response time for emergency service calls shall be four (4) hours or less from issuance of notification.

The contractor must supply one contact number (designated) to allow the University to reach a human for scheduling service and provide confirmation. The technicians responding must be fully trained, fully equipped and knowledgeable of the systems being maintained and have all necessary materials to make repairs quickly and satisfactorily

No assessment for travel expenses or labor changes to & from the University for service requests during the contractor's normal working hours or emergency service

4. WORK REQUIREMENTS FOR FIRE ALARM

4.1. CONTRACT ADMINISTRATION

A system for contract administration shall be maintained to ensure contractor conformance with the schedule, specifications, terms, and conditions of the contract and to ensure adequate and timely follow up of all work. Propose appropriate method and period of evaluation of contractor performance and document, as appropriate, whether contractors have met the schedule, specifications, terms, and conditions of the contract.

4.2 INSPECTIONS

The contractor must provide two (2) inspections per year to keep the University's fire alarm equipment at peak performance and minimize the need for repairs. The first inspection is to be

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performed within 20 days following the award of the contract. The second inspection is to be scheduled six (6) months consecutively to the first. All testing shall be in accordance with “National Fire Alarm and Signaling Code” NFPA No.72 as approved by the Nation Fire Protection Association.

Note: Prior to coming to the University you must notify the University seven (7) days in advance. This is so UB can notify the occupants of the buildings of the upcoming tests.

In addition to inspection and tests, the successful contractor will be required to provide the University with the following:

1. Fire Alarm panel component replacement parts shall be (OEM & new) and billed at cost plus 10% cap. The university reserves the right to ask for and review component parts invoices of purchase. Includes all internal fire alarm panel components (i.e. circuit boards, batteries, relays, resistors, capacitors, electrical wiring, etc.)
2. Includes fire alarm ancillary devices, but not limited to, such components as:
 - a. Smoke, heat, duct, and beam sensor detectors
 - b. Actuation devices, annunciators, and strobes
 - c. Flow and tamper devices
 - d. Magnetic door holders
 - e. Pre-action system devices
 - f. Low voltage field wiring
3. Maintain and service ONYX Works Central Supervising Station at two (2) locations.
4. NOTE: The successful contractor will have to obtain the program/access code from “ONYX Works System” for the station.
5. Maintain fire alarm panel printers including paper, and ink cartridges.
6. Written recommendations regarding corrections, additional service, etc., to the equipment or systems based on the inspector’s findings within a maximum of 30 days.
7. Testing and tuning of power supplies and battery chargers to proper operating voltages.
8. Proper alarm and trouble reporting of all zone and output circuits.
9. Testing for correct battery voltage.
10. Systems Diagnostics.
11. Testing of all pull stations.
12. Testing and inspection of all system smoke and heat detectors.
13. Testing of all beam detectors.
14. Testing of all duct detectors.

15. Required sensitivity adjustments to smoke, heat, duct, and beam detectors
16. Cleaning 100% of the total system smoke, heat, duct, and beam detectors.
17. Test for proper audibility levels from indicating appliances.
18. Testing of all magnetic door holders including the time delay exit doors.
19. Statically test water flow and tamper switches.
20. Required sensitivity adjustments to water flow devices
21. Testing and inspection documentation to be provided to the University within 15 days of completion. Elevator recall testing documentation to be provided, if applicable. Provide inspection documentation for elevator fire inspections.
22. Provide Annual elevator compliance testing for DLLR certification.
23. Maintain and test 3rd party dialer – Silent Knight.

4.3. EQUIPMENT COVERED (by Building).

The contractor will be responsible for maintenance, testing, and inspection of all equipment pertaining to our fire alarm systems. This includes, but is not limited to, the equipment listed below. Any additional equipment that is found during inspections shall be added to this list. Equipment, including up to entire buildings equipment inventory, may be added or deleted, after contract award, by Contract Modification.

The UBalt Campus Map is available at
<http://www.ubalt.edu/uploads/pdfs/campusmap.pdf>

A list of Buildings and their addresses is available at
<http://www.ubalt.edu/campus-building-hours.cfm>

Academic Center Building

Qty.	Description
1	NFS@-640 CPU w/CHS2-M2 1 loop ad
1	SHP-PRO FIKE System (Computer server room dry system)
1	Keyboard w/display
1	Battery Dress Panel
1	Dress Plate used when CPU2-640
1	Printer Blank Module cover BLACK for 3030 rows
2	Dress Plate for 2nd, 3rd or 4th row.
1	Battery Box 55 to 100 AH Black
2	Battery 12V 100 AH
1	DVC Expanded Memory 32 minutes LO-4m

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1	Analog Output- 4 channels
1	Keypad-2/page control & 24 programs
1	One row DVC Chassis for only MIC-1
1	Paging Mick & well only for CA-1
1	Dress plate for one row CA-1 and CMIC-1
2	Power Amp 70 V/100Watt
1	Network Annunciator
1	Back Box
1	Lamp Driver Module 32 pt
1	Graphic annunciator 24x24 Recessed
42	Addressable Pull Station
19	Dual Monitor Module
15	Isolator Module
9	Monitor Module mini
16	Monitor Module
17	Relay Module
12	Analog Head HEAT 135
63	Analog Head PHOTO
75	Detector Base
16	Duct housing
16	Analog Head for duct use PHOTO
16	Remote Annunciator
16	Sampling Tube 6 ft
10	Power Booster 4 zone 8a reg
20	Battery 12V 7 AH
12	Control Module FCPS
72	Strobe Multi-cd Ceiling Square White
13	Strobe Multi-cd Wall Red
11	Spkr. ERGO 2W Red Wall
25	Spkr. 2 W WHITE Ceiling
11	Spkr. Strb. Multi-Wall Red
1	WP Box
224	Spkr. Strobe Ceil WHITE 2W
1	FM200 Pre-action system (Computer Server room)
1	Silent Knight 3rd party dialer

Charles Royal Building

QTY	Description
1	NFS2-640 CPU w/CHS2-M2 1 loop 259 ad
1	Keyboard w/display
1	Battery Dress Panel
1	Dress Plate used when CPU2-640

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2	ONYX Network Control Module- FIBER
2	Blank module cover BLACK for 3030rows
2	Dress Plate for 2nd, 3rd or 4th row.
1	Printer
1	Battery Box 17 to 60 AH Black
2	Battery 12V 55 AH
1	DVC Expanded Memory -32 minutes-LO-4 m
1	Analog Output 4 channels
1	Keyboard w/page control & 24 programs
1	One Row DVC Chassis for only MIC-1
1	Paging Mic & well only for CA-1
1	Dress Plate for one row –CA-1 and CMIC-1
1	Power AMP 70/V/100 Watt
1	Lamp Driver Module 32 pt
1	Graphic annunciator 24x24 Recessed
12	Addressable Pull Station
5	Dual Monitor Module
1	Monitor Module Mini
1	Monitor Module
4	Relay Module
5	Isolator Module
1	Analog Head HEAT 135
12	Analog head PHOTO
8	Detector Base
5	Duct Housing
5	Remote Annunciator
5	Sampling tube 6 ft
1	Power Booster 4 zone 8A reg
2	Battery 12V 7 AH
5	Control Module FCPS
1	Non-Addressable Relay Module
8	Strobe Multi-cd Wall RED
35	Speaker/Strobe Multi-cd Wall RED
2	Speaker/Strobe Wall RED WP
2	WP Back Box
1	Silent Knight 3rd party dialer

40 W. Chase Building

1	Fire Alarm Control Panel (4020-8001)	Law Clinic / Room 301
2	Battery 18AH (2081-9271)	Law Clinic / Room 301
10	Addressable Manual Pull Station (2099-9795)	Throughout Building
17	Audible / Visible Base Assembly (4904-9501)	Throughout Building
17	Visible Assembly (4904-9105)	Throughout Building

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17	Horn (2901-9840)	Throughout Building
16	Supervised IAM's (2190-9172A)	Throughout Building
26	Photoelectric Smoke Detectors (2098-9201)	Throughout Building
3	Heat Detectors (2098-9441)	Throughout Building
1	Status Command Unit (4602-9101)	Law Clinic / Lobby
1	Silent Knight 3rd party dialer	

Foundation Building

2	Simplex 4004 Panel	1st Floor
II	Smoke Detectors	Throughout Building
7	Strobes	Throughout Building
6	Pull Stations	Throughout Building
14	AT&T Thinks	Throughout Building
1	Silent Knight 3rd party dialer	

Thumel Business Center Building

1	Fire Alarm Control Panel NFS 2-3030	Business Center, Room 011A
1	Annunciator	Business Center / Lobby
175	Smoke Detectors	Throughout Building
6	Duct Detectors	Throughout Building
25	Heat Detectors	Throughout Building
44	Pull Stations	Throughout Building
70	Audio/ Visual Units	Throughout Building
21	Waterflow Switches	Throughout Building
14	Tamper Switches	Throughout Building
35	Door Holders	Throughout Building
12	Beam Detectors	Business Center / Atrium
18	Time Delay Door Holders	Throughout Building
1	Silent Knight 3rd party dialer	

Learning Commons Building

1	Fire Alarm Control Panel NFS 2-3030	Learning Commons Room 116A
1	Annunciator	Learning Commons Room 116A
1	Control Panel & Battery	Learning Commons Electric Closet
25	Pull Stations	Throughout Building
34	Flashing Lights	Throughout Building
7	Smoke Detectors	Throughout Building
10	Duct Detectors	Throughout Building
18	Bells	Throughout Building

1 Silent Knight 3rd party dialer

Student Center Building

1	Annunciator	Lobby
1	Control Panel, Edwards	Basement main electrical closet
15	Pull Stations	Throughout Building
23	Smoke Detectors	Throughout Building
14	Duct Detectors	Throughout Building
1	Silent Knight 3rd party dialer	

LAP Building

1	Annunciator	Lobby
1	Control Panel, NFS 320	Basement main electrical room
19	Smoke Detectors	Throughout Building
19	Pull Stations	Throughout Building
6	Heat Detectors	Throughout Building
2	Duct Detectors	Throughout Building
1	Silent Knight 3rd party dialer	

Angelos Law Center Building

1	Annunciator	Lobby security desk
1	Control Panel NFS 52-3030	Fire command room
24	Flow Switches	Throughout Building
36	Tamper Switches	Throughout Building
34	Pull Stations	Throughout Building
24	Heat Detectors	Throughout Building
4	Beam Detectors	Throughout Building
82	Smoke Detectors	Throughout Building
2	Fire curtains	7th and 12th floors
4	Elevator shunt trip	Penthouse elevator machine rooms
1	Silent Knight 3rd party dialer	

5 West Chase Street Building

1	Notifier	BEAFP-200G AFP-200	Control Panel Pkg.
2	Bat. Patrol	ASLA1105	Battery 12V 12 AH
1	Notifier	LCD-80	LCD Display
1	Notifier	911AC	Digital Communicator 3 Channel

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1	Notifier	D136	AC Delay/Trbl Relay
1	Bat. Patrol	ASLA1075	Battery 7 AH
2	Notifier	FRM-1	Relay Module Dialer pts
1	Notifier	FMM-101	Mini Monitor Module
1	Notifier	ABF-1	Back Box 1 Row Flush
1	Notifier	AKS-1	Key Switch for Annunciator
7	Notifier	NBG-12LX	Addressable Pull Station
5	Notifier	FMM-1	Monitor Module FLOW
8	Notifier	FMM-1	Monitor Module TAMP
1	Notifier	FRM-1	Relay Module SHUNT
3	Notifier	FRM-1	Relay Module ELEV
3	Notifier	FST-751	Analog Head HEAT
12	Notifier	FSI-751	Analog Head ION
15	Notifier	B710LP	Detector Base
2	Notifier	FSD-751P	Duct Detector w/head PHOTO
2	Notifier	FRM-1	Relay Module FAN
2	Notifier	RTS-451KEY	Remote Test Switch w/key reset
2	Notifier	ST-5	Sampling Tube 6ft
2	Wheelock	DSM-12/24	Synchro Module DUAL
4	Wheelock	AS-24MCW-FR-15	Horn/Strobe multi-15cd
6	Wheelock	AS-24MCW-FR-30	Horn/Strobe multi-30cd
10	Wheelock	RSS-24MCW-FR	Strobe multi-15cd
2	Wheelock	RSS-24MCW-FR	Strobe multi-30cd
1	Silent Knight	3rd party dialer	

Garage: Maryland Avenue

1	System 500 Panel
6	Smoke Detectors
1	Elevator Recall
1	Silent Knight 3rd party dialer

Bogomolny Library Building

1	NFS2-640 CPU
29	Duct Detectors
3	Heat Detectors
12	Smoke Detectors
10	Pull Stations
2	Beam Detectors
1	Elevator Recall

60 West Oliver St

- 1 Fire-lite MS-4
- 3 Smoke Detectors
- 5 Pull Stations

5. REQUIREMENTS FOR SPRINKLER SYSTEMS AND FIRE PUMPS

A brief explanation should be provided for each requirement to describe how the offeror intends to satisfy the requirement or provide the service.

5.1. The University currently comprises thirteen (13) buildings, with seven (7) of these buildings having a sprinkler system with a fire pump and six (6) with no fire pump. Contractor is to provide Annual and Quarterly Inspections as stated in this RFP.

5.2. Repair & replacement sprinkler system component parts shall be billed at cost plus 10% cap. The university reserves the right to ask for and review component parts invoices of purchases.

Below are the number of systems in each building:

Wet Sprinkler System Buildings

Academic Center	(1)
Business Center	(1)
Bogomolny Library	(1)
Charles Royal	(1)
Foundation Building	(1)
LAP	(1)
Learning Commons	(1)
Student Center	(1)
Angelos Law Center	(1)
5 W Chase Street	(1)
40 W Chase Street	(1)

Dry or Pre-Action Sprinkler Systems

Maryland Avenue Garage (MAG)	(1)
Academic Center Computer Server Room (FM-200)	(1)
60 W Oliver St (former USPS site)	(1)

Fire Pumps

Academic Center 25 HP motor on the fire pump. AC stair #5 has 5 floors with tamper and flow, AC stair #7 has 2 floors with tamper and flow

Learning Commons	20 HP motor on fire pump. LC has 5 floors of tamper and flow
Bogomolny Library	27 HP motor on fire pump. BL has 6 floors of tamper and flow
Student Center	45 HP motor, SC has 6 floors of stair tamper and flow
LAP	40 HP motor, LAP has 5 floors of tamper and flow
Business Center	40 HP motor, BC has 6 stair floors of tamper and flow.
Angelos Law Center	125 HP motor, 14 floors of tamper and flow

6. INSPECTION AND TESTING

The successful contractor will be required to provide the University with the following:

6.1. The contractor shall provide and implement a Testing and Inspection Program that shall furnish all the materials, labor, transportation, supplies, equipment and supervision necessary to perform testing, inspection, repairs, and reporting on sprinkler systems and fire pumps located on the University of Baltimore campus.

6.2. All work is to be performed in accordance with the most recent Governing Standards, Regulations and Codes. All testing shall be in accordance with the "Recommended Practices for the Care and Maintenance of Sprinkler Systems", NFPA No. 25, as approved by the National Fire Protection Association.

6.3. The contractor must certify all systems as to safe continuous operation. The contractor must also provide continuous emergency repair service (twenty-four hours, seven days a week, three-hundred sixty-five days a year). Labor rates for such service(s) are to be included in the offeror's proposal.

- Response time to be within maximum of twenty-four (24) hours of notification for non-emergency service calls.
- Response time for emergency service calls shall be within four (4) hours of notification.
- The contractor must supply one contact number that authorized personnel may use to reach a human to schedule service and provide confirmation.
- The technicians responding must be fully trained, fully equipped and knowledgeable of the systems being maintained and have all necessary materials to make repairs quickly and satisfactorily.

6.4. The contractor shall submit to the University a list of qualified mechanics, with a minimum of five years' experience in testing inspection and repair of FA Systems, who will perform the required inspections. Documentation of employee's qualifications must be provided.

6.5. All work on site will be coordinated with the University's designated representative for this project.

- 6.6. None of the buildings require after hours testing for audio visual devices.
- 6.7. The University has ownership of access codes only.
- 6.8. The contractor will be responsible at no additional cost (inclusive with contract) elevator inspections & testing compliance requirements and will work with the elevator contractor to coordinate and complete the fire alarm inspections.
- 6.9. The contractor shall provide the University's designated representative for this project, a certified copy of the inspection records. The format of this inspection report shall be in accordance with the standard report of inspection contained in the NFPA standards and the manufacturer's instruction(s) for testing and servicing. This report shall also include all Sprinkler System and Automatic Fire Pump deficiencies noted during inspection with recommendations for corrective actions and associated repair costs.
- 6.10. Prior to the beginning of any work pursuant to a contract based on these detailed specifications, a work initiation conference shall be set by the University and held at the University with the awarded contractor to provide an opportunity for all parties to meet and review all requirements as follows:
- Contract requirement
 - Project schedules
 - Administrative procedures
- The awarded contractor is instructed to have proper representation at this conference so all matters can be dealt with fully.
- 6.11. Before any work shall begin, the awarded contractor shall confer with Physical Plant personnel at the site and agree on sequence of procedures, space for storage, approaches, use of facilities, parking, etc.

7. ANNUAL INSPECTIONS AND TESTS OF SPRINKLER SYSTEMS

- 7.1. General Condition: Inspect sprinklers, sprinkler piping, pipe, hangers and seismic braces
- 7.2. Verify supply of spare sprinklers
- 7.3. Check building for exposed sprinkler piping prior to freezing weather
- 7.4. Test Antifreeze
- 7.5. Maintain Valves
- 7.6. Clean Strainers
- 7.7. Trip Test Dry Pipe Valves
- 7.8. Trip Test the Pre-Action Sprinkler Systems
- 7.9. Trip Test Deluge Sprinkler Systems
- 7.10. Annual Fire Pump Flow Test

8. QUARTERLY INSPECTIONS AND TESTS OF SPRINKLER SYSTEMS

- 8.1. Main Drain Test
- 8.2. Check Fire Department Connections
- 8.3. Test Wet Pipe System Flow Alarm
- 8.4. Check Dry Pipe Priming Level
- 8.5. Dry Pipe System Low-Air Pressure Alarm
- 8.6. Dry Pipe System Flow Alarm
- 8.7. Pre-Action System Flow Alarm
- 8.8. Deluge System Flow Alarm
- 8.9. Control Valves
- 8.10. Hydraulic Nameplate (only if system is hydraulically calculated)

9. ANNUAL INSPECTION OF AUTOMATIC FIRE PUMP

Conduct the required annual performance flow test, as per NFPA standards.

10. QUARTERLY INSPECTIONS AND TESTS OF AUTOMATIC FIRE PUMP

- 10.1. Inspect the automatic fire pumps to determine whether they are in service and in satisfactory condition in accordance with NFPA standards.
- 10.2. Identify potentially detrimental site conditions that could compromise the performance of mechanical and/or electronic components of the pumps.
- 10.3. Inspect the automatic fire pump control valves for proper position, general condition, accessibility and appropriate signage.
- 10.4. Inspect the automatic fire pump test header for satisfactory condition.
- 10.5. Inspect the automatic fire pump alarm components for satisfactory condition.
- 10.6. Check the general condition of automatic fire pump piping, hangers, drain valves, check valves, gauges and related equipment.
- 10.7. Tag devices as required and perform all required record-keeping.

11. MONITORING of FIRE ALARM CONDITIONS (AUTOCALL)

- 11.1. Contractor shall monitor fire alarm conditions and notify the University of any alarm conditions. Monitoring shall be on a continuous basis (24/7/365) throughout the term of contact with no exceptions.

11.2. Monitoring shall be by dedicated POTS line to a 3rd party monitoring service specializing in alarm monitoring or other authorized monitoring method. The University reserves the right of approval of the monitoring service provider.

11.3. Current “dialer” is Silent Knight interface with existing fire alarm panel.

11.4. Alarm response shall be by alarm matrix derived by the University for notification sequence, response order, and alarm condition type.

END OF SECTION II

SECTION III.

Article 1. TECHNICAL PROPOSAL REQUIREMENTS

GENERAL REQUIREMENTS

1.1. SUBMISSION.

Proposals are to be provided to the Issuing Office in accordance with the Solicitation Schedule. Submit Proposals using the following Team Dynamix link [Proposal Submission](#)

Proposal documents are to be submitted as an attachment in PDF format (no zipped files). Hyperlinks to software products sent to the Issuing Office that indicate that the Proposal is posted by the Proposer on an electronic site may be rejected or considered non-responsive if contract terms and conditions (i.e., a Click-Through Agreement) are required to be accepted by the University in order to download the Proposal. By providing the Proposal to the University electronically, the Proposer grants the University the unlimited right to generate additional electronic and/or paper copies for distribution for the purposes of review, evaluation and archive.

The University may deem a submission non-responsive if received after the due date and time. The date and time of the submission is time stamped by the Team Dynamix link portal and shall be the official date and time of submission to Procurement.

Technical Proposals are to be submitted under a separate PDF from the Price Proposal.

SUBMIT ONE PDF TITLED: “FIRM NAME _ TECHNICAL PROPOSAL”

1.2 INITIAL TECHNICAL CRITERIA.

Clear, concise, yet detailed responses to the technical criteria below are to be provided in the Technical Proposal. In addition, the Bid/Proposal Affidavit and Acknowledgement of Receipt of Addenda (if applicable) must be included. Standard sales material may be provided, but must be attached as an appendix rather than included within the body of the Proposal.

Proposers must organize their proposal in the same order as the requirements listed in the RFP. Each requirement must be addressed in the proposal, and that response should be enumerated with the same section numbers listed in the RFP Requirement.

The following information must be furnished in the Technical Proposal per this solicitation. Failure to include any of the items listed below may disqualify your firm’s response. Proposers are requested to compile their Proposals in the same order. It is the Proposer’s responsibility to tailor its response to demonstrate its qualifications to perform the scope of work specifically for the University of Baltimore.

1.3 TECHNICAL RESPONSE REQUIREMENTS.

Proposals that concisely present the information requested in the order and manner requested will be considered more favorably than a Proposal from a Proposer of commensurate qualifications that displays a lack of organization, conciseness, or attention to detail.

The Technical proposal should be organized in the same order as the RFP requirements, and be numbered with the same numbers. For example, when responding to the requirement for Company Profile and References 1.3.4., the proposal response should be numbered 1.3.4. Response: Company Profile and References.

1.3.1. Transmittal Letter

A transmittal letter, signed by an individual who is authorized to bind the firm to all statements, including services and financial statements, contained in the Proposal, must accompany the Technical Proposal. The letter should be an executive summary that clearly and concisely summarizes the content of the Technical Proposal. Include the Proposer's official business address and state in which it is incorporated or organized (if Proposer is not an individual). An appropriate contact name, title, phone number, and email address should also be provided for use by the University during the procurement process. Do not include price information in the transmittal letter.

1.3.2. Signing of Forms: A Proposal, if submitted by an individual, shall be signed by the individual. If submitted by a partnership, a Proposal shall be signed by such member(s) of the partnership with authority to bind the partnership. If submitted by a corporation, a Proposal shall be signed by an officer, and attested by the corporate secretary or an assistant corporate secretary; if not signed by an officer, there must be attached a copy of a board resolution or that portion of the by-laws, duly certified by the corporate secretary, showing the authority of the person so signing on behalf of the corporation.

1.3.3. Table of Contents.

Include a Table of Contents displaying the organization of the proposal being submitted.

1.3.4. Company Profile and References.

Proposers must complete Company Profile Form (Appendix A). The Proposer shall provide at least three (3) customer references (Appendix A).

Provide three (3) references that can confirm at least 5 years of working experience and that demonstrate the firm's capability to meet the requirements outlined in this RFP. The following information is to be provided:

- Name of Company and its location;
- Start and Completion date of project/work by month, day, and year;
- Contact name, address, and telephone;
- Brief, but thorough, description of the work and the results;
- Name(s) of responsible supervisory key personnel.
- Brief history of company

Higher consideration will be given if such work was performed for a higher education institution. Cited references must be able to reflect the Proposer has at least five (5) years of experience and must demonstrate the Proposer's ability to perform all services as mandated in this solicitation.

The references shall support and validate the Proposer's viability. Reference information must include, at a minimum,

- name and address of the reference firm,
- name of the contact person the University may contact,
- telephone number for contract person,
- e-mail address for contact person.

The University may make any investigations as it deems necessary to determine the ability of the proposers to perform the work, and Proposer shall furnish The University all such information and data for this purpose as The University may request. The University reserves the right to take any or all of the following actions: to reject a proposal based on an unsatisfactory reference, to contact any person or persons associated with the referenced site, to act as its own reference for firms with whom it has had first-hand experience, to request additional references or contact any known organization using the services supplied by the Proposer or the Proposer's subcontractors, to contact independent consulting firms for additional information about the Proposer or the Proposer's subcontractors, and to have members of the Evaluation Committee visit any or all of the reference sites for demonstrations.

1.3.5. Key Personnel.

- Submit the name of the individual who will be assigned to the University for this Contract. (This individual must be a direct employee of proposing firm). The following information is to be provided:
 - Number of years of experience
 - Similar project experience
 - Copy of License and certification
- Provide a list of other staff who will be working on this project and provide number of years' experience for each and copy of license and certification.

1.3.6. Subcontractors.

The University shall enter into contractual agreement with the selected offering vendor(s) only. The selected vendor(s) shall be responsible for all products and/or services required by this RFP. Subcontractors, if any, shall be identified and a complete description of their role relative to the proposal shall be included. The University's intent is not to direct the use of any particular vendor; however, the University wants to know what portion of the work may be subcontracted to others. The vendor shall be fully responsible for the acts and omissions of its subcontractors and of persons directly or indirectly employed by them.

1.3.7. Acknowledgement of Receipt of Addenda Form (see Appendix A):

If any addenda to the RFP documents are issued prior to the due date and time for Proposals, this form must be completed, signed, and included in the Proposer's Technical Proposal.

1.3.8. Bid Proposal Affidavit (see Appendix A):

Complete and sign the Proposal Affidavit and enclose with the Technical Proposal.

1.3.9. Insurance:

Provide a copy of a Certificate of Insurance verifying your firm's Coverage for Professional Liability, Commercial General Liability, Workmen's Compensation, Automobile Liability Insurance, and Professional Liability.

1.3.10. Acknowledgement of Review of Contract Statement.

The University Contract for this Procurement will contain the provisions in Appendix C as well as any additional terms required by the University. By submitting a Proposal, the Proposer warrants that they have reviewed Appendix C and will execute a contract: a) in substantially the same form; and b) with these terms and conditions. The University will issue a purchase order in its financial system for accounting purposes only.

Proposers are to include a statement that the University's Contract terms and condition were reviewed and accepted.

Any exceptions to the Contract or terms and conditions are to be addressed and provided in this section of the Proposer's proposal/submission.

Article 2. INITIAL TECHNICAL EVALUATION PROCESS

2.1. QUALIFYING PROPOSALS.

2.1.1 Procurement Officer Review

The Procurement Officer shall first review each Technical Proposal for compliance with the mandatory requirements of this RFP (i.e., susceptibility of award). Failure to comply with any mandatory requirements will normally disqualify a Proposal.

Proposers responding to this solicitation must meet all requirements contained herein. If a Proposer does not meet all technical proposal submission requirements, the University may classify the Proposers' bid as unresponsive/unacceptable. Should a proposal be found unacceptable or if a Proposer is found not responsible, the proposal will neither be scored nor considered further.

The University reserves the right to waive a mandatory requirement when it is in its best interest to do so. The contractor must assume responsibility for addressing all necessary technical and operational issues in meeting the objectives of the RFP. Each section of the proposal and each service area being offered will be evaluated according to the response requirements criteria.

Proposals cannot be modified, supplemented, or changed in any way after the due date and time for technical proposals, unless specifically requested by the University.

2.1.2 Evaluation and Selection Committee.

All Qualifying Proposals will be reviewed by a University Evaluation and Selection Committee (the “Committee”) established by the Procurement Officer. As the procurement progresses, the Committee may seek input from other appropriate University staff or request additional technical assistance from any other source.

2.2. Technical Evaluation of Qualifying Proposals.

2.2.1 Initial Technical Evaluation.

Following the Procurement Officer’s qualifying review, the Committee shall conduct its evaluation of the technical merit of the Proposals in accordance with the Evaluation Criteria listed in the response requirements. Minor irregularities contained in Proposals, which are immaterial or inconsequential in nature, may be waived wherever it is determined to be in the University’s best interest. The decision for progressing in the procurement process will be made based on the strengths, weaknesses, advantages, and deficiencies that the Initial Technical Proposals represent.

The Committee shall conduct its evaluation of the technical merit of the proposals in accordance with the requirements and criteria in this RFP. A Proposer must satisfy and explicitly respond to ALL the specifications and requirements, including a detailed explanation of how each item is to be met. The evaluation committee will rank each qualified proposal on technical merit.

The criteria that will be used by the committee for the technical evaluation of proposals for this procurement are listed below in descending order of relative importance:

- Offeror provided License and certifications.
- Offeror’s ability to comply with all requirements, criteria and specifications of this RFP as judged by the Committee based on information provided in the Offeror’s Proposal, including the Executive Summary describing the method that will be used to perform the work, and from references.
- The quality of the Firm’s experience (must have a minimum of five (5) years of working experience). Higher consideration will be given if such work was performed for a higher education institution.
- References to support that experience and Past Performance. (Not less than three (3) references).
- Key personnel representative (knowledge, experience, and responsiveness).
- The quality of reports and documentation to be provided regarding work performed, as judged by samples provided in the Technical Proposal.

- Other optional services offered that the University may judge to be of value, in its sole judgment

At the sole discretion of the University, Contractors who have submitted Technical Proposals evaluated by the University to be viable and of further interest (i.e. “shortlisted”) may be requested to provide the University additional technical information to further clarify the Contractor’s technical qualifications. If additional information is requested of one or more Contractors, the Procurement Officer will so advise.

2.2.2 Shortlisting.

In accordance with the Evaluation Criteria, a shortlist may be developed based on the Initial Technical Evaluation results. All Proposers will be notified of the results as they pertain to their respective Technical Proposal.

2.3. Interviews/Oral Presentations/Discussion Sessions.

2.3.1 Purpose.

Based on the Evaluation Committee’s Initial Technical Evaluation, the University may invite, without cost to itself, the shortlisted Proposers to an oral presentation/discussion session (“Discussion Session”).

The purposes of the Discussion Session are as follows:

- (i) To provide the Proposer the opportunity to demonstrate its product/services;
- (ii) To discuss/clarify any and all aspects of the Technical Proposal, including the proposed Services/product, options, approach/methodologies, implementation process, schedule, staffing of the contract, and ongoing support and other applicable professional services;
- (iii) To allow the University to meet the Proposer's key personnel, technicians and for these personnel to convey directly their experience and expertise in the proposed services/product and its implementation; and
- (iv) To provide an opportunity to clarify the scope of services for the intended contract and discuss any items addressed in the Technical Proposal that may require additional clarification.
- (v) If applicable, review the Price Proposal structure.

2.3.2 Format.

The Discussion Session will be informal, as the University is not interested in a sales presentation by executives and business development staff; rather, the University is requesting evidence of the Proposers ability to meet the University’s requirements and an interactive discussion with each of the shortlisted Proposers. It is important that those key personnel who are proposed to be assigned to the University fully participate in the presentation and discussion. Ample time will be available for the University and the Proposer to ask questions and discuss issues and concerns related to the product, the scope of the services, and the Proposer’s

capabilities and qualifications. We anticipate that the Discussion Session will be approximately 60-90 minutes in length, to be determined at a later date.

2.3.3 Date.

The times and dates for the Discussion Session(s), if any, will be set upon completion of the Initial Technical Evaluation. UBalt reserves the right to hold additional discussion or scope review interviews, if deemed necessary to evaluate a firm's qualifications and proposal.

2.4. Second Phase Technical Evaluation.

2.4.1 Criteria.

Following the Oral Discussion Session held with shortlisted Proposers (if such sessions were held), a Second Phase Technical Evaluation will be conducted. The Evaluation Committee will re-evaluate all criteria of the Technical Proposals of shortlisted Proposers, incorporating assessments of the Oral Discussion Session and outcomes of reference checks, if performed. The University reserves the right to make a determination that a Proposer is not shortlisted prior to completing reference checks.

2.4.2 Process.

Further shortlists may result as the procurement progresses. At each phase of the process, those firms that do not remain shortlisted will not progress in the procurement. All Proposers will be notified of the results of the Technical Evaluation as they pertain to their respective Technical Proposals.

Once a final shortlist of proposals is established, the University will rank the technical proposals from highest to lowest.

The University may perform separate evaluation ratings and combine the technical evaluations as each phase is completed, or combine all ratings for each phase to determine the final technical ranking.

The University may incorporate references prior or after to establishing the final shortlist of proposals. However, the University reserves the right to modify scoring if pertinent information regarding a Proposer's capability is obtained prior to an award. Once a final shortlist of proposals is established, the Committee will rank the remaining Technical Proposals from highest to lowest.

Those Contractors that are not shortlisted will not progress in the procurement. Multiple shortlists may result as the procurement progresses.

ARTICLE 3. FINANCIAL/PRICE PROPOSALS AND SUBMISSIONS

3.1 Submission.

3.1.1 Proposals are to be provided to the Issuing Office in accordance with the Solicitation Schedule. Proposals that are submitted electronically must be attached to an e-mail in portable document format (.pdf). Hyperlinks to software products sent to the University's Issuing Office that indicate that the Proposal is posted/available by the Proposer on an electronic site may be rejected or considered non-responsive (1) if contract terms and conditions (i.e., a Click-Through Agreement) are required to be accepted by the University in order to download the Proposal (2) the proposal is not easily accessible or (3) can be modified after submission. By providing the Proposal to the University electronically, the Proposer grants the University the unlimited right to generate additional electronic and/or paper copies for distribution for the purpose of review, evaluation and archive.

Price Proposals are to be submitted under a separate PDF from the Technical Proposal. Proposers are to:

SUBMIT ONE PDF TITLED: "FIRM NAME_ PRICE PROPOSAL"

Submit Proposals using the following Team Dynamix link [Proposal Submission](#)

3.1.2. Financial/Pricing Proposal Content. For more details see Appendix B

Proposers must paginate and organize the Financial/Price Proposal per the prescribed below.

3.1.3. Price Proposal Statement Form.

The Financial proposal shall cover all services, and prices. Appendix B is to be completed in full and signed for each proposal. The Financial and Pricing Statement Form must be signed by an individual authorized to bind the contractor and must include the contractor's name, typed or written legibly.

Price Proposals must be received at the Issuing Office by the specified due date and time per the Solicitation Schedule. Proposers must complete and submit the Price Proposal Statement Form included in Appendix B.

3.1.4. Pricing/Fees Proposal Response Criteria:

The Financial Proposal should be submitted on the Form for Price Proposals in Appendix B. Prices should be summarized by building and by year as indicated on the form. Detailed descriptions of the specific services the Contractor shall provide to meet the University required services and outcomes should be included in the Technical Proposal volume.

Proposers are to include the number of hours your firm anticipates to complete the itemized service. Hours provided are only for the purpose of evaluating the level of effort for any given

service, the hours shall not serve as your firm's min/max to perform the required services or for billing purposes.

In the event additional services are required outside the SOW/agreed to contract, the awarded contractor's hourly rates for additional services shall not exceed their proposed rates.

3.1.5. Payment Schedule:

Payments will be made monthly in arrears, on a net 30 day basis. The fees are to be inclusive of all costs (for example; travel, G&A, etc.). Proposers may propose an alternative payment schedule within their Financial Proposal.

ARTICLE 4. FINAL EVALUATION, RANKING AND SELECTION

4.1. The University may elect to request Best and Final Price Proposals (BAFO's).

The Committee will establish a financial ranking of the final Financial and Price Proposals from lowest to highest total offers. The pricing rating shall be incorporated/considered in the overall proposal score. The University may only rank proposals shortlisted after Oral presentations or upon the conclusion of the technical evaluation. At the sole discretion of the University, the University reserves the right to only evaluate the financial proposals for only top ranked firms (top ranked firms are firms deemed/ranked highest) after the technical evaluation rankings are established.

4.2. Recommendation of Award or Further Discussions.

The Committee may recommend a Proposer for contract award(s) based upon the Proposer's Technical Proposal and Price Proposal without further discussion. However, should the Committee find that further discussion would benefit the University, the Committee may recommend such discussions to the Procurement Officer. Should the Procurement Officer determine that further discussion would be in the best interest of the University, the Procurement Officer shall establish procedures and schedules for conducting discussions and will notify responsible Proposers.

4.3. Final Ranking and Selection.

4.3.1. Process:

Following evaluation of the Technical Proposals and the Financial and Price Proposals (and Best and Final Offers, if applicable), the Evaluation and Selection Committee will make an initial overall ranking of the Proposals and recommend to the Procurement Officer the award of the contract(s) to the Proposer whose Proposal(s) is (are) determined to be the most advantageous to the University. The decision of the award(s) of the Contract will be made at the discretion of the Procurement Officer and will depend on the facts and circumstances of the procurement. All Proposers will be notified of the award(s) selection.

4.3.2 Basis for Award

Technical merit may have a greater weight than financial and price in the final ranking. Award may be made to the Proposer with a higher technical ranking even if its Financial and Price Proposal is not the lowest. The Procurement Officer retains the discretion to examine all factors to determine the award of the contract. The goal is to contract with the Proposer(s) that would best meet the needs of the University as set forth in the RFP.

4.3.2. Negotiations

The University may select for award one or more Proposer(s) to negotiate the terms and conditions of the Contract. The University reserves the right to make an award with or without negotiation. In the event negotiations between the selected contractor and the University fail to mutually agree on any terms and conditions, the University may rescind the award and conduct negotiations with the 2nd highest ranked firm/contractor. Additionally, if the Contractor fails to actively pursue the finalization and execution of the Contract, the University may rescind the Contract, at any time prior to the full execution of the Contract.

END OF SECTION III