

<p><b>SUBMIT BID TO:</b>  <b>UNIVERSITY OF CENTRAL FLORIDA</b>  <b>Via BonFire Web Portal</b>  <a href="https://ucfpurchasing.bonfirehub.com/p/973">https://ucfpurchasing.bonfirehub.com/p/973</a></p>	<p><b>University of Central Florida</b>  <b>INVITATION TO BID</b>  <b>Contractual Service</b>  <b>Acknowledgment Form</b></p>
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Page 1 of 43 Pages	BIDS WILL BE OPENED <b>August 31, 2015</b> and may not be withdrawn within 120 days after such date and time.	ITB NO. <b>1505NCSA</b>
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UNIVERSITY MAILING DATE: <b>August 10, 2015</b>	ITB TITLE: <b>Fire Alarm and Mass Notification Systems Annual Inspection</b>
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FEDERAL EMPLOYER IDENTIFICATION NUMBER OR S.S. NUMBER

VENDOR NAME	REASON FOR NO BID:
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VENDOR MAILING ADDRESS

CITY - STATE - ZIP CODE

AREA CODE	TELEPHONE NO.	<p style="text-align: center;"><b>POSTING OF BID TABULATIONS</b></p> <p>Bid tabulations with intended award(s) will be posted for review by interested parties at the Purchasing Department and our solicitation web page and will remain posted for a period of 72 hours. "Failure to file a protest in accordance with BOG regulation 18.002, or failure to post the bond or other security as required in BOG regulation 18.003, shall constitute a waiver of protest proceedings."</p>
	TOLL FREE NO.	
	FAX NO.	

**Government Classifications**  
**Check all applicable**

- |  |   |
|--|---|
| <input type="checkbox"/> African American        | <input type="checkbox"/> American Women       |
| <input type="checkbox"/> Asian-Hawaiian          | <input type="checkbox"/> Government Agency    |
| <input type="checkbox"/> Hispanic                | <input type="checkbox"/> MBE Federal          |
| <input type="checkbox"/> Native American         | <input type="checkbox"/> Non-Minority         |
| <input type="checkbox"/> Non-Profit Organization | <input type="checkbox"/> Pride                |
| <input type="checkbox"/> Small Business Federal  | <input type="checkbox"/> Small Business State |

*I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, supplies, or equipment and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder and that the bidder is in compliance with all requirements of the Invitation to Bid, including but not limited to, certification requirements. In submitting a bid to an agency for the State of Florida, the bidder offers and agrees that if bid is accepted, the bidder will convey, sell, assign or transfer to the State of Florida all rights, title and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by the state of Florida. At the State's discretion, such assignment shall be made and become effective at the time the purchasing agency tenders final payment to the bidder.*

**GENERAL CONDITIONS**

**SEALED BIDS:** All bid sheets and this form must be executed and submitted in a sealed envelope. (DO NOT INCLUDE MORE THAN ONE BID PER ENVELOPE.) The face of the envelope should contain, in addition to the above address, the date, and time of the bid opening and the bid number. Bid prices not submitted on attached bid price sheets when required may be rejected. All bids are subject to the terms and conditions specified herein. Those which do not comply with these terms and conditions are subject to rejection. The terms Contractor, Payee and Vendor are used interchangeably in this document.

**1. EXECUTION OF BIDS:** Each bid must contain a manual signature of the representative authorized to legally bind the Vendor to the provisions herein. All spaces requesting information from the Vendor are to be completed. Each bid must be typed or printed in ink. Use of erasable ink is not permitted. All corrections to prices made by the bidder are to be initialed.

**2. NO BID SUBMITTED:** If not submitting a bid, respond by returning only this bidder acknowledgment form, marking it "NO BID," and explain the reason in the space provided above. Failure to respond without justification may be cause for removal of the bidder's name from the bid mailing list.

NOTE: To qualify as a respondent, bidder must submit a "NO BID," and it must be received no later than the stated bid opening date and hour.

\_\_\_\_\_  
**AUTHORIZED SIGNATURE**

\_\_\_\_\_  
**AUTHORIZED NAME (TYPED/PRINTED)**

\_\_\_\_\_  
**TITLE**

\_\_\_\_\_  
**CONTACT NUMBER**

**3. BID OPENING:** The bid opening shall be public, on the date, location and the time specified on the bid form. It is the bidder's responsibility to assure that the bid is delivered at the proper time and place of the bid opening. Bids which for any reason are not so delivered will not be considered. Offers by telegram or telephone are not acceptable. A bid may not be altered after opening of the bids unless allowed by the Director of Purchasing in accordance with established procedures.

NOTE: Bid tabulations will be posted in the Purchasing Department and our solicitation webpage.

**4. PRICES, TERMS AND PAYMENT:** Firm prices should be bid and include all services/commodities rendered to the purchaser.

**(a) TAXES:** The State of Florida is a tax-immune sovereign and exempt from the payment of all sales, use and excise taxes.

**(b) DISCOUNTS:** Cash discount for prompt payment shall not be considered in determining the lowest net cost for bid evaluation purposes.

**(c) MISTAKES:** Bidders are expected to examine the conditions, scope of work, bid prices, extensions, and all instructions pertaining to the services involved. Failure to do so will be at the bidder's risk. In case of a mistake in extensions the unit price will govern. **(d) INVOICING AND PAYMENT:**

All vendors must have on file a properly executed W-9 form with their Federal Employer Identification Number prior to payment processing.

Vendors shall submit properly certified original invoices to:

Finance & Accounting  
12424 Research Parkway, Suite 300  
Orlando, Florida 32726-3249

Invoices for payment shall be submitted in sufficient detail for a proper pre-audit and post-audit. Prices on the invoices shall be in accordance with the price stipulated in the contract at the time the order is placed. Invoices shall reference the applicable contract and/or purchase order numbers. Invoices for any travel expenses shall be submitted in accordance with the State of Florida travel rates at or below those specified in Section 112.061, Florida Statutes and applicable UCF policies. Travel Reimbursement must be made using the UCF Voucher for Reimbursement of Traveling Expenses available on the web at <http://www.fa.ucf.edu/forms/forms.cfm#>.

Final payment shall not be made until after the contract is complete unless the University has agreed otherwise.

**Interest Penalties:** Vendor interest penalty payment requests will be reviewed by the UCF ombudsman whose decision will be final.

**Vendor Ombudsman:** A vendor ombudsman position has been established within the Department of Finance & Accounting. It is the duty of this individual to act as an advocate for vendors who may be experiencing problems in obtaining timely payments(s) from the University of Central Florida. The Vendor Ombudsman can be contacted at (407) 823-1040 or by mail at the address in paragraph 4.(d) above.

The ombudsman shall review the circumstances surrounding non-payment to determine:

- if an interest payment is due;
- the amount of the payment; and
- shall ensure timely processing and submission of the payment request in accordance with University policy.

**5. CONFLICT OF INTEREST:** Submission of this Invitation to Bid (ITB) shall certify that the Bidder is aware of the requirements of Chapter 112, Florida Statutes and in compliance with the requirements of Chapter 112, Florida Statutes and other laws and regulations concerning conflicts of interests in dealing with entities of the State of Florida. The Bidder certifies that its directors and/or principal officers are not employed and/or affiliated with the University unless a current Conflict of Interest (Report of Outside Activity/Employment) form has been completed, executed by such director or officer and approved in accordance with applicable University policies or rules. Violation of this section by the Bidder shall be grounds for rejection of the bid or the cancellation of any contract or purchase order resulting from this ITB, without penalty to the University of Central Florida. No person or firm who receives a contract to perform a feasibility study for potential implementation of a subsequent contract, participates in the drafting of a competitive solicitation, assist in design or develops a program for future implementation shall be eligible to contract with the University of Central Florida for any project dealing with that specific subject matter. Bidders must disclose with their bids any such conflict of interest dealing with that specific subject matter in accordance with chapter 255,FS.

**6. AWARDS:** At the sole discretion of the University of Central Florida, the right is reserved to reject any and all bids or waive any minor irregularity or technicality in bids received. Bidders are cautioned to make no assumptions unless their bid has been evaluated as being responsive. Product substitutions may be submitted for evaluation of equivalency unless specifically indicated otherwise. Bidders shall have burden of proof of equivalency.

**7. GOVERNMENTAL RESTRICTIONS:** In the event any governmental restrictions may be imposed which would necessitate alteration of the material quality of the services offered on this bid performance of the items offered on this bid prior to their completion, it shall be the responsibility of the successful bidder to notify the purchaser at once, indicating in writing the specific regulation which requires an alteration. The University of Central Florida reserves the right to accept any such alteration, including any price adjustments occasioned thereby, or to cancel the contract at no expense to the University.

**8. LEGAL REQUIREMENTS:** Applicable provisions of all federal, state, county and local laws, and of all ordinances, rules and regulations shall govern development, submittal and evaluation of all bids received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a bid response hereto and the University of Central Florida, by and through its officers, employees and authorized representatives, or any other person, natural or otherwise: and lack of knowledge by any bidders shall not constitute a cognizable defense against the legal effect thereof.

**9. ADVERTISING:** In submitting a bid, the Bidder agrees not to use the results therefrom as a part of any commercial advertising. Bidder may not use the names, logos, or trademarks of the University, its employees, or affiliates without the prior written consent of the University.

**10. ASSIGNMENT:** Any contract or purchase order issued pursuant to this Invitation to Bid and the monies which may become due thereunder are not assignable, except with the prior written approval of the University of Central Florida. Under no circumstances shall the Bidder assign to a third party any right or obligation of the Bidder pursuant to any contract or purchase order resulting from this Invitation to Bid, without prior written consent of the University. If the Bidder is, or during the term of this Invitation to Bid or during the term of any contract or purchase order resulting from this ITB becomes an individual on the payroll of the State of Florida, the Bidder represents that he or she has complied with all applicable provisions of the Florida Statutes and Florida Administrative Code regarding outside or dual employment and compensation.

**11. FACILITIES:** The University reserves the right to inspect the Bidder's facilities at any time with prior notice.

**12. PUBLIC RECORDS:** Any contract or purchase order issued pursuant to this Invitation to Bid may be canceled unilaterally by the University for refusal by the Bidder to allow public access to all papers, documents, letters or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the Bidder in conjunction herewith or any contract or purchase order issued pursuant to this Invitation to Bid.

**13. RECORDS:** The Bidder agrees to keep and maintain, separate and independent records, in accordance with generally accepted accounting principles, devoted exclusively to its obligations and activities pursuant to a contract or purchase order issued pursuant to this Invitation to Bid. Such records (including books, ledgers, journals, and accounts) shall contain all entries reflecting the business operations under a contract or purchase order issued pursuant to this Invitation to Bid.. University or its authorized agent shall have the right to audit and inspect such records from time to time during the term of a contract or purchase order issued pursuant to this Invitation to Bid, upon reasonable notice to the Bidder.

**14. Method of Ordering:** Orders shall be processed only upon receipt of an authorized purchase order issued by University of Central Florida or University of Central Florida Visa Purchasing Card (if applicable). All orders shall be initiated on an as-needed basis throughout the term of the contract. Orders shall be promptly filled and delivered. Any item or items received that do not meet specifications or duplicate shipments received will be returned at vendor's expense.

**Note:** Any and all special conditions and specifications attached hereto which vary from these general conditions shall have precedence.

**Definitions:**

**Addendum** – Written or graphic instruments issued prior to the date for opening of bids, which modify or interpret the solicitation documents by additions, deletions, corrections or clarifications.

**Extension**- A one-time (not to exceed 12 months) increase in the time allowed for the contract period in lieu of or after all renewals are exhausted.

**FOB Destination** - Free on board at destination; title changes hands from vendor to purchaser at the destination of the shipment; vendor owns goods in transit and files any claims. Payment of freight charges is determined by contract terms.

**Invitation to Bid (ITB)** – A written solicitation for competitive bids, advertised to the general public with a defined opening date. Specifications are clearly defined to the point that any interested company will be able to submit a bid for the exact item/service needed. This solicitation is generally required for acquisitions exceeding the established bid limit. Award is based on lowest priced bid.

**May, Should** – Indicates something that is not mandatory, but permissible, recommended, or desirable.

**Minor Irregularities** – Irregularities that have no adverse effect on UCF's interest will not affect the amount of the ITB and will not give a Respondent an advantage or benefit not enjoyed by another Respondent.

**Must, Shall, Will** – The words "shall," "must," or "will" are equivalent and indicate mandatory requirements or conditions.

**Purchase Order/Contract** – The Purchase Order (PO) or other form or format, provided to the awarded Respondent(s), UCF uses to make a purchase under the contract term, which includes a formal written PO, electronic PO, Procurement Card (P-card), or any other means authorized by Procurement Services and which incorporates the requirements and conditions listed in the Bid.

**Renewal**- Contracting with the same contractor for an additional period of time after the initial contract term, provided the original terms of the agreement specify an option to renew or the renewal is determined by UCF General Counsel to be in the best interest of the university.

**Respondent** – For the purpose of this solicitation, any person, respondent, corporation or agency submitting a response to the Invitation to Bid or their duly authorized representative. The word Respondent, Payee, Vendor, Contractor, and Offeror may be used interchangeably within the Invitation to Bid.

**Response** – The entirety of the Respondent's submitted bid response to the ITB, including any and all supplemental information submitted.

**Responsible Respondent** – Bidder who has the capability in all respects to perform fully the contract requirements, and the experience, integrity, perseverance, reliability, capacity, facilities, equipment, and credit which will assure good faith performance.

**Responsive Respondent** – Bidder who has submitted a bid that conforms in all material respects to the solicitation.

**Sole Point of Contact** - The Purchasing Representative or designee to whom Respondents shall address any questions regarding the solicitation or award process. The sole point of contact shall be the arbitrator of any dispute concerning performance of the Contract.

**Successful Respondent** - The firms or individual who is the recommended recipient of the award of a contract under this ITB (also synonymous with "Payee", "Offerer," "Contractor" and "Vendor"). If a Respondent is a manufacturer, its certified dealers and resellers may also furnish products under the Contract; in choosing to do so, the dealers and resellers agree to honor the Contract and the term "contractor" shall be deemed to refer to them. Unless awarded the Contract as a direct Respondent, however, dealers and resellers are not parties to the Contract, and the Respondent that certifies them shall be responsible for their actions and omissions.

**University** – University of Central Florida

## Introduction

The purpose of the Invitation to Bid is to provide the University of Central Florida with qualified Contractor(s) to perform all operations in connection with the test and inspection of the Fire Alarm and Mass Notification Systems installed at the UCF campuses listed in this document. The intent of this Invitation to Bid is to assure that the Life Safety/Fire Detection and other related systems servicing the University's facilities are properly monitored, tested and inspected in compliance with The Florida Fire Prevention Code and the reports provided electronically. Contractor(s) shall furnish all labor, material and tools, including all ladders and lifts to complete the work specified herein. No deviation from stated work is permitted without owner authorization in writing in advance. All site work and on-call work shall be performed by a qualified technician as outlined elsewhere in this ITB.

1. POSTING OF BID TABULATIONS:
  - A. Bids will be opened at the Purchasing Department at the assigned date and time identified in this ITB.
  - B. Bid tabulations will be posted at such time as the Purchasing Department provides notice of intended decision or until 30 days after a public opening of the bids, whichever is earlier.
  - C. Notice of a decision or intended decision of award will be electronically posted for a period of 72 hours.
  - D. Failure to file a protest in accordance with BOG regulation 18.002, or failure to post the bond or other security as required in BOG regulation 18.003, shall constitute a waiver of protest proceedings.
2. BID OPENING: Bids will be received and opened **August 31, 2015 at 2:00 PM EST** via UCF's BonFire Web Portal. For additional information, please see Appendix H. Telephone, including facsimile and electronic mail, and telegraphic negotiations and/or amendments to offers shall not be accepted at any time. Purchasing will not extend the bid opening to accommodate vendors that did not discover the ITB early enough to place a bid. **BID DOCUMENTS CAN BE OBTAINED AT** <http://www.purchasing.ucf.edu/bids/index.asp>
3. PRE-BID CONFERENCE: A pre-bid conference will be held **August 17, 2015 at 10:30 a.m.** The conference will be at the Purchasing Department conference room located at 12479 Research Parkway, Building 600, Orlando, FL 32826. There will be no site visit. The purpose of this conference is to hear any and all questions arising from this Invitation to Bid. Any answers to verbal questions at the pre-bid conference are considered informal. Questions must be submitted by vendor in writing to be binding. Answers to questions submitted in writing will be in the form of an addendum to the Invitation to Bid.
4. ADDITIONAL INFORMATION & QUESTIONS: We encourage questions or comments which might aid in the improvement of our existing specifications. The university will not give verbal answers to inquiries regarding the specifications, or verbal instructions prior to or after award of the bid. A verbal statement regarding same by any person is non-binding. The university is not liable for any increased cost resulting from the bidder accepting verbal direction. All changes, if necessary, are made by written addendum to the bid.

Any explanation desired by vendors is to be requested of the University of Central Florida Purchasing Department in writing by **August 20, 2015 at 5:00 pm**. Inquiries are to be legible and concise and clearly identify the bidder who is submitting the inquiry. If an explanation is necessary, a reply shall be made in the form of a written addendum. Specifications, terms and conditions may not be changed except by formal written addendum, issued by UCF. Direct all inquiries/questions, preferably via email to:

[Nellie Nido](mailto:nellie.nido@ucf.edu)  
University of Central Florida  
Purchasing Department  
12479 Research Parkway, Bldg. 600  
Orlando, Florida 32826  
Ph. 407-823-2661  
Fax 407-823-5551  
[nellie.nido@ucf.edu](mailto:nellie.nido@ucf.edu)

5. DELIVERY: Specify delivery date after receipt of order in terms of days or weeks on bid sheet. Failure to do this may be cause for rejection of the bid. Commodities delivery is to be made to UCF's Central Receiving location (UCF, Building 16E, Libra Drive, Orlando, FL 32816). When delivery is specified to a location other than the University's Central Receiving Department, vendor shall direct its carrier to telephone the University's Central Receiving Department before unloading. Delivery of all shipments shall occur between 9:00 a.m. and 4:00 p.m.,

Mondays through Fridays only, except on State of Florida or U.S. holidays. The University of Central Florida is committed to sustainable practices. Palletized shipments should not exceed 1500 pounds per pallet and when possible, should be shipped on a 40"x48" pallet. Payee shall include a packing list showing contents of shipment (if shipment is made in two or more containers). No boxing, packing, installation, assembly, or similar charges (not included in the item price) will be allowed unless expressly and specifically authorized in writing by the University on the face of any purchase order or contract resulting from this ITB.

**FREIGHT TERMS:** Unless otherwise specified, all shipments are to be shipped inside delivery, F.O.B. destination, with all transportation charges prepaid and title transferring to the university at time of delivery, (Payee pays and bears all freight related charges, owns goods in transit and files any claims). Bid prices shall include all cartage, drayage, packing, etc., delivered to and unloaded at the receiving station at the site designated in the Invitation to Bid or purchase order and there received by the designated university personnel.

5. **PARKING:** The Payee shall ensure that all vehicles parked on campus for purposes relating to work resulting from this ITB shall have proper parking permits. This applies to all personal vehicles and all marked and unmarked company vehicles that will be on any University campus for one (1) day or more or on a recurring basis. All such vehicles must be registered with University's Parking Services Department, and parking permits must be purchased by the Payee. Payee's vehicle(s) shall observe all parking rules and regulations. Failure to obtain parking permits, properly display them, and otherwise comply with all of University's parking rules and regulations could result in the issuance of a parking ticket and/or towing at the expense of Payee or Payee's employees. UCF's Parking Services Department can be contacted at (407) 823-5812 for additional information pertaining to parking and parking fees/rates.
6. **EMPLOYMENT OF ALIENS:** The employment of unauthorized aliens by any Contractor is considered a violation of Section 274A(e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of the contract by the University without penalty to the University.
7. **AVAILABILITY OF FUNDS:** The obligations of the University under this award are subject to the availability of funds lawfully appropriated annually for its purposes by the Legislature of the State of Florida.
8. **AWARD:** Award will be on an "All-or-None per Lot" basis. The University will either accept or reject your offer on a "per lot" basis. The university may accept your offer even if it does not include 100% of the items requested within a lot, if it is in the best interest of the University  
  
Bids shall be awarded based on the lowest, responsive, responsible bidder, which meets specifications with consideration being given to the specific quality of the product, conformity to the specifications, suitability to the university's needs, delivery terms, qualifications, and past performance.
9. **ADDITIONAL QUANTITIES:** The University reserves the right to increase or decrease total quantities as necessary. The University can order additional quantities of the same commodities solicited as long as it is within 120 days after expiration of the contract resulting from this ITB. Total additional quantities, if any, are unknown.
10. **CANCELLATION/TERMINATION:** UCF may terminate a contract resulting from this ITB without cause on thirty (30) days' advanced written notice to the vendor. The parties to the contract resulting from this ITB may terminate that contract at any time by mutually consenting in writing. Either party may terminate the contract resulting from this ITB immediately for breach by the other that remains substantially uncured after thirty (30) days' advanced written notice to the breaching party, which notice describes the breach in detail sufficient to permit cure by the breaching party. The University shall be liable only for payment for services satisfactorily rendered or goods satisfactorily delivered and accepted from the date of commencement until the effective date of cancellation/termination.
11. **TERM OF CONTRACT:** The contract resulting from this ITB, if any, will be for two years from date of award with UCF and the selected service/commodity(s) provider having the option to renew this contract for three (3) additional one (1) year periods as mutually agreed to by both parties.
12. **QUALIFICATION OF BIDDERS:** This bid will be awarded only to a responsible bidder, qualified by experience and in a financial position to provide the services specified. In order to facilitate the prompt award of this bid, the bidder is to submit the following with their proposal:

- A. Provide documentation showing that Contractor is competent and experienced in the field of fire alarm systems and mass notification systems and have a minimum of five (5) years in business, servicing and inspecting fire alarm systems and mass notification systems.
  - B. Provide documentation (**utilizing Appendix E**) showing at least three large projects similar to this ITB satisfactorily completed within the last 7 years. Include a description of the services provided with dates of contracts, contract amounts, names, email addresses and phone numbers of owner's representatives.
  - C. Provide copy of license(s): Florida State Contractors License, EF or EC License
  - D. Provide documentation showing the Contractor has a minimum of five (5) years of experience inspecting, installing, servicing, maintaining, and repairing fire alarm systems for educational facilities within the State of Florida.
    - a. All service and inspection personnel shall be in compliance with Florida Statutes 489 and certified as Fire Alarm System Agents.
    - b. Contractor shall have employees that meet the following requirements for the term(s) of this contract
      - a. One (1) NICET level 3 (Engineering Technician) or higher, on staff.
      - b. Two (2) NICET level 2 (Associate Engineering Technicians) or higher on staff.
    - c. Provide the following for each employee assigned to perform services under this contract:
      - a. Copy of FASA Identification cards or certificates (Fire Alarm Service Agent (FASA) Card must be available at all times with each employee performing work under this contract.)
      - b. Copy of NICET certificates
  - E. Provide proof of Continuing Education requirements upon request.
  - F. Provide the names and titles of other full time personnel available in the office during normal business hours to receive and relay email messages and telephone calls to facilitate calls university service calls.
  - G. Provide the address and description of the nearest service office and a photocopy of the current business tax receipt.
  - H. Provide proof of workers compensation and general liability insurance as outlined in this ITB.
  - I. Provide examples of technical documentation including inspection reports, service tags, and a typical work service ticket utilized by the contractor.
  - J. Proof of factory training is required to provide tests and inspections to the Proprietary Digitize remote receiving equipment and the Eaton/Cooper Mass Notification equipment.
  - K. **Mass Notification System** - Qualified Service Organization must be a direct sales division, or a trained and authorized Eaton/Cooper vendor that has demonstrated design, installation, sales, and service maintenance of the system with a minimum of three (3) years of work experience. Bidder(s) must have a Fire Alarm Systems NICET Level IV qualified individual for project management and oversight. All Service personnel must have been trained and approved by the equipment manufacturer with proof of certificated manufacturer training provided with this ITB.
  - L. **Service Facility and Materials Inventory:**
    1. Provide a statement agreeing to allow the inspection of their facilities by University personnel upon request.
    2. Indicate the number and types of service vehicles and equipment available for use by personnel.
13. PAYEE INSURANCE. For all purchases under this ITB of \$10,000 or below, Payee will have and maintain types and amounts of insurance that at a minimum cover the Payee's (or subcontractor's) exposure in performing any contract resulting from this ITB. For all purchases that exceed \$10,000 (i.e. \$10,000.01 and up) and/or all purchases that require a UCF SAFE Form, Payee will have and maintain general liability insurance in an amount of no less than one (1) million dollars per occurrence and Payee shall send a copy of Payee's Certificate of Insurance (prior to commencement of Payee's performance or delivery hereunder) to the following address by email, fax or mail:

e-mail: [ehs@ucf.edu](mailto:ehs@ucf.edu)  
 Fax: 407-823-0146  
 Mail: University of Central Florida  
 PO Box 163500  
 Orlando FL 32816-3500

UCF has the right to deviate from any of the above insurance requirements, if UCF, at UCF's sole discretion decides to do so. If UCF decides to deviate from the above noted insurance requirements, UCF will inform the Payee in writing in those particular circumstances. Unless UCF notifies a Payee in writing that UCF is willing to deviate from the insurance requirements noted above, all of the above insurance requirements shall apply to the Payee. The University and its Board of Trustees shall be listed as an additional insured on any Certificate of Insurance issued and named on the Additional Insured Endorsement. The Certificate Holder is to read the following:

University of Central Florida  
Board of Trustees  
4000 Central Florida Blvd.  
Orlando FL 32816

#### INSURANCE, WORKER'S COMPENSATION

The Contractor/Payee/Vendor shall take out and maintain during the life of the contract resulting from this ITB, if any, Worker's Compensation Insurance for all of his/her employees connected with the work of this project and, in case any work is sublet, the Contractor/Payee/Vendor shall require the subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor/Payee/Vendor. Such insurance shall comply fully with the Florida Worker's Compensation Statutes Chapter 440. In case any class of employees engaged in hazardous work under this contract at the site of the project is not protected under the Worker's Compensation statute, the Contractor/Payee/Vendor shall provide, and cause each subcontractor to provide adequate insurance, satisfactory to the University, for the protection of his/her employees not otherwise protected.

14. **USE OF CONTRACT BY OTHER GOVERNMENT AGENCIES:** At the option of the Contractor/Payee/Vendor, the use of the contract resulting from this ITB, if any, may be extended to other governmental agencies, including the State of Florida, its agencies, political subdivisions, counties, and cities.

Each governmental agency allowed by the Contractor/Payee/Vendor to use the contract resulting from this ITB, if any, shall do so independent of any other governmental entity. Each agency shall be responsible for its own purchases and shall be liable only for goods or services ordered, received and accepted. No agency receives any liability by virtue of this bid and subsequent contract award.

15. **PUBLIC ENTITY CRIMES:** A person or affiliate who has been placed on Florida's convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded, or perform work as a contractor, supplier, subcontractor, or consultant under, a contract with any public entity, and may not transact business with any public entity in excess of the bid limit for that public entity, for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.
16. **FLORIDA PREFERENCE.** For purchases of tangible personal property, Florida legislature has enacted economic development laws establishing certain conditions and circumstances which, when applicable, require the granting of price preferences to businesses whose principal place of business is the State of Florida. Pursuant to §287.084 Florida Statute, award recommendations shall make appropriate adjustments to Resident Vendor pricing when considering solicitations from Bidders having a principal place of business outside the State of Florida. All Bidders must complete and submit Attachment 2 with the response to this solicitation. Failure to comply shall be considered non-responsive to the terms of this solicitation. Refer to <http://www.leg.state.fl.us/Statutes/index.cfm> or <http://regulations.ucf.edu/chapter7/index.html> 3.g.1.c for additional information regarding this Statute and its applicability.
17. **IDENTICAL TIE BIDS:** Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. If none, or all of the tied vendors have a drug-free workplace program, vendors with Florida as their primary location will receive preference. Failing the above, a coin flip will be used to determine the winning vendor. In order to have a drug-free workplace program, business's drug free policy shall be in accordance with applicable State and Federal laws.

As the person authorized to sign the statement, my initials certify that this firm complies fully with the above

requirements. Initials: \_\_\_\_\_

18. **EQUAL OPPORTUNITY STATEMENT:** The State Universities have established equal opportunity practices which conform to both the spirit and the letter of all laws against discrimination and prohibits discrimination based on race, creed, color, sex, age, national origin, marital status or religion. To be considered for inclusion as a supplier under this agreement, the bidder commits to the following:
- A. The provisions of Executive Order 11246, September 24, 1996, and the rules, regulations, and relevant orders of the Secretary of Labor are applicable to each order placed against this agreement regardless of value.
  - B. If the bidder expects to receive \$10,000 in orders during the first 12 months of this agreement, a complete certificate of non-segregated facilities shall be included in the bid response. A sample certificate is attached as Attachment 3.
  - C. If the bidder expects to receive \$50,000 in orders during the first 12 months of this agreement and employs more than 50 people, standard form 100 (EEO-1) must be filed prior to March 1 of each year.
  - D. If the bidder expects to receive \$50,000 in orders during the first 12 months and employs more than 50 people, a written program for affirmative action compliance is to be maintained by the bidder, subject to review upon request by the user agencies of the contract resulting from this ITB.

19. **WORK FOR HIRE.** Any work specifically created for the University under an agreement resulting from this ITB by the Payee or anyone working on behalf of the Payee (the term Payee shall encompass both) shall be considered a "work for hire." All designs, prints, paintings, artwork, sketches, etchings, drawings, writings, photographs, or any other work or material or property produced, developed or fabricated and any other property created hereunder, including all material incorporated therein and all preliminary or other copies thereof, (the "Materials") shall become and remain the property of the University, and, unless otherwise specifically set forth herein, shall be considered specially ordered for the University as a "work made for hire," or, if for any reason held not to be a "work for hire,"

The Payee who created, produced, developed or fabricated the Materials hereunder (or under any contract resulting from this ITB) assigns all of his/her right, title and interest in the Materials to the University. The University shall own all right, title and interest in the Materials. The Payee agrees upon request to execute any documents necessary to perfect the transfer of such title to the University. The Materials shall be to the University's satisfaction and are subject to the University's approval. The Payee bears all risk of loss or damage to the Materials until the University has accepted delivery of the Materials. The University shall be entitled to return, at the Payee's expense, any Materials which the University deems to be unsatisfactory. On or before completion of the Payee's services hereunder, the Payee must furnish the University with valid and adequate releases necessary for the unrestricted use of the Materials for advertising or trade purposes, including model and property releases relating to the Materials and releases from any persons whose names, voices or likenesses are incorporated or used in the Materials.

The Payee hereby represents and warrants that, (a) all applicable laws, rules and regulations have been complied with, (b) the Payee is free and has full right to enter into this ITB and any contract resulting from this ITB, if any, and perform all of its obligations hereunder and under such contract, (c) the Materials may be used or reproduced for advertising or trade purposes or any commercial purposes without violating any laws or the rights of any third parties and (d) no third party has any rights in, to, or arising out of, or in connection with the Materials, including without limitation any claims for fees, royalties or other payments. The Payee agrees to indemnify and hold harmless the University and those acting for or on its behalf, the UCF Board of Trustees, the State of Florida and the Florida Board of Governors and their respective officers, agents, employees and servants from and against any and all losses, claims, damages, expenses or liabilities of any kind, including court costs and attorneys' fees, resulting from or in any way, directly or indirectly, connected with (a) the performance or non-performance of the University's order by the Payee, (b) the use or reproduction in any manner, whatsoever, or (c) any breach or alleged breach of any of the Payee's agreements or representations and warranties herein or in any contract resulting from this ITB.

20. **AMENDMENTS.** No changes or amendments to an agreement resulting from this ITB are binding on the University unless made in legible writing that is signed by an attorney in the University's General Counsel's Office and an authorized UCF signatory. Payee shall return an agreement resulting from this ITB to the University's Purchasing



Department at once with a written explanation if the agreement resulting from this ITB is not acceptable in its entirety.

21. **EXPORT CONTROL.** The parties shall comply with all applicable U.S. export control laws and regulations, including but not limited to the International Traffic in Arms Regulations (ITAR), 22 CFR Parts 120 through 130, the Export Administration Regulations (EAR), 15 CFR Parts 730 through 799 and/or other restrictions imposed by the Treasury Department's Office of Foreign Asset Controls (OFAC), in the performance of an agreement resulting from this ITB. The parties agree that no technology, related data or information will be exchanged or disseminated under such agreement nor any collaboration conducted pursuant to such agreement, which are export controlled pursuant to the export control laws of the United States, including the EAR and the ITAR and any other applicable regulations. The Parties agree that the Payee will not provide the University with any ITAR or EAR restricted technology and/or related data, and that any ITAR or EAR restricted technologies and/or data produced in furtherance of the agreement resulting from this ITB, if any, will be in the exclusive possession of the Payee and at no time will any export controlled technologies, related data, or information be intentionally or inadvertently transferred to the University, its facilities, labs, staff, researchers, employees, officers, agents, servants or students in the performance of that agreement.

If the Payee wishes to disclose export controlled technology or technical data to the University, the Payee will, prior to disclosing any information, technical data or source code that is subject to export controls under federal law, notify the University in writing that the material is export controlled and shall identify the controls that apply. The University shall have the right to decline or limit (a) the receipt of such information, and (b) any task requiring receipt of such information. In the event the Payee sends any such technical data or product that is subject to export control, without notice of the applicability of such export control, the University has the right to immediately terminate the agreement resulting from this ITB, if any. The Payee understands and agrees that to the extent the Payee's personnel have access to work or materials subject to U.S. export controls while on University property, such personnel will meet all federal export control regulatory requirements or have the appropriate U. S. government approval.

22. **FORCE MAJEURE.** No default, delay or failure to perform on the part of UCF or the Vendor shall be considered a default, delay or failure to perform otherwise chargeable, hereunder, if such default, delay or failure to perform is due to causes beyond the Vendor's or UCF's reasonable control including, but not limited to, strikes, lockouts, actions or inactions of governmental authorities, epidemics, war, embargoes, fire, earthquake, acts of God, default of common carrier. In the event of such default, delay or failure to perform due to causes beyond the Vendor's or UCF's reasonable control, any dates or times by which the parties are otherwise scheduled to perform shall be extended automatically for a period of time equal in duration to the time lost by reason of the cause beyond the reasonable control of the parties.
23. **INDEMNIFICATION.** Payee shall hold the University and the UCF Board of Trustees and the University's officers, employees, agents and/or servants harmless and indemnify each of them against any and all liabilities, actions, damages, suits, proceedings, and judgments from claims arising or resulting from the acts or omissions of Payee, its employees, its agents or of others under Payee's control and supervision. If any part of a delivery to the University pursuant to an agreement resulting from this ITB, if any, is protected by any patent, copyright, trademark, other intellectual property right or other right, Payee also shall indemnify and hold harmless the University and the UCF Board of Trustees and the University's officers, employees, agents and/or servants from and against any and all liabilities, actions, damages, suits, proceedings and judgments from claims instituted or recovered against the University by any person or persons whomsoever on account of the University's use or sale of such article in violation of rights under such patent, copyright, trademark, other intellectual property right or other right.
24. **INDEPENDENT CONTRACTOR.** Each of the parties is an independent contractor and nothing contained herein shall constitute or designate any of the employees or agents of one party as employees or agents of the other party.
25. **NO JOINT VENTURE.** Nothing contained in an agreement resulting from this ITB, if any, shall be construed to create a joint venture, partnership, or other like relationship between the parties.
26. **LEASED EQUIPMENT.** The risk of loss or damage to leased equipment, goods or property shall not transfer to the University except as provided in §680.219, Florida Statutes. Any security interest in the leased equipment, goods or property granted to Payee contrary to AGO 79-72 and AGO 80-9 is null and void. Limitation of remedies provisions, which are unconscionable under applicable Florida law, are void.
27. **MATERIAL SAFETY DATA SHEET (MSDS).** In compliance with Florida Statutes, Ch. 442, a Material Safety Data Sheet (MSDS) must accompany any applicable item delivered under an agreement resulting from this ITB, if any.

28. **WAIVER/REMEDIES.** No failure or delay by a party hereto to insist on the strict performance of any term of an agreement resulting from this ITB, if any, or to exercise any right or remedy consequent to a breach thereof, shall constitute a waiver of any breach or any subsequent breach of such term. No waiver of any breach hereunder shall affect or alter the remaining terms of such agreement, but each and every term of such agreement shall continue in full force and effect with respect to any other then existing or subsequent breach thereof. The remedies provided in an agreement resulting from this ITB, if any, are cumulative and not exclusive of the remedies provided by law or in equity.

29. **DISPOSITION OF BIDS; FLORIDA PUBLIC RECORDS LAW COMPLIANCE**

All bids become the property of the State of Florida, and the State of Florida shall have the right to use all ideas, and/or adaptations of those ideas, contained in any bid received in response to this solicitation. Any parts of the bid or any other material(s) submitted to UCF with the bid that are copyrighted or expressly marked as "confidential", "proprietary", or "trade secret", will only be exempted from the "open records" disclosure requirements of Chapter 119, Florida Statutes, if Florida law specifically recognizes these materials as exempt from disclosure. Thus, the mere designation as "confidential", "proprietary", or "trade secret" by a vendor does not ensure that such materials will be exempt from disclosure. In the absence of a specific Florida statute exempting material from the public records law, UCF is legally obligated to produce any and all public records produced or received in the course of conducting university business, irrespective of any designation by the vendor of those same records as "confidential", "proprietary", or "trade secret." The ultimate determination of whether a vendor's claim of "confidential," "proprietary" or "trade secret" will support an exemption from disclosure will be made by UCF or, potentially, a court. UCF's selection or rejection of a bid will not affect this provision.

30. **PUBLIC RECORDS, CONTRACT FOR SERVICES: COMPLIANCE OF SECTION 119.0701, FS**

To the extent that Payee meets the definition of "contractor" under Section 119.0701, Florida Statutes, in addition to other contract requirements provided by law, Payee must comply with public records laws, including the following provisions of Section 119.0701, Florida Statutes:

- A. Keep and maintain public records that ordinarily and necessarily would be required by the public agency in order to perform the service.
- B. Provide the public with access to public records on the same terms and conditions that the public agency would provide the records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
- C. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
- D. Meet all requirements for retaining public records and transfer, at no cost, to the public agency all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the public agency in a format that is compatible with the information technology systems of the public agency.

If Payee does not comply with a public records request, University shall enforce the contract provisions in accordance with the contract.

31. **SOFTWARE RELATED PURCHASES:** Licensor acknowledges that Licensee has a duty to maintain the privacy of student records, including without limitation education records as defined by the Family Educational Rights and Privacy Act (20 USC § 1232g; 34 CFR Part 99) ("FERPA"), and further acknowledges that as a contractor to whom Licensee has outsourced certain institutional services or functions:

- A. Confidential information about Licensee's students is contained in records provided to and maintained by Licensor, and Licensor will protect the privacy of all student education records to the fullest extent required of Licensee under FERPA;
- B. Licensor is performing an institutional service or function that has been outsourced by Licensee and for which Licensee would otherwise use its employees;
- C. Licensor is under the direct control of Licensee with respect to the use and maintenance of education records, as defined by FERPA;
- D. Licensor is subject to all FERPA requirements governing the use and re-disclosure of personally identifiable information from education records, including without limitation the requirements of 34 CFR § 99.33(a);
- E. Even in circumstances that might justify an exception under FERPA, Licensor may not disclose or re-disclose personally identifiable information unless Licensee has first authorized in writing such disclosure or re-disclosure; and

F. Licensor will not use any personally identifiable information acquired from Licensee for any purpose other than performing the services or function that are the subject of this agreement.

32. COMPLIANCE: The parties shall at all times comply with all applicable ordinances, laws, rules and regulations of local, state and federal governments, or any political subdivision or agency, or authority or commission thereof, which may have jurisdiction to pass laws, ordinances, or make and enforce rules and regulations with respect to the parties.

Vendors shall certify below that they are in good standings to conduct business in the State of Florida. **The awardee of any contract resulting from this solicitation may be asked to forward a certification of good standing. If requested, the certifications must be submitted to the UCF Purchasing Department prior to providing any goods or services required under the resulting contract.** Noncompliance with this provision may constitute rejection of bids or termination of a contract at UCF's sole discretion.

### CERTIFICATION

I certify that the company submitting a bid under this solicitation in is compliance with all applicable laws to conduct business in the State of Florida, is in good standings and will provide a certificate of good standings from the State of residence prior to initiating any performance under any contract resulting from this solicitation.

Company: \_\_\_\_\_

Authorized Representative's Name: \_\_\_\_\_

Authorized Representative's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## BID SHEET

Line Item	Item Description	Annual Unit Price by "Lot"
001	Lot 1 – UCF Zone 1	
002	Lot 2 – UCF Zone 2	
003	Lot 3 – UCF Zone 3	
004	Lot 4 – UCF Zone 4	
005	Lot 5 – UCF Uptown and Athletics	
006	Lot 6 – UCF Zone 6	
007	Lot 7 – UCF Remote Campuses	
008	Lot 8 – UCF Housing Zone 8	
009	Lot 9 – UCF Housing Zone 9	
010	Lot 10 – Mass Notification System	
011	Lot 11 – Digitize Proprietary Receivers	

Does your bid meet our specifications exactly?  Yes  No

If No, please detail how your bid meets or exceeds the specifications of the required item(s) and provide proof that verifies your claim.

Prices quoted are good for at least \_\_\_\_\_ days following bid opening.

Delivery will be \_\_\_\_\_ days after receipt of order.

F.O.B. delivered to UCF

Payment terms: \_\_\_\_\_.

I certify that this bid is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a bid for the same materials, supplies or equipment, and in all respects fair and without collusion or fraud. The following information, including an authorized representative signature and witness, is required to be submitted with your bid in order to be considered for evaluation and award. The person signing below acknowledges and agrees with all proposed information as submitted and has the authorization of the said company to enter into a contractual agreement with the University for the purposes as proposed and as described herein. Please print below unless where a signature is required.

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
CITY, STATE, ZIP CODE

\_\_\_\_\_  
TITLE

(\_\_\_\_\_)\_\_\_\_\_  
PHONE NUMBER

(\_\_\_\_\_)\_\_\_\_\_  
FAX NUMBER

\_\_\_\_\_

## Appendix A SCOPE OF WORK

### I. DEFINITIONS

A. For purposes of this maintenance contract bid, the following terms are considered to have the meaning described:

1. **Acceptance:** A finding of "acceptable" on the part of the UCF fire alarm liaison or their representative, including an accompanying signature.
2. **Annual Inspection and Testing Unit Cost:** The total cost per building to perform all code required annual fire alarm inspection and testing. This cost is to include travel, tags, forms, supplies, labor, and any materials and equipment necessary to complete the required work in accordance with all applicable codes.
3. **Code:** All requirements set forth in this document, the current adopted Florida Fire Prevention Code including applicable appendices, the Florida Administrative Code, Florida State Statute, and as otherwise required by the Florida Division of State Fire Marshal and the Electrical Contractors Licensing Board. This includes but is not limited to annual inspection, tagging, smoke sensitivity testing, etc.
4. **Holidays or Holiday Hours:** For the purpose of this bid, holiday rates shall be applied from 12:01AM-11:59PM on the following days: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, and Christmas Day.
5. **Inspection:** A visual evaluation of all or part of a device, circuit or system to verify or confirm that it appears to be functionally operable.
6. **Maintenance:** An affirmative action taken to assure that all or part of a device, circuit or system will function, or continue to function, as intended, or to return same to such condition.
7. **Mass Notification System (MNS):** A system used to provide information and instructions to people in a building, area, site, or other space using intelligible voice communications and possibly including visible signals, text, graphics, tactile or other communication methods. For the purpose of this document and bidding purposes UCF facilities are provided with these 3 types of systems.  
**A list of systems by building is provided in Appendix C.**
  - a. **Interconnected** – A MNS connected to a fire alarm system sharing the audible and visual signal devices with priorities as programmed in the attached test document in **Appendix C**. Identified as MNS-I in the pricing table.
  - b. **Stand-Alone** – A MNS installed as a separate stand-alone public announcement system with no interconnection to building fire alarm systems. Identified as MNS-SA in the pricing table.
  - c. **Stand-Alone Open Area Array** - A stand-alone MNS that is installed predominantly outdoors providing information to open outdoor areas. These devices may be building or pole mounted. Identified as MNS-SAO in the pricing table.
  - d. **Control Unit** – The head end control unit located at the UCF PD. Identified as the MNS-CU in the pricing table. There are a total of three **Integrated Base Stations (IBS)**, Primary is located at the UCF Police (Bldg. 150) dispatch office at the supervisors desk, the alternate is at the Bright House Network Stadium (Bldg. 135) in the Roth Tower on the 6<sup>th</sup> floor and the other is located at the Emergency Operations Center (Bldg 49).
8. **One-Way Unit Travel Charge:** a unit cost to be applied to non-regular working hour service calls and is to be inclusive of all costs including labor, vehicle, mileage, etc. to respond to the requested location to perform work.
9. **Overtime Working Hours:** Non-holiday weekdays between the hours of 5:01 PM and 6:59 AM.
10. **Qualified Alarm Service Technician:** Permanent personnel employed by the Contractor who possess adequate training on the equipment being serviced with three years' fire alarm experience or a minimum NICET Level II certification in fire alarm systems.
11. **Record:** Any and all documents of activity related to the fire alarm system.
12. **Regular Working Hours: Non-holiday weekdays, between the hours of 7:00 AM and 5PM** unless otherwise specified.
13. **Service:** all work required for unforeseen repairs, required upgrades and improvements due to faulty or incompatible equipment, and minor modifications beyond the code required annual fire alarm maintenance. This is not intended to include work required as a result of total system replacement which may be bid separately through the facilities planning process.
14. **Testing:** An affirmative action taken to verify and confirm the functional operation ability of all or part of a device, circuit or system.
15. **UCF Campuses:** The UCF site is the main and branch campus locations for the fire alarm system

quoted below including but not limited to the following locations: UCF Research Park, Lake Nona Orlando, UCFAA Rowing, Florida Solar Energy Center Cocoa, UCF Downtown at Pine and Livingston's Street, South Orlando (Lake Eleanor) Campus, and the Rosen Campus on Universal Blvd, Orlando.

16. **UCF Fire Alarm Liaison and Point of Contact (POC):** The designated University personnel responsible for coordinating and requesting fire alarm contractor service.
17. **Weekend or Weekend Hours:** the non-holiday times between 5:01 PM Friday and 6:59 AM Monday.

## II. TESTING PROCEDURES

- A. All annual testing procedures shall be in accordance with the most recent edition of the Florida Fire Prevention Code, including, but not limited to, applicable NFPA72 requirements for full functional annual testing
- B. All devices installed which are obviously "dirty", or near the maximum sensitivity level, shall be cleaned per manufacturer's recommendations
- C. Complete functional testing to be performed on 100% of the circuits under all conditions (alarm, supervisory, open, ground, secondary power, etc.) in accordance with code.
- D. Comprehensive tests shall include of all control functions, which may include HVAC controls, smoke door release or open operation, damper closure, elevator recalls, sprinkler and standpipe flow switches, visual notification, and all other devices related to life safety under control of the fire alarm system.
- E. Functional testing of all heat, fire, and smoke detectors to ensure sensitivity per manufacturer's specifications.
- F. Sound level in decibels shall be measured for all audible alarm notification devices and recorded measurements noted in the report with deviations highlighted and noted within the report.
- G. It shall be the responsibility of the contractor to incorporate any changes to system maintenance, as reflected in code during the time this contract is in force and notification of changes will be submitted in writing to the UCF fire alarm liaison.
- H. Certifications or training costs are the responsibility of the contractor.
- I. Estimated device counts per location are supplied in **Appendix F**. Bidders are to assume the list to vary slightly due to upgrades or modifications recently completed. Where a building is identified as having duct detectors only, they shall be inspected and functionally tested in accordance with the applicable code, a tag applied and service record documentation provided for the log.
- J. The bidder(s) shall take into consideration all additional controls associated with individual systems, such as remote annunciators, NAC expansion power supplies, relays, etc. and include the cost of testing these items in their bid.
- K. Smoke sensitivity test reports are required for all appliances in accordance with the applicable code and manufacturer recommendations. Extension to the 5 year maximum testing interval is not permitted unless proof of compliance documentation is available in the system record logs, and approved by the UCF AHJ.
- L. All sensitivity readings shall be listed in percent of obscuration with the normal range noted on the report. Low-Medium-High listings are unacceptable.
- M. All CO detectors shall be functionally tested with the appropriate agent and recorded on the test log
- N. All initiating devices shall be individually listed on the test documentation by the device address and system label assigned.
- O. All notification appliances shall be individually listed with the unit's dB reading
- P. Where devices tested are found to be non-functional, noted on the inspection and testing form and the accompanying work order.
- Q. Mass Notification Systems shall be tested utilizing the procedures in **Appendix D** and results included with the on-line / digital inspection reports documentation
- R. The Clean Rooms in buildings 40 and 53 include a Vesda LaserPlus aspirating smoke detector system. The contractor is to replace the filters as part of the inspection. The contractor is to include the test and filter replacement in their bid

## III. INSPECTIONS REPORTING

- A. The awarded bidder(s) shall perform all visual inspections and functional tests of the systems and connected devices in accordance with the manufacturer's recommended procedure and the most recent edition of the Florida Fire Prevention Code and ensure visually that there are no adverse changes that may affect the system performance
- B. The awarded bidder(s) shall employ a web-based or electronic reporting system for creating, updating and maintaining all tests and inspections

- C. Any initial set-up of a web-based or electronic reporting system such as bar code deployment, device database importation, etc. shall be the responsibility of the bidder(s) and included in this bid
- D. If a web-based reporting system is used, it shall provide UCF with a secure hosted inspection portal for review of reports and other data used in web-based reporting system. Inspection portal shall be capable of providing indicators for immediate notification of inspection results
  - 1. Inspection passed with no anomalies
  - 2. Inspection notes and/or recommendations are present
  - 3. Inspections with failures or other discrepancies
- E. Inspection reports must be typed. Handwritten reports are unacceptable and will be returned to the contractor as non-conforming
- F. Inspection reports shall be supplied in the following format
  - 1. Download – ability to be downloaded
  - 2. Email as an attachment as either MS Word, MS Excel, or PDF format
- G. A preliminary copy of the report is to be submitted by the bidder(s) to the university's representative within 24 hours of inspection completion
- H. Report format – The inspection report is to include the following information at a minimum:
  - 1. Information required by NFPA 72 Fire Alarm and Signaling Code Inspection and Testing form
    - e. Device Test Results log – A line item listing of every device installed / tested in a building. The log shall contain the following information (**See Device report Example Appendix G**):
      - a. Device Type
      - b. Device number/address
      - c. Device Label / location
      - d. dB level (for notification appliances)
      - e. Sensitivity reading (in % obscuration)
      - f. Alarm/Trouble/Supervisory reporting to FACP pass/fail
      - g. Any notes
  - 3. Discrepancy Report – A listing of any devices that did not pass the inspection. This report shall include a description of for each device or item
  - 4. Proposed Solutions Report – Solutions for any discrepancies found in the report. This report should include the services required to correct any discrepancies found during the inspection

#### IV. **INSPECTION SCHEDULING**

- A. The UCF Facilities Operations Department is organized into Maintenance Teams (Zones). Each Maintenance Team consists of a Supervisor, a Planner, and a Scheduler, and is assigned a geographic area with certain responsibilities for the building systems' inspection scheduling within the assigned zones.
- B. The Inspection Contractor(s) will be given the contact information of the assigned UCF personnel required to schedule the inspections.
- C. The Inspection Contractor will provide an estimate of the time required to complete each inspection and give the Planner/Scheduler dates within a window convenient to the facility's residents for which appointments can be made
- D. Upon successfully scheduling the inspection, the Planner/Scheduler will issue a work order number to the contractor. No inspection is to be performed without a UCF issued work order number.
- E. Prior to arriving on site, the Service Contractor will notify the FO Liaison of the name of the Technician in charge of the inspections and their contact information.
- F. The Lead Inspection Technician must contact the zone supervisor and/or the FO Liaison upon arrival on campus and when they depart campus daily, inclusive of multiple-day inspections
- G. The final report must be transmitted to the FO Liaison within 10 business days of the inspection completion.
- H. Campus housing inspections may only be performed during periods when the students are off-campus. The majority of the housing inspections are to be performed during winter break
- I. Educational, auxiliary and general (E&G) buildings' inspections may be performed during the school year. Some buildings will require night and evening inspections
- J. **Power outages:**
  - 1. Contractor must request and receive written or electronic authorization prior to any and all electrical power outages through the UCF fire alarm liaison. The request shall state the anticipated duration of such outage.



2. If an emergency instance arises it is imperative that telephone contact be made with the UCF fire alarm liaison before any shutdown of service is accomplished.
3. Only authorized UCF Facilities Operations personnel may interrupt electrical service.

**K. Record Keeping and Programming:**

1. The contractor shall be responsible for providing and maintain all record documents required by code and statute. All work must be logged and documented.
2. Copies of all records shall be provided to the UCF fire alarm liaison.
3. All copies of the original and modified system changes shall be provided to the UCF fire alarm liaison where any work results in program modification.
4. Invoices will be held for payment until all supporting documentation or programming updates are provided and verified.

**L. Fire Alarm System Tags**

1. A MAXIMUM of two (2) tags will be permitted on the FACP.
2. Previous like tags must be removed before a new tag may be installed
3. The first tag shall be the Vendor's "fire alarm system inspection tag", with the completed "month" and "year" punched out. Inked out month, day and year tags are not accepted.
4. Only the current year's Vendor inspection tag is permitted. All previous years inspection tags MUST be removed.
5. "Wall papering" of tags is not permitted.
6. The second tag permitted on the front of the FACP panel door will be the most recent non-inspection-related fire alarm service tag.
7. **NO OTHER TAGS ARE PERMITTED ON THE FACP.**
8. All other type inspection tags, repair tags, service tags, etc., and recording of service to any portion of the fire alarm system, must be recorded in the buildings fire alarm record service logbook. A log sheet is present at all FACP locations.
9. The Fire Alarm Service Tag must be affixed to the Fire alarm control panel(s) each time a system is inspected, tested, serviced, repaired, installed, etc.
10. Where a building contains multiple panels each panel will be appropriately tagged and maintained current in accordance with code.

- M. The Contractor shall not place any advertisement or contact information on any UCF properties other than that which is incorporated on the state-required Fire Alarm Service Tag

**V. PRICING AND BILLING PROCEDURES**

**A. Monthly Invoicing**

1. All services and material must be invoiced at least monthly to the UCF representative.
2. In order to "go green" and speed up the payment process, it is requested that all service and inspection invoices be emailed to the designated UCF representative (contact information to be supplied at the appropriate time).
3. All contractors under this agreement will be issued purchase orders which correspond to the UCF entity area for which they are working. Each "lot" may receive several purchase orders. It is up to the contractor to ensure that the correct purchase order and work order are listed on all invoices.
4. Invoices shall be itemized by building name, building number and UCF-issued work order number and purchase order. Each line item shall match the building inspection price as listed in **Appendix B**. Invoices shall also include cost of repair parts, labor and travel costs. **Lump sum billing will not be accepted.**
5. UCF will process invoices for payment in accordance with the Purchasing and Finance and Accounting guidelines located on the UCF website.

**B. Daily Time and Materials Log:**

1. All labor and material delivered under this contract shall be listed on a labor and material log sheet and also tracked by the UCF Computerized Maintenance Management System (CMMS).
2. Each service call must be documented using a unique work order, within the UCF CMMS.
3. All Contractor Service Tickets must be completed, submitted and signature approved by UCF personnel on the date service was performed.

4. Contractor Service Tickets shall indicate the time in and time out, date work was performed, a description of the work, material used, building name, and the UCF-issued work order number.
5. A duplicate, signed copy of the Contractor Service Ticket shall be given/transmitted to the UCF liaison, prior to the contractor departing from campus.

**C. Work hours:**

1. Annual testing and inspection shall be done in accordance with code, and shall be scheduled with the University a minimum of forty-five (45) calendar days prior to service.
2. To minimize disruption to ongoing classes, academic calendar breaks, and evening / night testing shall be utilized to their fullest capacity. In certain classroom and residential buildings, annual testing and inspections must be completed between breaks in semesters, as documented in the current university academic calendar.
3. Athletics facilities testing and inspection shall be coordinated around event schedules and subject to the approval of facility management.
4. All other facilities will be scheduled in a manner that maintains the current code compliant inspection cycle and minimizes disruption to ongoing operations.
5. Annual testing unit costs are inclusive of labor and basic materials required for the service, and the work may be performed at any time as long as the schedule is approved in advance by the UCF fire alarm liaison.
6. Contractors must include after-hours testing in the facilities noted on **Appendix B** in their base bid. No overtime payments will be authorized for the testing of these facilities

**D. Improper Performance**

1. The University shall not be invoiced by the contractor despite travel to campus where no work was done due to the failure of the contractor to arrange prior approved scheduling, to arrive and start at the scheduled time, or to not be able to show a service request.
2. UCF shall not be invoiced where additional site visits are required to correct a deficiency due to the oversight or error of the service contractor. Examples of this may include:
  - a. Improper or erroneous tagging of a panel in conflict with code and or as identified by the authority having jurisdiction.
  - b. Omission of a required tag for a serviced panel/system.
  - c. Failure to provide proper logging or documentation.
  - d. Omission of service to an area, floor, wing or circuit for which payment has already been made. If access is a problem, the POC shall be notified immediately.
  - e. Installation of non-compatible or non-listed components.
  - f. Corrections to components purposely bypassed to accommodate testing which were overlooked being returned to normal status upon conclusion of the testing.

**E. Billing Rates:**

1. It is the intent of this bid that each contractor will provide a standard all inclusive unit cost for the required annual fire alarm inspection and testing as defined above and outlined in the Building Table located in **Appendix B**. The Contractor shall consider the following in providing the unit cost:
  - a. The scope of work shall include all travel, supervision, labor, materials, tools, lifts, ladders, and test equipment.
  - b. The bidder(s) shall take into consideration all additional controls associated with individual systems, such as remote annunciators, NAC expansion power supplies, relays, etc. and include the testing of these items in their bid.
  - c. The Contractor may bid on any or all of the Lots listed.
  - d. The annual inspection and testing services for each Lot will be awarded based on most responsive and responsible bid per lot to the University.
2. The installed inventory table provided is accurate to the best of the owner's knowledge but it is strongly suggested the contractor familiarized themselves with the equipment prior to bidding.
3. Each facility is listed with its own line items. Where a facility has multiple separate systems a line item is provided for each. Each contractor is asked to fill in prices only for those lots which they are able and intend to provide service.
4. Where a building is identified with an interconnected mass notification system (MNS-I) this annual service unit price will include demonstrational testing of the MNS as outlined by the minimum required performance tests in **Appendix D**.

5. Where a building is identified with a stand-alone mass notification system (MNS-SA or MNS-SAO) an additional cost shall be provided to indicate the added prices associated with the annual testing of the MNS equipment.
6. The University Police Dispatch in building 150 has 2 additional line items to identify the fees required to provide annual service the Digitize Proprietary Remote Monitoring Receiving Equipment and the Cooper Notifications MNS head end control unit (Integrated Base Station).
  - a. The proprietary receiving unit consists of two (2) Digitize 3505 programmed for redundancy and associated supporting equipment such as the UPS and remote interface equipment for 2 dispatch stations.
  - b. The primary Mass Notification Integrated Base Station (IBS) is located at the Dispatcher Supervisors desk. There are two other IBS's that will require testing and programming as well (One at the Emergency Operations Center Bldg 49 and the other at the Bright House Network Stadium Bldg 135).

**Appendix B  
UNIT COSTS BY BUILDING  
(Special Footnotes Outlined at the End of the Table)**

Do not list a price in the greyed-out boxes, as those system types are not being considered for inspection

**Lot 1 – UCF Zone 1**

BUILDING NAME	BLDG NO.	Current Fire Alarm System	Method of Communication	MNS Type	Notes:	Annual Inspection and Testing Unit Cost \$		
						Fire Alarm System & Components Only	Fire Alarm & MNS-I	Stand Alone System MNS-SA, MNS SAO, MNS-CU
Millican Hall	1	Simplex 4100	DACT	I				
Library	2	FCI E3	Muxpad 2	I				
University Theater	6	Simplex 4100ES	Muxpad 2	I				
Computer Center I	13	FCI E3	Muxpad 2	I				
Howard Phillips Hall	14	Simplex 4100U	DACT		9			
Coburn Hall	18	Simplex 4100	DACT		9			
Rehearsal Hall	19	FCI-D	DACT					
Education Complex	21	Simplex 4100U	DACT	I	9			
Computer Center II	29	FCI E3	Muxpad 2	I				
Business Administration I	45	FCI 7200	DACT	I	9			
Teaching Academy	93	FCI E3	DACT	I	6,9			
Business Administration II	94	FCI E3	DACT	I	6,9			
Burnett Honors College	95	FCI 7200	DACT	I	9			
Welcome Center	96	Simplex 4100U	DACT	I				
Morgridge International Reading Center	122	FCI E3	Muxpad 2	I				
					<b>Totals:</b>			

**Lot 2 – UCF Zone 2**

BUILDING NAME	BLDG NO.	Current Fire Alarm System	Method of Communication	MNS Type	Notes:	Annual Inspection and Testing Unit Cost \$		
						Fire Alarm System & Components Only	Fire Alarm & MNS-I	Stand Alone System MNS-SA, MNS SAO, MNS-CU
Engineering I	40	Simplex 4100 / 4010	Muxpad 2	I	6,9			
Engineering I Clean Rm	40	Vesda Laserplus	Muxpad 2		9,10			
Visual Arts	51	FCI E3	Muxpad 2		9			
Communications	75	FCI E3	DACT	I	9			
Classroom Building 1	79	FCI E3	DACT	I	9			
Health and Public Affairs I	80	FCI E3	DACT	I	6,9			
CAH	87	FCI 7200	DACT		9			
Health and Public Affairs II	90	FCI 7200	DACT		9			
Engineering II	91	Simplex 4120	Muxpad 2	I	6,9			
Classroom Building II	98	Notifier NF-640	Muxpad 2	I	9			
Psychology	99	Notifier NF-640	DACT	I	6,9			
Engineering III	116	Simplex 4100U	DACT	I	6,9			
Performing Arts Center	119	FCI E3	Muxpad 2	I	9			
Alumni Center	126	FCI 7100	DACT	I				
Career Services & Experiential Learning	140	Notifier NFS-3030	DACT	I				
					<b>Totals:</b>			

**Lot 3 – UCF Zone 3**

BUILDING NAME	BLDG NO.	Current Fire Alarm System	Method of Communication	MNS Type	Notes:	Annual Inspection and Testing Unit Cost \$		
						Fire Alarm System & Components Only	Fire Alarm & MNS-I	Stand Alone System MNS-SA, MNS SAO, MNS-CU
Chemistry	5	FCI E3	DACT		9			
Ferrell Student Center	007 A/D	FCI 7200	DACT					
Ferrell Student Center	007B	Stand-Alone Duct Detectors	N/A					
Ferrell Auditorium	007E	FCI 7100	DACT	I				
Ferrell Student Center	007G	Stand-Alone Duct Detectors	N/A					
Ferrell Student Center	007H	FCI 7100	DACT					
Math and Physics	12	Simplex 4100	DACT		9			
Biological Sciences	20	Simplex 4020	DACT		4,9			
CREOL	53	Simplex 4100/4100U/4010	DACT	I				
CREOL	53	Cleanroom Vesda Laserplus	Networked to 4100U		9,10			
Computer Science II	54	Simplex 4100	DACT	I	2,6,9			
Bio Field Lab	92	Stand-Alone Duct Detectors	N/A		4			
Physical Sciences	121	Notifier NFS-3030	DACT					
AMPAC	152	Notifier NFWS-100	DACT					
MMAE Lab	154	Notifier NFS2-640	Muxpad 2					
					<b>Totals:</b>			

**Lot 4 – UCF Zone 4**

BUILDING NAME	BLDG NO.	Current Fire Alarm System	Method of Communication	MNS Type	Notes:	Annual Inspection and Testing Unit Cost \$		
						Fire Alarm System & Components Only	Fire Alarm & MNS-I	Stand Alone System MNS-SA, MNS SAO, MNS-CU
Physical Plant A	16A	FCI E3	Muxpad 2					
Physical Plant E	16E	FCI E3	Muxpad 2	I				
Print Shop	22	SK 5104	DACT					
Creative School	24	FCI 72	DACT		1			
J.T. Washington Center	26	FCI S3	DACT	SA				
Counseling and Testing	27	FCI 7100	DACT					
Early Childhood	28	FCI 72	DACT		9			
Chemical Storage	48	Notifier NFS2-640	DACT					
EOC	49	Stand-Alone DSD	N/A	Alt-CU	FA \$ Only This Page			
Student Union	52	Simplex 4100U	DACT	I	6			
Multi-Cultural/Multi Lingual	81	Simplex 4010	DACT		9			
Burnett House	100	SK 5820	DACT					
Leisure Pool	118	Stand-Alone DSD	N/A					
Student Health Center	127	FCI 7100	DACT					
Public Safety Building	150	FCI 7100	DACT	CU	FA \$ Only This Page			
Generator Building	354	FCI E3	Muxpad 2		7			
Partnership I	8111	Simplex 4100U	DACT					
Partnership II	8119	FCI 7200	DACT					
Partnership III	8126	FCI E3	DACT		2			
Bennett Bldg. 1 & 2	8116/8130	Notifier NFS-320	DACT					
					<b>Totals:</b>			

**Lot 5 - Athletics and Uptown UCF**

BUILDING NAME	BLDG NO.	Current Fire Alarm System	Method of Communication	MNS Type	Notes:	Annual Inspection and Testing Unit Cost \$		
						Fire Alarm System & Components Only	Fire Alarm & MNS-I	Stand Alone System MNS-SA, MNS SAO, MNS-CU
Wayne Densch 2	38	Simplex 4020	DACT	I				
Wayne Densch 1	39	Simplex 4020	DACT					
CFE Arena	50	FCI 7100	DACT	I	6			
Wayne Densch Sports Center	77	FCI E3	DACT	I				
Baseball Complex	82	Stand-Alone DSD	N/A					
Recreation and Wellness	88	FCI 7100 NET	DACT	I				
Softball Complex	125	FCI FC-5C	DACT					
Nicholson Field House	128	Simplex 4100U	DACT	I				
Tower 1	129	FCI 7100	DACT	SA	1,5			
Tower 2	130	FCI 7100	DACT	SA	1,5			
Tower 3	132	FCI 7100	DACT	SA	1,5			
Tower 4	133	FCI 7100	DACT	SA	1,5			
Brighthouse Networks Stadium	135	Notifier NFS-3030	DACT	I	1,8			
Retail 1	137	FCI 7100	DACT					
Rowing Complex Clubhouse	909	FCI 7100	DACT					
					<b>Totals:</b>			



**Lot 6 – UCF Zone 6**

BUILDING NAME	BLDG NO.	Current Fire Alarm System	Method of Communication	MNS Type	Notes:	Annual Inspection and Testing Unit Cost \$		
						Fire Alarm System & Components Only	Fire Alarm & MNS-I	Stand Alone System MNS-SA, MNS SAO, MNS-CU
Parking Garage I	78	Stand Alone DSD	N/A	SAO	FA \$ Only this page			
Parking Garage B	89	Stand-Alone DSD	N/A	SAO	FA \$ Only This Page			
Parking Garage G	131	FCI 7100	DACT					
Parking Garage E	134	FCI 7100	DACT					
Parking Garage F	141	FCI 7100	DACT					
Parking Garage A	147	Simplex 4006	DACT					
Parking Garage H	151	Notifier NFS-640	Muxpad 2	SAO	FA \$ only this page			
Visitor Parking & Info Center	153	Stand-Alone DSD	N/A					
Libra Garage	160	FCI 7100	Muxpad 2					
					<b>Totals:</b>			

**Lot 7 – Remote Facilities**

BUILDING NAME	BLDG NO.	Current Fire Alarm System	Method of Communication	MNS Type	Notes:	Annual Inspection and Testing Unit Cost \$		
						Fire Alarm System & Components Only	Fire Alarm & MNS-I	Stand Alone System MNS-SA, MNS SAO, MNS-CU
South Orlando Building 1&2	701	Simplex 4001	N/A					
Downtown Academic Center	902	Simplex 4002	DACT					
Rosen College of Hospitality	903	FCI 7200	DACT		9			
Rosen Housing 1	904	FCI 7100	DACT		1,3			
Rosen Housing 2	905	FCI 7100	DACT		1,3			
Florida Interactive Academy	906	Farenhyt IFP-1000	DACT					
Burnett Biomedical Sciences	1001	Notifier NFS 3030	DACT		4			
College of Medicine	1002	Notifier NFS 3030	DACT		1,6			
Florida Solar Energy	2001	Simplex 4100	DACT					
Florida Solar Energy	2002	Simplex 4020	DACT					
					<b>Totals:</b>			

**Lot 8 – UCF Zone 8 Housing**

BUILDING NAME	BLDG NO.	Current Fire Alarm System	Method of Communication	MNS Type	Notes:	Annual Inspection and Testing Unit Cost \$		
						Fire Alarm System & Components Only	Fire Alarm & MNS-I	Stand Alone System MNS-SA, MNS SAO, MNS-CU
Volusia Hall	8	FCI 7100	Muxpad 2		1,3			
Lake Hall	9	FCI 7100	Muxpad 2		1,3			
Osceola Hall	10	FCI 7100	Muxpad 2		1,3			
Polk Hall	11	FCI 7100	Muxpad 2		1,3			
Housing Admin	73	Simplex 4020	Muxpad 2 Wireless					
Academic Villages 101	101	FCI 7200	DACT		1,3			
Academic Villages 102	102	FCI 7200	DACT		1,3			
Academic Villages 103	103	FCI 7200	DACT		1,3			
Academic Villages 104	104/105	FCI 7200	DACT		1,3			
Academic Villages 106	106/107	FCI 7200	DACT		1,3			
Academic Villages 108	108	FCI7200	DACT		1,3			
Academic Villages 109	109	FCI 7200	DACT		1,3			
Academic Villages 110	110	FCI 7200	DACT		1,3			
Academic Villages 111/112	111/112	FCI 7200	DACT		1,3			
Academic Villages 113/114	113/114	FCI 7200	DACT		1,3			
Neptune Building 1	156	FCI E3	Muxpad 2	I	1,3,11			
Neptune Building 2	157	FCI E3	Muxpad 2	I	1,3,11			
Neptune Building 3	158	FCI E3	Muxpad 2	I	1,3,11			
Neptune Administration	159	FCI E3	Muxpad 2					
South Telecom Switch Room	304	FCI D	Muxpad 1					
BPW Scholarship House	402	FCI CLP	DACT					
Theta Chi	409	FCI E3	DACT (outside CS)		1,3			

BUILDING NAME	BLDG NO.	Current Fire Alarm System	Method of Communication	MNS Type	Notes:	Annual Inspection and Testing Unit Cost \$		
						Fire Alarm System & Components Only	Fire Alarm & MNS-I	Stand Alone System MNS-SA, MNS SAO, MNS-CU
Kappa Alpha Theta	411	FCI E3	DACT (Outside CS)		1,3			
Resident Life Center	415	FCI 7100	MuxPad 2		1,3			
Chi Omega	416	FCI 7100	Muxpad 2		1,3			
Kappa Kappa Gamma	417	FCI 7100	Muxpad 2		1,3			
					<b>Totals:</b>			

**Lot 9 – UCF Zone 9 Housing**

BUILDING NAME	BLDG NO.	Current Fire Alarm System	Method of Communication	MNS Type	Notes:	Annual Inspection and Testing Unit Cost \$		
						Fire Alarm System & Components Only	Fire Alarm & MNS-I	Stand Alone System MNS-SA, MNS SAO, MNS-CU
Brevard Hall	30	FCI E3	Muxpad 2		1,5			
Orange Hall	31	FCI E3	Muxpad 2		1,5			
Seminole Hall	32	FCI E3	Muxpad 2		1,5			
Libra Commons	33	FCI CLP	Muxpad 2		1			
Lake Claire Dorm	55	FCI E3	Muxpad 2		1,3			
Lake Claire Dorm	56	FCI E3	Muxpad 2		1,3			
Lake Claire Dorm	57	FCI E3	Muxpad 2		1,3			
Lake Claire Dorm	58	FCI E3	Muxpad 2		1,3			
Lake Claire Dorm	59	FCI E3	Muxpad 2		1,3			
Lake Claire Dorm	60	FCI E3	Muxpad 2		1,3			
Lake Claire Dorm	61	FCI E3	Muxpad 2		1,3			
Lake Claire Dorm	62	FCI E3	Muxpad 2		1,3			
Lake Claire Dorm	63	FCI E3	Muxpad 2		1,3			
Lake Claire Dorm	64	FCI E3	Muxpad 2		1,3			
Lake Claire Dorm	65	FCI E3	Muxpad 2		1,3			
Lake Claire Dorm	66	FCI E3	Muxpad 2		1,3			
Lake Claire Dorm	67	FCI E3	Muxpad 2		1,3			
Lake Claire Dorm	68	FCI E3	Muxpad 2		1,3			
Lake Claire Dorm	69	FCI E3	Muxpad 2		1,3			
Lake Claire Dorm	70	FCI E3	Muxpad 2		1,3			
Sumter Hall	84	FCI-S3	Muxpad 2		1,3			
Citrus Hall	85	FCI-D	Muxpad 2		1,3			
Flagler Hall	86	FCI-D	Muxpad 2		1,3			
Northview	8136	EST iO	DACT (Outside CS)		1,5			
					<b>Totals:</b>			

## Lot 10 – Mass Notification Systems

BUILDING NAME	BLDG NO.	Current Fire Alarm System	Method of Communication	MNS Type	Notes:	Annual Inspection and Testing Unit Cost \$		
						Fire Alarm System & Components Only	Fire Alarm & MNS-I	Stand Alone System MNS-SA, MNS SAO, MNS-CU
EOC Mobile Unit	49	Mobile Unit		SAO	1,8			
Facilities and Safety	16E			SAO	1,8			
EOC	49			Alt CU				
Student Union Dock	52			SAO	1,8			
Parking Garage I	78			SAO	1,8			
Parking Garage B	89			SAO	1,8			
Parking Garage D	97			SAO	1,8			
Brighthouse Stadium	135			Alt CU				
Public Safety Building MNS CU	150	Cooper Notification Control Unit	Wireless	CU				
Parking Garage H	151			SAO	1,8			
					<b>Totals:</b>			

CU Control Unit  
 Alt CU Alternate Control Unit  
 I Interfaced to the FACP Voice Evac  
 IBS Integrated Base Station  
 SA Stand-Alone MNS System not connected to the building FACP  
 SAO Stand Alone Open Arrays

**Lot 11 – Proprietary Digitize Receivers**

BUILDING NAME	BLDG NO.	Current Fire Alarm System	Method of Communication	MNS Type	Notes:	Annual Inspection and Testing Unit Cost \$		
						Fire Alarm System & Components Only	Fire Alarm & MNS-I	Stand Alone System MNS-SA, MNS SAO, MNS-CU
Public Safety Building	150	Digitize Proprietary Receiving Units	Various					
					<b>Total:</b>			

**Footnotes for all Tables**

- 1 - Residential building or speaker array, mandatory class break testing.
- 2 - Requires coordination with separately installed and maintained Clean Agent Control Panel Interfaces.
- 3 - System devices programmed to function as single station smoke alarms.
- 4 - Is partially equipped with alternative signaling methods to minimize sound frequency disturbance to research animals.
- 5 - Is equipped with single station smoke alarms serviced by owner in addition to system smokes. Single station devices not included in this scope.
- 6 - Requires coordination for annual smoke control or evacuation testing.
- 7 - Testing permitted during utility service shutdown cycle only
- 8 - Requires advance notice for outdoor siren testing to coordinate with Community Relations\News and Information.
- 9 - Classroom building requires after-hours or class-break testing
- 10 – The contractor is responsible to calibrate the Vesda aspiring smoke detector and replace all filters with new
- 11 – CO detectors must be tested per manufacturer’s specifications and documented on the inspection report

**Appendix C**  
**MASS NOTIFICATION LIST SYSTEMS AND EQUIPMENT**

<b>Bldg No.</b>	<b>BLDG. NAME</b>	<b>location of TRX Transceiver</b>	<b>location of circuitry</b>
1	MILLICAN HALL	Rm 372 Electrical and Telecommunications	Rm 372 Electrical and Telecommunications
2	LIBRARY	PENTHOUSE	PENTHOUSE
6	THEATRE / 6	RM. 103	RM. 103
7E	FERRELL AUDITOR. / 7E	RM. 169	RM. 169
12	MATH & PHYS.	Rm 431 Custodial Closet	Rm 431 Custodial Closet
13	CCI	In construction	
18	COLBURN HALL	RM. 530	RM. 530
21	EDUCATION / 21	RM. 204	RM. 204
26	JT Washington		
29	CCII		
38	WAYNE DENSCH I / 38	RM. 103	RM. 103
40	ENGINEERING I	CORR. 454	CORR. 454
45	BUS. ADMIN. I	RM. 451	RM. 451
50	ARENA	RM. 1032	RM. 1032
51	VISUAL ARTS	Rm 116 Electrical	Rm 116 Electrical
52	STUDENT UNION	RM. 401	RM. 401
53	CREOL	above ceiling panel of lobby receptionist	
54	COLL. OF SCIENCE	RM. 300F	RM. 300F
75	COMMUNICATIONS	RM. 130Z	RM. 130Z
77	WAYNE DENSCH	RM. 177B	RM. 177B
79	CLASSROOM I	RM. 311	RM. 311
80	HPA I	RM. 351A	RM. 351A
88	REC & WELLNESS	RM. 210	RM. 210
91	ENGINEERING 2	RM. 400H	RM. 400H
93	TEACHING ACADEMY	RM. 414	RM. 414
94	BUS. ADMIN. II	RM. 304	RM. 304
95	BURNETT HONORS	Unmarked ELEC. RM. Outside	Unmarked ELEC. RM. Outside
96	WELCOME CENTER	RM. 140	RM. 140
98	Classroom II		
99	PSYCHOLOGY	RM. 112	RM. 112
116	HARRIS ENG. III	above ceiling panel in Classroom	Rm 107 Telephone Communications Room
119	Perf Arts Center M&T	Above FACP	
126	ALUMNI CENTER	RM. 191	RM. 191
128	NICHOLSON FIELD	N.W. CORNER	N.W. CORNER
135	BRIGHTHOUSE STAD.	RM. 100E	RM. 100E
129	Tower 1	Above ceiling @ lobby MNS ACU control	
130	Tower 2	above ceiling above MNS control Panel in Lobby by RA	Elect Rm 130



	132	Tower 3 & Retail	above ceiling in Lobby above MNS ACU control Panel	Elect Rm 123, Panel L1B, 36
	133	Tower 4	above ceiling in Lobby above MNS ACU control Panel	Elect Rm 130, Panel L1A, 35
	156	Academic Villages		
	157	Academic Villages		
	158	Academic Villages		
<b>High Power Speaker Arrays (HPSA)</b>				
	<b>BLDG</b>	<b>Location</b>	<b>NOTE</b>	
	16E	F&S Ware Roof		
	16	Mobile Unit		
	52	Student Union Dock		
	78	Garage I		
	89	Garage B		
	97	Garage D		
	151	Garage H		
<b>Integrated Base Station</b>				
	<b>BLDG</b>	<b>Location</b>	<b>NOTE</b>	
	150	UCF Police Dispatch	Primary	
	135	Roth Tower Rm 606	Alternate	
	49	EOC	Alternate	

## Appendix D: MNS Minimum Testing

Until such time as the state adopts a code outlining the minimum testing requirements for a MNS the following functions inspections and tests shall be performed not less than annually. In the event a code edition changes requiring more stringent MNS testing at an increased cost, the Contractor shall notify the Owner in writing a minimum of 90 days prior to a change in service to allow for enough time for rebidding where necessary. The intent is for overall system function verification.

Mass Notification Interaction Verified	Main Power	Battery Power
1. Activate fire alarm system from normal. 2. Activate mass notification announcement. 3. Verify local microphone over rides remote mass announcement. 4. <reset mic> Resume to mass notification announcement. 5. <reset mass notification> Resume to auto fire alarm announcement. 6. <reset fire alarm> All systems normal.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
1. Activate mass notification from normal. 2. Activate fire alarm. ( Mass notification to continue.) 3. Verify local microphone over rides remote mass announcement. 4. <reset mic> Resume mass notification announcement. 5. <reset mass notification> Resume auto fire alarm announcement. 6. <reset fire alarm> All systems normal.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
1. Activate mass notification from normal. 2. Verify local microphone over rides remote announcement. 3. <reset mic> Resume mass notification announcement. 4. <reset mass notification> All systems normal.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Verified Acceptable	
5. Switch mass notification and fire alarm to battery power and verify function.	<input type="checkbox"/>	
6. Mass Notification Voice Announcements Intelligible Throughout	<input type="checkbox"/>	
7. Inspect antennae enclosure for proper sealing and good condition	<input type="checkbox"/>	
8. Inspect peripheral notification equipment such as text reader boards for proper operation	<input type="checkbox"/>	

**Appendix E  
LIST OF  
REFERENCES**

#1	Agency	
	Address	
	City, State, ZIP	
	Contact Person	
	Telephone	
	Date(s) of Service	
	Type of Service	
	Comments:	
#2	Agency	
	Address	
	City, State, ZIP	
	Contact Person	
	Telephone	
	Date(s) of Service	
	Type of Service	
	Comments:	
#3	Agency	
	Address	
	City, State, ZIP	
	Contact Person	
	Telephone	
	Date(s) of Service	
	Type of Service	
	Comments:	

**Appendix F**  
**DEVICE BREAK OUTS BY LOT**

Due to its size, Appendix F, "Device Break-out by lots," has been placed on the Purchasing website at <http://www.purchasing.ucf.edu/bids/index.asp> under ITB 1505NCSA.

# Appendix G Sample Report

KEY

FACP- Fire Alarm Control Panel SD - Smoke Detector  
PS - Pull Station HD- Heat Detector DD - Duct Detector  
AV - Speaker/Strobe

Device	Bldg	Floor	Location	Db / % Obsc	Address	P	F	Note#
FACP	6	1	Entrance by Auditorium 107		2x12Ah	X		
Annunc	6	1	By Laundry Room 118			X		
SD	6	1	Electrical Room 103	2.5%	1-1	X		
PS	6	1	Front Lobby Entrance		1-2	X		
PS	6	1	Front Lobby Entrance		1-3	X		
PIV	6	1	Outside by Electrical Room 103		1-4	X		
so	6	1	Above Projection Room 106		1-5	X		
HD	6	1	Mechanical Room 112		1-13	X		
PS	6	1	Auditorium Room 107 Side Exit		1-14	X		
DD	6	1	Mechanical Room 112	2.5%	1-15	X		
DD	6	1	Mechanical Room 112	2.5%	1-16	X		
DD	6	1	Mechanical Room 112	4.5%	1-17		X	1
DD	6	1	Mechanical Room 112	2.5%	1-18	X		
DD	6	1	Mechanical Room 112	2.5%	1-19	X		
DD	6	1	Mechanical Room 112	2.5%	1-20	X		
HD	6	1	Mechanical Room 112		1-22	X		
PS	6	1	Scene Shop 111 Rear Exit		1-23	X		
PS	6	1	Rear Office Corridor Exit		1-24	X		
PS	6	1	Blackbox Theatre Exit		1-27	X		
DO	6	1	AHU#1	2.5%	1-30	X		
DO	6	1	AHU#1	2.5%	1-31	X		
DD	6	1	AHU#1	2.5%	1-32	X		
LockB	6	1	Front		1-47	X		
AV	6	1	Auditorium Main Entry	75		X		
AV	6	1	Auditorium Projection Room	76		X		
AV	6	1	Auditorium Ticket Booth	75		X		
AV	6	1	Auditorium Main Entry	79		X		
AV	6	1	Corridor at Main Entry Lobby	78		X		
AV	6	1	Men's Restroom Main Entry	80		X		
AV	6	1	Main Lobby 101 Entry	78		X		

# Appendix H

## Submission Instructions for Suppliers

Please follow these instructions to submit via our Public Portal.

### 1. Prepare your submission materials:

Requested Information

Name	Type	# Files	Requirement
Proposal	File Type: PDF (.pdf)	Multiple	Required

### Requested Documents:

Please note the type and number of files allowed. The maximum upload file size is 100 MB.

Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.

### 2. Upload your submission at:

<https://ucfpurchasing.bonfirehub.com/p/973>

Your submission must be uploaded prior to the Closing Time of **Aug 31st 2015, 2:00 PM EDT**. We strongly recommend that you give yourself sufficient time and **at least ONE (1) hour** before Closing Time to begin the uploading process and to finalize your submission.

### Important Notes:

Each item of Requested Information is instantly sealed and will only be visible after the Closing Time.

Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.

You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.

Minimum system requirements: Internet Explorer 8/9/10+, Google Chrome, or Mozilla Firefox. Javascript must be enabled.

### Need Help?

University of Central Florida - Purchasing uses a Bonfire portal for accepting and evaluating proposals digitally. Please contact Bonfire at [Support@GoBonfire.com](mailto:Support@GoBonfire.com) for technical questions related to your submission. You can also visit their help forum at <https://bonfirehub.zendesk.com/hc>

**ATTACHMENT 1**  
**Secure Handling of UCF Data**

**Secure protection and handling of data by vendors and third parties**

1. Network Security. Vendor agrees at all times to maintain network security that – at a minimum – includes: network firewall provisioning, intrusion detection, and regular third party penetration testing. Likewise Vendor agrees to maintain network security that conforms to one of the following:
  - a. Those standards that UCF applies to its own network, as found at <http://www.cst.ucf.edu/about/information-security-office/iso-policies-standards/>
  - b. Current standards set forth and maintained by the National Institute of Standards and Technology, including those at: <http://web.nvd.nist.gov/view/ncp/repository>
  - c. Any generally recognized comparable standard (e.g., ISO/IEC 27001, etc.) that Vendor then applies to its own network.
2. Data Security. Vendor agrees to protect and maintain the security of UCF data based on the latest industry security standards and best practices. These security measures include, but are not limited to, maintaining secure segmented networks, maintaining systems that are up-to-date, and environments free of malware.
3. Data Transmission. Vendor agrees that any and all transmission or exchange of system application data with UCF and/or any other parties expressly designated by UCF – solely in accordance with Section 6 below – shall take place via secure means, e.g. HTTPS or FTPS with 128 bit key AES encryption or better.
4. Data Storage. Vendor agrees that any and all UCF data will be stored, processed, and maintained solely on designated target servers and that no UCF data at any time will be processed on or transferred to any portable or laptop computing device or any portable storage medium, unless that storage medium is in use as part of the Vendor's designated backup and recovery processes.
5. Data Encryption. Vendor agrees to store all UCF backup data as part of the its designated backup and recovery processes in encrypted form using 128 bit key AES encryption or better.
6. Data Re-Use. Vendor agrees that any and all data exchanged shall be used expressly and solely for the purposes enumerated in the Current Agreement. Data shall not be distributed, repurposed or shared across other applications, environments, or business units of Vendor.

Vendor further agrees that no UCF data of any kind shall be transmitted, exchanged or otherwise passed to other vendors or interested parties except on a case-by-case basis as specifically agreed to in writing by an agent of UCF.
7. End of Agreement Data Handling. Vendor agrees that upon termination of this Agreement it shall erase, destroy, and render unreadable all UCF data according to the standards enumerated in DOD 5220.22 or NIST 800-88 and certify in writing that these actions have been completed at a mutually predetermined date.
8. Data Breach. Vendor agrees to comply with all applicable laws that require the notification of individuals in the event of unauthorized release of personally-identifiable information or other event requiring notification. In the event of a breach of any of Vendor's security obligations or other event requiring notification under applicable law ("Notification Event"), Vendor agrees to assume responsibility for informing all such individuals in accordance with applicable law and to indemnify, hold harmless and defend UCF and its trustees, officers, and employees from and against any claims, damages, or other harm related to such Notification Event.

Related Documents:

- Third-Party Outsourcing (Cloud Computing) of University Data
- UCF Third Party Assurance Questionnaire
- 4-008 Data Classification and Protection

9. FERPA. If Vendor is provided access to any student personally identifiable information (as defined under FERPA), Vendor acknowledges that it will comply with the privacy regulations outlined in the Family Educational Rights and Privacy Act ("FERPA"), for the handling of such information, to the extent such regulations apply to Vendor. Vendor will not disclose or use any student information except to the extent necessary to carry out its obligations under its agreement with UCF and as permitted by FERPA.

ATTACHMENT 2

**BIDDER'S STATEMENT OF PRINCIPAL PLACE OF BUSINESS**  
*(Must be completed & submitted with each competitive solicitation)*

Name of Bidder: \_\_\_\_\_

Identify the state in which the Bidder has its principal place of business: \_\_\_\_\_

**Proceed as follow: IF your principal place of business above is located within the State of Florida, the Bidder must sign below and attach to your solicitation. No further action is required. IF your principal place of business is outside of the State of Florida the following must be completed by an attorney and returned with your solicitation. Failure to comply may be considered to be non-responsive to this solicitation.**

**OPINION OF OUT-OF-STATE BIDDER'S ATTORNEY ON BIDDING PREFERENCES**  
*(To be completed by the Attorney for an Out-of-State Bidder)*

**NOTICE:** Section 287.084(2), Fla. Stat., provides that "a vendor whose principal place of business is outside this state must accompany any written bid, proposal, or reply documents with a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that state [or political subdivision thereof] to its own business entities whose principal places of business are in that foreign state in the letting of any or all public contracts."

**LEGAL OPINION ABOUT STATE BIDDING PREFERENCES**  
*(Please Select One)*

\_\_\_\_\_ The Bidder's principal place of business is in the State of \_\_\_\_\_ and it is my legal opinion that the laws of that state **do not grant a preference** in the letting of any or all public contracts to business entities whose principal places of business are in that state.

\_\_\_\_\_ The Bidder's principal place of business is in the State of \_\_\_\_\_ and it is my legal opinion that the laws of that state **grant the following preference(s)** in the letting of any or all public contracts to business entities whose principal places of business are in that state: [Please describe applicable preference(s) and identify applicable state law(s)]:

\_\_\_\_\_  
\_\_\_\_\_

**LEGAL OPINION ABOUT POLITICAL SUBDIVISION BIDDING PREFERENCES**  
*(Please Select One)*

\_\_\_\_\_ The Bidder's principal place of business is in the political subdivision of \_\_\_\_\_ and it is my legal opinion that the laws of that political subdivision **do not grant a preference** in the letting of any or all public contracts to business entities whose principal places of business are in that political subdivision.

\_\_\_\_\_ The Bidder's principal place of business is in the political subdivision of \_\_\_\_\_ and the laws of that political subdivision **grant the following preference(s)** in the letting of any or all public contracts to business entities whose principal places of business are in that political subdivision: [Please describe applicable preference(s) and identify applicable authority granting the preference(s)]:

\_\_\_\_\_  
\_\_\_\_\_

Signature of out-of-state Bidder's attorney: \_\_\_\_\_

Printed name of out-of-state Bidder's attorney: \_\_\_\_\_

Address of out-of-state bidder's attorney: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Telephone Number of out-of-state bidder's attorney: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email address of out-of-state bidder's attorney: \_\_\_\_\_

Attorney's states of bar admission: \_\_\_\_\_

Bidder's Printed Name: \_\_\_\_\_

Signature \_\_\_\_\_



### Attachment 3

#### CERTIFICATE OF NON-SEGREGATED FACILITIES

We, \_\_\_\_\_ certify to the University of Central Florida that we do not and will not maintain or provide for our employees any segregated facilities at any of our establishments, and that we do not and will not permit our employees to perform their services, under our control, where segregated facilities are maintained. We understand and agree that a breach of this certification is a violation of the Equal Opportunity clause required by Executive order 11246, amended..

As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash room, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, creed, color or national origin, because of habit, local custom or otherwise.

We, further, agree that (except where we have obtained identical certifications from offered subcontractors for specific time periods) we will obtain identical certifications from offered subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity Clause; that we will retain such certification in our files; and that we will forward the following notice to such offered subcontractors (except where the offered subcontractors have submitted certifications for specific time periods):

NOTE TO PROSPECTIVE SUBCONTRACTORS OR REQUIREMENTS FOR CERTIFICATIONS OF NON-SEGREGATED FACILITIES. A Certificate of Non-segregated Facilities, as required by the 9 May 1967 order on Elimination of Segregated Facilities, by the Secretary of Labor (32 Fed. Reg. 7439, 19 May 1967), must be submitted prior to the award of a sub-contract exceeding \$10,000 which is not exempt from the provisions of the Equal Opportunity clause. The certification may be submitted either for each sub-contract or for all subcontracts during a period (i.e. quarterly, semiannually, or annually).

**The Contractor and subcontractors shall abide by the requirements of 41 CFR, Section 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.**

**NOTE: Whoever knowingly and willfully makes any false, fictitious, or fraudulent representation may be liable to criminal prosecution under 18 U.S.C. 1001.**

### Attachment 3

#### CERTIFICATE OF NON-SEGREGATED FACILITIES SUBPART - CONTRACTOR'S AGREEMENTS

**SEC. 202.** Except in contracts exempted in accordance with Section 204 of this Order, all Government contracting agencies shall include in every Government contract hereafter entered into the following provisions:

During the performance of this contract, the contractor agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
- (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.
- (3) The contractor will send to each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or worker's representative of the contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of notice in conspicuous places available to employees and applicants for employment.
- (4) The contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965 and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (5) The contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
- (6) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoiced as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(7) The contractor will include the provision of Paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase orders the contracting agency may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the contractor may request the United States to enter into such litigation to protect the interest of the United States.

SEC. 402 Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era:

(1) The contractor agrees to comply with the affirmative action clause and regulation published by the US Department of Labor implementing Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974, as amended, and Executive Order 11701, which are incorporated in this certificate by reference.

**RESPONDENT COMPANY NAME** \_\_\_\_\_

**AUTHORIZED SIGNATURE** \_\_\_\_\_

**TITLE** \_\_\_\_\_

**DATE** \_\_\_\_\_



IMPORTANT DOCUMENT – INVITATION TO BID REVISION

ITB NUMBER: **1505NCSA**

OPENING DATE & TIME: **August 31, 2015 @ 2:00 PM EST**

ITB TITLE: **Fire Alarm and Mass Notification Systems Annual Inspection**

ADDENDUM NUMBER: **1**

ADDENDUM DATE: August 25, 2015

**PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM BY SIGNING AND RETURNING IT, AND ALL OTHER REQUIREMENTS WITH YOUR PROPOSAL. FAILURE TO SIGN AND RETURN WITH YOUR PROPOSAL COULD RESULT IN REJECTION OF YOUR PROPOSAL.**

\_\_\_\_\_  
PROPOSERS SIGNATURE

\_\_\_\_\_  
PRINT OR TYPE PROPOSER'S NAME

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
DATE

12479 Research Parkway • Orlando, FL 32826-3248 • (407) 823-2661 • FAX (407) 823-5551  
Orlando Tech Center

An Equal Opportunity and Affirmative Action Institution

**QUESTIONS & ANSWERS FOR  
ITB1505NCSA, Fire Alarm and Mass Notification Systems Annual Inspection**

- 1) Exactly which buildings will require a lift, or have required a lift in the past?  
**Answer:** We do not have that information. Some contractors utilize special high-reach tools to test the devices, others do not. We suggest site visits to ascertain the necessity for your company. Keep in mind that every contractor must meet OSHA standards when utilizing ladders and lifts.
- 2) Is it acceptable to perform a site visit to survey those buildings?  
**Answer:** Yes.
- 3) May I obtain the sign in sheet from the Pre-Bid Meeting that took place on 8/17/15?  
**Answer:** Yes. It is included herein.
- 4) Can you clarify what “hoods” means under the misc column of Appendix F?  
**Answer:** Hood suppression systems monitoring.
- 5) The proposed schedule by building, is included herein.
- 6) The inspection reports are provided as a separate document. You can obtain a copy of the reports on the UCF Purchasing Website via the following link, under ITB1505NCSA.  
<http://www.purchasing.ucf.edu/bids/index.asp>

MEETING SIGN-IN SHEET

Purpose: Pre Bid Conference, Fire Alarm and Mass Notification Annual Inspections  
Date: August 17, 2015  
Time: 10:30 AM  
Location: Purchasing Conference Room

ATTENDEES

NAME

Company/Email/Phone

RANDY PINNHAM

FO FIRE 31503  
SIG SYSTEMS 407.883.7202

TIM LEVELL

T.LEVELL@SIGNATURESYSTEMS FL.COM  
simplexgrinnell 407-235-7164

Frank Mangan

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SimplexGrinnell 407-450-5315

Jessica Clark

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Larry Shaffer

FF+SI Larry@FFIRE.US 407.298.812

Jesse Schwinder

SSDF 407-644-8900  
JSchwinder@SIGNATURESYSTEMS FL.COM

Robert Parsons

CSA / robert.parsons@causysgroup.com / 321-228-329

BUILDING NAME	BLDG NO.	2015/2016 Inspection Month	Zone
Millican Hall	1	May-16	1
Library	2	May-16	1
Chemistry	5	Nov-15	3
University Theater	6	Apr-16	1
Ferrell Student Center	007A/D	Feb-16	3
Ferrell Student Center	007B	Feb-16	3
Ferrell Auditorium	007E	Feb-16	3
Ferrell Student Center	007G	Feb-16	3
Ferrell Student Center	007H	Feb-16	3
Volusia Hall	8	Dec-15	8
Lake Hall	9	Dec-15	8
Osceola Hall	10	Dec-15	8
Polk Hall	11	Dec-15	8
Math & Physics	12	Apr-16	3
Computer Center I	13	May-16	1
Howard Phillips	14	Apr-16	1
Physical Plant A	16A	Oct-15	4
Physical Plant E	16E	Oct-15	4
Colburn Hall	18	May-16	1
Rehearsal Hall	19	May-16	1
Biological Science	20	Apr-16	3
Education Complex	21	Apr-16	1
Print Shop	22	Oct-15	4
Creative School	24	Oct-15	4
J. T. Washington Center	26	Oct-15	4
Counseling & Testing	27	Oct-15	4
Early Childhood	28	Oct-15	4
Computer Center II	29	Apr-16	1
Brevard Hall	30	Mar-16	9
Orange Hall	31	Mar-16	9
Seminole Hall	32	Mar-16	9
Libra Commons	33	Mar-16	9
Wayne Densch 2	38	Nov-15	4
Wayne Densch 1	39	Nov-15	4
Engineering I	40	Jun-16	2
Engineering 1 Cleanroom	40	Jun-16	2
Business Administration I	45	Apr-16	1
Chemical Storage	48	Jun-16	4
EOC	49	Oct-15	4
Arena	50	Nov-15	4
Visual Arts	51	Jun-16	2
Student Union	52	Jun-16	4
CREOL	53	Apr-16	3
Computer Science	54	Apr-16	3
Lake Claire Dorm	55	Mar-16	9
Lake Claire Dorm	56	Mar-16	9
Lake Claire Dorm	57	Mar-16	9
Lake Claire Dorm	58	Mar-16	9
Lake Claire Dorm	59	Mar-16	9
Lake Claire Dorm	60	Mar-16	9

BUILDING NAME	BLDG NO.	2015/2016 Inspection Month	Zone
Lake Claire Dorm	61	Mar-16	9
Lake Claire Dorm	62	Mar-16	9
Lake Claire Dorm	63	Mar-16	9
Lake Claire Dorm	64	Mar-16	9
Lake Claire Dorm	65	Mar-16	9
Lake Claire Dorm	66	Mar-16	9
Lake Claire Dorm	67	Mar-16	9
Lake Claire Dorm	68	Mar-16	9
Lake Claire Dorm	69	Mar-16	9
Lake Claire Dorm	70	Mar-16	9
Housing Admin	73	Dec-15	8
Communications	75	Jun-16	2
Wayne Densch Sport Center	77	Nov-15	4
Parking Garage I	78	Feb-16	6
Classroom Building	79	Jun-16	2
Health & Public Affairs I	80	May-16	2
Multi Cultural/ Multi Lingual	81	Nov-15	4
Baseball Complex	82	Nov-15	4
Sumter Hall	84	Mar-16	9
Citrus Hall	85	Mar-16	9
Flagler Hall	86	Mar-16	9
CAH	87	Jun-16	2
Recreation & Wellness	88	Nov-15	4
Parking Garage B	89	Feb-16	6
Health & Public Affairs II	90	May-16	2
Engineering II	91	Jun-16	2
Bio Field Lab	92	Apr-16	3
Teaching Academy	93	May-16	1
Business Administration II	94	May-16	1
Burnett Honors College	95	May-16	1
Welcome Center	96	May-16	1
Classroom II	98	Jun-16	2
Psychology	99	Jun-16	2
Burnett House	100	Oct-15	4
Academic Villages	101	Dec-15	8
Academic Villages	102	Dec-15	8
Academic Villages	103	Dec-15	8
Academic Villages	104	Dec-15	8
Academic Villages	105	Dec-15	8
Academic Villages	106	Dec-15	8
Academic Villages	107	Dec-15	8
Academic Villages	108	Dec-15	8
Academic Villages	109	Dec-15	8
Academic Villages	110	Dec-15	8
Academic Villages	111	Dec-15	8
Academic Villages	113/114	Dec-15	8
Engineering III	116	May-16	2
Leisure Pool	118	Feb-16	6
Performing Arts Center	119	Jun-16	2



BUILDING NAME	BLDG NO.	2015/2016 Inspection Month	Zone
Physical Sciences	121	Nov-15	3
Morgridge International Reading Center	122	May-16	1
Softball Complex	125	Nov-15	4
Alumni Center	126	Jun-16	2
Student Health Center	127	Oct-15	4
Nicholson Field House	128	Nov-15	4
Tower I	129	Sep-15	4
Tower II	130	Sep-15	4
Parking Garage G	131	Feb-16	6
Tower III	132	Sep-15	4
Tower IV	133	Sep-15	4
Parking Garage E	134	Feb-16	6
Brighthouse Networks Stadium	135	Nov-15	4
Retail 1	137	Oct-15	4
Career Services & Eperiential Learning	140	Jun-16	2
Parking Garage F	141	Oct-15	4
Parking Garage A	147	Feb-16	6
Public Safety Building (Police)	150	Oct-15	4
Parking Garage H	151	Feb-16	6
AMPAC	152	Nov-15	3
Visitor & Parking Information	153	Oct-15	4
MMAE Lab	154	Nov-15	3
Neptune Building 1	156	Dec-15	8
Neptune Building 2	157	Dec-15	8
Neptune Building 3	158	Dec-15	8
Neptune Admin Office	159	Dec-15	8
Libra Garage	160	Feb-16	6
South Telecom Switchroom	304	Oct-15	4
Generator Bldg.	354	Jul-16	4
BPW Scholarship House	402	Dec-15	8
THETA CHI	409	Dec-15	8
KAPPA ALPHA THETA	411	Dec-15	8
Resident Life Center	415	Dec-15	8
CHI OMEGA	416	Dec-15	8
KAPPA KAPPA GAMMA	417	Dec-15	8
South Orlando Building 1	701	Jan-16	Expo
South Orlando Building 2	702		Expo
Downtown Academic Center	902	Jan-16	Expo
Rosen College of Hospitality	903	Jan-16	Rosen
Rosen Housing I	904	Jan-16	Rosen
Rosen Housing II	905	Jan-16	Rosen
Florida Interactive Enter. Academy	906	Jan-16	Expo
UCF Rowing Complex Clubhouse	909	Nov-15	4
Burnett Biomedical Sciences	1001	Jan-16	LN
College of Medicine	1002	Jan-16	LN
FSEC	2001	Jan-16	FSEC
	2002		
Partnership I	8111	Nov-15	4

BUILDING NAME	BLDG NO.	2015/2016 Inspection Month	Zone
Bennett Bldg 2	8116	Oct-15	4
Partnership II	8119	Nov-15	4
Partnership III	8126	Nov-15	4
Bennett Bldg.	8130	Oct-15	4
Northview Apts	8136	Mar-16	9



IMPORTANT DOCUMENT – INVITATION TO BID REVISION

ITB NUMBER: **1505NCSA**

OPENING DATE & TIME: **CHANGED**

ITB TITLE: **Fire Alarm and Mass Notification Systems Annual Inspection**

ADDENDUM NUMBER: **2**

ADDENDUM DATE: August 28, 2015

This addendum is to inform you of a change in the opening date. **Due to the uncertainty of business operations, on Monday, August 31<sup>st</sup>, the opening date has been changed to September 2, 2015 @ 2:00pm EST.**

**PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM BY SIGNING AND RETURNING IT, AND ALL OTHER REQUIREMENTS WITH YOUR PROPOSAL. FAILURE TO SIGN AND RETURN WITH YOUR PROPOSAL COULD RESULT IN REJECTION OF YOUR PROPOSAL.**

\_\_\_\_\_  
PROPOSERS SIGNATURE

\_\_\_\_\_  
PRINT OR TYPE PROPOSER'S NAME

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
DATE

12479 Research Parkway • Orlando, FL 32826-3248 • (407) 823-2661 • FAX (407) 823-5551  
Orlando Tech Center

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