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		Bid Contact Information	
Bid Type	Request for Bid	Workgroup	Purchasing
Status	Issued	Contact Name	Antonio Meza
Issue Date & Time	4/10/2025 09:30:02 AM (CT)	Address	1520 K Avenue
Question Cutoff Date & Time	4/16/2025 03:00:00 PM (CT)		Plano, TX 75074 USA
Close Date & Time	4/23/2025 02:00:00 PM (CT)	Contact Phone	1 (972) 941-7204
Notes	The City of Plano is soliciting competitive sealed bids to establish a fixed price contract for fire sprinkler and suppression system inspection and maintenance.	Contact Email	<a href="mailto:ameza@plano.gov">ameza@plano.gov</a>
<p>Questions must be submitted electronically through IonWave at <a href="https://planox.ionwave.net">https://planox.ionwave.net</a>. No questions will be answered over the phone or through email.</p> <p>The preferred method for proposal submission is electronically through IonWave. If you choose to submit your bid/proposal in person, Procurement personnel will be available Mondays and Wednesdays between the hours of 10 a.m. and 2 p.m. The person delivering the bid/proposal must call (972) 941-7557 upon arrival during those hours and wait in the lobby for someone to meet them to receive their bid/proposal. Responses delivered in person are to be delivered in a sealed envelope to the Procurement Division at:</p> <p>City of Plano Procurement Division 1520 K Avenue Plano, TX 75074 Ph: (972) 941-7557</p> <p>All responses are due prior to the published closing date and time. No late responses will be accepted.</p> <p>Bids/Proposals will be opened, and the names of offerors read, on <b>Thursday April 24, at 2:00 PM CT</b>. The reading will take place at City Hall. Tabulations for these solicitations should be available on Ionwave within 48 hours of the opening. In some cases, they may be available earlier. We ask that you limit exposure by viewing tabulations electronically through IonWave, rather than attending at City Hall!</p> <p><b>Time Critical Bid/Proposal Deliveries:</b> The City of Plano cannot guarantee, due to internal procedures, that any bids/proposals sent via US mail will be picked up and delivered by the closing date and time. It is recommended that critical bid/proposal deliveries be made either electronically through IonWave or in person as described above. It is further recommended that users review all electronic response attachments to ensure the uploaded files are able to be downloaded and viewed. Instructions for this, if needed, can be found in the Supplier Bid Response Quick Tutorial online in Ionwave or by calling Ionwave Support at 844-226-3862. Responses or parts of a response whether hardcopy or electronic that cannot be viewed may deem your submittal as non-responsive. In addition, the City reserves the right to request clarification in such cases.</p>			
Ship to Information		Bill to Information	
Workgroup	Purchasing	Workgroup	Purchasing
Address	Various Facilities	Contact Name	City of Plano- Accounts Payable
	Plano, TX 75074 USA	Address	PO Box 860279
			Plano, TX 75086-0279 USA
		Contact Phone	972 (941) 5221
		Contact Email	<a href="mailto:AP@Plano.gov">AP@Plano.gov</a>

<https://planox.ionwave.net/SourcingEvents.aspx?SourceType=1>

## 2025-0283-AC Fire Sprinkler and Suppression System Maintenance

The City of Plano is accepting competitive sealed bids to establish a fixed price contract for fire sprinkler and suppression system inspection and maintenance as defined below. The bid will be awarded to the lowest responsive, responsible bidder meeting specifications.

The initial term of this Contract shall be a period of twelve (12) months commencing upon the effective date hereof. This Contract shall automatically renew for up to four (4) twelve (12) month periods unless sooner terminated pursuant to City of Plano Terms and Conditions. The City also has the right and option to terminate the agreement upon thirty (30) days written notice.

The contractor will be responsible for obtaining any necessary permits. Permit fees related to backflows are to be listed in your invoice to the City as a separate line item and are to be for the same amount that the contractor was charged by the City. All other permit fees are waived for City projects.

All routine work will be ordered using a purchase order. Invoices must reference the City's PO number, department name, job site location, City employee requesting services, and a breakdown of all charges, including materials.

### **REQUIREMENTS:**

1. Contractor will contact designated City representative BEFORE arriving at job site and/or commencing work.
2. Vendor is required to provide services using company employees only. Subcontractors are not permitted to provide services unless pre-approved by the City of Plano. In the event subcontractors are approved by the City, the prime contractors shall provide the City evidence that all subcontractors performing work on the project have the same types and amounts of insurance coverage as required herein or that the subcontractors are included under the contractor's policy. The City, at its own discretion, may require a certified copy of the policy. (See "City of Plano Insurance Requirements".)
3. All contracted work in the City of Plano facilities will be authorized by a representative from the Facilities Department prior to commencement on each day work is to be performed. All contractors shall wear a company uniform or company identification badge while they are performing work, along with a City of Plano contractor identification badge that will be issued to the contractor by the Facilities Department. The City of Plano contractor identification badge will be turned back in to the Facilities Department at the end of the day unless otherwise directed by facilities coordinator.
4. Any damage to building and grounds directly related to work performed is the responsibility of contractor.
5. Contractor will coordinate all aspects of job with designated City representative.
6. Routine maintenance work scheduling must be approved by the City. Some facilities will have special requirements as to day or time. Some early morning and Saturday work may be required, but the majority of work can be performed Monday through Friday between 8:00 AM and 5:00 PM. Inspection of Building 82, Robinson Justice Center, is required to take place on a Saturday and is to be scheduled with the City representative.
7. The contractor must provide an annual schedule of inspections to the Facilities Technical Operations Supervisor for all system inspections as well as a minimum of two weeks' notice via email before each inspection is performed.

8. Contractor must provide evidence of possession of all required tags/stickers to City Representative before inspections will be permitted to begin.
9. All Reduced Pressure Zone and/or Backflow Prevention Devices are to be considered part of the fire sprinkler system and are to be included in the price bid. A copy of all inspection test sheets will be provided to designated City employee on the day of the inspection.
10. The City reserves the right to add additional inspection/maintenance sites as well as delete sites as future circumstance may require. Changes in equipment may also be required during the term of the contract. Changes, additions and deletions to the contract will be provided in writing.
11. Provide a 24-hour 7 day per week, 365 days per year emergency service with **a two-hour maximum** from time of notification to arrival on site. Vendor to complete attached Emergency Contact form.
12. Prepare inspection/service report in accordance with applicable National Fire Protection Agency (NFPA) standards.
13. Provide copy of inspection report to Facilities Technical Operations Supervisor within 30 days of inspection via email or web access service.
14. Additional or emergency service work not otherwise outlined in the bid specification are to be charged at labor rates plus materials (cost plus percentage markup) as provided on the Item Response Form. Labor rates will begin from time of arrival at the job site, and no travel costs will be allowed under the terms of the contract. Written quote for repairs discovered during inspections must be delivered to Facilities within five calendar days of completion of the inspection.
15. Contracted Fire Sprinkler Inspector must remain on site upon declaring a system non-functional and must notify the Facilities Technical Operations Supervisor immediately via telephone for direction.

## **CONSTRAINTS**

1. The City does not have a current list of device counts for each of the chemical suppression systems.
2. There are no fees for the City backflow inspections.

## **VENDOR QUALIFICATIONS:**

1. All bidders must hold a current and valid license from the State of Texas certifying the company to perform fire sprinkler and suppression system inspection and maintenance services in the State of Texas. The apparent low bidder will be required to provide copies of current licenses of all employees that will be assigned to perform work on this contract within 10 business days of request from the City and prior to award of contract.
2. Have previous experience with contracts (including municipalities) of similar scope, equipment and requirements for the maintenance and inspection services performed as evidenced on the attached Client Work History form.
3. Be capable of inspecting, servicing, and installing (in-house without subcontracting the work unless otherwise approved in writing by the City of Plano) **all** of the following types of fire equipment, as evidenced by submission of manufacturers' letters of authorization:
  - ◆ Kitchen Fire Suppression Systems: Ansul, Kidde, PyroChem, Range Guard
  - ◆ Chemical Fire Suppression Systems Including FM 200, Halon, etc, if applicable: Ansul, Kidde, Chemetron

- ◆ Fire Sprinkler Systems (Wet-pipe, Dry-pipe and Pre-action): Grinnell, CSC, Reliable, Viking, Star
- ◆ Backflow prevention Assemblies in accordance with City of Plano standards

### **EMERGENCY REPAIRS / PAYMENT**

Emergency Definition – An emergency is defined as a situation which may be hazardous to life or property. Examples are: exposed electrical wires, broken water or gas pipes, roof leaks, HVAC problems, and noxious fumes. If any emergencies arise during or after regular business hours, nights, weekends and holidays, the Technician or Mechanic on duty from the Facilities Maintenance Department will contact the vendor for repair parts and/or services. The vendor will provide an accurate invoice to the Technician or Mechanic within 5 calendar days of the product delivery of the service completion.

### **SUBMITTALS:**

In order to facilitate the award process, bidders are requested to submit all documents below with their bids. Otherwise, all submittals must be received within five business days of notification by the City of Plano. Failure to comply within five business days may be grounds for declaring bidder non-responsive to specifications. Submittals will be researched, evaluated and verified by City of Plano staff members.

1. Company's State of Texas license for fire sprinkler and suppression system inspections and maintenance (Vendor Qualifications #1)
2. Five Year Client Work History (Vendor Qualifications #2)
3. Manufacturers' Letters of Authorization (Vendor Qualifications #3)
4. Completed Emergency Contact Form (Requirements #11)

**SECTION 1**  
**Fire Sprinkler System Maintenance Specifications**

**SCOPE OF WORK:**

**ANNUAL SPRINKLER SYSTEM INSPECTION TO INCLUDE:**

(all that are applicable)

1. Annual pump performance test (plot curve).
2. Flow inspectors test connection at each location and record response time in seconds.
3. Inspect fire department connections - ground and roof.
4. Exercise sectional valves and OS & Y valve.
5. Lubricate all system valves.
6. Inspect system exterior for obstruction, corrosion, proper temperature rating and correct spacing.
7. Inspect jockey pump and controller (test all functions).
8. Inspect main fire pump and driver.
9. Check main fire pump controller for proper operation.
10. Exercise gate valves and lubricate.
11. Inspect piping integrity, joints, hangers, plugs, etc.
12. Test water flow alarms.
13. Flow test main drains and record pressures.
14. Inspect storage tanks (surge tanks).
15. Exercise all post indicator valves and lubricate.
16. Clean strainers on system including water motor gong.
17. Check all cold weather valves.
18. Record all "static" and "residual" pressures.
19. Provide written reports and tags as required.
20. Inspect relief valve for proper operation.
21. Inspect check valves for proper seal and operation.
22. Install trim signs on riser (extra cost for parts).
23. Inspect water motor gong for proper operation.
24. Inspect all fire hose connections (extra cost to inspect and tag fire hoses).
25. Inspect and test all system back flow preventers.

**MONTHLY SPRINKLER SYSTEM INSPECTION TO INCLUDE:**  
(all that are applicable)

1. Verify system in service on inspection
2. Check supply pressure gauge psi
3. Check system pressure gauge psi
4. Check gauges for proper condition
5. Verify control valves are in normal open or closed position
6. Verify control valves are properly locked or supervised
7. Verify control valves are accessible
8. Verify control valves are provided with appropriate wrenches
9. Verify control valves are free from external leaks
10. Verify control valve identification signs in place
11. Verify system control valve sign indicates area served
12. Verify backflow prevention assembly valves are locked or electrically supervised in open position
13. Verify reduced pressure backflow prevention assembly not in continuous discharge
14. Verify alarm valve gauges indicate normal supply water pressure
15. Verify alarm valve free of physical damage
16. Verify alarm valve trim valves are in appropriate open or closed position
17. Verify alarm valve retarding chamber or alarm drain not leaking
18. Verify alarm panel clear

Provide written reports of all inspection results as recognized by state and local authorities having jurisdiction and most major insurance companies.

All inspections on this contract include maintenance and testing procedures according to current NFPA standards.

**Note:**

Provide pricing for this section on the *Annual and Monthly Automatic Fire Sprinkler Systems Inspection and Backflow Prevention Assemblies* lot in the bid line items sections.

**SECTION 2**  
**Fire Suppression System Maintenance Specifications**

**SCOPE OF WORK**

**SEMI-ANNUAL CHEMICAL SUPPRESSION SYSTEM INSPECTIONS TO INCLUDE:**  
(all that are applicable)

**A. INSPECT AND TEST ELECTRICAL EQUIPMENT**

1. Control Panel - all functions
2. Graphic Annunciation Panel - proper illumination
3. Detection
  - a. Clean detectors (material included)
  - b. Detector sensitivity
  - c. Test alarm modes (sequence)
  - d. Operate time delay mode (60 seconds max.)
4. Manual Releases - Pull Stations
5. Audible/Visual Alarm Devices
6. Releasing Devices - Electric Actuator
7. Pressure Switch - City Permission Required
8. Equipment shut Down - City permission required.
9. HVAC Fan Shut Down - City permission required
10. Abort Station Operation
11. Battery Back UP

**B. INSPECT AND TEST MECHANICAL EQUIPMENT**

1. Weight Cylinders - Check Liquid Levels
2. Tank Pressures
3. Check Present Piping Against Prints
4. All Nozzles - Caps
5. Record hydrostatic Test Dates (Cylinders)
6. Releasing Devices - Mechanical, Pneumatic

**C. MISCELLANEOUS**

1. EPO Operation - City permission required
2. Bell Striker Adjustment
3. Check Magnetic Door Holder
4. Damper Operation
5. Battery Charger Adjustment
6. Room Integrity

- D. CUSTOMER SCHOOLING IN SYSTEM OPERATION (when done at time of inspection).**
  - 1. Provide instruction regarding system operation and significant features at the time of first inspection
- E. SYSTEM CERTIFICATION**
  - 1. Panel Certification Sticker
  - 2. Tag Each Cylinder
  - 3. Add Tamper Devices (seals)

Provide written reports of all inspection results as recognized by state and local fire marshal and most major insurance companies.

All inspections on this contract include maintenance and testing procedures according to current NFPA standards.

**Note:**

Provide pricing for this section on the *Chemical Suppression System lot in the bid line items sections.*

## SECTION 3

### Kitchen Vent Hood Fire System Maintenance Specifications

#### **SCOPE OF WORK**

##### **SEMI-ANNUAL KITCHEN VENT-HOOD FIRE SYSTEM INSPECTION TO INCLUDE:** (all that are applicable)

###### **A. INSPECT AND TEST MECHANICAL EQUIPMENT:**

1. Weight cylinders/cartridges
2. "Fluff" powder, liquid levels
3. Tank pressures
4. Check present piping against prints, design
5. "Puff" test piping - blow nitrogen through piping
6. Check all nozzles - caps
7. Record hydrostatic test dates (cylinders)
8. Releasing devices - mechanical, pneumatic

###### **B. MISCELLANEOUS:**

1. Check for proper gas valve operation
2. Check for proper electrical shunts
3. Check system design for proper nozzle location
4. Replace fusible link detectors at a minimum of annually or as required by the local authorities.
5. Check for the presence of required hand portable type BC powder (rating of 40-B:C).

###### **C. CUSTOMER SCHOOLING IN SYSTEM OPERATION (when done at the time of inspection.)**

1. Provide instruction regarding system operation and significant features at the time of first inspection

###### **D. SYSTEM CERTIFICATION**

1. Panel certification sticker
2. Tag each cylinder
3. Add tamper devices (seals)

Provide written reports of all inspection results as recognized by state and local fire marshal and most major insurance companies.

All inspections on this contract include maintenance and testing procedures according to current NFPA standards.

###### **Note:**

Provide pricing for this section on the *Kitchen Vent-Hood Fire System Inspection lot in the bid line items sections.*

**SECTION 4**  
**Sample Reports**

**SAMPLE REPORT FORMATS:**

The following sample reports are to indicate content. Vendors are not restricted to this format but may use it as a guideline.

## **JUSTICE CENTER JAIL MONTHLY INSPECTION**

## **FIRE PROTECTION SYSTEMS**

## **AUTOMATIC SPRINKLER SYSTEMS MONTHLY INSPECTION**

SYSTEM \_\_\_\_\_  
YEAR \_\_\_\_\_

1. Date of Inspection.
2. Inspector's name, initials or badge number.
3. If fire department connections are unobstructed and in good condition, note "OK" in block. If not, see that corrections are made and briefly describe under "notes."
4. If valves are locked, note "yes" in this block. If any are not locked, relock and note "relocked" in this block.
5. Inspect alarm valves to assure no leakage from retard chamber of alarm drains.
6. Assure there is proper number and type of sprinklers and a sprinkler wrench.
7. Check for physical damage and that electrical connections are secure.
8. Record pressure readings (psi). A loss of more than 10% should be investigated.
9. Record any notes about the system which the Inspector believes to be significant. Place a number in this block and number the corresponding note at The end of the inspection form.

## NOTES:

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JUSTICE CENTER JAIL MONTHLY INSPECTION

**FIRE PROTECTION SYSTEMS**

FIRE PUMPS MONTHLY TESTS		YES -- SATISFACTORY NO -- UNSATISFACTORY (EXPLAIN ON REVERSE)					
YEAR _____							
DATE							
INSPECTOR							
EXERCISE ISOLATING SWITCH AND CIRCUIT BREAKER							
OPERATE MANUAL STARTING MEANS (SEMI- ANNUALLY)							
TEST ANTIFREEZE TO DETERMINE PROTECTION LEVEL							
TEST BATTERIES FOR SPECIFIC GRAVITY OR STATE OF CHARGE							
OPERATE SAFETY DEVICES AND ALARMS (SEMI-ANNUALLY)							
TEST CIRCUIT BREAKERS AND FUSES FOR PROPER OPERATION							
COMMENTS:							

JUSTICE CENTER JAIL MONTHLY INSPECTION

**FIRE PROTECTION SYSTEMS**

FIRE PUMPS  
MONTHLY TESTS  
ON REVERSE)

YES -- SATISFACTORY  
NO -- UNSATISFACTORY (EXPLAIN)

YEAR \_\_\_\_\_

DATE							
INSPECTOR							
REMOVE BATTERY CORROSION AND CLEAN BATTERY CASE							
CHECK BATTERY CHARGER AND CHARGER DATE							
INSPECT CIRCUIT BREAKERS OR FUSES FOR PROPER OPERATION							
EQUALIZE CHARGE IN BATTERY SYSTEM							
COMMENTS:							