

PROJECT MANUAL

TRADE: INSPECTION / TESTING

FIRE SYSTEMS INSPECTION & TESTING

ILLINOIS STATE CAPITAL COMPLEX AND ASSOCIATED BUILDINGS

ILLINOIS STATE CAPITAL COMPLEX, SANGAMON COUNTY
SPRINGFIELD, ILLINOIS

SOS PROJECT NUMBER: **10PS013002**

CLIENT:

ILLINOIS SECRETARY OF STATE

DEPARTMENT OF PHYSICAL SERVICES
037 HOWLETT BUILDING
SPRINGFIELD, ILLINOIS 62756

PROJECT ENGINEER: **JOHNSON ENGINEERING, P.C.**
1 NORTH OLD STATE CAPITOL PLAZA
SPRINGFIELD, ILLINOIS 62701
217-528-6030

DATE: 15 June 2009

Johnson Engineering PC

1 North Old State Capital Plaza
Suite 310
Springfield, Illinois 62701
(217) 528-6030

PROJECT MANUAL FOR

STATE OF ILLINOIS
SECRETARY OF STATE
Capital Complex: Fire Systems Testing (SOS PROJECT NUMBER: **10PS0130001**)
Springfield, IL 62756

DATE: June 15, 2009

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SPECIFIERS:

Darren S. Johnson, P.E.
Johnson Engineering, PC
1 North Old State Capital Plaza
Suite 310
Springfield, IL 62701
217-528-6030 (p)
217-528-6550 (f)
darjohnson@sbcglobal.net

END

STATE OF ILLINOIS
JESSE WHITE
SECRETARY OF STATE
PURCHASING DIVISION
124 HOWLETT BUILDING
SPRINGFIELD, ILLINOIS 62756

NOTICE TO BIDDERS
SOS PROJECT NO. 10PS013002
Capitol Complex Fire Systems Inspection & Testing

- 1.00 INVITATION TO BID:** Qualified Bidders are invited to submit bids in accordance with the specifications, terms and conditions contained herein for the following:
- 1.01 BID OPENING DATE:** Bids will be publicly opened and read aloud at **2:00 p.m. CST, 07/08/2009** in room 124 Howlett Building. Bids received after this time will be returned unopened to the sender. The State does not prescribe the method of transmittal of bids and, therefore, cannot be held responsible for bids received late. The Secretary of State reserves the right to reject any or all bids, and to waive any informalities in connection with the bids.
- 1.02 QUALIFICATION REQUIREMENTS:**
1. Bidders must have an Illinois Department of Human Rights Public Contract Identification Number prior to the date of bid opening. Please enter your I.D.H.R. Number in the space provided on the bid certification page. Bidders may obtain this I.D.H.R. Number from the Illinois Department of Human Rights, 32 West Randolph Street, Chicago, Illinois 60602, telephone (312) 814-4335.
- 1.03 PRE-BID CONFERENCE:** A mandatory site visit is required prior to the bid opening date! Please contact Mr. Harl Ray of the Division of Planning & Development by phone at (217) 782-9614 or e-mail at hlay@ilsos.net 48 hours prior to the date you wish to visit the site. No site visits will be allowed within 24 hours of the bid opening date.

**FAILURE TO SCHEDULE AND ATTEND A SITE INSPECTION WILL
RESULT IN DISQUALIFICATION OF YOUR BID.**

- 1.04 EXAMINATION:** Each Bidder, before preparing his Proposal, shall visit the site of the proposed work, fully acquaint and familiarize himself/herself with the conditions as they exist and the character of the operation to be carried on under the proposed contract, and make such investigation as may be reasonably necessary so that he/she shall fully understand the facilities, difficulties, physical conditions and restrictions attending the work under the contract. Each Bidder shall also thoroughly examine and become familiar with the drawings (including the site information contained therein), inspection specifications and other inspection documents. By

submitting a Proposal, the Bidder agrees that he/she has carefully examined the drawings, inspection NTB-2 specifications and other contract documents, the addenda, if any, and the site, and that through investigation, has satisfied himself/herself as the nature and location of the work, the general and local conditions and all matters which may in any way affect the work and its performance, and that, as a result of such examination and investigation, he/she fully understands the intent and purpose of the documents and conditions of bidding.

No additional compensation or extension of time will be allowed for site, contract or work conditions increasing the Contractor's costs or affecting the completion date which were not known or appreciated when the Proposal was submitted, if such could have been discovered following the foregoing procedure.

1.05 STATUTORY REQUIREMENTS: It shall be the responsibility of prospective Bidders to familiarize themselves with all statutory provisions described in the bidding documents and to make an investigation of labor conditions, including any negotiated labor agreements which may exist or are contemplated.

1.07 BID SECURITY: All Proposals shall be accompanied by Bid Security in the form of a Certified Check, Cashiers Check or Money Order made payable to the Illinois Secretary of State in the amount of 10% of the Bid Price. The substitution of a duly executed Bid Bond in the same amount in lieu of the aforementioned Bid Security will be acceptable provided the bidder is shown as Principal and the bond is underwritten by a Company authorized to do business in the State of Illinois. Bid proposals received without the required bid security are disqualified and will receive no consideration.

The Bidder agrees that the proceeds of the Bid Security shall become the Property of the State of Illinois if, for any reason, the Bidder fails, refuses, or is unable to execute a tendered contract or provide an acceptable Contractor's Indemnity/Performance Bond within 10 days after such tender.

Bid Security submitted by the successful Bidder will be returned after receipt of an acceptable contractor's Indemnity/Performance Bond. Bid Security of all other bidders will be returned as soon as it is determined that their bids will receive no further consideration by the State.

1.08 CERTIFICATE OF INSURANCE: The State will require the Contractor to furnish Certificates of Insurance in the amounts specified herein showing the Secretary of State as a additional insured. The Certificates of Insurance must be submitted within fifteen (15) days of the date of the Notice of Award. Failure to do so may result in rejection of the bid and award to the next lowest bidder.

1.09 PERFORMANCE BOND: The State will require the Contractor to furnish bonds covering faithful performance of the contract and payment of all obligations arising thereunder in the full amount of the Contract on such forms as the State may prescribe and with sureties as may be approved. All Bond costs and premiums shall be paid by the Contractor. The bonds must be submitted within fifteen (15) days of the date of the Notice of Award. Failure to do so may result in rejection of the bid and award to the next lowest bidder.
NTB-3The Contractor shall deliver the required Bonds and Certificates of Insurance to The Office of the Secretary of State, Purchasing Division, 124 Howlett Building, Springfield, Illinois 62756. Work will not commence until the Contractor receives a Notice to Proceed from the Secretary of State, Purchasing Division.

1.10 LABOR:

1. All Contractors, when practicable, will be required to employ Illinois labor residing in the vicinity of the work, as well as conform in all respects to the requirements of (30 ILCS 560/1-30 ILCS 560/7.)
2. An Illinois laborer, as defined by the Act, is a citizen of the United States, or has received his first naturalization papers, and has resided in Illinois for at least one year immediately preceding his employment.
3. Contractors may use other laborers when Illinois laborers, as defined by the Act, are not available or are incapable of performing the particular type of work involved. In no event shall the Contractor use or employ child or convict labor.

4. In the employment of labor, all Contractors will be required to conform with Provisions of (330 ILCS 55/1 - 330 ILCS 55/3), and give preference to local persons who were veterans of Military or Naval Service, and who were honorably discharged therefrom. Preference shall be given only to those persons who are found to possess the business capacity necessary for the proper discharge of the duties of such employment. It is not required that preference be given to veterans who are not residents of the district over residents thereof who are not veterans.
5. All Contractors will also be required to comply with House bill No. 89, passed by the 61st General Assembly which provides, in general, for the payment of wages prevailing in the vicinity of this Project.

1.11 RETAILERS OCCUPATION TAX:

1. Effective March 21, 1963, sales of building materials and fixtures to construction contractors for incorporation into real estate for the State of Illinois or any other governmental body were exempted from the Retailers Occupation Tax and the Use Tax. The date of sale is the date of delivery to the purchaser.
2. Proceeds from the sale of end-use or consumption items to construction contractors to perform real estate construction contract for the State of Illinois and its political subdivision continue to be taxable.

1.12 WAGES OF LABORERS, MECHANICS AND OTHER WORKMEN:

1. In addition to other labor requirements set forth in this section, Contractors will be required at all times to observe and comply with provisions of (820 ILCS 155/1 et seq.), entitled "An Act Regulation Wages of Laborers, Mechanics and Other Workmen Employed Under Contracts for Public Work."
2. The Office of the Secretary of State shall ascertain, consistent with Federal Law, the general prevailing wage rates of hourly wages, legal holidays and overtime work for each craft, workman or mechanic needed to execute the proposed Contract for each section of Work described herein. Not less than these prevailing wage rates shall be paid for Work performed under this contract, and no change in compensation will be made to the Contract as a result of his paying rates in excess of those specified. See Section 1.27.
3. The Contractor or subcontractor shall keep, or cause to be kept, an accurate record of names, occupations, and actual wages paid to each laborer, workman and mechanic employed by him in connection with the Contract. The records shall be open at all reasonable hours for inspection by any representative of the Office of the Secretary of State or the Director of Labor and his deputies and agents.
4. No extra compensation will be allowed to the Contractor for any delays caused by any hearing or any objection to the prevailing wage rates hereinafter specified, as provided in the above mentioned Act, or by appeal to the
5. NTB-4Circuit or Superior Court or to the Supreme Court or any decisions of the Department resulting from such hearings, nor for any delay caused by compliance with other provisions of said Act.
6. Prospective Bidders should familiarize themselves with all of the provisions of the Act, and in addition, should make an investigation of labor conditions and any negotiated labor agreements which may exist or are contemplated at this time. Nothing in the Act shall be construed to prohibit the payment of more than the prevailing wage scale. The Bidder should take all of these facts into consideration during the preparation of his/her proposal.

- 1.13 SUBSTITUTIONS:** If restrictions of any government authority prohibit purchase or use of certain items that are required by the drawings and specifications, substitutions for such items will be determined by the State and the Architect/Engineer after award of the Contract. The Contractor shall base his/her bid on furnishing all items exactly as shown and specified. In the event any item or material is not available at the time bids are being prepared, such item or material shall be priced at its market value immediately prior to the curtailment. The

Contractor is not authorized to make any substitutions on his/her own initiative but, in every instance, must obtain a properly authorized Change Order before installing any work varying from the contract document requirements.

- 1.14 SUBMISSION OF BIDS:** Bids must be submitted on unaltered forms furnished herewith, and all blank spaces shall be filled in by ink or typewriter. Failure to do so may result in disqualification of your bid. Proposals shall be signed with the name typed below the signature. Where the Bidder is a Corporation, the Proposal must be signed with the legal name of the Corporation and the signature of an officer authorized to bind the Corporation to a Contract. No conditional Proposals will be considered.

All Bids Must Be Delivered To:

Purchasing Division
Office of the Secretary of State
124 Howlett Building
Springfield, Illinois 62756

The Proposal shall be submitted in the envelope furnished, or similar opaque envelope, properly sealed. Each space on the outside of the envelope must be properly filled in with:

NAME OF BIDDER	PROJECT NUMBER
NAME OF PROJECT	DATE AND TIME OF BID OPENING

All erasures or corrections in Proposals must be initialed by the person signing the Bid Proposal.

ALL BIDDERS MUST SUBMIT SIX (6) COPIES OF THE ENTIRE BID PACKAGE CONSISTING OF THE NOTICE TO BID PAGES NTB-1 THROUGH NTB-8, PROPOSAL FORMS PAGES PF-1 THROUGH PF-12, SUPPLEMENTARY CONDITIONS PAGES SC-1 THROUGH SC-3, DFA-1 THROUGH DFA-4, OFD-1, CP-1, RI-1 AND DISCLOSURE FORMS A & B

Any Bidder may withdraw his/her bid by letter or with proper identification by personally securing his/her bid at any time prior to the time of bid opening. No telephone requests for withdrawal of bids will be honored. Bidders may not withdraw their bid at any time after the bid opening. In the event an obvious error has been made in the bid, the Purchasing Division may authorize the withdrawal of a bid.

- 1.15 MODIFICATION OF BID:** After submitting a bid, any Bidder may modify his/her bid in writing, including telegrams, at any time prior to the time of bid opening, provided that such modification is received by the Secretary of State Purchasing Division prior to the bid opening. Modifications shall not reveal the bid price, but shall provide an addition or subtraction so that the final bid price can be determined only after the sealed bid is opened. If the modification reveals the bid price, the bid will be rejected. Telephone communication shall not be accepted as modification of any bid. Bids will not be modified at any time after the bid opening. When modifications are made by telegram, a signed confirmation statement shall be delivered in person or by registered or certified mail to the Secretary of State Purchasing Division within five business days after the bid opening.
- 1.16 ADDENDUMS TO BID:** Prior to the bid opening, the State may change or alter the terms, conditions and specifications of this Project. Bidders will be notified of any such changes by "addenda" to the bid which will be mailed to all prospective Bidders. Bidders shall acknowledge receipt of any and all addenda in the space provided on the bid form. The Bidder's failure to acknowledge receipt of addenda may result in rejection of his/her bid.

1.17 INTERPRETATIONS: If any person contemplating submitting a bid for the proposed contract is in doubt as to the true meaning of any part of the drawings, specifications or other proposed contract documents, he/she may submit to the Architects/Engineers a written request for interpretation thereof. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the proposed documents will be made only by addendum, duly issued, and a copy of such addendum will be mailed or delivered to each person receiving a set of such documents. The Architects/Engineers will not be responsible for any other explanations or interpretations of the proposed documents.

1.18 AWARD OF CONTRACT: The Contract will be awarded to the qualified, responsible and approved bidder submitting the lowest total Proposal which complies with all of the terms, conditions and specifications contained herein. The Bidder to whom the award is made will be notified at the earliest practical date. The staff reserves the right to reject any and all bids and to waive any informality in bids received whenever such rejection or waiver is in the interest of the State.

The State reserves the right to award the Contract on the basis of any one of the Proposals (base bid plus or minus alternates, if any) or any combination thereof, whichever best serves the interest of the State.

The State also reserves the right to reject the bid of any Bidder who, in the best judgement of the State and the Architect/Engineers:

Has previously failed to perform properly, or
Has failed to complete on time contracts of similar nature, or
Is not in a position to perform the work required, or has habitually and without just cause neglected the payments of bills, or
otherwise disregarded obligations to Subcontractors, material men and/or employees, or
Does not habitually perform at least forty percent (40%) of the work with his own forces.

In addition to the factors heretofore mentioned, the following primary considerations will be employed in determining the lowest responsible Bidder, whether the Bidder involved:

Now maintains and has maintained a permanent place of business in the State of Illinois,
Has adequate facilities available to do the work properly and expeditiously,
Has suitable financial resources to meet the obligations incidental to the work, and
Has appropriate technical experience

The ability of the Bidder to obtain a Performance and Payments bond shall not be regarded as the sole test of such Bidder's eligibility, competency, or responsibility.

The successful Bidder will receive from the State, at the Pre-Job Conference, sufficient drawings and specifications for his use during the inspection (up to a limit of 5 sets).

Additional sets may be purchased at cost plus handling from the Architects/Engineers.

1.19 PRE-AWARD CONFERENCE: Within ten days after notification by the State that a Bidder is being considered for the award of the contract, said Bidder will be required to attend a pre-award conference along with any known Subcontractors.

1.20 CONTRACT: The Contract which the Bidder agrees to enter into shall be in the form presently in use by the Office of the Secretary of State. The Contract may provide for partial payments of approximately 90% of the value of labor and materials incorporated in the inspection portion of the Project, in accordance with the General Conditions. Final payments, which will include the retained percentage, will be made after the work has been completed and the Project has been accepted by the State and the Architect/Engineer. The form of contract may be seen upon application. All of the bidding documents are made a part of the Contract by reference as though written therein in full.

- 1.21 BIDDING DOCUMENTS:** Bidding documents include the entire package which may consist of the Notice to Bidders, Proposal Form, General Conditions, Supplementary General Conditions, specifications, drawings (bound into these specifications) and addenda, if any.

No bidding documents will be issued to other than Prime Bidders or their authorized representatives. Under no circumstances will a Prime Contractor give his/her bidding documents to another Prime Contractor, as any Proposal received from Contractor whose name does not appear on the qualified "List of Bidders" will be returned unopened.

Complete bidding documents for all Contractors can be obtained by contacting:

Secretary of State
Purchasing Division
Rm 124 Howlett Bldg.
Springfield, Illinois 62756
(217)782-8892

- 1.22 PRE-AWARD SUBMITTAL:** Prior to Contract award, the apparent low responsible and responsive Bidder will be required to submit documentation sufficient to verify:

1. Certificate of Insurance.
2. Financial capability of Bidder's insurance company to satisfy claims.
3. Financial capability of Contractor to meet indemnification requirements of the contract documents.
4. List of projects similar in scope which demonstrate the Contractor's technical experience, expertise and ability to perform such work as specified.
5. List of Subcontractors to be used.

- 1.23 SUPERVISION OF THE WORK:** The Prime Contractor shall employ a competent superintendent, satisfactory to the Secretary of State (SOS), who shall be in attendance at the site throughout the active performance of the work and at such other times as may be reasonable necessary, and who shall be authorized to act for the Contractor. The superintendent shall have not less than two (2) years documented experience in responsible field supervision for projects of comparable size and complexity. The contractor shall not change the superintendent unless it has given SOS a written request for change ten days in advance of its proposed change, and SOS has given authorization to do so. In the event the superintendent fails to perform his duties under the Contract requirements, SOS may, in writing, require the contractor to remove the superintendent from the project, and the Contractor shall provide a competent replacement.

1.24 SUBCONTRACTORS:

- A. The Contractor shall perform the work at the site employing not less that the following amount of his own forces:
1. General Contractor: 40%
 2. Each Other Contractor: 40%
- B. Except where otherwise specified, the Contractor may subcontract any part of the work, except that no work may be subcontracted to any contractor whose status as a contractor has been suspended by SOS of any other agency, board or department of the State of Illinois.

- 1.25 TAX EXEMPT:** Federal Excise tax Exemption not required. The STATE OF ILLINOIS qualifies for Tax-Free transactions under Chapter 32 of the Internal Revenue Code Certificate of Registry #37-70-0017-K, United States Treasury Department. Sales to the STATE OF ILLINOIS are also exempt from all provisions of the "Fair Trade Act".

In conformance with the terms and conditions of these specifications, including the Notice to Bidders and other documentary forms therewith, and also including the provisions of the Standard Procurement Rules, State of Illinois, issued September, 1992, or latest revision thereof, the Bidder proposes, offers and agrees if this bid be accepted within 60 calendar days from the date of the bid opening to do all things necessary to fully perform and satisfy all terms, conditions and requirements of the subject specifications.

Cash discounts will not be taken in consideration in determining the lowest bid. When a cash discount, having a period of 30 days or more duration is offered, it shall be considered as a discount for prompt payment. The Purchase Order will, in these instances, show the discount offered. Agencies are instructed to give priority to payment of invoices showing cash discounts.

Trade discounts should always be deducted by the Vendor in calculating the unit price quoted. Quantity discounts should be included in the price of the item.

- 1.26 CERTIFICATION OF BIDDER:** (See Page PF-9) Enter your Taxpayer Identification Number (TIN) in the appropriate space. For individuals and sole proprietors, this is your Social Security Number (SSN). For other entities, this is your Federal Employer Identification Number (FEIN). Federal Employer Identification Numbers (FEIN) MUST NOT be used for sole proprietorship.

If you do not have a TIN, apply for one immediately. To apply, get an Application for Social Security Number, Form SS-5 (for individuals) from your local Social Security Administration, or Application for Employer Identification Number, Form SS-4 (for businesses and all other entities) from your local Internal Revenue Service office.

To complete the certification if you do not have a TIN, fill out the certification indicating that a TIN has been applied for, sign and date the form, and return it to this agency. As soon as you receive your TIN, fill out another such form (a photocopy of the first form) including your TIN, sign and date the form, and give it to this agency.

If you fail to furnish your CORRECT TIN to this agency, you are subject to an IRS penalty of \$50 for each such failure unless your failure is due to reasonable cause and not willful neglect.

WILLFULLY FALSIFYING CERTIFICATIONS OR AFFIRMATIONS MAY SUBJECT YOU TO CRIMINAL PENALTIES INCLUDING FINES AND/OR IMPRISONMENT.

1.27 ILLINOIS PREVAILING WAGE ACT: The laborers, workers and mechanics needed to execute this contract, and their applicable rate of wages and fringe benefits are included on the Illinois Department of Labor list. Employees of the contractor and all subcontractors shall be paid not less than these Prevailing rates of wages. If the Department of Labor revises the Prevailing Rate of hourly wages, then the revised rate shall apply to this contract.

Any increases in cost to the contractor (vendor) due to changes in the prevailing rate of wages or labor law during the term of this contract shall be at the expense of the contractor (vendor) and not at the expense of the Secretary of State.

Any laborer, worker, or mechanic employed by the contractor or by any subcontractor who is paid for services in a sum less than the stipulated rates for work done under such contract, shall have a right of action for whatever difference there may be between the amount so paid and the rates provided by the contract together with costs and such reasonable attorney's fees as shall be allowed by the court. Such contractor or subcontractor shall also be liable to the Department of Labor for 20% of such underpayments and shall be additionally liable to the laborer, worker, or mechanic for punitive damages in the amount of 2% of the amount of any such penalty to the State for underpayments for each month following the date of payment during which such underpayments remain unpaid.

The Provisions (820 ILCS 105/12) are incorporated herein by reference as though written herein in full and shall apply to this contract. New provisions of this Act requires an automatic Two (2) year debarment of any contractor or subcontractor found to have violated the act on two separate occasions. An affected contractor or subcontractor may request the Department to hold a hearing on the alleged violations within ten (10) days of notification of the second violation.

ILLINOIS DEPARTMENT OF LABOR PREVAILING WAGE FOR SANGAMON COUNTY EFFECTIVE.

**Fire Systems Inspection & Testing, Project Number# 10PS013002, Capital Complex
Springfield, IL**

**FOR THE STATE OF ILLINOIS
ACTING BY AND THROUGH
Jesse White, Secretary of State**

NOTE:

All Proposals shall be submitted without modification or reservation on the following form with each space properly filled. Proposals not on this form will be rejected.

All Proposals shall be accompanied by a Bid Security in the form of a Certified Check, Cashiers Check or Money Order made payable to the Illinois Secretary of State in the amount of 10% of the Bid Price. The substitution of a duly executed Bid Bond in the same amount in lieu of the aforementioned Bid Security will be acceptable provided the bidder is shown as Principal and the bond is underwritten by a Company authorized to do business in the State of Illinois. Bid proposals received without the required bid security are disqualified and will receive no consideration.

The Bidder agrees that the proceeds of the Bid Security shall become the Property of the State of Illinois if, for any reason, the bidder fails, refuses, or is unable to execute a tendered contract or provide an acceptable Contractor's Indemnity/Performance Bond within 15 days after such tender.

Bid security submitted by the successful bidder will be returned after receipt of an acceptable Contractor's Indemnity/Performance Bond. Bid security of all other bidders will be returned as soon as it is determined that their bids will receive no further consideration by the State.

ALL BIDDERS MUST BE LICENSED AND REGISTERED WITH THE ILLINOIS DEPARTMENT OF PROFESSIONAL REGULATION TO PERFORM THE INSPECTION AND CERTIFICATION WORK LISTED IN THIS SPECIFICATION AND BID REQUEST.

The Proposal Consists of ___ pages.

NAME OF BIDDER:_____

TO THE OFFICE OF THE SECRETARY OF STATE OF ILLINOIS
Jesse White, Secretary of State, State Capitol,
Springfield, Illinois 62756

_____, 20____, I (We) hereby acknowledge receipt of the Invitation to Bid. Notice to Bidders, General Conditions, Supplementary General Conditions, the Drawings and Specifications dated _____ and titled as on Page 1 of this Proposal.

I (We) have also received:

Addendum No. 1, dated _____, 20____,
Addendum No. 2, dated _____, 20____,
Addendum No. 3, dated _____, 20____,

and have included their provisions in my (our) proposal.

Having examined the Documents, the premises and conditions affecting the Work, I (We) agree to perform all work included in the Contract Documents as follows:

1. SCOPE OF BID

The Bid shall include all labor, materials, equipment and services necessary to complete the project as specified.

There are currently approximately 5,649 sprinkler system devices and 8,188 fire alarm devices to test , inspect, and certify in the 20 buildings in Springfield that the Office of the Secretary of State is responsible for. These totals **do not** include the Chicago facilities.

All device and system counts are as accurate as possible. Additional systems have been added to various buildings on the Capitol Complex that will need to be considered.

NOTE: Accurate drawings for all of the building specified do not exist. It is the contractor's responsibility to identify and verify all devices.

Bids shall be for the following Division of the work shown as specified herein:

Each prime Contractor and Sub-Contractor must make certain that he has read all sections of the specifications and has included all items listed for his respective trade. He also must visit the site to examine all existing conditions prior to bidding.

This Proposal consists of __ pages.

NAME OF BIDDER:_____

BASE BID – FIRE SUPPRESSION: INSPECTION / TESTING AND MAINTENANCE FOR THE TERM OF 2 CONSECUTIVE YEARS.

Bidder agrees to perform all work shown or specified in the bidding documents for the sum of:

_____ (Dollars) (\$_____)

BASE BID – FIRE ALARM: INSPECTION / TESTING AND MAINTENANCE FOR THE TERM OF 2 CONSECUTIVE YEARS.

Bidder agrees to perform all work shown or specified in the bidding documents for the sum of:

_____ (Dollars) (\$_____)

RENEWAL: Contract may be renewed for an additional 24 month period, provided that there are no changes in the terms and conditions of the agreement, and upon mutual signed agreement of both parties.

NOTE: THIS CONTRACT MAY BE AWARDED WHOLE OR IN PART!

TIME OF COMPLETION: If awarded the Contract I (We) agree to perform and complete all Work included in the Contract Documents within the as agreed consecutive calendar days from the date of the Notice to Proceed.

The proposed bid shall be good for 90 consecutive calendar days from the date bids are received.

NOTE: (Contractor's Surety Bond). In anticipation of compliance with the General Conditions, we submit the name of the following Surety Company who would write the Surety Bond, subject to the approval of the Purchasing Division, Office of the Secretary of State.

NOTE: (Contractor's Workmen Compensation and Public Liability Insurance). In anticipation of compliance with the General Conditions, we submit the name of our Compensation Carrier and Liability Carrier (not agency) who would write our insurance should we be awarded this Contract, subject to the approval of the Purchasing Division, Office of the Secretary of State.

This Proposal consists of pages.

NAME OF BIDDER: _____

RETAILERS OCCUPATION TAX: Effective March 21, 1963 sales of materials to contractors for incorporation into real estate for the State of Illinois or any other governmental body are exempt from the Retailers Occupation Tax and the Use Tax. The date of sale is the date of delivery to Purchaser.

It is understood and agreed by the undersigned that the State of Illinois reserves the unrestricted privilege to reject any and all of the foregoing proposals which it may consider excessive or unreasonable or to accept any or all such proposals which it may consider fair and reasonable.

Accompanying the Proposal is a Certified Check or Bid Bond in the amount of \$_____ (Dollars) (\$_____), which is agreed will be forfeited to the Owner if the undersigned fails to execute an agreement and/or qualify for a bond as specified within fifteen (15) days after notification of Award of the Contract to the undersigned.

MATERIALS: Bidders shall indicate in the space below the name of manufacturers of materials and suppliers of materials he proposes to utilize on this project. Bidder shall refer to the "Notice to Bidders", paragraph 1.21.

ITEM	MANUFACTURER'S NAME	SUPPLIER
_____	_____	_____
_____	_____	_____
_____	_____	_____

This Proposal consists of ___ pages.

NAME OF BIDDER: _____

SUBCONTRACTOR: Bidder shall indicate in the space below the names, addresses, phone number, E:Mail addresses and contact name, scope of duties and compensation of all subcontractors he proposes to utilize on this project. (attach additional pages as necessary)

Bidder shall refer to Article 3 SUBCONTRACTING OR ASSIGNMENT below as well as the "Notice to Bidders", paragraph 1.24.

Name _____
Address _____
Phone # _____
E:Mail address _____
Contact Name _____
Compensation Amount: _____
Scope of Duties: _____

Name _____
Address _____
Phone # _____
E:Mail address _____
Contact Name _____
Compensation Amount: _____
Scope of Duties: _____

Name _____
Address _____
Phone # _____
E:Mail address _____
Contact Name _____
Compensation Amount: _____
Scope of Duties: _____

Approved: _____ Illinois Secretary of State

This Proposal consists of ___ pages.

NAME OF BIDDER: _____

AFFIDAVIT: "I (We) hereby certify and affirm that my (our) Proposal was prepared independently on this work, that it contains no fees or amounts other than for the legitimate execution of the work as specified and that it includes no understanding or agreements in restraint of trade."

(If an individual)

Signature of Bidder _____(SEAL)

Business Address _____

(If a Co-Partnership)

Firm Name _____(SEAL)

By _____(SEAL)

Business Address _____

Names & Addresses of all members
of the firm _____

(If a Corporation)

Corporate Name _____

By _____President

CORPORATE SEAL

(Secretary) _____

Names of Officers
(Secretary) _____
(Treasurer) _____

ATTEST: _____Secretary

Names of
Directors _____

This Proposal consists of __ pages.

NAME OF BIDDER: _____

ARTICLE 1: FUNDING: Obligations of the State shall cease immediately without penalty or further payment being required if, in any fiscal year, the Illinois General Assembly or federal funding source fails to appropriate or otherwise make available sufficient funds for this agreement.

ARTICLE 2: WORK PRODUCT: All documents, blueprints, reports and other work products produced by the Contractor under this Agreement, shall become and remain the property of the State.

ARTICLE 3: SUBCONTRACTING OR ASSIGNMENT: This contract shall not be subcontracted or assigned, in whole or in part, without the prior written consent of the Purchasing Division of the Department of Budget & Fiscal Management for the Office of the Secretary of State (30 ILCS 500/35-40).

Failure to disclose and receive written approval for any Subcontractor shall void the contract and any right to compensation.

ARTICLE 4: LIABILITY: The Principal does not assume any liability for acts or omissions of the Contractor and such liability rests solely with the Contractor.

ARTICLE 5: MATERIALS AND SUBCONTRACTORS: In the space provided in this Proposal, all Bidders shall identify Subcontractors and material suppliers intended to be used on the Project. (If no Subcontractors are to be used, the Bidder shall so indicate.) Failure to complete this identification form in full may be held as sufficient reason to reject the bid at the State's discretion.

The State reserves the right to approve or disapprove any Subcontractors listed by the Bidder. The Office of the Secretary of State will notify all Subcontractors that were ultimately approved by the State of the Award of the Contractor.

ARTICLE 6: LAWS OF ILLINOIS: This agreement shall be governed in all respects by the laws of the State of Illinois. Any claim against the State arising out of this Agreement must be filed exclusively with the Illinois Court of Claims.

ARTICLE 7: NOTICES: All notices required under the terms of this agreement shall be delivered in person or by certified or registered mail with return receipt to the last known address of the parties hereto.

ARTICLE 8: BREACH: Any breach of this Agreement by the Contractor will allow the Principal to terminate this Agreement without penalty and have any other available relief. Failure to declare a breach on one occasion does not act as a waiver to declare a breach on another occasion.

ARTICLE 9: RIGHT TO AUDIT: The Contractor agrees that the State or its representative(s) shall have the right to examine any of the Contractor's records which directly relate to this Agreement.

CERTIFICATION OF BIDDER

ARTICLE 10, CONFLICT OF INTEREST: The Contractor agrees to comply with the provisions of the Illinois Purchasing Act prohibiting conflict of interest (30 ILCS 505/11.1 - 11.4) and the terms, conditions and provisions of those Sections apply to this Agreement and are made a part of this Agreement the same as though they were incorporated and included herein. If any State officer or employee has a prohibited interest, this Agreement may be cancelled without charge or penalty to the State.

ARTICLE 11, BID-RIGGING/BID ROTATING: The Contractor certifies that neither the Contractor nor any person associated with the Contractor has been barred from contracting with a unit of State or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961 (720 ILCS 5/33E-11).

This Proposal consists of ___ pages.

NAME OF BIDDER: _____

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ARTICLE 12, DEFAULT ON EDUCATIONAL LOAN: The Contractor certifies that this Agreement is not in violation of (5 ILCS 385/3) prohibiting contracts to individuals who are in default on an educational loan.

ARTICLE 13, DRUG FREE WORKPLACE: The Contractor agrees to provide a drug free workplace as provided in (30 ILCS 580/1 et seq.).

ARTICLE 14, AMERICANS WITH DISABILITIES ACT: The Americans with Disabilities Act (42 U.S.C. 12101 et seq.) and the regulations thereunder (28CFR 35.130) (ADA) prohibit discrimination against persons with disabilities by the State, whether directly or through contractual arrangements, in the provision of any aid, benefit or service. As a condition of receiving this Contract, the undersigned Contractor certifies that services, programs and activities provided under this contract are and will continue to be in compliance with the ADA.

ARTICLE 15, ANTI-BRIBERY: The Contractor certifies that neither the Contractor nor any person associated with the Contractor has been convicted of bribery or attempting to bribe an officer or employee of this State nor has made an admission of same (30 ILCS 505/10.2).

ARTICLE 16, DISCRIMINATION: The Contractor certifies that neither the Contractor nor any person associated with the Contractor pay dues or fees on behalf of its employees or agents or reimburse or otherwise subsidize them for payment of dues or fees to any club which unlawfully discriminates (775 ILCS 25/2).

ARTICLE 17, ILLINOIS HUMAN RIGHTS ACT: The Contractor is presently in compliance with all applicable provisions of the Illinois Human Rights Act, together with all rules and regulations promulgated and adopted pursuant thereto (775 ILCS 5/1-101 et seq.).

Insert Illinois Department of Human Rights number here _____

ARTICLE 18, RECORDS AND DOCUMENTATION: The Vendor or Contractor shall maintain, for a minimum of 5 years after the completion of the contract, adequate books, records, and supporting documents to verify the amounts, recipients, and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records, and supporting documents related to the contract shall be available for review and audit by the Auditor General; and the contractor agrees to cooperate fully with any audit conducted by the Auditor General and to provide full access to all relevant materials. Failure to maintain the books, records, and supporting documents required by this Section shall establish a presumption in favor of the State for the recovery of any funds paid by the State under the contract for which adequate books, records, and supporting documentation are not available to support their purported disbursement.

ARTICLE 19, CONTRACT WITH RETIRED FORMER EMPLOYEES: The contractor certifies that he/she has informed the director of the department in writing if he/she was formerly employed by that agency and has received an early retirement incentive under Section 14-108.3 or 16-133.3 of the Illinois Pension Code. The Contractor acknowledges and agrees that if such early retirement incentive was received, this contract is not valid unless the official executing the contract has made the appropriate filing with the Auditor General prior to execution (30 ILCS 105/15a).

ARTICLE 20, U.S. EXPORT ACT: The contractor certifies that neither the Contractor nor any substantially owned affiliated company is participating, or shall participate, in an international boycott which is in violation of the provisions of the U.S. Export Administration Act of 1979, or the regulations of the U.S. Department of Commerce promulgated under this Act. (30 ILCS 582/5)

The Proposal Consists of __ pages.

NAME OF BIDDER: _____

ARTICLE 21, SOLICITATION FOR EMPLOYMENT: Contractor agrees to give notice to the Principal's Ethics Officer if Contractor or any person associated with the Contractor solicits or intends to solicit for employment any of the Principal's employees during any part of the procurement process or during the term of the contract.

ARTICLE 22, FELONY CONVICTION/CRIMINAL BACKGROUND CHECK: The Contractor certifies that the Contractor nor any person associated with the Contractor has been convicted of a felony, or, if so convicted, at least five years has passed since completion of sentence as of the effective date of this Agreement, unless no person held responsible by a prosecutorial office for the facts upon which the conviction was based continues to have any involvement with the business. (30 ILCS 500/50-10)

The Contractor certifies that no officer, director, partner or other managerial agent of the contracting business has been convicted of a felony under the Sarbanes-Oxley Act of 2002 or a Class 3 or Class 2 felony under the Illinois Securities Law of 1953 for a period of five years prior to the date of the bid or contract. The Contractor acknowledges that the contracting agency shall declare the contract void if this certification is false. (30 ILCS 500/50-10.5)

The Contractor further acknowledges that the Principal may conduct a fingerprint criminal background verification and the Contractor agrees to submit to the same. Failure to submit to such fingerprint background check will result in an immediate termination of the contract. Further, a negative criminal history report may result in immediate termination of the contract.

ARTICLE 23, DATA SECURITY STANDARDS: The contractor hereby acknowledges the existence of a set of Data Security Standards which has been adopted and published by the Office of the Secretary of State. Security procedures vary among the several departments within the office and it shall be the responsibility of the contractor to become informed of all such standards and procedures which may be associated with work to be performed under this agreement and to remain in full compliance with same at all times.

ARTICLE 24, DELINQUENT PAYMENTS: The Contractor or bidder certifies that it, or any affiliate, is not barred from being awarded a contract under 30 ILCS 500/50-11 and 50-12. The contractor further acknowledges that the contracting State Agency may declare the contract void if the preceding certification is false or if the contractor, or any affiliate, is determined to be delinquent in the payment of any debt to the State during the term of this contract.

ARTICLE 25, PROHIBITION OF GOODS FROM FORCED LABOR ACT: The contractor certifies in accordance with Public Act 93-0307 that no foreign made equipment, materials, or supplies furnished to the State under the contract have been produced in whole or in part by forced labor, convict labor, or indentured labor under penal sanction.

ARTICLE 26, CORPORATE ACCOUNTABILITY FOR TAX EXPENDITURE: This agreement is in compliance with requirements of the Corporate Accountability For Tax Expenditure Act. (PA93-0552)

ARTICLE 27, ENVIRONMENTAL PROTECTION ACT: PA 93-0575 prohibits the bidding on or entering into contracts with the State of Illinois or a State Agency by a person or business found by a court or the Pollution Control Board to have committed a willful or knowing violation of Section 42 of the Environmental Protection Act for a period of five years from the date of order.

The Proposal Consists of __ pages.

NAME OF BIDDER: _____

ARTICLE 28, STATE PROHIBITION OF GOODS FROM CHILD LABOR ACT: THE CONTRACTOR / VENDOR certifies in accordance with Public Act 94-0264 that no foreign made equipment, materials, or supplies furnished to the State under the contract have been produced in whole or in part by the labor of any child under the age of 12.

ARTICLE 29, STEEL PRODUCTION CERTIFICATION: THE CONTRACTOR / VENDOR, hereby certifies that any steel products used or supplied in accordance with the contract for a public works project shall be manufactured of produced in the United State per the requirements of the Steel Products Procurement Act (30 ILCS 565 et al).

ARTICLE 30, AUTHORIZATION TO CONDUCT BUSINESS IN THE STATE OF ILLINOIS: Contractors/Vendors must be in compliance with (805 ILCS 5/et seq.) regarding the authority to conduct business in the State of Illinois. If applicable a Certificate of Authority to Transact Business in Illinois may be obtained by contacting the Illinois Secretary of State Business Services Division at (217/782-1834). Application Forms may be downloaded from the following web address:

http://www.cyberdriveillinois.com/publications/pdf_publications/bca1315.pdf

ARTICLE 31, PREVAILING WAGE ACT: As a condition of this agreement the Contractor or any subcontractors of this agreement must pay its employees prevailing wages when required by law (e.g., public works, printing, janitorial, window washing, building and grounds services, site technician services, natural resources services, security guard and food service ect.), and must pay its suppliers and subcontractors providing lien waivers on request (30 ILCS 500/25-60 (b)). The Principal has the authority to request certified payrolls. Any stipulation made by Vendor to pay prevailing wages shall be deemed to be incorporated in the project specifications as if specifically set forth therein (820 ILCS 130 et. seq).

Information regarding prevailing wage, benefit and working condition requirements may be obtained from the Illinois Department of Labor (217-782-6206) and information may be viewed at their web site <http://www.state.il.us/agency/idol/>. You must check with IDOL before submitting your offer to determine the prevailing wages, benefits and working conditions applicable to this contract.

ARTICLE 32, VALID DRIVERS LICENSE: If the contractual duties require the Contractor to drive a vehicle in order to perform the contractual services the Contractor must be in possession of a valid Drivers License. The Contractor shall immediately notify the Principal in the event the Contractors license is revoked, suspended, expires or is otherwise deemed invalid. Proof of the validity of the Contractors license may be required at any time during the term of this contract.

This proposal consists of __ pages.

NAME OF BIDDER: _____

ARTICLE 33, FEDERAL TAXPAYER IDENTIFICATION NUMBER AND LEGAL STATUS DISCLOSURE: Under penalties of perjury, I certify that the name, taxpayer identification number, and legal status listed below are correct.

TAXPAYER IDENTIFICATION NUMBER

I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, **and**
3. I am a U.S. person (including a U.S. resident alien).

Name: _____

Taxpayer Identification Number:

Social Security Number _____
or

Employer Identification Number _____

(If you are an individual, enter your name and SSN as it appears on your Social Security Card. If completing this certification for a sole proprietorship, enter the owner's name followed by the name of the business and the owner's SSN or EIN. For all other entities, enter the name of the entity as used to apply for the entity's EIN and the EIN.)

Legal Status (check one):

- | | |
|---|--|
| ☐ Individual | ☐ Governmental |
| ☐ Sole Proprietor | ☐ Nonresident alien |
| ☐ Partnership/Legal Corporation | ☐ Estate or trust |
| ☐ Tax-exempt | ☐ Pharmacy (Non-Corp.) |
| ☐ Corporation providing or billing medical and/or health care services | ☐ Pharmacy/Funeral Home/Cemetery (Corp.) |
| ☐ Corporation NOT providing or billing medical and/or health care services | ☐ Limited Liability Company (select applicable tax classification.) |
| ☐ Other: _____ | ☐ D = disregarded entity |
| | ☐ C = corporation |
| | ☐ P = partnership |

Signature: _____ **Date:** _____

If billing will come from a different address, please show address from which you will bill...

This proposal consists of _ pages.

NAME OF BIDDER: _____

The State of Illinois is an Equal Opportunity Employer. To assist in the accomplishment of Affirmative Action goals, we invite you to complete the following information. **Completion of this information is not required.**

If an individual, please check the appropriate box.

FEMALE MALE

- | | | |
|--------------------------|--------------------------|--|
| ☐ | ☐ | White not of Hispanic Origin. A person having origins in any of the original people of Europe, North African or the Middle East. |
| ☐ | ☐ | Black not of Hispanic Origin. A person having origins in any of the black racial groups of Africa. |
| ☐ | ☐ | American Indian or Alaskan Native. A person having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community. |
| ☐ | ☐ | Asian or Pacific Islander. A person having origins in any of the peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa. |
| ☐ | ☐ | Spanish or Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Culture of origin, regardless of race. |
| ☐ | ☐ | Disabled/Handicapped. This includes, blindness/visual impairment, deafness/hearing impairment, orthopedic impairment, cardiovascular disorder, mental disorder, nervous system disorder, respiratory related impairment, loss of limbs etc. |

If a business, or institution, please check the appropriate box.

- ☐ **Minority Owned Business** - A business concern which is at least 51 percentum owned by one or more minority persons, or in the case of a corporation, at least 51 percentum of the stock which is owned by one or more minority persons, and the management and daily operation of which are controlled by one or more of the minority individuals who own it.
- ☐ **Female Owned Business** - A business concern which is at least 51 percentum owned by one or more females, or in the case of a corporation, at least 51 percentum of the stock which is owned by one or more females, and the management and daily operation of which are controlled by one or more of the females who own it.
- ☐ **Not-for-Profit Agency for the Severely Handicapped** shall be one which:
 - a. Complies with Illinois laws governing not-for profit organizations.
 - b. Is certified as a sheltered workshop by the Wage and Hour Division of the U.S. Department of Labor.
 - c. Meets the IDORS Just Standard for rehabilitation facilities.

This proposal consists of __ pages.

NAME OF BIDDER:_____

**STATE OF ILLINOIS
DISCLOSURES
FINANCIAL INTEREST AND POTENTIAL CONFLICTS OF INTERESTS
Disclosure Form A**

This requirement applies to all contracts with the Office of the Secretary of State, submissions that do not include this information, will not be considered.

NOTE: A publicly traded entity may submit its 10k Disclosure (include proxy if referenced in 10k) in satisfaction of the disclosure requirements set forth in Disclosure Form A.

Vendor Section 1
(To be completed by Vendors only)

Disclosure of Financial Interest in the Vendor.

- a. If any individuals have one of the following financial interest in the vendor (or its parent), please check all that apply and show their names and address:

Ownership exceeding 5%	()
Ownership value exceeding \$102,550.20	()
Distributive Income Share exceeding 5%	()
Distributive Income Share exceeding \$102,550.20	()
If Not-Applicable, please checkmark here	()

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

- b. For each individual named above, show the type of ownership/distributable income share

Sole Proprietorship: _____ Stock: _____ Partnership: _____ Other: _____

(Explain) _____

- c. For each individual named above, show the dollar value or proportionate share of the ownership interest in the vendor (or its parent) as follows:

1. If the proportionate share of the named individual(s) in the ownership of the vendor (or its parent) is 5% or less, and if the value of the ownership interest of the named individual(s) is \$102,550.20 or less, check here ().
2. If the proportionate share of ownership exceeds 5%, or the value of the ownership interest exceeds \$102,550.20, show either:

The percent of ownership _____ %,
Or
The value of the ownership \$ _____

Section 2

(To be completed by Individuals and Vendors)

NOTE: Completion of this section is required for all Individuals/Contractors unless a 10k disclosure is submitted. Please attach additional pages if needed.

Circle YES or NO to indicate which, if any, of the following potential conflicts of interest relationships apply:

- a. Have you held State employment, currently or in the previous three years, including contractual employment of services? *If YES, please list the name of the individual and provide the details of the employment.*

YES
NO

- b. Has your spouse, father, mother, son, or daughter held State employment including contractual employment for services in the previous two years? *If YES, please list the affected individual, their relationship and the details of employment.*

YES
NO

- c. Have you held elective office in the State of Illinois, the government of the United States, or any unit of local government authorized by the Constitution of the State of Illinois or the statutes of the State of Illinois, currently or in the previous three years? *If YES, please list the individual, the office held and the dates of term.*

YES
NO

- d. Has your spouse, father, mother, son or daughter held any elective office in the previous two years? *If YES, please list the individuals, their relationship, the office held and the dates of term.*

YES
NO

- e. Have you held any appointive governmental office of the State of Illinois, the United States of America, of any unit of local government authorized by the Constitution of the State of Illinois or the statutes of the State of Illinois, in which office entitles the holder to compensation in excess of expenses incurred in the discharge of that office currently or in the previous three years? *If YES, please list the individual, the office held and the dates of the term.*

YES
NO

- f. Has your spouse, father, mother, son, or daughter held appointive office within the last two years? *If YES, please list the individual, their relationship and the office held.* **YES**
NO
- _____
- _____
- g. Have you been employed currently or in the previous three years, as or by any registered lobbyist of State government? *If YES, please list the individual, their relationship and provide details of employment.* **YES**
NO
- _____
- _____
- h. Have you been employed currently or in the previous three years, by any election or re-election committee registered with the Secretary of State or any County Clerk of the State of Illinois, or any political action committee registered with either the Secretary of State or the Federal Board of Elections? *If YES, please list the individual, their relationship and provide details of employment.* **YES**
NO
- _____
- _____
- i. Has your spouse, father, mother, son, or daughter been employed as or by any registered lobbyist in the previous two years? *If YES, please list the individuals, their relationship and provide details of employment.* **YES**
NO
- _____
- _____
- j. Has your spouse, father, mother, son, or daughter been a compensated employee in the last two years of any election or re-election committee registered with the Secretary of State or the Federal Board of Elections? *If YES, please list the individual, their relationship and provide details of employment.* **YES**
NO
- _____
- _____

This Disclosure is submitted on behalf of:

(Name of Vendor/Contractor)

Person authorized to sign on behalf of the Vendor/Contractor:

Name (Printed): _____ Title: _____

Signature: _____ Date: _____

**STATE OF ILLINOIS
DISCLOSURES
FINANCIAL INTERESTS AND POTENTIAL CONFLICTS OF INTERESTS
Disclosure Form B**

This requirement applies to all contracts with the Office of the Secretary of State, submissions that do not include this information, will not be considered.

You must submit this information along with your bid, contract, proposal or offer.

- A. Does the vendor/contractor have current contracts (including leases) with other units of government within the State of Illinois?

YES _____ **NO** _____

If YES, please list each contract, showing agency name and other descriptive information, such as purchase order or contract reference number (attach additional pages as necessary).

- B. Does the vendor/contractor have pending contracts (including leases), bids, proposals, or other ongoing procurement relationships with other units of State of Illinois Government?

YES _____ **NO** _____

If YES, please list each relationship by showing the agency name and other descriptive information such as bid or project number (attach additional pages as necessary).

This Disclosure is submitted on behalf of:

(Name of Vendor/Contractor)

Person authorized to sign on behalf of the Vendor/Contractor:

Name (Printed): _____ Title: _____

Signature: _____ Date: _____

—

SUPPLEMENTARY CONDITIONS
INSURANCE AND INDEMNITY

INSURANCE REQUIRED

1. The Contractor shall not commence Work under this Contract until he has obtained all insurance required by this Article and until such insurance has been approved by the Owner, nor shall the Contractor allow any Subcontractor or Sub-subcontractor to commence Work or any portion of the Work until all insurance required of the Subcontractor or Sub-Subcontractor has been obtained.
2. All such insurance shall be purchased only from companies licensed by and duly authorized by the Department of Insurance of the State of Illinois to do business in Illinois and to write types of insurance specified herein.

TYPES AND LIMITS OF INSURANCE COVERAGE

1. The Contractor shall purchase and maintain the following insurance coverage's until all work is completed and accepted by the Owner: (1) Comprehensive Automobile Liability Insurance with Bodily Injury including death in the limits of an amount not less than \$300,000.00 per person and \$500,000.00 per accident, the Contractor shall be named insured; (2) Insurance protecting Contractor from all liabilities that may be imposed under the Workmen's Compensation Act and the Workmen's Occupational Diseases Act of the State of Illinois. In the event any portion of the Work is sublet, Contractor shall require the Subcontractor similarly to provide such insurance for all the latter's employees. The limit of liability afforded under the Employer's Liability Section of the Workmen's Compensation and Employer's Liability Policy shall not be less than \$500,000.00 for any one accident; (3) Such Comprehensive Public Liability and Property Damage Insurance as shall protect him from claims for property damage, which may arise from activities under or incidental to the Contract, both on or off the site, whether such activities be by himself, any subcontractor or Sub-subcontractor, or anyone directly or indirectly employed by any of them, or as otherwise may be herein specified. This provision shall be construed as requiring the Contractor to purchase and maintain Contractor's Protective Insurance and Contractual Insurance in like amounts. Public Liability Insurance shall be in an amount not less than \$500,000.00 for injuries, including accidental death, to any one person and subject to the same limits for each person, in an amount not less than \$1,000,000.00 on account of any one occurrence. Property Damage Insurance shall be in an amount not less than \$500,000.00 for damage to property in any one occurrence with an aggregate limit of not less than \$1,000,000.00. If, as a result of any Damage Insurance aggregate limits have either been exhausted or are threatened to become exhausted, the Contractor shall immediately purchase, at his own expense, such additional Property Damage Insurance as the Owner at his sole discretion may direct; (4) Owner's Protective Insurance naming the Secretary of State of Illinois as insured, or shall include the Secretary of State of Illinois as named insured under the foregoing Public Liability and Property Damage Insurance. Said insurance shall afford the State of Illinois the same protection and in the same amounts as required above for the Contractor and shall protect the State of Illinois from all claims for Bodily Injury and Property Damage arising from its ownership of the premises and general supervision of the Work, including claims by employees of the Contractor and Sub-contractor or Sub-subcontractor. A Certificate of Insurance shall be delivered as indicated in the Notice to Bidders; (5) for any contract in excess of \$5,000.00, Builder's Risk Insurance, covering fire, extended coverage, vandalism and malicious mischief, in the amount of one hundred percent (100%) of the Contract. The Contractor and the Secretary of State of Illinois shall be named insured.
2. The Contractor, where his work involves special hazards, shall purchase and maintain insurance covering such special hazards by rider or riders to the Comprehensive Public Liability and Property Damage Insurance policies hereinabove required, or by separate policies of insurance in amounts hereinabove specified for the said policies. Such additional insurance will cover the following special hazards: (1) blasting, explosion and collapse, (2) damage to underground utilities, (3) trucking and motor vehicle operations, (4) any other hazards involved in the Work to be performed under the Contract which, in the opinion of the State of Illinois at any period during the Contract Time, appears to be sufficiently dangerous to require special insurance.

3. Insurance coverage's specified in this Article shall include without being limited to, all liabilities assumed by the Contractor under "Hold Harmless Agreement" and any other contractually assumed liabilities.
4. The Contractor shall also purchase and maintain such insurance as will protect the Secretary of State and the Engineer and their agents and employees from and against all claims, damages, losses and expenses, including attorney's fees, arising out of or resulting from the performance of the Work, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property other than the Work itself, including the loss of use resulting therefrom, and (2) is caused in whole or in part by any negligent act or omission of the Contractor, and Subcontractor, and directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused by a party to whom insurance is afforded pursuant to this paragraph.
5. The obligations of the Contractor to provide insurance shall not extend to coverage for the liability of Owner and Engineer, their agents or employees arising solely out of the preparation or approval of maps, drawings, opinion, reports, surveys, change orders, designs or specifications. The Contractor shall purchase and maintain the following insurance coverage's:

(SUMMARY OF POLICY LIMITS BY COVERAGE TYPE)

1. Comprehensive Automobile	\$300/500,000.00	B.I. per Accident
	\$100,000.00	B.D. per Accident
2. Employers Liability	\$500,000.00	per Accident
3. Public Liability	\$500/1,000,000.00	B.I. per Occurrence
	\$500/1,000,000.00	P.D. per Occurrence
4. Owners Protective	Equal to above limits	
		5. Builders Risk
	100% of Contractor Amount (required only for Contracts in excess of \$5,000.00)	

CERTIFICATE OF INSURANCE

Within fifteen (15) days after the Notice of Award, the Contractor shall file Certificates of Insurance showing complete coverage of all insurance's required by this Article signed by the Insurance Company or their authorized agent, certifying to the name and address of the party insured, description of the Work covered by such insurance, insurance policy numbers, limits of liability of the policies and dates of their policies will not be changed, canceled or terminated without fifteen (15) days prior written notice to the Owner and the Engineer. Such certification must be at least equal to that provided by the American Institute of Architects Certificate of Insurance, Document G705.

INDEMNIFICATION

1. The Contractor shall indemnify and hold harmless, to the extent permitted by law, the Owner and Engineers and their agents and employees from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the performance of the Work, provided that any such claims, damage, loss or expenses (1) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting therefrom, and (2) is caused in whole or in part of any negligent act or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable regardless of whether or not it is caused in part by a party indemnified hereunder.
2. In any and all claims against the Owner or the Engineer or any of their agents or employees by any employee of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation under the above paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the

Contractor or any Subcontractor under Workmen's Compensation Acts, Disability Benefit Acts or other employee benefit acts.

3. The obligation of the Contractor under paragraph 1 shall not extend to the liability of the Engineer, his agents or employees arising out of (1) the preparation or approval of maps, drawings, opinions, reports, surveys, change orders, designs or specifications or (2) the giving of or the failure to give directions or instructions by the Engineer, his agents or employees provided such giving or failure to give is the primary cause of the injury or damage.
4. None of the foregoing provisions shall deprive the Owner or the Engineer of any action, right or remedy otherwise available to them or either of them at common law.

**OFFICE OF THE ILLINOIS SECRETARY OF STATE
VENDOR CERTIFICATION FORM**

Pursuant to P.A. 95-971 and Section 20-160(b) of the Illinois Procurement Code (30 ILCS 500/20-160(b)), the undersigned hereby certifies that it

(check one)

___ is not required to register with the State Board of Elections pursuant to Section 20-160 of the Illinois Procurement Code. In the event this status should change, the undersigned shall comply and forward a copy of the certification to the Secretary of State.

___ has registered with the State Board of Elections pursuant to Section 20-160 of the Illinois Procurement Code and acknowledges a continuing duty to update the registration. (If registered, a copy of the certificate of registration including all subsequent pages submitted which lists any affiliated entities or persons must accompany this form.)

<http://www.elections.state.il.us/BusinessRegistration/RegistrationProcess.aspx>

The undersigned also hereby acknowledges that the failure to comply with Section 20-160 of the Illinois Procurement Code shall render the contract/procurement described below voidable.

Business Entity or Individual Submitting
Bid or Executing Contract:

Authorized Signature Authority of the
Individual Completing this Certification

Company Name _____

Name _____

Address _____

Title _____

City _____

Signature _____

State and Zip Code _____

Date _____

Taxpayer Identification Number: _____
(FEIN/Social Security Number)

Responsible Individuals Contact Information

For all contract inquiries, renewal information, or any other questions regarding the contract, please list the primary individuals to be contacted concerning this contract below.

Secretary of State

Contract Coordinator:

Department _____

Name (please print) _____

Signature _____ Date _____

Phone # _____ Fax # _____

Email Address _____

Billing Information:

Department _____

Name (please print) _____

Signature _____ Date _____

Phone # _____ Fax # _____

Email Address _____

Contractor

Contract Coordinator:

Company Name _____

Name (please print) _____

Phone # _____ Fax # _____

Email Address _____

Billing Information:

Company Name _____

Name (please print) _____

Phone # _____ Fax # _____

Email Address _____

DIVISION 0 - BIDDING & CONTRACT REQUIREMENTS
Section 00800 - Supplementary Conditions

GENERAL

The following supplements modify the "General Conditions of the Contract for Construction," AIA Document A201-1997, Fifteenth Edition, 1997 in edited form as listed within these documents. Where a portion of the listed General Conditions is modified or deleted by these Supplementary Conditions, the unaltered portions of the listed General Conditions shall remain in effect.

ARTICLE 1 GENERAL PROVISIONS

1.4 INTERPRETATION

1.4.2 In the event of conflicts or discrepancies among the Contract Documents, interpretations will be based on the following priorities:

- A) The Agreement.
- B) Addenda, with those of later date having precedence over those of earlier date.
- C) The Supplementary Conditions.
- D) The General Conditions of the Contract for Inspection.
- E) Drawings and Specifications.

In the case of an inconsistency between Drawings and Specifications or within either Document not clarified by addendum, the better quality or greater quantity of Work shall be provided in accordance with the Engineer's interpretation.

ARTICLE 3 CONTRACTOR

3.3 SUPERVISION AND INSPECTION PROCEDURES

3.3.4 The Contractor shall not suspend work without written direction from the Owner, and shall again proceed with the work promptly when notified by the Owner to resume operations. In the event of a Work stoppage caused by a condition beyond the control of the Contractor, the Contractor shall provide prompt notice to the Owner and Engineer of the reason for the Work stoppage and the estimated time for such stoppage. A Change Order extending the Contract Time shall be issued for each day of such a Work stoppage for which the Owner and Architect agree that the Work stoppage is due to a condition beyond the control of the Contractor. This is particularly pertinent to major strikes and Acts of God. It is the intent of this note that the Contractor is required to carry on inspection activities in a continuous and uninterrupted manner insofar as he has control of the process.

3.4 LABOR AND MATERIALS

3.4.1 At the end of Paragraph 3.4.1, add the following:

... Wherever any item, device or part of equipment is referred to in the Contract Documents in singular number, as many times, devices or parts as are required for a complete installation shall be installed.

3.5 WARRANTY

3.5.2 In case of work performed by subcontractors and where guarantees are required, Contractor shall

secure warranties from said subcontractors addressed to and in favor of Owner; deliver copies of same to Architect upon completion of work.

3.18 INDEMNIFICATION

3.18.3 None of the foregoing provisions shall deprive the Owner or the Architect of any action, right or remedy otherwise available to them or either of them at common law.

ARTICLE 7 CHANGES IN THE WORK

7.2 CHANGE ORDERS

7.2.2.1 For work not covered by unit prices, the Contractor shall prepare a detailed proposal for the changed work. The proposal shall itemize the changes to the work and show the direct cost of all labor, material, and equipment for each item. Direct costs are those specifically identified with the work. All other costs such as general supervision, liability insurance, etc. are considered overhead. Subcontractors shall prepare similar proposals for inclusion in the Contractor's proposal. Contractors and subcontractors may add 16 percent for overhead and profit to the direct costs of the work performed by its firm. A minimum fee for overhead and profit of \$100 is allowed on work performed by the firm. The Contractor or subcontractor may add 6% or a minimum fee of \$50 to the cost of work performed by all lower tier subcontractors.

ARTICLE 8 TIME

8.4 TIME SCHEDULE

8.4.1 The Contractor shall submit within ten calendar days after the date of the Notice to Proceed on a form acceptable to the Owner, an overall timetable of the Inspection / Testing and Maintenance schedule and cost schedule for the project.

8.4.2 This timetable shall start with the date of the Notice to Proceed, and the completion date shall be a date that will enable the Owner to accept the work on the date specified in the Proposal. See section 01010, paragraph 1.07 for additional information on completion deadlines.

ARTICLE 9 PAYMENTS & COMPLETION

9.2 SCHEDULE OF VALUES

9.2.1 At the end of Subparagraph 9.2.1, add the following:

... List separately all contractors, subcontractors, or suppliers whose total value for the project exceeds five hundred dollars (\$500.00)

9.3 APPLICATIONS FOR PAYMENT

9.3.1 At the end of Subparagraph 9.3.1, add the following:

... Applications for Payment shall be made on AIA Standard Document G702 and G703 with all figures rounded to nearest dollar.

9.3.2.1 Establishing title for stored material will require a physical inspection of the material at the location of storage. Cost for this inspection by the A/E beyond a 50 mile radius of the site will be bore by the General Contractor and include any and all expenses incurred including but not limited to travel, lodging,

meals, and current billable rates of the inspectors.

9.3.4 The Contractor and subcontractors (if any) will not be required to submit a partial waiver of lien with their first application for payment. The Contractor and subcontractors (if any) shall submit partial lien waivers with their second application for payment. The lien waivers will be written in the amount of their first application for payment. All subsequent applications for payment shall be accompanied by lien waivers written in the amount of the previous application for payment. Lien waivers and affidavits shall not be required where the total value of labor, material, or services of or from a single source are less than five hundred dollars (\$500.00). All contractors, subcontractors, or suppliers whose total value for the project exceeds five hundred dollars (\$500.00) will be required to be listed separately on the Schedule of Values.

9.3.5 A request by the Contractor for a reduction of retainage must be submitted to the Engineer and approved by the Owner, and shall be accompanied by Consent of Surety to Reduction in Retainage. Owner's approval will be based on performance of the Contractor in relation to adherence to the project schedule and acceptance of the quality of Work at the time of request.

ARTICLE 10 PROTECTION OF PERSONS AND PROPERTY

10.2 SAFETY OF PERSONS AND PROPERTY

10.2.3 At the end of Subparagraph 10.2.3, add the following:

... Contractor shall take due precautions when obstructing or partially obstructing sidewalks, streets or other public ways in any manner and shall provide, erect and maintain barricades, temporary walkways, roadways, trench covers, colored lights or danger signals and other devices necessary to assure the safe passage of pedestrians and all other forms of transportation.

ARTICLE 11 INSURANCE

REFER TO PREVIOUS SECRETARY OF STATE DOCUMENT TITLED: "SUPPLEMENTARY CONDITIONS INSURANCE AND INDEMNITY"

11.1 PERFORMANCE BOND AND PAYMENT BOND

11.1.1 The Contractor shall provide a Performance Bond and Payment Bond in the amount of 100% of the Contract for the Work. Bonds shall be written on AIA Form A312.

11.2 ADDITIONAL INSURANCE REQUIREMENTS

11.2.1 All insurance required in this contract must have a minimum Best's rating of A/Class XII and provide the named insured with thirty (30) days prior written notice by registered mail should policies be canceled or substantially changed.

11.2.2 If the Contractor's Liability policy is written on a "claims-made" basis, the policy must indicate a retroactive coverage date which precedes the date of the contractual agreement and must provide an Extended Discovery Clause of at least three years beyond the term of the agreement. The Extended Option must be purchased if the Insurance Company cancels or elects not to renew the Contractor's policy(s). The limits under the claims-made policy and Discovery Clause must be reinstated annually.

11.2.3 Contractor shall not commence the work under the Contract nor permit any subcontractor to commence work on a subcontract until all of the insurance required herein shall be obtained, and the Contractor and Subcontractor have provided proof of the insurance required herein. Contractor may carry,

at its own expense, such additional insurance as Contractor may deem necessary. Should Contractor at any time neglect or refuse to provide the insurance required herein, or should such insurance be canceled or changed substantially, or should the full annual aggregate of any policy not be available to satisfy the requirements of the Contract, the Owner shall have the right to procure such insurance and the cost thereof shall be deducted from monies then due or thereafter to become due to Contractor.

11.2.4 Insurance provider shall be licensed to write all proposed policies in the State of Illinois.

END 00800

The General Conditions, Supplementary Conditions and Division 1, General Requirements are hereby made a part of each division and section of the project specifications.

1. GENERAL**1.01 REQUIREMENTS INCLUDE**

- A. Work covered by contract documents: Provide Inspection, Testing and Maintenance services on the existing Fire Suppression and Alarm Systems serving the State of Illinois Capital Complex buildings and additional remote facilities as stated here-in.

1.02 DEFINITIONS The following terms are used throughout the contract documents. The work will be governed in accord with the definitions.

- A. Contractor: The business contracted to perform inspection, testing and maintenance work under this contract.
- B. Manufactured: Manufactured means standard units, usually mass-produced by an established manufacturer of the respective item.
- C. Provide: Provide means furnish and install.
- D. Code: Refers to NFPA codes governing the inspection, testing and maintenance of systems. Typically NFPA 25 and 72 unless otherwise stated.
- E. I / T / M: Inspection, Testing and Maintenance.

1.03 INSURANCE, DESIGNATED PURCHASER

- A. The Contractor shall purchase and maintain Builder's Risk insurance in accord with the General Conditions.

1.04 CONTRACT

- A. Perform project under a single Contract.

1.05 WORK SEQUENCE

- A. Inspection work restrictions:
 - 1. All work will be performed at an occupied and secured facility. Cooperate with Owner to minimize conflict, and to facilitate Owner's operation. See section 01543 for additional information.
 - 2. Work hours will not be restricted. Typical hours shall be 7:30 a.m. to 4:00 p.m. on week days only.
 - 3. Perform the work in stages as required to accommodate the Owner's occupancy requirements during the testing periods, develop and coordinate schedule and operations with Owner.

1.06 CONTRACTOR USE OF PREMISES

- A. Confine operations at site to areas permitted by:
 - 1. Law.
 - 2. Permits.
 - 3. Contract.
- B. Do not encumber site with materials or equipment.
- C. Assume full responsibility for protection and safekeeping of products stored on premises.
- D. Move all stored products or equipment which interfere with operations of Owners or other contractors.
- E. Obtain and pay for use of additional storage or work area needed for operations.
- F. Use of Site: Exclusive and complete, for execution of work, except as required by Owner's contractors or Owner's activities.
- G. Contractors and A/E's will provide reasonable access to the site and shall not prohibit nor interfere with lawfully conducted inspections or site visits by properly identified representatives of regulatory agencies or collective bargaining units.
 - 1. Notwithstanding the above, Owner's regulation governing site security shall be observed.
 - 2. All site visitors shall comply with personal protection regulations, including hard hats.
 - 3. Reasonable proof of identification and signature to the visitor's log shall be required of the visitors by the contractor's site superintendent.
- H. Fire Protection:
 - 1. Fires: Each Contractor shall prohibit the lighting of fires about the premises and use due diligence to see that such prohibition is enforced. Debris and waste materials shall not be burned at the inspection site but shall be promptly removed to prevent the accumulation of combustibles on the site or within the building.
 - 2. Welding and Cutting: It shall be the responsibility of each Contractor to take precautionary measures to prevent fire.
 - 3. Heaters: Salamander heaters or other types of open flame heaters shall not be used except with the special permission of the Architect/Engineer and then only when such salamanders or open flame heaters are maintained under constant supervision.
 - 4. Flammables: Gasoline and other fuels shall be kept and handled in accord with NFPA and in UL Listed and Labeled safety cans and shall be stored away from hazardous work areas.
- I. Coordinate with Owner / Using Agencies for availability of areas for parking. Do not use areas for parking that have been specifically restricted by Owners.

END 01010.

1. GENERAL

1.1 REQUIREMENTS INCLUDE:

- A. Provide Alternate Bid prices in Bid Form for specified alternate work.
- B. Contractor coordinate all related and required work necessary to perform work specified in alternate bids, when accepted and awarded.

1.2 RELATED REQUIREMENTS

- A. Specified elsewhere:
 - 1. PF – Project Bid Form.
 - 2. 13990 – Fire Suppression Testing
 - 3. 16990 – Fire Alarm Testing

2. DESCRIPTION OF ALTERNATE BIDS

2.1 INSPECTION TESTING AND MAINTENANCE CONTRACT

- A. Alternate Bid No. 1: Fire Suppression Inspection, Testing and Maintenance Contract
 - 1. Extend the Base period of 3-years to 5-years. (Add cost to the base bid sum).
- B. Alternate Bid No. 1: Fire Alarm Inspection, Testing and Maintenance Contract
 - 1. Extend the Base period of 3-years to 5-years. (Add cost to the base bid sum).
 - 2.

END 01030

GENERAL

REQUIREMENTS INCLUDE

Contractor comply with all laws, rules and regulations governing the work.

When Contractor observes that contract documents are at variance with specified codes, notify Architect/Engineer in writing immediately. Architect/Engineer will process changes in accord with General Conditions.

When Contractor performs any work knowing or having reason to know that the work is contrary to such laws, rules and regulations and fails to so notify the Architect/ Engineer, Contractor shall pay all costs arising therefrom. However, it will not be the Contractor's primary responsibility to make certain that the contract documents are in accord with such laws, rules and regulations.

DEFINITIONS & ABBREVIATIONS

Definitions

Dates: Reference Codes, Regulations and Standards are the issue current at date of bidding documents unless otherwise specified.

Codes: Codes are rules, regulations or statutory requirements of government agencies.

Standards: Standards are requirements set by authorities, custom or general consent and established as accepted criteria.

Abbreviations:

ADA	American with Disabilities Act.
ANSI	American National Standards Institute.
ASTM	American Society for Testing and Materials.
FED	Federal Agencies.
FM	Factory Mutual Engineering Corp.
IAC	Illinois Accessibility Code.
IAGO	Illinois Attorney General's Office.
IDOL	Illinois Department of Labor.
IEPA	Illinois Environmental Protection Agency.
IDPR	Illinois Department of Professional Regulation.
ISPE	Illinois Society of Professional Engineers.
NFPA	National Fire Protection Association.
	13. NEC National Electrical Code.
	14. OSFM Office of State Fire Marshall.
SOS	Secretary of State.
UL	Underwriters Laboratories, Inc.
NRTL	Nationally Recognized Testing Laboratory.

QUALITY ASSURANCE

- B. **Architect/Engineer has designed the project with full knowledge of code requirements and has copies of some specified codes available for Contractor's inspection.**

- C. **Contractor:**

Ensure that copies of specified codes and standards are readily available to Contractor's personnel.
Copies are available at Contractor's expense from source or publisher.
Ensure that Contractor's personnel are familiar with workmanship and installation requirements of specified codes and standards.

REGULATORY REQUIREMENTS

- D. **Source and requirements:**

CDB: Illinois Accessibility Code, 1997.

FED:

DHEW: Title V: Handicapped Accessibility.
ADA 1993.

IDPH:

- a. Illinois Asbestos Abatement Act (105 ILCS 105/1 et. seq.)
- b. Rules and Regulations for the Asbestos Abatement Act – Title 77, ch. I, subch. p.Part 855.

IEPA (Current editions at date of bidding documents.)

- c. Air Pollution Standards.
- d. Noise Pollution Standards.
- e. Water Pollution Standards.
- f. Public Water Supplies.
- g. Hazardous Waste Crane and Hoisting Equipment Operators Licensing Act, 225 ILCS 220/1 et. seq.
- h. Hazardous Waste Laborers Licensing Act, 225 ILCS 221/1 et. seq.
- i. Toxic Substance Control Act.

OSFM:

- j. Illinois Rules and Regulations for Fire Prevention and Safety, NFPA 101-2000 (new construction).

STANDARDS:

- k. ANSI No. C-2, National Electrical Safety Code.
- l. ASHRAW No. 62, Standard for Natural and Mechanical Ventilation.
- m. ASHRAE No. 90.1-2001, Energy Conservation in New Building Design.
- n. NFPA: National Fire Codes, 70-05, National Electrical Code.
- o. NFPA: National Fire Codes, 72-02, National Fire Alarm Code.
- p. NFPA: National Fire Codes, 25-02, Standard for the Inspection, Testing, and Maintenance of Water Based Fire Protection Systems.

National Building Code, 1999 edition, BOCA.

State of Illinois:

- q. Illinois Steel Products Procurement Act, as amended (30 ILCS 565/1 et. seq.).
- r. Illinois Purchasing Act, as amended (30 ILCS 505/1 et. seq.).

E. The Architect/Engineer or SOS may reference other codes or standards throughout the Project Manual when deemed appropriate for proper compliance with regulatory requirements.

END 01060

DIVISION 1 - GENERAL REQUIREMENTS
Section 01110 - Use of Existing Facilities

1. GENERAL

1.01. The work will take place at an occupied facility. This section governs the Contractor's use of existing facilities. These requirements supplement the other sections of the Project Manual.

1.02. REQUIREMENTS INCLUDE

- A. Contractor to provide:
 - 1. Scheduling.
 - Security and site regulations.
 - Inspection aids.
 - Temporary enclosures and barriers.
 - Temporary utilities.
 - Staging area and set-up.
 - Construction cleaning.
 - 8. Storage.
 - 9. Close-out.

1.03. RELATED REQUIREMENTS

- A. Specified Elsewhere:
 - 1. 01010 – Project Summary.
 - 2. 01543 – Security Program.

2. PRODUCTS

2.01. SCHEDULING

- A. Schedule noisy or hazardous work to avoid problems with Owner's operations.

2.02. SECURITY AND SITE REGULATIONS:

- A. Site rules and regulations take precedence over others that may exist outside such jurisdiction. Confer with the Owner's representative and obtain full knowledge of all site rules and regulations affecting work.
- B. The Owner may examine Contractor's list of employees, including subcontractors and agents.

2.03. INSPECTION AIDS

- A. Contractor provides and maintains inspection aids and equipment for common use by inspection personnel and to facilitate execution of the work.

2.04. TEMPORARY ENCLOSURES AND BARRIERS

- A. Provide and maintain suitable barriers to prevent unauthorized entry, and to protect the work areas.

2.05. TEMPORARY UTILITIES

- A. Owner will authorize use of existing facilities or services as follows:
 - 1. Electrical Power Service.
 - 2. Water Service.
 - 3. Toilets.
- B. Make written arrangements with Owner's representative.
- C. Prevent interference with Owner's normal use of system.
- D. Owner will pay all costs of consumables used for inspection purposes for utilities it furnishes.
- E. Contractor requiring facilities or services beyond those available from the Owner shall provide and pay for extension or modification of services to perform the work, and for restoration of services at completion of work. Coordinate division of work with Owner.

2.06. INSPECTION CLEANING

- A. Contractor provide cleaning and disposal of waste materials, debris and rubbish during inspection in accordance with Section 01561.
- B. Contractor provides immediate cleaning to any area adjacent to inspection site or on interior building path to inspection site that is damaged or impacted by inspection activity.

2.07. FIELD OFFICES:

- A. No field office will be required, however, the Owner will authorize use of an area near the inspection activities, for the purpose of project meetings.

2.08. STORAGE:

- A. Storage on-site is very limited. Make arrangements with Owner's Representative for any on-site storage of materials and equipment to be installed in project. Protection and security for stored materials and equipment is solely contractor's responsibility.

2.09. CLOSEOUT

- A. Upon completion of work, restore area to its original condition.
- B. Upon completion of work, provide final cleaning and return space to a condition suitable for use of the Owner.

END 01110.

1. GENERAL

1.1 REQUIREMENTS INCLUDE

A. Contractor:

1. Comply with site security program specified by the Owner.
2. Comply with the supplemental security program specified in this section.

1.2 PERSONNEL IDENTIFICATION:

A. Owner to provide identification to each person authorized to enter project premises, showing:

1. Employer's name;
2. Maintain a current list of accredited persons; submit copy of list to SOS or the ISP on request;
3. Require that identification be displayed by all persons entering, leaving or on premises.

B. Exclude improperly identified persons from site.

1.3 SECURITY AND SITE REGULATIONS:

- A. Site rules and regulations take precedence over others that may exist outside such jurisdiction. Confer with the Owner and obtain full knowledge of all site rules and regulations affecting work.
- B. Contractors shall provide the Owner with a complete list of all persons duly authorized by the contractor to work on the project, for purposes of conducting a criminal background check. Only those persons approved by the Owner will be admitted on the project.
 1. Contractor's list of employees, including subcontractors and agents shall include person's full name (first, middle and last), address, driver's license number, social security number, and date of birth.
 2. The Owner reserves the right to deny access, to any person, to sensitive areas.
- C. Provide control of all persons and vehicles entering and leaving project site. Reasonable proof of identification and signature to the visitor's log shall be required of the visitors by the contractor's site superintendent.
- D. Require display of proper identification by each person.
- E. Do not take photographs of any kind except with prior written authorization from the Owner.
- F. Keep all vehicles, mechanized or motorized equipment, locked at all times when parked unattended.
- G. The Owner may require a minimum of 72 hours to complete a background check and may invoke its right to deny access, potentially causing an unintended disruption to the contractor's schedule. The Owner's security requirements are subject to change and access to the Owner's property will be at the sole discretion of the Owner.

DIVISION 1 - GENERAL REQUIREMENTS

Section 01561 - Construction Cleaning

1. GENERAL

1.01. REQUIREMENTS INCLUDE

- A. Contractor shall provide cleaning and disposal of waste materials, debris and rubbish during Inspection / Testing and Maintenance procedures.

2. PRODUCTS

2.01. EQUIPMENT

- A. Provide covered containers for deposit of waste materials, debris and rubbish.

3. EXECUTION

3.01. CLEANING

- A. Maintain areas under Contractor's control free of waste materials, debris and rubbish.
- B. Remove debris and rubbish from plenums and other closed spaces, prior to closing the space.

3.02. DISPOSAL

- A. Regularly remove waste materials, debris and rubbish from site and dispose of off-site.

END 01561.

1. GENERAL

1.01. REQUIREMENTS INCLUDE

- A. Contractor provide:
 - 1. Required materials and equipment.
 - 2. Transportation and delivery.
 - 3. Equipment and personnel at site.

1.02. RELATED REQUIREMENTS

- A. Specified elsewhere:
 - 1. 01010 - Project Summary.
 - 2. 01620 - Storage & Protection.
 - 3. 01720 - Project Record Documents.
 - 4. Respective Specification Sections.

1.03. MANUFACTURER'S INSTRUCTIONS

- A. When contract documents specify that work shall comply with manufacturer's printed instructions, obtain and distribute copies of such instructions to all parties involved in the inspection, testing or maintenance, including two copies to the Engineer.
- B. Maintain one set of complete instructions with the Project Record Documents at the job site during installation and until completion.

2. PRODUCTS

2.01. MATERIALS & EQUIPMENT INCORPORATED INTO THE WORK

- A. Conform to project specifications and standards.
- B. Comply with size, make, type and quality specified.

3. EXECUTION

3.01. TRANSPORTATION, DELIVERY AND HANDLING

- A. Arrange for transportation and deliveries of materials and equipment in accord with approved current inspection schedules and in ample time to facilitate inspection prior to work.
- B. Coordinate deliveries to avoid conflict with other ongoing projects and conditions at site.
- F. Provide equipment and personnel to handle products and equipment, including those furnished by Using Agency. Prevent damage to products or packaging.

3.02. STORAGE & PROTECTION

- A. See 01620.

1. GENERAL

1.01. REQUIREMENTS INCLUDE

- A. Protection and security for stored materials and equipment, on and off site is solely contractor's responsibility.
- B. When possible, all material will be stored off the ground and out of the way of potential contaminants.

END 01620.

1. GENERAL

1.01. REQUIREMENTS INCLUDE

A. Contractor provide:

1. At project site, maintain one copy of:
 - a. Contract drawings, including separate volumes as required.
 - b. Project Manual.
 - c. Interpretations and supplemental instructions.
 - d. Addenda.
 - e. Reviewed, approved shop drawings and product data.
 - f. Other modifications to contract.
 - g. Field test records.
 - h. All schedules.
 - i. Correspondence file.
2. Store documents in another area, apart from documents used for field inspection.
3. Provide files and racks for document storage.
4. File documents in format in accord with Project Manual Table of Contents.
5. Maintain documents in clean, dry, legible condition.
6. Do not use record documents for field inspection purposes.
7. Make documents available at all times for inspection by Engineer and Owner.

1.02. RELATED REQUIREMENTS

Specified elsewhere:

1. 13990 – Fire Suppression Systems Testing
2. 16990 – Fire Alarm Systems Testing

1.03. RECORDING

- A. Label each document "PROJECT RECORD DOCUMENTS" in 2" high printed letters.
- B. Keep record documents current.
- C. Do not permanently conceal any work until specified information has been recorded.
- D. Contract drawings: Legibly mark to record actual inspection:
 1. Field changes of dimension and detail.
 2. Changes made by change order.
 3. Details not on original contract drawings.

- E. Specifications and addenda: Legibly mark up each section to record:
 - 1. Manufacturer, trade name, catalog number, and supplier of each product and item of equipment actually installed.
 - 2. Changes made by change order or field order.
 - 3. Other matters not originally specified.
- F. Shop drawings: Maintain as record documents; legibly annotate drawings to record changes made after review.

1.04. SUBMITTAL

- A. At completion of period, deliver record documents to Engineer.
- B. Accompany submittal with transmittal letter, in duplicate, containing:
 - 1. Date.
 - 2. Project title and number.
 - 3. Contractor's name and address.
 - 4. Title and number of each record document.
 - 5. Certification that each document submitted is complete and accurate.
 - 6. Signature of contractor, or his authorized representative.

END 01720.

1. GENERAL

1 RELATED DOCUMENTS

- 1 Drawings, tables, photos and general provisions of the Contract, including General and Supplementary Conditions and Specification Sections, apply to this project.
 - 1 Section 16990 – Fire Alarm Systems Testing.

2 SUMMARY

- 1 This section reflects the requirements of the contract associated with yearly Testing, Maintenance and Certification of existing Automatic Fire Sprinkler Systems presently serving the Illinois State Capital Complex buildings and additional buildings as here-in stated.
- 2 Provide all necessary labor and equipment for inspection, testing, and maintenance of sprinkler systems as required by NFPA 25 (2002 edition).
- 3 Contractor shall reference chapters 5,6,8,12 and 13 of NFPA 25, (2002 edition) for specific requirements of inspection, testing and maintenance procedures and frequencies. Unless specifically stated in following tables or sections of this specification, contractor shall inspect, test and maintain equipment in accordance with standard information provided in the above stated chapters.

3 RELATED SERVICES NOT REQUIRED

- 1 Repair or replacement of non-operating components if / as found during testing and inspection services are not required under this contract.
 - 1 Contractor shall document all non-functioning components and additional costs associated with the repair and / or replacement of said components.
 - 2 Contractor shall provide the Owner / Using Agency with a (ADD) cost proposal to rectify found problems or issues concerning affected systems.
 - 3 Contractor shall include in his/her add cost proposal, the cost (labor) associated with review and explanation of found issues with the Engineer and Owner / Using Agency. Review shall be conducted on location at a mutually acceptable time and date set forth as to not hinder the progression of continued testing and maintenance required by this contract.

4 SUBMITTALS

- 1 Testing Methods: Contractor shall submit their anticipated testing and maintenance methods and procedures to be used to satisfy this testing contract.
 - 1 Contractor may submit their standard form of explanation currently used on other projects. Standard form shall reflect all areas of testing and maintenance hereafter specified as required.
 - 2 Provide a list of all tools and equipment required to perform tests specified herein.

5 QUALITY ASSURANCE

- 1 Comply with all Applicable Local, State and International Codes governing the inspection, testing and maintenance of automatic fire sprinkler systems.
 - 1 Illinois Department of Professional Regulation. (Licensure)
 - 2 National Fire Protection Association (NFPA) 25, 2002 Edition. "Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems".
 - 3 National Fire Protection Association (NFPA) 72, 2002 Edition. "National Fire Alarm Code" - As pertains to electronic fire alarm systems presently monitoring automatic fire suppression systems.
 - 4 Illinois State Plumbing Code, 2004.
- 2 Contractor's technicians must have and display the technical ability and qualifications to perform inspection, testing and maintenance on existing equipment as here-in specified for each facility listed. If owner / using agency observes personnel that to them do not possess the required abilities, they reserve the right to request replacement technicians at no additional cost due.

6 COORDINATION

- 1 Coordinate testing, inspection and maintenance procedures with the Owner / Using Agency and parallel fire alarm systems testing contractor as specified under Section 16990.
 - 1 Contractor shall include in his/her proposal the time and effort required to properly coordinate all inspection, testing and maintenance procedures associated with each and every building as here-in stated. Contractor will be required to contact each building maintenance engineer for proper scheduling of work. Contractor shall note that scheduled events and or other work efforts ongoing at any of the buildings may take precedence over this contract. Contractor shall include in his/her proposal any and all costs associated with potential inconveniences.
 - 2 The contractor must call the institution (Owner / Using Agency) at least (2) two days in advance prior to arrival to schedule services. Contractor, at that time, must provide the names of employees who will be performing the inspection, testing and maintenance service. The contractor will be required to sign in and out of the facility.
 - 3 All services under this contract shall be performed during normal working hours defined as 7:30AM – 4:00PM, Monday through Friday. Travel time and expenses shall be all inclusive in contractor's bid.

7 WARRANTY / LIABILITY

- 1 Contractor shall provide the owner / using agency with a standard 1-year warranty of all maintenance work performed under this contract.
 - 1 Partial transfer of liability: Contractor understands that some transfer of liability is assumed under this contract. If an inspected, tested or maintained system should fail to operate due to the fault of the contractor either through negligence or failure to test, said contractor assumes responsibility of loss due to damage and any subsequent actions that may result.

2. INSPECTION, TESTING AND MAINTENANCE PROCEDURES

1 WET SYSTEM COMPONENTS (Also in Accordance with Table 1)

- 1 Fire Pumps:
 - 1 Check general operating conditions, ensure that discharge pressure, suction pressure, oil levels, priming water level and operating condition of relief valves are acceptable.
 - 2 Check actual operation of the pump by cycling the system.
 - 3 Confirm operation of programmed exercises.
 - 4 Provide per NFPA 25: Chapter 8 and Table 8.5.3.
- 2 Standpipe and Hose Systems:
 - 1 Check general operating conditions, insure that all equipment is in place, in good condition and operational.
 - 2 Provide per NFPA 25: Chapter 6 and Table 6.1.
- 3 Control Valves:
 - 1 Ensure valves operate freely. Oil and grease as required.
 - 2 Verify that each valve is secured in proper fashion to negate tampering or intentional operation.
 - 3 Test supervisory switches to determine that movement of the valve operating mechanism from its normal position results in a supervisory input to the fire alarm system.
 - 4 Provide per NFPA 25: Chapter 12 and Table 12.1.
- 4 Gauges:
 - 1 Visual inspect for proper operation and condition. Verify proper pressure is being maintained and represented.
 - 2 Provide per NFPA 25: Chapter 5.
- 5 Water Flow Devices:
 - 1 Ensure switches operate freely. Oil and grease as required.
 - 2 Verify that each switch is secured in proper fashion to negate tampering or intentional operation. Verify cover is in place.
 - 3 Test flow alarm switches to determine that movement of the valve operating mechanism from its normal position results in an alarm input to the fire alarm system. Contractor shall not cause fire alarm devices to operate. Contractor shall coordinate the programming of alarm systems into test mode or test during non-occupied hours.
 - 4 Provide per NFPA 25: Chapter 5 and 12. And Table 12.1.

- 6 Wet System Risers:
 - 1 Visually inspect all riser piping and configurations for general compliance.
 - 2 Perform flow tests at each riser from water supply test pipe (main drain). Ensure that pressure differential is not excessive.
 - 3 Provide per NFPA 25: Chapter 5.
- 7 Sprinkler Head Connections, Piping, Fittings.
 - 1 Visually inspect all heads, configurations and spacing for general compliance.
 - 2 Verify that heads are free from paint, rust, corrosion, dirt and obstructions. Verify that proper clearances are maintained.
 - 3 Clean all sprinklers as required.
 - 4 Verify that all piping is properly supported and free from other differential loads.
 - 5 Provide an inspection sampling (5%) of piping and fittings located concealed above existing suspended ceiling systems. Although not required by code, owner / using agency requires a yearly visual sampling of these areas.
 - 6 Provide per NFPA 25: Chapter 5.
- 8 Buildings:
 - 1 Prior to the onset of winter, inspect locations where wet-pipe systems exists to insure their protection from freezing conditions. Report any abnormal conditions to owner / using agency.
 - 2 Provide per NFPA 25: Chapter 5.
- 9 Fire Department Connections:
 - 1 Inspect all fire department connections, ensure that they are visible, accessible, that caps and plugs are in place, threads are in good condition, ball drip or drain is in working order, and that the check valve is not leaking.
 - 2 Provide per NFPA 25: Chapter 5.
- 10 Nameplates:
 - 1 Inspect all locations for proper nameplate positions and indication of required control devices.
 - 2 Inspect to insure hydraulically designed system nameplates are in proper positions and legible.
 - 3 Provide per NFPA 25: Chapter 5.
- 11 Sprinkler Head Testing:
 - 1 In each and every building remove and replace a representative sample of each type of head. Remove at least 4 heads or 1 percent of the total existing units for the sample. Replace with like head of type and temperature.
 - 2 Submit all samples to a NRTL (Nationally Recognized Testing Laboratory) for professional testing.
 - 3 Provide reports of tests as furnished by the NRTL. Contractor's own typewritten reports will not be accepted.
 - 4 Provide per NFPA 25: Chapter 5. Section 5.3.

2 DRY SYSTEMS / PRE-ACTION

- 1 Perform water flow test at each riser from water supply test pipe (main drain). Ensure that pressure differential is not excessive.
- 2 Test low air pressure alarm.

- 1 Verify that alarm is reported to building fire alarm system.
- 3 Perform trip test of dry pipe valves including quick opening devices.
- 4 Upon completion of trip test, ensure that:
 - 1 Dry pipe system is completely drained.
 - 2 Dry pipe valve is properly reset.
 - 3 System is restored to normal.
- 5 Ensure that air maintenance system is operating properly.
- 6 Record all operational characteristics of the system.
 - 1 Number, type (model) and location of compressor unit(s).
 - 2 Voltage of unit(s) and location of electrical over current device(s).

2.3 BUILDING EQUIPMENT

- 1 Listed hereafter are counts of devices / equipment serving each building.
 - 1 Contractor shall utilize the following quantities for bidding purposes.

CAPITAL BUILDING

DESCRIPTION	QUANTITY
Riser	5
Flow Switch	27
Tamper Switch	39
Fire Pump	1
Jockey Pump	1
Pressure Gauges	5
Sprinkler Head	1,380

CAPITAL BUILDING SOUTH BASEMENT DRY SYSTEM

DESCRIPTION	QUANTITY
Riser	1
Flow Switch	1
Tamper Switch	1
Low Air Switch	1

HOWLETT BUILDING

DESCRIPTION	QUANTITY
Riser	6
Hose Cabinets	36
Tamper Switch	1
Note: Standpipe Hose System only.	

STRATTON BUILDING

DESCRIPTION	QUANTITY
Riser	2

Flow Switch	2
Tamper Switch	5
Fire Pump	1
Jockey Pump	1
Pressure Gauges	2
Sprinkler Head	12
Hose Cabinets	44

STATE MUSEUM BUILDING

DESCRIPTION	QUANTITY
Riser	1
Flow Switch	1
Tamper Switch	2
Pressure Swtich	2
Fire Pump	
Jockey Pump	
Pressure Gauges	
Sprinkler Head	127
Hose Cabinets	
Note: Building contains a dry-pipe pre-action system.	

IEMA / INDEX BUILDING

DESCRIPTION	QUANTITY
Riser	2
Flow Switch	2
Tamper Switch	4
Pressure Swtich	
Fire Pump	
Jockey Pump	
Pressure Gauges	
Sprinkler Head	165
Hose Cabinets	
Note:	

222 S. COLLEGE BUILDING

DESCRIPTION	QUANTITY
Riser	1
Flow Switch	
Tamper Switch	1

Pressure Switch	
Fire Pump	
Jockey Pump	
Pressure Gauges	
Sprinkler Head	
Hose Cabinets	4
Note: Standpipe Hose system only.	

KLEIN AND MASON WAREHOUSE BUILDING

DESCRIPTION	QUANTITY
Riser	1
Flow Switch	
Tamper Switch	
Pressure Switch	
Fire Pump	
Jockey Pump	
Pressure Gauges	
Sprinkler Head	
Hose Cabinets	2
Note: Standpipe Hose system only.	

DEPARTMENT OF MOTOR VEHICLE SERVICES BUILDING

DESCRIPTION	QUANTITY
Riser	1
Flow Switch	1
Tamper Switch	1
Pressure Switch	
P.I.V. Valve	1
Fire Pump	
Jockey Pump	
Pressure Gauges	
Sprinkler Head	33
Hose Cabinets	
Note: System serves the print shop only.	

STATE LIBRARY BUILDING

DESCRIPTION	QUANTITY
Riser	2
Flow Switch	14
Tamper Switch	19
P.I.V. Valve	
Pressure Switch	

Fire Pump	1
Jockey Pump	1
Pressure Gauges	1
Sprinkler Head	1,303
Hose Cabinets	
Note:	

WILLARD ICE BUILDING

DESCRIPTION	QUANTITY
Riser	2
Flow Switch	14
Tamper Switch	19
P.I.V. Valve	
Pressure Switch	
Fire Pump	2
Jockey Pump	2
Pressure Gauges	2
Sprinkler Head	4,785
Hose Cabinets	
Note:	

UNDERGROUND PARKING GARAGE

DESCRIPTION	QUANTITY
Riser	6
Flow Switch	?
Tamper Switch	?
P.I.V. Valve	
Pressure Switch	?
Fire Pump	2
Jockey Pump	
Pressure Gauges	?
Sprinkler Head	?
Hose Cabinets	12
Note: 6 – Dry pipe Systems The present systems are not functional – Contractor shall evaluate the systems and provide (ADD) cost for repairs to system in compliance by NFPA 13. – See bid form.	

ABOVEGROUND PARKING GARAGE

DESCRIPTION	QUANTITY
Riser	6
Flow Switch	
Tamper Switch	
P.I.V. Valve	
Pressure Switch	

Fire Pump	
Jockey Pump	
Pressure Gauges	
Sprinkler Head	
Hose Connections – No Hoses	25
Note: 6 – Standpipe Hose system only	

3. EXECUTION

1 INSPECTION REPORT AND TEST RECORD

- 1 Complete Inspection Reports in accordance with NFPA 25 (2002 Edition)
 - 1 For Each applicable section of the sprinkler system required to be inspected and tested, contractor shall utilize the forms as provided by NFPA 25 (2002 Edition)
- 2 Provide complete test reports in duplicate.
 - 1 Provide 2 copies of complete test report for each building.

2 RECURRING FREQUENCIES

- 1 Recurring frequencies expressed in this standard are to be applied using the following criteria.
 - 1 Test frequencies may be extended by a 25% grace period on a case-by-case-basis to accommodate operational / scheduling conflicts when coordinated between, and agreed to, by the Owner / Using Agency.
 - 2 Specific calendar dates are not to be used for determining the next scheduled due date nor late date. Any activity performed within the specified frequency (e.g., annually, bi-annually) complies with the requirements established by this standard.
 - 3 Inspection, test, and maintenance activities with frequencies longer than 6-months shall be scheduled to occur during the last month of the frequency specified for the given activity within this standard. The activity shall not be considered delinquent until the first day of the month following the scheduled month. For example, if an annual activity is originally to be performed in January, it shall next be scheduled for performance during January of the following year and shall comply with these criteria if performed on or before January 31.
 - 4 Scheduling of these activities that are performed late, whether delinquent or as permitted by the 25% grace period, shall continue to be scheduled using the original by-month sequence. For example, an annual activity scheduled for March but actually performed in June shall next be scheduled for performance the following March. Likewise, an annual activity scheduled for performance in August but performed in July would continue to be scheduled for performance during August of subsequent years.

3 FREQUENCY OF TEST / INSPECTION / MAINTENANCE

- 1 In accordance with the following table, test and inspect the devices as listed.
 - 1 Owner / Using Agency is aware that some of the following test and inspection frequencies vary from that listed in NFPA 25. Contractor shall bid in accordance with this table.
 - 2 If equipment and or device is not listed in the following table, contractor shall test and inspect in accordance with NFPA 25 (2002 Edition).

Table 1: Suppression System Inspection, Testing and Maintenance.

1.	Riser Flow Test	Annually: Conduct a main drain water flow test to verify that the system is fully operable. Verify local water flow alarm functions.	NFPA 25; Table 5.1
2.	Gauges	Bi-Annually: Check gauges to verify indicated pressure is in the normal range. Year 1 then every 5th Year: Check all gauges	NFPA 25; Table 5.1

		with an inspector's gauge, or replace them with a new accurate gauge of the type, style, and range required for the application.	
3.	Piping, etc.	Annually: Visually inspect physical condition of piping, hangers and braces, alarm devices, hydraulic nameplate, sprinkler heads, and fittings. Year 1 then every 5th year: Examine internal condition of piping where conditions exist that could cause obstructions.	NFPA 25; Table 5.1
4.	Sprinkler Heads	Year 1 then every 10 years: For sprinklers installed, test heads in accordance with the reference.	NFPA 25; Table 5.1 Sect. 5.2.1 Sect. 5.3 Sect. 5.4.1
5.	Wet Systems (Alarm check valves & non-alarm valve risers, i.e. "shotgun" risers)	Annually: Perform external riser inspection. Year 1 then every 5th Year: Conduct open faceplate inspection. Clean and inspect trim strainers and check valves, filters, and restriction orifices. Repair as necessary.	NFPA 25; Table 5.1

6.	Antifreeze Systems/ Winterization	Annually (Fall): Inspect all antifreeze systems each year before cold weather. Verify antifreeze solution meets NFPA 13 requirements. Drain sprinkler system drip lines, fire pump hose headers, dry pipe sprinkler system air compressors, and dry system drum drip auxiliary drains. Inspect each facility by the end of October to	NFPA 25; Table 5.1 Sect. 5.2.5
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		ensure all areas are winterized to protect the installed fire protection systems. Ensure the following (as a minimum): a. Condition/operation and adequacy of heating systems, e.g. forced air, radiant heaters, portable heaters, etc. b. Condition/operation of thermostats and filters. c. Condition/operation/installation of heat tape systems.	
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7.	Dry Systems	Bi-Annually: (during cold weather if provided w/low temperature alarm) Inspect valve enclosure heating equipment to ensure at least 5°C (40°F) can be maintained. Annually: Externally inspect the valve and trim. Inspect the priming water level to ensure that the proper water levels are being maintained as recommended by the dry valve manufacturer.	NFPA 25; Sect 5.4.2
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		Annually: Test high/low air pressure alarms on system to verify operation. Annually: Trip test each dry-pipe valve, including quick opening device if installed, with the control valve partially open. Clean, inspect, and reset the valve. Inspect check valves and drip valves. Ensure water does not enter overhead piping. Year 1 and then every 5th Year: Trip test each dry-pipe valve with the control valve wide open, once every 3 years or when the system is altered. Verify/adjust set points on all switches, as necessary. Year 1 and then every 5th Year: Inspect strainers, filters, and restricted orifices.	
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8.	Air Compressors	Annually: Check air compressors / dryers in accordance with manufacturer's instructions. Perform maintenance on compressors in accordance with manufacturer's instructions.	NFPA 25; Sect. 5.4.2
9.	Water Spray Fixed Systems	Annually: Sprinkler heads shall be inspected to verify spray pattern. Piping and hangers shall be inspected. Annually: The wet pipe system shall be fully operated to provide a system flush and verify water flow in accordance with NFPA 25, 7-4. Nozzle strainers shall be cleaned after each flow/flush. Confirm drainage area is not blocked or damaged.	NFPA 25; Sect 5.2

10.	Control Valves	Bi-Annually: (valves without locks or tamper switches) Inspect the installation and verify control valves are in the open position. Annually: (valves with locks or tamper switches) Inspect the installation and verify control valves are in the open position. Annually: Perform the following on each primary, sectional, and control valve:	NFPA 25; Sect. 5.1
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		- Oil or grease sprinkler system control valve stems. - Operate all valves the full travel of their mechanism to ensure they operate easily. Maintain a record of the number of turns required to operate each valve from the fully open to the fully shut position. Reopen the valve and check to see if the number of turns to close equals the number to open. Open each PIV until spring or torsion is felt in the rod, indicating the rod <u>has not</u> become detached from the valve. Valves should be backed off one-quarter turn from wide open to prevent jamming.	
11.	Check Valves	Year 1 then every 5 Years: Perform internal inspection. Repair as required.	NFPA 25; Sect. 5.1.1
12.	Backflow Preventers	Annually: Flow the system at design flow rate. Measure friction loss across the preventer and compare with manufacturer's specifications.	NFPA 25;
13.	Pressure Regulating Valves (sprinklers)	Bi-Annually: Inspect condition and verify there are no leaks, and all hardware is in place. Year 1 then every 5 Years: Perform flow test, compare to previous test data and adjust device if necessary.	NFPA 25; Sect 5.3
14.	Standpipes	Annually: Inspect general condition of piping and appurtenances. Year 1 then every 5 Years: Dry standpipe hydrostatic test.	NFPA 25; Chapter 6
15.	Hose and Hose Stations	Bi-Annually: Inspect hose connections for general condition of components. Annually: Inspect to ensure: - All equipment is in place and in good condition. - Hose station valves are not leaking. - Hose racks or reels and nozzles are free from mechanical damage. Year 1 then every 5 years: Remove and service-test hose stored on racks and reels and in hose houses.	NFPA 25; Chapter 6

16.	Fire Department Connections	Bi-Annually: Inspect and verify Fire Department connections are accessible and free from obstructions.	NFPA 25; Sect. 5.1.1
17.	Fire Pumps	Annually: Test automatic starting on a pressure drop. Run 30 minutes minimum for diesel pumps, 10 minutes minimum for electric. Perform inspections specified in Table 5.2.2 and record data specified in reference Table 5-3.2.4. Verify proper operation of circulation relief valves and pressure relief valves. Annually: Conduct performance test of pump in accordance with 5-3.3 of the reference. • Check controller timer. • Check for proper indication of controller lights. • Check all valves to make sure they are in the correct position (open or closed).	NFPA 25; Chapter 8 Sect. 8.2 Sect. 8.3 Sect. 8.5
		Pump performance test: • Verify pump speed at each flow. • Record suction and discharge pressure at each flow. • Check water flow and alarm switches. • Test relief valve setting. • Calibrate gages. • Operate speed trip (internal combustion) Initial: A preventive maintenance program shall be established by the Contractor in accordance with the driver and pump manufacturer's recommendation.	NFPA 25; Sect. 8.3.3

END OF SECTION 13990

4. GENERAL

1 RELATED DOCUMENTS

- 1 Drawings, tables, photos and general provisions of the Contract, including General and Supplementary Conditions and Specification Sections, apply to this project.
 - 1 Section 13990 – Fire Sprinkler Systems Testing.

2 SUMMARY

- 1 This section reflects the requirements of the contract associated with yearly Testing, Maintenance and Certification of existing Fire Alarm Systems presently serving the Illinois State Capital Complex buildings and additional buildings as here-in stated.
- 2 Provide all necessary labor and equipment for inspection, testing, and maintenance of fire alarm systems as required per NFPA 72, 2002 Edition.
- 3 Contractor shall reference chapter 10 of NFPA 72, (2002 edition) for specific requirements of inspection, testing and maintenance procedures and frequencies. Unless specifically stated in following tables or sections of this specification, contractor shall inspect, test and maintain equipment in accordance with standard information provided in chapter 10.

3 RELATED SERVICES NOT REQUIRED

- 1 Repair or replacement of non-operating components if / as found during testing and inspection services are not required under this contract.
 - 1 Contractor shall document all non-functioning components and additional costs associated with the repair and / or replacement of said components.
 - 2 Contractor shall provide the Owner / Using Agency with a (ADD) cost proposal to rectify found problems or issues concerning affected systems.
 - 3 Contractor shall include in his/her add cost proposal, the cost (labor) associated with review and explanation of found issues with the Engineer and Owner / Using Agency. Review shall be conducted on location at a mutually acceptable time and date set forth as to not hinder the progression of continued testing and maintenance required by this contract.

4 SUBMITTALS

- 1 Testing Methods: Contractor shall submit their anticipated testing and maintenance methods and procedures to be used to satisfy this testing contract.
 - 1 Contractor may submit their standard form of explanation currently used on other projects. Standard form shall reflect all areas of testing and maintenance hereafter specified as required.
 - 2 Provide a list of all tools and equipment required to perform tests specified herein.

5 QUALITY ASSURANCE

- 1 Comply with all Applicable Local, State and International Codes governing the inspection, testing and maintenance of automatic fire sprinkler systems.
 - 1 Illinois Department of Professional Regulation. (Licensure)
 - 2 National Fire Protection Association (NFPA) 72, 2002 Edition. "National Fire Alarm Code"
 - 3 National Fire Protection Association (NFPA) 70, Edition 2005. "National Electrical Code".
- 2 Contractor must provide at least (1) Technician who is certified by NICET (National Institute for Certification of Engineering Technologies) at a minimum level II, to perform the testing and maintenance of the fire detection alarm systems.
- 3 Contractor's technicians must have and display the technical ability and qualifications to perform inspection, testing and maintenance on existing equipment as here-in specified for each facility listed. If owner / using agency observes personnel that to them do not possess the required abilities, they reserve the right to request replacement technicians at no additional cost due.

6 COORDINATION

- 1 Coordinate testing, inspection and maintenance procedures with the Owner / Using Agency and parallel fire sprinkler systems testing contractor as specified under Section 13990.
 - 1 Contractor shall include in his/her proposal the time and effort required to properly coordinate all inspection, testing and maintenance procedures associated with each and every building as here-in stated. Contractor will be required to contact each building maintenance engineer for proper scheduling of work. Contractor shall note that scheduled events and or other work efforts ongoing at any of the buildings may take precedence over this contract. Contractor shall include in his/her proposal any and all costs associated with potential inconveniences.
 - 2 The contractor must call the institution (Owner / Using Agency) at least (2) two days in advance prior to arrival to schedule services. Contractor, at that time, must provide the names of employees who will be performing the inspection, testing and maintenance service. The contractor will be required to sign in and out of the facility.

- 3 All services under this contract shall be performed during normal working hours defined as 7:30AM – 4:00PM, Monday through Friday. Travel time and expenses shall be all inclusive in contractor's bid.

7 WARRANTY / LIABILITY

- 1 Contractor shall provide the owner / using agency with a standard 1-year warranty of all maintenance work performed under this contract.
 - 1 Partial transfer of liability: Contractor understands that some transfer of liability is assumed under this contract. If an inspected, tested or maintained system should fail to operate due to the fault of the contractor either through negligence or failure to test, said contractor assumes responsibility of loss due to damage and any subsequent actions that may result. Extra materials may not be allowed for publicly funded projects.

5. INSPECTION, TESTING AND MAINTENANCE PROCEDURES

1 FIRE ALARM SYSTEM COMPONENTS (Also in Accordance with Table 1)

- 1 Manual Fire Alarm Stations:
 - 1 Check general physical condition.
 - 2 Check actual operation of station by keyed activation.
 - 3 Confirm the existence of breakglass rods if applicable. Replace as required.
- 2 Heat detectors:
 - 1 Check general physical condition.
 - 2 Verify that heads are free from paint, rust, corrosion, dirt and obstructions. Verify that proper clearances are maintained.
 - 3 Test using a heat gun. Verify operation. Record time to alarm for compliance with code / UL listed responses.
- 3 Smoke Sensors / Detectors:
 - 1 Check general physical condition.
 - 2 Verify that heads are free from paint, rust, corrosion, dirt and obstructions. Verify that proper clearances are maintained.
 - 3 Test using a smoke stick (Smoke spray cans are not acceptable). Verify operation. When sensitivity tests are required, record time to alarm for compliance with code / UL listed responses.
 - 4 Note: If Addressable Alarm System allows the self-poling of attached devices to provide the required sensitivity report, contractor may provide printout directly from Fire Alarm Control Panel to satisfy sensitivity testing requirements. Verify with system manufacturer prior to bidding.

- 4 Beam-Type Smoke Detectors.
 - 1 Visual inspect for proper operation and condition. Verify proper alignment is being maintained.
 - 2 Test using obscuration filters to simulate the proper UL listed alarm point.
 - 3 Functionally test all remote test stations.
 - 4 Verify all trouble, alarm and power-on LED's are operational.
- 5 Water Flow / Tamper / PIV Switch Devices:
 - 1 Manaully operate switches.
 - 2 Verify that each switch is secured in proper fashion to negate tampering or intentional operation. Verify cover is in place.
- 6 Notification Strobe Device.
 - 1 Visually inspect unit, configurations and spacing for general compliance.
 - 2 Verify that strobe lenses are free from paint, dirt and obstructions. Verify that proper clearances are maintained.
 - 3 Clean all lenses as required.
 - 4 Provide a system test to verify the operation of the strobe light. Set the system into a "Walk-Test" if capable.
- 7 Notification Horn or Speaker Device.
 - 1 Visually inspect unit, configurations and spacing for general compliance.
 - 2 Verify that horn or speaker is free from paint, dirt and obstructions. Verify that proper clearances are maintained.
 - 3 Clean all units as required.
 - 4 Provide a system test to verify the operation of the audible device. Set the system into a "Walk-Test" if capable. Record the unit's operational status. Verify that the "spoken word" is clear of distortion and set to a level to properly annunciate the alarm in the installed area.
- 8 Building Fire Alarm Cabling:
 - 1 In 10% of the areas tested, remove initiating and notification devices and test for proper supervision by system.
- 9 Fire Department Connections (Remote Monitoring):
 - 1 Inspect all remote monitoring fire department connections (DACT's), ensure that they are connected, in working order, and properly accessible / labeled.
 - 2 Confirm that signal is initiated during a system alarm, trouble and supervisory condition.
- 10 Device Labeling:
 - 1 During the testing of each and every addressable device, contractor shall provide and install a printed thermal label on the base of each sensor / station / module that provides both the system loop (card) ID as well as the system address. On zoned type system, simply provide the zone #.
 - 1 ID Labels shall be thermal print type, "peal-and-stick". Typewritten or handwritten labels in ink or pencil are not acceptable.

- 11 Addressable Remote modules (Signal / Control):
 - 1 At each remote module location, test that the module is functional.
 - 1 Testing of module may be verified by confirming operation of connected devices.
- 12 Fan shutdown of connected units:
 - 1 At each connected fan location, test that the fan shutdown mode is operational.
 - 1 Testing of fan shutdown may be verified by confirming operation of selected devices connected or programmed to control fan(s) in fire alarm condition.
- 13 Elevator Recall:
 - 1 At each elevator machine room location, test that control modules are functional.
 - 1 Testing of module may be verified by confirming operation of connected devices.
 - 2 Confirm that elevator Phase I and II system recall functions properly.
- 14 Exterior Knock Box
 - 1 At each remote location, test that the module is functional.
 - 1 Confirm that Key is inside of Box.
 - 2 Record of box is connected to Fire Alarm System for annunciation of trouble status on open door condition.
- 15 Fire Alarm Control Panels (FACP / NAC / Remote Annunciator type)
 - 1 Inspect the interiors of each control panel.
 - 2 Properly test all functions associated with the control panel.
 - 3 Verify that all messages operate and annunciate properly on system.
 - 4 Verify that all cables and conductors are in proper order.
 - 5 Clean all interiors of panels with vacuum and hand rag.
- 16 Fire Alarm System Graphic Command Center(s): CAPCOM and Power Station.
 - 1 Verify that all alarms are communicated across the Fiber Optic network to the master GCC's.
 - 2 Verify that all remote message functions operate and annunciate properly on remote systems.
 - 3 Verify that all cables and conductors are in proper order.
 - 4 Coordinate all efforts with Secretary of State Electrical Department prior to testing.

2.4 BUILDING EQUIPMENT

2 Listed hereafter are counts of devices / equipment serving each building.

1 Contractor shall utilize the following quantities for bidding purposes.

324 MONROE BUILDING

DESCRIPTION	QUANTITY
Fire Alarm Control Panel	1
Fire Alarm NAC Panel (if quantity is known)	
Fire Alarm Annunciator Panel (if quantity is known)	
Flow Switch	
Tamper Switch	
Fire Pump	
Jockey Pump	
Manual Pull Station	4
Heat Detector	20
Smoke Sensor / Detector	5
Smoke Projected Beam Detector	
Smoke Duct Type Sensor / Detector	2
Strobe	3
Horn	
Horn / Strobe	5
Speaker	
Speaker / Strobe	
Addressable Module	
Note: System is a 4-zone Simplex model # 4001	

IEMA / INDEX BUILDING

DESCRIPTION	QUANTITY
Fire Alarm Control Panel	1
Fire Alarm NAC Panel (if quantity is known)	
Fire Alarm Annunciator Panel (if quantity is known)	1
Flow Switch	2
Tamper Switch	4
Fire Pump	
Jockey Pump	
Manual Pull Station	7
Heat Detector	9
Smoke Sensor / Detector	16
Smoke Projected Beam Detector	
Smoke Duct Type Sensor / Detector	2
Strobe	8

Horn	
Horn / Strobe	
Speaker	
Speaker / Strobe	9
Addressable Module	
Note: System is an Addressable Simplex # 4100-8001	

HERNDON BUILDING

DESCRIPTION	QUANTITY
Fire Alarm Control Panel	1
Fire Alarm NAC Panel (if quantity is known)	
Fire Alarm Annunciator Panel (if quantity is known)	
Flow Switch	
Tamper Switch	
Fire Pump	
Jockey Pump	
Manual Pull Station	10
Heat Detector	6
Smoke Sensor / Detector	17
Smoke Projected Beam Detector	
Smoke Duct Type Sensor / Detector	
Strobe	28
Horn	7
Horn / Strobe	
Speaker	
Speaker / Strobe	
Addressable Module	
Note: System is a 4-zone Edwards # 5700	

HOWLETT / ARCHIVES BUILDINGS (Together)

DESCRIPTION	QUANTITY
Fire Alarm Control Panel	3
Fire Alarm NAC Panel (if quantity is known)	
Fire Alarm Annunciator Panel (if quantity is known)	2 – Network NCA unit
Flow Switch	
Tamper Switch	
Fire Pump	
Jockey Pump	
Manual Pull Station	59 (How), 36 (Arc)
Heat Detector	262 (How), 125 (Arc)
Smoke Sensor / Detector	675 (How), 159 (Arc)
Smoke Projected Beam Detector	
Smoke Duct Type Sensor / Detector	5 (How), 6 (Arc)
Strobe	682 (Both Bldgs.)
Horn	
Horn / Strobe	

Speaker	512 (Both Bldgs)
Speaker / Strobe	241 (Both Bldgs.)
Addressable Module	
Note: Systems are Addressable AFP-400 Panels by Notifier	

STRATTON BUILDING

DESCRIPTION	QUANTITY
Fire Alarm Control Panel	1
Fire Alarm NAC Panel (if quantity is known)	
Fire Alarm Annunciator Panel (if quantity is known)	1 – Network NCA unit
Flow Switch	2
Tamper Switch	5
Fire Pump	1
Jockey Pump	1
Manual Pull Station	28
Heat Detector	86
Smoke Sensor / Detector	510
Smoke Projected Beam Detector	
Smoke Duct Type Sensor / Detector	48
Strobe	530
Horn	
Horn / Strobe	
Speaker	638
Speaker / Strobe	63
Addressable Module	
Note: Systems is Addressable AFP-400 Panel by Notifier	

WILLARD ICE BUILDING

DESCRIPTION	QUANTITY
Fire Alarm Control Panel	2
Fire Alarm NAC Panel (if quantity is known)	30
Fire Alarm Annunciator Panel (if quantity is known)	1 – Network NCA unit
Flow Switch	14
Tamper Switch	19
Fire Pump	2
Jockey Pump	2
Manual Pull Station	46
Heat Detector	31
Smoke Sensor / Detector	114
Smoke Projected Beam Detector	
Smoke Duct Type Sensor / Detector	14
Strobe	63
Horn	11
Horn / Strobe	370
Speaker	
Speaker / Strobe	
Addressable Module	11

Note: Systems is Addressable AFP-400 Panel by Notifier	
Notification devices are Addressable type by Simplex, Existing control panel for Notification devices only is that of Simplex # 4100U	

CAPITAL BUILDING

DESCRIPTION	QUANTITY
Fire Alarm Control Panel	1
Fire Alarm NAC Panel (if quantity is known)	13
Fire Alarm Annunciator Panel (if quantity is known)	1 – Network NCA unit
Flow Switch	28
Tamper Switch	40
Fire Pump	1
Jockey Pump	1
Manual Pull Station	114
Heat Detector	22 (Addrs) 175 (Pass)
Smoke Sensor / Detector	82 (Addrs) 48 (Pass)
Smoke Projected Beam Detector	39
Smoke Duct Type Sensor / Detector	27
Strobe	266
Horn	96
Horn / Strobe	
Speaker	157
Speaker / Strobe	98
Addressable Module	42
Note: Systems is Addressable AFP-400 Panel by Notifier, Original Passive or Zoned devices exist on the upper floors monitored by the Notifier System through zone cards in the FACP.	

222 S. COLLEGE BUILDING

DESCRIPTION	QUANTITY
Fire Alarm Control Panel	1
Fire Alarm NAC Panel (if quantity is known)	
Fire Alarm Annunciator Panel (if quantity is known)	1 – 4 zone panel
Flow Switch	
Tamper Switch	1
Fire Pump	
Jockey Pump	
Manual Pull Station	8
Heat Detector	140
Smoke Sensor / Detector	15
Smoke Projected Beam Detector	
Smoke Duct Type Sensor / Detector	
Strobe	19

Horn	7
Horn / Strobe	14
Speaker	
Speaker / Strobe	
Addressable Module	
Note: Systems is a 4-Zone Simplex # 2001	

UNDERGROUND PARKING RAMP

DESCRIPTION	QUANTITY
Fire Alarm Control Panel	1
Fire Alarm NAC Panel (if quantity is known)	
Fire Alarm Annunciator Panel (if quantity is known)	1 – 5 zone panel
Flow Switch	?
Tamper Switch	?
Fire Pump	?
Jockey Pump	?
Manual Pull Station	12
Heat Detector	13
Smoke Sensor / Detector	
Smoke Projected Beam Detector	
Smoke Duct Type Sensor / Detector	
Strobe	
Horn	22
Horn / Strobe	8
Speaker	
Speaker / Strobe	
Addressable Module	
Note: Systems is a 5-Zone Silent Knight 5207	

VISITORS CENTER

DESCRIPTION	QUANTITY
Fire Alarm Control Panel	1
Fire Alarm NAC Panel (if quantity is known)	
Fire Alarm Annunciator Panel (if quantity is known)	1 – 3 zone panel
Flow Switch	
Tamper Switch	
Fire Pump	
Jockey Pump	
Manual Pull Station	6
Heat Detector	13
Smoke Sensor / Detector	2
Smoke Projected Beam Detector	
Smoke Duct Type Sensor / Detector	
Strobe	6
Horn	
Horn / Strobe	3

Speaker	
Speaker / Strobe	
Addressable Module	
Note: Systems is a 3-Zone Simplex # 4005	

DEPARTMENT OF MOTOR VEHICLE SERVICES CENTER

DESCRIPTION	QUANTITY
Fire Alarm Control Panel	1
Fire Alarm NAC Panel (if quantity is known)	4
Fire Alarm Annunciator Panel (if quantity is known)	2
Flow Switch	1
Tamper Switch	1
Fire Pump	
Jockey Pump	
Manual Pull Station	19
Heat Detector	129
Smoke Sensor / Detector	139
Smoke Projected Beam Detector	
Smoke Duct Type Sensor / Detector	14
Strobe	40
Horn	
Horn / Strobe	
Speaker	
Speaker / Strobe	103
Addressable Module	10
Note: Systems is an Addressable Notifier # 640	

ILLINOIS STATE LIBRARY BUILDING

DESCRIPTION	QUANTITY
Fire Alarm Control Panel	1
Fire Alarm NAC Panel (if quantity is known)	6
Fire Alarm Annunciator Panel (if quantity is known)	2
Flow Switch	14
Tamper Switch	19
Fire Pump	1
Jockey Pump	1
Manual Pull Station	28
Heat Detector	
Smoke Sensor / Detector	170
Smoke Projected Beam Detector	2
Smoke Duct Type Sensor / Detector	9
Strobe	174
Horn	
Horn / Strobe	
Speaker	135

Speaker / Strobe	30
Addressable Module	31
Note: Systems is an Addressable Notifier # 640	

COURT OF CLAIMS BUILDING

DESCRIPTION	QUANTITY
Fire Alarm Control Panel	1
Fire Alarm NAC Panel (if quantity is known)	1
Fire Alarm Annunciator Panel (if quantity is known)	
Flow Switch	
Tamper Switch	
Fire Pump	
Jockey Pump	
Manual Pull Station	3
Heat Detector	10
Smoke Sensor / Detector	4
Smoke Projected Beam Detector	
Smoke Duct Type Sensor / Detector	
Strobe	8
Horn	
Horn / Strobe	5
Speaker	
Speaker / Strobe	
Addressable Module	
Note: Systems is an Edwards # 5700 Zoned system.	

6. EXECUTION

1 INSPECTION REPORT AND TEST RECORD

- 1 Complete Inspection Reports in accordance with NFPA 72 (2002 Edition)
 - 1 For Each applicable section of the fire alarm system required to be inspected and tested, contractor shall utilize the forms as provided by NFPA 72 (2002 Edition).
 - 1 Reference NFPA 72, (2002 edition)- Chapter 10: Table 10.4.3 and Figure 10.6.2.3 Inspection and Testing Form.
 - 2 In addition to NFPA documents, contractor shall submit a device-by-device list of tested devices indicating their tested status, type and location / address within the building.
- 2 Provide complete test reports in duplicate.
 - 1 Provide 2 copies of complete test report for each building.

2 RECURRING FREQUENCIES

- 1 Recurring frequencies expressed in this standard are to be applied using the following criteria.
 - 1 Test frequencies may be extended by a 25% grace period on a case-by-case-basis to accommodate operational / scheduling conflicts when coordinated between, and agreed to, by the Owner / Using Agency.
 - 2 Specific calendar dates are not to be used for determining the next scheduled due date nor late date. Any activity performed within the specified frequency (e.g., annually, bi-annually) complies with the requirements established by this standard.
 - 3 Inspection, test, and maintenance activities with frequencies longer than 6-months shall be scheduled to occur during the last month of the frequency specified for the given activity within this standard. The activity shall not be considered delinquent until the first day of the month following the scheduled month. For example, if an annual activity is originally to be performed in January, it shall next be scheduled for performance during January of the following year and shall comply with these criteria if performed on or before January 31.
 - 4 Scheduling of these activities that are performed late, whether delinquent or as permitted by the 25% grace period, shall continue to be scheduled using the original by-month sequence. For example, an annual activity scheduled for March but actually performed in June shall next be scheduled for performance the following March. Likewise, an annual activity scheduled for performance in August but performed in July would continue to be scheduled for performance during August of subsequent years.

3 FREQUENCY OF TEST / INSPECTION / MAINTENANCE

- 1 In accordance with the following table, test and inspect the devices as listed.
 - 1 Owner / Using Agency is aware that some of the following test and inspection frequencies vary from that listed in NFPA 72. Contractor shall bid in accordance with this table.
 - 2 If equipment and or device is not listed in the following table, contractor shall test and inspect in accordance with NFPA 72 (2002 Edition).

Table 1. Alarm System Testing/Inspection and Maintenance.

Control Panels

1.	Panel lamps, light emitting diodes (LEDs)	Annually: Verify all illuminating devices have the capability to light and to provide the correct indications.	NFPA 72; Table: 10.4.3, 1
2.	Fuses	Annually: Verify fuses are the correct style and	NFPA 72; Table:

		rating. Verify the appropriate supervisory signals are received.	10.4.3, 1
3.	Circuit Interface Verification	Annually: Initiate an alarm condition for each initiation circuit or zone. Verify the signal is transmitted to the control panel and the Graphic Command dispatch system.	NFPA 72; Table: 10.4.3, 1
4.	Audible and Visible Trouble Signal	Annually: Verify operation of panel trouble signals and ring-back feature for systems using a trouble silencing switch which requires resetting.	NFPA 72; Table: 10.4.3, 1
5.	Bypass Disconnect Switches	Annually: When control unit (panel) has zone disconnect or bypass switches, verify each switch performs the intended function and a trouble signal is received when a zone is disconnected.	NFPA 72; Table: 10.4.3, 9
6.	Ground-Fault Monitoring Circuit	Annually: If system has ground detection feature, verify a ground-fault indication is given whenever any installation conductor is grounded.	NFPA 72; Table: 10.4.3, 9
7.	Power Supply Monitoring Circuits	Annually: Verify proper supervision for both primary and secondary power supplies. Verify battery transfer and charging features. Operate direct current notification devices and panel in an alarm condition for a minimum of 5 minutes on batteries.	NFPA 72; Table: 10.4.3, 1
8.	Non-restorable Spot Type Heat Detectors	Replace the detectors with restorable heat detector(s) having the correct temperature rating.	NFPA 72; Table: 10.4.3, 15

Devices

9.	Restorable Heat Detectors	Annually: Inspect all detectors to ensure they are in good condition and there is nothing to impair proper operation. Test 20% of the detectors each year, so <u>all</u> detectors are tested every 5 years; at least one detector per zone must be tested annually. Test detectors with <u>one</u> of the following, taking care not to overheat and damage the detector and surrounding environs. • Use a heat gun or similar apparatus.	NFPA 72; Table: 10.4.3, 15
10.	Smoke Detectors (Ionization or Photoelectric)	Annually: Inspect all detectors to ensure they are in good condition and there is nothing to impair proper operation. Ensure each smoke detector is operative and produces the intended response. Initiate an alarm	NFPA 72; Table: 10.4.3, 15

		at the installed location with smoke generating type device. For sampling air duct detector, verify the device will sample the air stream in accordance with manufacturer's instructions. Annually: Inspect sampling air duct detectors to ensure they are secure, not damaged, and operational.	
11.	Smoke Detectors (Ionization or Photoelectric)	Biennially (once every two years): Perform a sensitivity check / test using manufacturer approved testers or listed control panel equipment. Visually inspect all detectors in place, wherever possible. Perform sensitivity check 1 year after new installation and biennial thereafter.	NFPA 72; Table: 10.4.3, 15
12.	Smoke Projected Beam Type Detectors	Annually: Inspect all detectors to ensure they are in good condition and there is nothing to impair proper operation. Perform a test using the equipment manufacturer recommended technique.	NFPA 72; Table: 10.4.3, 15

13.	Water Flow Alarm (Flow or Pressure Switch), and Tamper Switches.	Semi-Annually: Flow water through the inspector's test valve(s). Monitor the response to ensure a fire alarm signal is generated at the facility fire alarm control panel within 90 seconds. Test Tamper switches by manual operation as required.	NFPA 72; Table: 10.4.3, 15
15.	Manual Stations (Pull Boxes)	Annually: Actuate each manual station to verify the station transmits an alarm signal to the facility fire alarm control panel.	NFPA 72; Table: 10.4.3, 15
16.	Supervisory Signal Initiating Devices	Annually: Verify the alarm set point occurs only at the intended level and is within the limits specified under the appropriate category.	NFPA 72; Table: 10.4.3, 15
17.	Post Indicator Valve (PIV)	Annually: Verify a valve closure signal is received within two full turns or one-fifth of the valve travel from the fully open position.	NFPA 72; Table: 10.4.3, 15
18.	Butterfly, gate, and OS&Y valve	Annually: Verify a valve closure signal is received within two full turns or one-fifth of the valve travel from the fully open position.	NFPA 72; Table: 10.4.3, 15
21.	High/Low Pressure Switch	Annually: Functionally test the device and verify alarm indication is received.	NFPA 72; Table: 10.4.3, 15
22.	Batteries – Sealed Lead Acid Type	Annually (FACP and NAC): Conduct discharge test preferably at 1 or 2-hour discharge rate. Using manufacturer's data, verify the battery demonstrates at least 100% of rated capacity.	NFPA 72; Table: 10.4.3, 7

		Immediately recharge battery. Check open-circuit voltage. Measure battery voltage under full-load conditions with battery charger disconnected, and direct-current notification devices operating. Clean all connections. As required (FACP and NAC): Replace batteries within 5 years of manufacturer's date or sooner if testing indicates replacement is necessary.	
23.	Alarm Notification Appliances: Supervised Devices	Annually: Actuate an initiating device to put the system into alarm or "Walk-Test". Monitor the sound level produced by each audible device to ensure it is clearly audible over the ambient background noise level. Monitor each visual alarm to ensure it can be seen clearly with normal ambient light levels.	NFPA 72; Table: 10.4.3, 19
24.	Annunciators	Annually: Send one device into the alarm condition for each annunciator window. Verify the alarm is received at the local annunciator.	NFPA 72; Table: 10.4.3, 14
25.	Auxiliary Function Circuits	Annually: Functional test of all automatic control circuits to verify proper operation (e.g., door closer, HVAC shutdown, damper closure).	NFPA 72; Table: 10.4.3, 17
26.	Speakers (One-Way Emergency Voice/Alarm System)	Annually: Put the system into an operating mode. Monitor for voice, signal, tone, quality etc., as appropriate. Monitor the sound level to ensure the alarm is clearly audible over the ambient background noise level in all areas of the facility.	NFPA 72; Table: 10.4.3, 19
27.	Digital Alarm Comm. Transmitter. (DACT)	Annually: Perform a test on all DACT panels. Examine and clean the boxes and test all functions. This test shall include the transmission of a complete alarm and trouble associated with each FACP tested.	NFPA 72; Table: 10.4.3, 21
28.	Fiber Optic Cabling and Network Conductors	Annually: Inspect for proper operation and condition.	NFPA 72; Table: 10.4.3, 8
29.	Fire Doors	*Annually: Examine hardware used to close fire doors. Inspect electromechanical devices used for hold open of selected doors. On closure ensure proper latching. Keep guides and bearings well-lubricated to facilitate operation.	NFPA 80; Ch.15 NFPA 72; Table: 10.4.3, 17

		Keep self-closing devices in proper working condition at all times. Test doors normally held in the open position and equipped with automatic closing devices to ensure proper operation. Test all doors for proper operation and full closure.	
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END SECTION 16990

Capitol Complex Sprinkler Fire Suppression Systems

Building Name	Illinois State Capitol
Building Square Footage	368,000
Age of System to be Tested	3 (Print Shop 15)
Number of Devices to be Tested	2,114 (Print Shop 4)
Current Approximate Condition of System to be Tested	Good (Print Shop Poor)

Building Name	Howlett Building
Building Square Footage	438,310
Age of System to be Tested	35 years
Number of Devices to be Tested	43
Current Approximate Condition of System to be Tested	Good (Standpipes Only) No Sprinklers

Building Name	Stratton Building
Building Square Footage	448,000
Age of System to be Tested	20 – (50 yrs Hose Cabinets)
Number of Devices to be Tested	69
Current Approximate Condition of System to be Tested	Fine

Building Name	Illinois State Museum
Building Square Footage	84,320
Age of System to be Tested	8 years
Number of Devices to be Tested	133
Current Approximate Condition of System to be Tested	Good
Building Name	SOS Police / Index
Building Square Footage	37,170
Age of System to be Tested	8 years
Number of Devices to be Tested	173
Current Approximate Condition of System to be Tested	Good

Building Name	222 S. College
Building Square Footage	35,000
Age of System to be Tested	30 + years
Number of Devices to be Tested	6
Current Approximate Condition of System to be Tested	Fair (Hose Cabinets)

Building Name	Klein & Mason Warehouse
Building Square Footage	38,400
Age of System to be Tested	25 + Years
Number of Devices to be Tested	3
Current Approximate Condition of System to be Tested	Good (Hose Cabinets)

Building Name	Dirksen Parkway
Building Square Footage	95,400
Age of System to be Tested	30 + Years
Number of Devices to be Tested	37
Current Approximate Condition of System to be Tested	Fair

Building Name	Illinois State Library
Building Square Footage	164,000
Age of System to be Tested	16 years
Number of Devices to be Tested	1,341
Current Approximate Condition of System to be Tested	Good

Building Name	Willard Ice Building
Building Square Footage	600,000
Age of System to be Tested	25 Years
Number of Devices to be Tested	4,826
Current Approximate Condition of System to be Tested	Poor
Building Name	Underground Ramp
Building Square Footage	284,400
Age of System to be Tested	28 Years
Number of Devices to be Tested	1,832
Current Approximate Condition of System to be Tested	Not Currently Operating

Building Name	Aboveground Ramp
Building Square Footage	215,370
Age of System to be Tested	15 Years
Number of Devices to be Tested	31
Current Approximate Condition of System to be Tested	Good

All Devices for our fire sprinkler systems must be tested annually except for gauges and parts of our dry systems, which must be tested bi-annually. Sprinkler heads must be tested on the first year and then once every 10 years thereafter.

Capitol Complex Fire Alarm Systems

Building Name	324 W. Monroe
Building Square Footage	4,500
Age of System to be Tested	25 + Years
Number of Devices to be Tested	40
Current Approximate Condition of System to be Tested	Fair

Building Name	SOS Police / Index
Building Square Footage	37,170
Age of System to be Tested	8 Years
Number of Devices to be Tested	59
Current Approximate Condition of System to be Tested	Good

Building Name	Herndon Office Building
Building Square Footage	44,000
Age of System to be Tested	25 + Years
Number of Devices to be Tested	69
Current Approximate Condition of System to be Tested	Fair

Building Name	Howlett / Archives
Building Square Footage	530,610
Age of System to be Tested	6 Years
Number of Devices to be Tested	2,767
Current Approximate Condition of System to be Tested	Good

Building Name	Stratton Building
Building Square Footage	448,000
Age of System to be Tested	8 Years
Number of Devices to be Tested	1,914
Current Approximate Condition of System to be Tested	Good

Building Name	Willard Ice Building
Building Square Footage	600,000
Age of System to be Tested	3 Years
Number of Devices to be Tested	730
Current Approximate Condition of System to be Tested	Good

Building Name	Illinois State Capitol
Building Square Footage	368,000
Age of System to be Tested	4 Years
Number of Devices to be Tested	1,251
Current Approximate Condition of System to be Tested	(New) Good (Old) Fair

Building Name	222 S. College
Building Square Footage	35,000
Age of System to be Tested	30 + Years
Number of Devices to be Tested	206
Current Approximate Condition of System to be Tested	Fair

Building Name	Underground Ramp
Building Square Footage	284,400
Age of System to be Tested	28 Years
Number of Devices to be Tested	77 ?
Current Approximate Condition of System to be Tested	Not Currently Operating
Building Name	Visitor's Center
Building Square Footage	6,600
Age of System to be Tested	15 Years
Number of Devices to be Tested	34
Current Approximate Condition of System to be Tested	Good

Building Name	Dirksen Parkway
Building Square Footage	95,400
Age of System to be Tested	4 Months
Number of Devices to be Tested	463
Current Approximate Condition of System to be Tested	Good

Building Name	Illinois State Library
Building Square Footage	164,000
Age of System to be Tested	1 Year
Number of Devices to be Tested	623
Current Approximate Condition of System to be Tested	Good

Building Name	Court of Claims
Building Square Footage	6,400
Age of System to be Tested	20 + Years
Number of Devices to be Tested	32
Current Approximate Condition of System to be Tested	Fair
