



James City County Purchasing Office
101- F Mounts Bay Road, Suite 300
Williamsburg, VA 23185
Phone: (757) 253-6646
Fax: (757) 253-6753
Email: dmerritt-ham@james-city.va.us

JAMES CITY COUNTY, VIRGINIA
SEALED REQUEST FOR PROPOSALS
12-4774

Title: Fire and Security Alarm Monitoring/Fire Suppression System Service

Issue Date: October 4, 2011

**Pre-Proposal Conference: October 12, 2011 @ 10:00am in the FMS Conference Room,
Building F, 101-F Mounts Bay Road, Suite 300, Williamsburg, VA
23185.**

PRIOR TO the Pre-Proposal Conference, interested offerors shall provide the following information to the James City County Purchasing Office to Deborah Merritt-Ham via fax 757-253-6753 or e-mail: dmerritt-ham@james-city.va.us on or before 2:00pm on Wednesday October 11, 2011.

- **Certification of employment for all conference attendees, on official letterhead, including copies of the employees Private Security Services Registration issued by DCJS. A copy of the company's "Contractors License," and "Virginia Department of Criminal Justice Service" licenses.**
- **Proof the offeror has been regularly engaged in the installation and training of commercial security systems for a period of at least five (5) years.**

The Purchasing Director shall be the sole judge of whether the required documents have been supplied by the required deadline.

Due Date: October 25, 2011 @ 2:00pm local time

Submit: One original and 4 copies

Inquiries: Deborah Merritt-Ham, Senior Buyer, Phone (757) 253-6647

Fire Alarm Testing and Inspections/Fire Suppression System Service

This public body does not discriminate against faith-based organizations.

In compliance with this SEALED Request for Proposals, and subject to all the conditions thereof, the undersigned offers to furnish the goods/services requested and certifies he/she has read, understands, and agrees to all terms, conditions and requirements of this proposal and is authorized to contract on behalf of the firm named below.

Company Name:_____

Address:_____

City/State/Zip:_____

Telephone:_____ **FAX:**_____

Email Address:_____

State Corporation Commission #_____

Federal Tax ID:_____

Print Name:_____ **Title:**_____

Signature_____ **Date**_____

Acknowledgement of Addenda: #1_____ #2_____ #3_____

This form must be signed in ink. All signatures must be original. Submit original and four (copies) of the Proposal.

I. PURPOSE

A. Project

The intent of this sealed Request for Proposals is to solicit proposals from qualified offerors to provide service in the following areas: (Part One) Fire Alarm/Fire Security Monitoring and (Part Two) Annual inspection and testing of Fire Suppression Systems at various County- owned buildings (see Attachment B). Contractor shall provide all labor, supervision, parts, tools, equipment, transportation, and all effort necessary to perform said services. All work shall be performed in accordance with the most recent versions of the Virginia Statewide Fire Prevention Code, National Fire Protection Association (NFPA), Underwriters Laboratories, Inc. and the National Electric Code.

The resulting contract from this Request for Proposals shall be for a period of one year with an option to extend the contract four (4) additional years, one year at a time based on availability of funding. James City County reserves the right to negotiate or modify any resulting contract to add or delete services or buildings as necessary.

***All questions pertaining to this project should be addressed in writing to:
Deborah Merritt-Ham, Senior Buyer II
Facsimile 757-253-6753 or e-mail: dmeritt-ham@james-city.va.us.***

B. Definitions

1. The term “Owner” used in the Contract Document refers to James City County.
2. The term “Contractor” refers to the person or firm to whom an award is made to perform the work under this contract.
3. The term “Offeror” means the firm or company submitting a proposal.
3. The term “Successful Offeror” means the most qualified and best suited vendor to whom the Owner (on the basis of the Owner’s evaluation as herein provided) makes an award.

C. Familiarity of Proposed Work

It is the responsibility of the Offeror, by careful personal examination of the site, to satisfy himself as to the location of the work, quality, and quantity of the materials which will be required. The Offeror shall examine carefully the proposed Contract Documents and all other documents and data pertaining to the Project. The Contractor shall not at any time after the execution of the Agreement, make any claims whatsoever alleging insufficient data or incorrectly assumed conditions, nor shall he claim any misunderstanding with regard to the nature, conditions or character of the Work to be done under the Contract, and he shall assume all risks resulting from any changes in the conditions which may occur during the progress of the Work.

II. PRE-PROPOSAL CONFERENCE

A Pre-Proposal Conference and tour of sites will be held on October 12, 2011 at 10:00 am in the FMS Conference Room, 101-F Mounts Bay Road, Williamsburg, VA 23185. **Offerors should consult the Cover Sheet for the list of documents to be submitted to the Purchasing Office before 2:00pm on October 11, 2011.**

The Pre-Proposal Conference will allow potential Offerors an opportunity to present questions and obtain clarifications about the Request for Proposals.

III. OFFEROR'S QUALIFICATIONS

- A. Offerors shall have been regularly engaged in said services for a period of at least five (5) years. Along with the proposal, the offer will furnish written references from projects of similar size and scope. The Contractor shall provide a current Department of Criminal Justice Services License with proposal submittal.
- B. Offerors shall hold a Virginia Contractors license in accordance with Chapter 11, title 54.1 of the Code of Virginia and have service classifications of FAE and ESC. Any subcontractors employed by the offeror shall also meet the same requirements. Due to security concerns, no portion of this work shall be subcontracted without prior consent of the Owner. Should the offeror be permitted to use a subcontractor, the offeror shall remain fully liable and responsible for the work to be done by the subcontractor and shall assure compliance with all requirements of the contract.
- C. Offerors shall have a staffed office during normal business hours (M-F, 8 a.m. – 5 p.m.) with emergency service available twenty-four (24) hours per day, seven (7) days per week.
- D. Offerors shall have a demonstrated understanding of an experience with the current statewide Fire Prevention Code of the Commonwealth of Virginia, the Virginia Construction Code and Code Administrators (BOCA) National Fire Prevention Code, applicable National Fire Protection Association (NFPA) codes and National Electric Code (NEC).

The selection process may require offerors to conduct a presentation and product demonstration to James City County before contract award. The product demonstration shall prove that the products offered meet JCC specifications. Offerors shall also demonstrate an understanding of the requirements of the contract and the capability of performing the work to the satisfaction of JCC.

IV. SCOPE OF WORK – PART ONE, FIRE ALARM AND SECURITY MONITORING

- A. Contractor shall monitor alarm systems on a 24 hour a day, 365 day a year basis. Upon receiving a fire alarm, the Central Station shall follow the procedures set forth in NFPA. The Contractor shall submit a monthly activity report to the Project Manager. The Central Station shall attempt to notify the subscriber by the quickest method available for the receipt and disposition of fire alarms in accordance with NFPA #72.

The Contractor shall establish a procedure with the concurrence of the Project Manager for the receipt and disposition of burglary alarms. Upon verification of a false alarm, through security code identification, the Contractor shall notify the proper authorities as to the false alarm signal.

- B. Contractor shall provide, install, and otherwise hook-up automatic communicator and or dialers compatible with alarm system and vendors monitoring equipment, at no additional cost to the County. Said installation shall be at a date and time set by the County as can be arranged by existing Contractor so as to avoid a lapse in service.
- C. The Contractor shall set up all automatic dial testing at approximately 6:00 a.m. to avoid interruption of regular phone service. Contractor shall provide a toll free number for alarm systems dialers to report alarms to the Central Station.
- D. The County shall provide a list of Points of Contract” at each facility that will be serviced under the contract.
- E. Every monitored system shall be automatically tested at least once every twenty four (24) hours to determine operational status and any trouble conditions transmitted from the on-site equipment. The results of all tests shall be recorded in the Central Station monitoring report. Trouble signals are also to be reported.
- F. The Central Station shall furnish to the County continuous monitoring reports of all system activity for each facility monitored. The reports shall include all recorded facility openings, closings, and valid/invalid signals. The reports shall certify that all systems are in working order. Monthly hard copy reports are the minimum requirement.
- G. Contractor shall provide a toll free telephone number for alarm system dialers to report alarms to the central station.
- H. Maintenance Service. Contractor shall provide a separate hourly rate for emergency and routine service calls and repairs. Service work must be authorized by the project manager or their designated representative. The contractor shall bill only for those hours worked at the specified location. Contractor to include all costs, excluding parts, associated with providing maintenance service in their proposed hourly rate.

V. SCOPE OF WORK – PART TWO: FIRE SUPPRESSION SYSTEMS

- A. Contractor shall provide for two (2) tests and inspections per year in accordance with manufacturer recommendations, NFPA and Statewide Fire Prevention Code Standards. Supervisory Devices will be checked for supervision and alarm conditions as necessary.

1. Test water flow alarm devices by flushing water through test connections exercising alternate measures during times of sub-freezing temperatures.
2. Assure that water flow alarm device(s) are free of mechanical and physical damage.
3. Check all control valves through their full range and return them to normal position.
4. Visually inspect at floor level of all visible systems components to include pipe, hangers and sprinklers.
5. Check all pressure reducing valves to see if they are open, do not leak and have steady downstream pressures and is in overall good condition.
6. Inspection tags are required on all performed inspections with current date of inspection.
7. Inspection system gauges to see if they are in good condition and that normal water pressure is being maintained.
8. Check the condition of the fire department Siamese connection including caps, gaskets, clappers, and ball drips.
9. Conduct a flow test at each system risers main drain.
10. Inspect the hydraulic name plate to assure that is legible and is attached to the sprinkler riser firmly.
11. All repairs required as a result of an inspection and/or correction of a new problem shall be performed/completed in a timely manner within 7 to 10 business days upon approval by James City County. Contractor to provide detailed breakdown of time and material costs. All service calls are to be scheduled with the designated facility staff member and all service call tickets shall be signed, dated and submitted with invoices.

VI. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS

Proposals should contain the following information in the order listed below.

- 1) Overview of the firm, including the location of the office to perform the work. Indicate the number of years your firm has been in business.
- 2) Understanding of the project and how the firm will perform the scope of work (project approach).

- 3) Describe how your firm would staff this project. Include resumes or biographical summaries of each individual and subcontractor to be assigned to this project and their responsibilities.
- 4) Describe availability of assigned project team. Identify current and project workloads for 2006.
- 5) Experience with similar projects for public entities. List at least 5 relevant previous (completed within the past 3 years) and/or current projects with reference contacts including address, phone and fax numbers.
- 6) Provide a project schedule that states the time frame for completion of the major elements of the project.
- 7) **At a minimum, Proposal Pricing should include the following:**
 - a. Hourly Rate for Security System Routine Maintenance Calls
 - b. Hourly Rate for Security System Emergency Service Calls
 - c. Discount from Manufacturer Suggested Retail Price for Parts
 - d. Monthly Price for Fire Alarm Monitoring
 - e. Monthly Price for Security Alarm Monitoring
 - f. Annual Testing and Inspection of Fire Suppression Systems
 - g. Other discounts applicable to requested services

One (1) original and four (4) copies of the proposal are due at the James City County Purchasing Office, 101-F Mounts Bay Road, Suite 300, Williamsburg, VA 23185 prior to 2:00 PM local time on October 25, 2011. Sealed Request for Proposals received after the date and time prescribed shall not be considered for contract award and shall be returned to the offeror.

It is the offeror's responsibility to clearly identify and to describe the products and services being offered in response to the RFP. Offerors are cautioned that organization of their response, as well as thoroughness is critical to the County's evaluation process. Proposals should be in 8 1/2" x 11" format and should be prepared simply and economically, providing a straight forward, organized, and concise description of the offeror's ability to meet the requirements of the RFP. The number of pages should be kept to a minimum. Fancy bindings, colored displays, promotional material, etc. are not desired. Emphasis should be on completeness and clarity of content.

VII. EVALUATION AND AWARD CRITERIA

Selection of the successful offeror shall be based on the following criteria:

- A. Qualification of the firm with appropriately qualified, licensed and experienced personnel. (25 points)
- B. Past experience of Contractor with similar projects to include reference checks. (25 points)
- C. Contractor's demonstrated understanding and approach to entire scope of work. (25 points)
- E. Price (25 points)

References to be contacted as part of the evaluation process.

Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the agency shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. James City County may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous. Should James City County determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.

The Notice of Award shall be posted on the bulletin board for public notices in the Purchasing Office.

VIII. PROPRIETARY INFORMATION

Ownership of all data, materials and documentation originated and prepared for the County pursuant to this RFP shall belong exclusively to the Owners and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an offeror shall not be publicly disclosed under the Virginia Freedom of Information Act; however, the offeror shall invoke the protection of this section prior to or upon submission of the data or other materials and must identify the data or other materials to be protected and state the reasons why protection is necessary. Disposition of material after award is made should be stated by the offeror. Offerors should indicate on the Cover Sheet the portions of their proposal that are proprietary. Please list the page numbers and the reason(s). **Do not mark the whole proposal proprietary.**

IX. POLICY REGARDING CONTACT AFTER PROPOSAL SUBMITTAL

After the date and time established for receipt of proposals by the County, any contact, in regard to the proposal initiated by any offeror with any County official, other than the assigned Project Manager or Purchasing Office is expressly prohibited. Any unauthorized contact may be deemed grounds for disqualification of any offeror from further review.

All questions regarding this request for proposal may be faxed to Deborah Merritt-Ham, Senior Buyer, at (757) 253-6753 or e-mailed to: dmerritt-ham@james-city.va.us. All questions that are pertinent to the project will be answered in the form of an addendum and will be faxed and posted on James City County's website: <http://www.jccEgov.com/purchasing/bids.html>

X. CONTRACTUAL AGREEMENT

A Contract shall be issued to the successful offeror(s). Termination of the contract shall be as described in the General Terms and Conditions. The negotiated fee schedule based on the Scope of Services, and terms and conditions contained herein.

The offeror shall inform himself in full of the conditions relating to the performance of the contract. Failure to do so shall not relieve the successful offeror of his obligations to furnish services, materials, and reports or other services necessary to carry out the provisions of this Request for Proposals and resulting contract and to complete the Scope of Services outlined therein.

XI. GENERAL TERMS AND CONDITIONS

See Attachment A

XII. SPECIAL TERMS AND CONDITIONS

- A. **Precedence In Terms:** In the event of a conflict, the Special Terms & Conditions shall take precedence.
- B. **Contractors Title to Materials:** No materials or supplies for the work shall be purchased by the contractor or by any subcontractor subject to any security interest, installment or sales contract or any other agreement or lien by which an interest is retained by the seller or is given to a secured party. The contractor warrants that he has clear title to all materials and supplies which he uses in the work or for which he accepts payment in whole or in part.
- C. **Felony Conviction:**

The Contractor acknowledges and certifies that all employees of the contractor and sub-contractors performing work on County property are not convicted of a felony or any offense involving the sexual molestation, physical or sexual abuse or rape of a child. The contractor further acknowledges and certifies that it understands that allowing any person subject to the direct or indirect control of the contractor to perform work or enter on County property if such person has been convicted of such a crime constitutes a breach of contract and may result in default action being taken by the County in addition to any criminal penalties that may result from such conduct.

D. Inspection:

1. The Owner may appoint a resident inspector or inspectors, as he may deem necessary to inspect all workmanship and to see that the work conforms to the Specifications and drawings.
2. The failure of the inspectors to reject or condemn improper materials and workmanship shall not prevent the Owner from rejecting materials and workmanship found defective at any time prior to the final acceptance of the completed work, nor shall it be considered as a waiver of any defects, which may be discovered later, or as preventing the Owner at any time subsequently from recovering damages for work actually defective.
3. Payment subject to inspection and final approval by James City County.

E. Warranty: The contractor agrees that the goods or services furnished under any award resulting from this solicitation shall be covered by the most favorable commercial warranties the contractor gives any customer for such goods or services and that the rights and remedies provided therein are in addition to and do not limit those available to the County by any other clause of this solicitation. A copy of this warranty should be furnished with the bid. At a minimum, all work shall be guaranteed by the contractor against defects resulting from the use of inferior materials, equipment, or workmanship for one (1) year from the date of final acceptance of the entire project by the County in writing.

The contractor warrants that, unless otherwise specified, all materials and equipment incorporated in the work under the contract shall be new, in first class condition, and in accordance with the contract documents. The contractor further warrants that all workmanship shall be of the highest quality and in accordance with contract documents and shall be performed by persons qualified at their respective trades. Defects discovered during the warranty period shall be corrected by the contractor to the County's satisfaction.

F. Work Site Damages: Any damage to private or public property including existing utilities, equipment or finished surfaces resulting from the performance of this contract shall be repaired to the County's satisfaction at the contractor's expense.

G. Use of Premises and Removal of Debris: The contractor shall:

1. Perform his contract in such a manner as not to interrupt or interfere with the operation of any existing activity on the premises or with the work of any contractor;
2. Store his apparatus, materials, supplies, and equipment in such orderly fashion at the site of the work as will not unduly interfere with the progress of his work or the work of any other contractor; and
3. Place upon the work or any part thereof only such loads as are consistent with the safety of that portion of the work.

4. The contractor expressly undertakes, either directly or through his subcontractor(s), to clean up frequently all refuse, rubbish, scrap materials, and debris caused by his operations, to the end that at all times the site of the work shall present a neat, orderly, and workmanlike appearance. No such refuse, rubbish, scrap material, and debris shall be left within the completed work nor buried on the building site, but shall be removed from the site and properly disposed of in a licensed landfill or otherwise as required by law.

H. Notice to Proceed: Notice to Proceed (both verbally and written) shall be given by the Owner after receipt of the Insurance Certificate and copy of the Contractor's license. The Contractor shall begin the Work to be performed under this Contract on the date set by future notifications. Failure to begin work within seven (7) days of such notifications may be construed by the Owner as just cause for cancellation of the Contract.

I. Work by Owner: No work by forces of the Owner is required on this project. The Contractor shall provide all necessary labor, equipment, supplies, and materials. All permits are to be acquired by the Contractor, and will remain his responsibility for the duration of the contract.

J. Inspection:

1. The Owner may appoint a resident inspector or inspectors, as deemed necessary to inspect all workmanship and to see that the work conforms to the Specifications and drawings.
2. The failure of the inspectors to reject or condemn improper materials and workmanship shall not prevent the Owner from rejecting materials and workmanship found defective at any time prior to the final acceptance of the completed work, nor shall it be considered as a waiver of any defects, which may be discovered later, or as preventing the Owner at any time subsequently from recovering damages for work actually defective.
3. Payment subject to inspection and final approval by James City County (JCC).

K. Operations and Storage Areas:

1. Each Contractor shall hold and save the Owner free and harmless from liability of any nature or kind arising from any use, trespass, or damage occasioned by his operations on premises of third persons, including damages to adjacent properties.
2. All items or equipment subject to the deleterious effects of weather or severity of conditions imposed by job storage shall be suitably packaged by the manufacturer of the equipment involved. Any materials damaged shall be removed from the site.

L. Safety: In accordance with generally accepted construction practices, and the requirements for OSHA, the Contractor shall be solely and completely responsible for conditions of the

job site, including safety of all persons and property during performance of the work. The requirement will apply continuously and not be limited to normal working hours.

M. Contractor's Insurance

Contractor's Insurance

1. The Contractor shall purchase and maintain during the life of this contract such Comprehensive General Liability Insurance including product and completed operations liability insurance as will provide protection from Contractor's performance of the Work and Contractor's other obligations under the contract documents, whether such performance is by Contractor, or by subcontractor, by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable and shall otherwise bear responsibility therefore. The Contractor further agrees that all limits will be made available which are excess of the amounts below:

A. Workers Compensation and Employers Liability

Coverage A - Statutory

Coverage B - \$100,000/\$100,000/\$500,000

A broad form of all states endorsement should be attached.

B. Commercial General Liability Including Contractual and Completed Operations.

Limit of Liability \$1,000,000 Per Occurrence

C. Commercial Auto Liability Including Hired and Non-Owned Car Liability Coverage

Limit of Liability \$1,000,000 Per Occurrence

The Contractor shall purchase and maintain during the life of this Contract such commercial automobile liability insurance including employer's non-ownership liability and hired car liability insurance to protect him and any subcontractors performing work covered by this Contract from claims for damages, whether such operations be by him or any subcontractor, or by anyone directly or indirectly employed by either of them.

D. Excess Liability

Contractors have the option of meeting the insurance requirements of B & C above with a single primary policy or by providing evidence of an excess policy that, in addition to the primary policy, provides the coverage and meets the limit requirements of the coverage as specified in A, B, & C.

E. Self Insured Retentions, Deductibles and Aggregate Limits

All self insured retentions, deductibles and aggregate limits on any required insurance must be disclosed and approved by the James City County Risk Management Director.

2. The Contractor shall file with the Owner, as herein before required, satisfactory proof of acceptable insurance coverage. Such proof shall, unless otherwise required by the Owner, consist of the following:

- A. Certificates of insurance on the insurance carrier's standard form indicating all policies required by law and the Contract documents. Certificates of insurance shall be furnished in a number of copies equal to the number of counterparts of the Contract documents executed. Contractor shall notify Owner immediately if Contractor receives notification of non-renewal or cancellation.

3. James City County and James City Service Authority shall be named as an Additional Insured on the Commercial General Liability per ISO 2010 on a primary basis. James City County's or James City Service Authority's Commercial General Liability shall not contribute in any loss payment insured under the Contractor's Commercial General Liability policy.

N. Contractor's License: Contractor will provide Evidence of Registration per Title 54.1-1100 et. Seq., Chapter 11 Contractors, Code of Virginia.

O. Labeling of Hazardous Substances: If the items or products requested by this solicitation are "Hazardous Substances" as defined by Section 1261 of Title 15 of the United States Code (U.S.C.) or "Pesticides" as defined in Section 136 of Title 7 of the United States Code, then the bidder/offeror, by submitting his bid/proposal, certifies and warrants that the items or products to be delivered under this contract shall be properly labeled as required by the foregoing sections and that by delivering the items or products the bidder/offeror does not violate any of the prohibitions of Title 15 U.S.C. Section 1263 or Title 7 U.S.C. Section 136.

P. Material Safety Data Sheets: Material Safety Data Sheets and descriptive literature shall be provided for each chemical and/or compound offered.

Q. Payment Terms

The Owner shall pay the Contractor as just compensation for the performance of this Contract subject to any addition or deductions as provided in the Contract Documents the lump sum price as contained in the Proposal Pricing Schedule attached hereto. Payment requests shall be adequately supported and acceptable to the County before payment is made. Payments will be made (30) days after receipt of a proper invoice, or thirty (30) days after receipt of all goods or acceptance of work, whichever is the latter.

R. Contractor Responsibilities

Employees of the contractor must be able to work within a public setting without creating a disruption and conform to all policies, rules and regulations. Contractor shall require that their employees to be courteous at all times, not to use loud or profane language, and to work as quietly as possible. Contractor shall require that its employees shall not trespass, loiter, cross property to adjoining premises, or tamper with property not covered by the contract resulting from this solicitation.

It is the contractor's responsibility to have equipment of suitable type, and in proper condition to operate and maintain uninterrupted schedules.

S. Contract Renewal

This contract may be renewed by the James City County for four (4) successive one year periods under the terms and conditions of the original contract and as referenced below. Price increases may be negotiated only at the time of renewal. Written notice of the County's intention to renew shall be given approximately 90 days prior to the expiration date of each contract period.

If James City County elects to exercise the option to renew the contract for additional one-year periods, subsequent yearly renewals shall not exceed the percentage change from the previous 12 months based on the most recent available data for the Consumer Price Index (CPI-U), Table 10, Selected Local Areas, Washington, DC-MD-VA. Continuation of the contract shall be subject to allocation of funds for the work by the County Board of Supervisors.

ATTACHMENT B

SAMPLE CONTRACT FORM

**Fire Alarm/Security Monitoring/Fire Suppression System Service
CONTRACT NUMBER 12-4774**

This AGREEMENT, dated this ____ day of _____, 2011, by and between **JAMES CITY COUNTY** (a COUNTY organized and existing under the laws of the State of Virginia); and _____ ,
(an individual trading under the above name), hereinafter called the CONTRACTOR.

WITNESSETH: The Owner and Contractor, for the consideration stated herein, agree as follows:

Scope of Work:

The Contractor shall perform all required work and shall provide and furnish all labor, materials, necessary tools, expendable equipment and utility and transportation service required to complete contract requirements all in strict accordance with the Plans and Specifications as referenced in Request for Proposals 12-4774, including any and all Addenda, and in strict compliance with the Contract Documents hereinafter enumerated.

It is understood and agreed that said labor, materials, tools, equipment and service shall be furnished and said work performed and completed under the direction and supervision of the Contractor and subject to the approval of the Owner or its authorized representative.

Time of Performance

The services of the Contractor are to commence on the date entered above and will continue until agreed upon timeframe stated in the Notice to Proceed.

Contract Price:

The Owner shall pay the Contractor as just compensation for the performance of this Contract, subject to any addition or deductions as provided in the Contract Documents, the unit and lump sum price as contained in the Proposal Schedule attached hereto.

If James City County elects to exercise the option to enter into an extended maintenance or other agreement as a result of this RFP, fees for subsequent yearly renewals shall not exceed the percentage change from the previous 12 months based on the most recent available data for the Consumer Price Index (CPI-U), Table 10, Selected Local Areas, Washington, DC-MD-VA.

CONTRACTOR

JAMES CITY COUNTY

COUNTY ADMINISTRATOR

ATTACHMENT C

CONTRACTOR DATA SHEET

RFP 12-4774

To Be Completed by Contractor

Qualification of Contractor:

The Contractor must have the capability in all respects to fully satisfy all of the contractual requirements.

Years in Business:

Indicate the length of time you have been in business providing this type of service:

Number of Years: _____ Months: _____

References: (please provide e-mail address if available)

<u>Name of Firm</u>	<u>Address</u>	<u>Telephone /Fax Number</u>	<u>Contact Person</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

Name of Person, Persons, or Corporation

Signature

Type Printed Name

ATTACHMENT D (3 pages)

FIRE ALARM AND SECURITY SYSTEM LOCATIONS

- | | | |
|-----|--|------------------------|
| 1. | Williamsburg-James City Courthouse
5201 Monticello Avenue, Williamsburg, VA 23185 | Both |
| 2. | Williamsburg-James City County Community Center
5301 Longhill Road, Williamsburg, VA 23185 | Both |
| 3. | James City County Government Complex
Buildings A, C & D, F
101-Mounts Bay Road; Williamsburg, VA 23185 | Fire Alarm: A, C, D, F |
| 4. | Human Services
5249 Olde Towne Road, Suite Williamsburg, VA 23185 | Fire |
| 5. | Community Video Center
114 Ironbound Road, Williamsburg, VA 23185 | Fire |
| 6. | Fire Station Number Two
8429 Pocahontas Trail, Williamsburg, VA 23185 | Fire |
| 7. | Fire Station Number Five
3201 Monticello Avenue, Williamsburg, VA 23185 | Fire |
| 8. | Police Department
4600 Opportunity Way, Williamsburg, VA 23185 | Both |
| 9. | James City Service Authority Operations
119 Tewning Road, Williamsburg, VA 23188 | Fire |
| 10. | Freedom Park (four buildings)
5535 Centerville Road , Williamsburg, VA 23188 | Security |
| 11. | Vermillion House
2235 Jamestown Road, Williamsburg, VA 23185 | Security |
| 12. | Chickahominy Riverfront Park
1350 John Tyler Highway, Williamsburg, VA 23185 | Security |

ATTACHMENT D CONTINUED

FIRE SUPPRESSION SYSTEM LOCATIONS

1. Fire Station Number 2
8429 Pocahontas Trail, Williamsburg, VA 23185
2. Fire Station Number 5
3201 Monticello Avenue, Williamsburg, VA 23185

Stations 2 and 5 have full wet pipe fire suppressions systems iaw NFPA 13, and since they are combustible frame buildings the suppression extends both above and below the ceilings. Those systems are supervised through the building alarm panel by third party services.

3. Williamsburg-James City Courthouse
5201 Monticello Avenue, Williamsburg, VA 23185

Wet pipe system.

4. Williamsburg-James City County Community Center
5301 Longhill Road, Williamsburg, VA 23185

The Recreation center has a full wet pipe fire suppression system throughout the building. Because the building was constructed in two phases, and the fire department riser for the initial phase in the main mechanical room was not adequately sized to handle the additional flows required for the expansion, and additional fire suppression system riser exists in the mechanical closet opposite the arts and craft room, adjacent to the main lobby. Both risers and the entire building fire suppression and alarm system are monitored through a main fire alarm panel located in the electrical room, and the system is supervised by third party services.

5. James City County Government Complex
Building F, 101 Mounts Bay Road, Williamsburg, VA 23185

Building F is served has a full wet pipe fire suppression system designed pursuant to NFPA Standard 13, with a portion of the building served by a Pre-Action system. The fire department connection and vault are located on the eastern side of the driveway at the Board Room (room 110) and enter into the building at mechanical room 107. The fire suppression system riser is located in mechanical room 107, and the system main drain is located there as well. An auxiliary fire department test drain is located at the southwest corner of the building in room 318. The fire system control panel, which is rated and also serves as the system pre-action control panel, is located in the mechanical room 434, with a slave annunciation panel in vestibule 102. Rooms 426, 427, 429, 431 and 432 (areas of the computer room) are served by the pre-action system, which is controlled by the main fire alarm panel and interconnected with sensors located in those spaces.

ATTACHMENT D CONTINUED

6. James City Service Service Authority Warehouse
105 Tewning Road, Williamsburg, VA 23185

Wet pipe system.

7. Human Services Center
5249 Olde Towne Road, Williamsburg, VA 23185

The HSC does not have a full fire suppression system, but does have a building alarm system.

8. Emergency Communications Center
3127 Forge Road, Toano, VA 23168

The ECC has a limited area inert gas suppressions system iaw FM 200 standard, only in the radio equipment room. In addition to the fire suppression system, the building has a building alarm system which monitors the FM 200 system, various smoke and heat detectors in the HVAC system and underfloor in the dispatch area, and the pull stations at the exits. The FM 200 system gas cylinder and panel is located in Mechanical room 2, adjacent to the radio equipment room, and the main fire alarm panel is located in the UPS room off of the main hallway.

9. Police Department
4600 Opportunity Way, Williamsburg, VA 23188

Pre-action wet system, FM 200

10. James City Service Authority Operations
119 Tewning Road, Williamsburg, VA 23168

Pre-action wet w/one area being dry