

1. CONTRACTOR RESPONSIBILITIES

Contractor shall:

- 1.1 Be licensed and fully competent in all aspects of fire protection services in a safe manner.
 - 1.1.1 Employ only skilled, qualified workers.
- 1.2 Provide all-inclusive quotes to provide 100% turnkey projects that include inspection, testing, maintenance, replacement, and repair services of fire protection systems including fire alarm systems, fire sprinkler systems, clean agent systems, gas detection systems, water tanks, water backflows, fire hydrants, and all associated components of the systems.
 - 1.2.1 Include all adequate and appropriate labor, supervision, parts and material, equipment, plans, permitting and local and state inspections.
 - 1.2.2 Include costs for general housekeeping and work area clean up.
 - 1.2.3 Include travel time, trip charges and delivery charges.
 - 1.2.4 Change orders shall not be issued for incidental items or tasks that should have been reasonably construed to be part of the project by the Contractor.
- 1.3 Comply with all current applicable requirements of the National Fire Protection Association (NFPA), federal, state, and local, rules, regulations, permits, codes, and ordinances which govern this type of service. In instances where conflict between codes, reference standards, and other contract documents occurs, the most stringent requirement shall govern.
- 1.4 Be responsible for inspections, penalties, fees, or fines for projects.
- 1.5 Furnish all tools and equipment (possibly cranes, lift trucks, boom trucks, cherry pickers, etc.) to complete projects timely.
- 1.6 Must perform the work without interfering with other Contractor's, County staff, or County activities.
- 1.7 Maintain adequate inventory of all necessary devices and fire alarm system components and related material to ensure all systems are operational twenty-four (24) hours a day, seven (7) days a week with minimal down time.
 - 1.7.1 The inventory shall include at a minimum,
 - 1.7.1.1 One (1) smoke detector
 - 1.7.1.2 One (1) duct detector
 - 1.7.1.3 One (1) heat detector
 - 1.7.1.4 One (1) pull station
 - 1.7.1.5 Four (4) eight-amp batteries.

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2.1 Inspections

- 2.1.1 Contractor shall, at a minimum, perform the NFPA required quarterly, semi-annual, and annual inspection and testing for all systems to ensure fire protection systems are operating properly.
- 2.1.2 Contractor shall inspect, maintain, test, and repair all components of the fire protection systems listed under the equipment listed on the contract, and any of its associated components, with all current NFPA, federal, state, and local regulations. The Contractor

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shall be responsible for the proper operation, required inspections, record keeping, and signage.

- 2.1.3 General maintenance items such as, but not limited to, lubrication, adjustments, firmware updates, etc., that are required to ensure that all systems are compatible with NFPA and all other standards, shall be the responsibility of the Contractor with no additional cost to the County.
- 2.1.4 Upon completion of an inspection or scheduled test, the Contractor shall provide the report and list of deficiencies to the County's Project Manager within seven (7) calendar days of when the inspection or scheduled test occurred. Along with the list of deficiencies, a quote shall be included, based on contract rates and requirements, to repair the deficiencies. The quotes shall include a completion time frame.
- 2.1.5 Any impairments found shall be reported to the County's Project Manager immediately.

2.2 Scheduled Testing

- 2.2.1 Per NFPA 72 and any other applicable standards, Contractor shall create a schedule for the **fire alarm systems** that clearly establishes a scope of testing and requirements and submit to the County's Project Manager for the first year of the contract for approval.
 - 2.2.1.1 On each anniversary of the contract execution date, a new schedule shall be submitted to the County's Project Manager for the upcoming year.
- 2.2.2 Per NFPA 25 and any other applicable standards, Contractor shall create a schedule for the **fire sprinkler system alarm** that clearly establishes a scope of testing and requirements and submit to the County's Project Manager for the first year of the contract for approval.
 - 2.2.2.1 On each anniversary of the contract execution date, a new schedule shall be submitted to the County's Project Manager for the upcoming year.
- 2.2.3 Per NFPA 22 and any other applicable standards, Contractor shall create a schedule for the **water storage tanks** that clearly establishes a scope of testing and requirements and submit to the County's Project Manager for the first year of the contract for approval.
 - 2.2.3.1 On each anniversary of the contract execution date, a new schedule shall be submitted to the County's Project Manager for each upcoming year.
- 2.2.4 Per NFPA 2001 and any other applicable standards, Contractor shall create a schedule for the **clean agent system** that clearly establishes a scope of testing and requirements and submit to the County's Project Manager for the first year of the contract for approval.
 - 2.2.4.1 On each anniversary of the contract execution date, a new schedule shall be submitted to the County's Project Manager for each upcoming year.
- 2.2.5 Per applicable standards, Contractor shall create a schedule for **gas detection systems** that clearly establishes a scope of testing and requirements and submit to the County's Project Manager with two (2) inspections per year for the first year of the contract for approval.
 - 2.2.5.1 On each anniversary of the contract execution date, a new schedule shall be submitted to the County's Project Manager with two (2) inspections per year for each upcoming year.
- 2.2.6 Per applicable standards, Contractor shall create a schedule for **water backflow testing** that clearly establishes a scope of testing and requirements and submit to the County's Project Manager for the first year of the contract for approval.

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2.2.6.1 On each anniversary of the contract execution date, a new schedule shall be submitted to the County's Project Manager for each upcoming year.

2.2.7 Per NFPA 291, NFPA 25, and the American Waterworks Association Manual M17 and all applicable standards, Contractor shall create a schedule for **fire hydrants and post indicator valves** that clearly establishes a scope of testing and requirements and submit to the County's Project Manager for the first year of the contract for approval.

2.2.7.1 On each anniversary of the contract execution date, a new schedule shall be submitted to the Count's Project Manager for each upcoming year.

2.3 Technical Requirements**2.3.1 Fire Alarm Systems**

2.3.1.1 Fire alarm annual inspections shall be conducted in the month of October.

2.3.1.2 Components to be inspected shall include, but not limited to, all connected devices such as initiating devices, indicating devices, auxiliary devices, control panels, and batteries.

2.3.1.3 Prior to proceeding with any testing, all persons and facilities that will receive an alarm, supervisory, or trouble signal shall be notified by the Contractor in order to prevent unnecessary response. At the conclusion of the testing, those previously notified shall be further notified that testing has concluded.

2.3.1.5 Several Lake County facilities will require the testing of the horns and strobes to be performed before the business day begins, after hours, or on the weekends. See attachment 2 for details.

2.3.1.6 Sensitivity testing on all fire alarm systems was last conducted on October 2021.

2.3.2 Battery Tests

2.3.2.1 With the battery charger disconnected, the Contractor shall load test the batteries per the manufacturer's specifications. The voltage level shall not fall below the levels specified. An artificial load equal to the full alarm load connected to the battery shall be permitted to be utilized in conducting this test. The readings from the test shall be recorded on the inspection sheet. The testing of the batteries shall be included in the cost of the fire alarm system of the building.

2.3.2.2 The contractor shall inspect batteries for corrosion or leakage, check and ensure tightness of connections, and if necessary, clean and coat the battery terminals or connections during inspections.

2.3.2.3 Batteries shall be replaced in accordance with the manufacturer's specifications. Proper disposal of the batteries shall be the responsibility of the Contractor at no charge to the County. When replaced, batteries shall be marked with the month and year of installation.

2.3.2.4 All batteries installed shall be new and have a date code of no greater than six (6) months earlier than that of the installation date.

2.3.3 Smoke Exhaust Systems

2.3.3.1 Testing of all smoke control and firemen's override systems, including building and stairwell and pressurization, shall be conducted per all current applicable NFPA requirements.

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2.3.3.2 The cost for the inspections of the smoke exhaust systems shall be included in the inspection of the fire alarm system of that building. See Attachment 2.

2.3.3.2.1 The following buildings have smoke exhaust systems:

2.3.3.2.1.1 320 – Property Appraiser/Tax Collector

2.3.3.2.1.2 County Administration Building

2.3.3.2.1.3 Courthouse

2.3.3.2.1.4 Detention Center & Prelude

2.3.3.2.1.5 Historical Courthouse

2.3.3.2.1.6 Sheriff's Administration Building

2.3.4 Fire Sprinkler Systems

Prior to proceeding with any testing, all persons and facilities that will receive an alarm, supervisory, or trouble signal shall be notified by the Contractor in order to prevent unnecessary response. At the conclusion of the testing, those previously notified shall be further notified that testing has concluded.

2.3.4.1 Work shall include inspections, testing, and maintenance to ensure proper operation of the system.

2.3.4.2 Components to be inspected shall include, but not limited to, sprinkler heads, escutcheons, standpipes, fire pumps, control valves (all types), preaction deluge valves, pressure reducing and relief valves, all pipes, post indicating valves, fire hose stations, hanging buckets, valve supervisory switches, relays, gauges, fire department connections, flow switches, flow alarm and tamper devices, drains, spare sprinkler heads and cabinets, hydraulic name plates, required signage, and other fire alarm connections, and all related equipment and accessories.

2.3.4.4 Fire pump locations are as follows:

2.3.4.4.1 County Administration Building (one diesel pump feeds County Administration Building, Historical Courthouse, and Sheriff's Administration Building)

2.3.4.4.2 Courthouse

2.3.4.4.3 Detention Center

2.3.4.4.4 Fire Station 13

2.3.4.4.5 Fire Station 78

2.3.4.9 See Attachment 2 for date of last inspection conducted.

2.3.5 Water Tanks

2.3.5.1 Locations are as follows:

2.3.5.1.1 Fire Station 11

2.3.5.1.2 Fire Station 13

2.3.5.1.3 Fire Station 78

2.3.5.1.4 Fire Station 83

2.3.5.1.5 Fire Station 110

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2.3.5.2 See Attachment 2 for date of last inspection conducted.

2.3.6 Clean Agent

2.3.6.1 All components of the clean agent system shall be included in the inspection cost.

2.3.6.2 Smoke Detection System: The Emergency Operations Center has an AIR-Intelligence ASD-320 Aspirating Smoke Detection system that is connected to the clean agent system. The Contractor shall have the knowledge and ability to work on this system. The requirement includes having a laptop computer with the proper connectors and software to diagnose and repair the system as needed.

2.3.6.3 Dust separator (filter) Cartridges shall be replaced once a year and shall be included in the cost of inspection. There are a total of eight (8) dust separator cartridges.

2.3.6.4 Locations are as follows:

2.3.6.4.1 320 – Property Appraiser / Tax Collector

2.3.6.4.2 County Administration Building

2.3.6.4.3 Courthouse

2.3.6.4.4 Emergency Communications Operations Center

2.3.6.5 See Attachment 2 for date of last inspection conducted.

2.3.7 Gas Detection Systems

2.3.7.1 The Contractor shall consult the manufacturer's maintenance requirements when conducting a semiannual and annual maintenance inspection.

2.3.7.2 The following will be considered as a minimum requirement and shall be used in conjunction with the manufacturer's requirements:

2.3.7.2.1 Bump test function check

2.3.7.2.2 Accuracy check

2.3.7.2.3 Calibration

2.3.7.2.4 Firmware upgrades

2.3.7.3 The Contractor shall be responsible to supply any connection apparatus, software, and computer hardware needed to communicate with the system that are currently in use and any that will be used in the future.

2.3.7.4 There are a total of three (3) gas detection systems. Locations are as follows:

2.3.7.4.1 Fire Station 13

2.3.7.4.2 Fire Station 14

2.3.7.4.3 Fire Station 78

2.3.8 Water Backflows

2.3.8.1 There must be one (1) annual inspection of each Backflow Prevention Assembly (BFPA) completed each year in October.

2.3.8.2 All inspections and repair work shall be conducted following Best Management Practices for Cross-Connection/Backflow Prevention set forth by the Florida Department of Environmental Protection and Cross-Connection Control, and the

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University of Florida, Training, Research and Education for Environmental Occupations (UF TREEO) Cross-Connection and Backflow Training Program.

- 2.3.8.3 The Contractor shall be responsible for ensuring the paint is in good order with no rust, stain, or fading. If there is evidence of any of these, the Contractor shall clean and/or paint the unit. All paint must be applied in strict accordance with the paint's manufacturer's specifications and in a workmanlike manner.
- 2.3.8.4 The cost of keeping the units paint in good conditions shall be part of the inspection cost.
- 2.3.8.5 The following colors shall be used:
 - 2.3.8.5.1 Fire: Red
 - 2.3.8.5.2 Domestic: Blue
 - 2.3.8.5.3 Irrigation: Green
- 2.3.8.6 The Contractor shall install a tag with the company information, technician's name, and services provided.
- 2.3.8.7 The Contractor shall send a copy of the inspection report to the proper agency listed on the pricing sheet.

2.3.9 Fire Hydrants and Post Indicator Valves

- 2.3.9.1 Annual inspections shall be conducted in October.
- 2.3.9.2 The Contractor shall use a listening device to check the main valve for leakage during inspections.
- 2.3.9.3 The Contractor shall be responsible for ensuring the paint is in good order with no rust, stain, or fading. If there is evidence of any of these, the Contractor shall clean and/or fading. If there is evidence of any of these, the Contractor shall clean and/or paint the unit. All paint must be applied in strict accordance with the paint manufacturer's specifications and in a workmanlike manner.

3. SERVICE REQUESTS

- 3.1 Service requests shall be made by the Office of Facilities Management staff through email during business hours and through phone during non-business hours.
- 3.2 Upon notification, the response time to any non-emergency request shall not exceed twenty-four (24) hours. Any request deemed to be an emergency by the County shall not exceed a response time of two (2) hours; this includes any after hour service requests.
- 3.3 Contractor shall provide the County with a status report of the service request prior to the technician departing the site.
- 3.4 All parts furnished under this agreement shall be new and meet manufacturer's specifications.
- 3.5 All repair activities shall be approved by the County's Project Manager before it is performed. A quote must be submitted for repairs. Repairs with a total cost under four hundred dollars (\$400.00) can be verbally approved while the technician is onsite.

4. ADDITIONAL INFORMATION

- 4.1 Fire Alarm monitoring is not a part of the contract requirements.
- 4.2 For equipment found to have been damaged by lightning, the Contractor shall be required to have a licensed electrician complete the County's "Lightning Affidavit form" and return it to the

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County's Project Manager no later than seven (7) days after the reason for failure has been identified.

5. RECORD KEEPING

- 5.1 Inspection reports and service tickets shall include required NFPA information, as well as technician name, date of service, jobsite times, services rendered, any parts used during the service, facility name, facility address, model and serial number of equipment being serviced.
- 5.2 Each site shall have a record of all information kept in a detailed logbook. Information in these logbooks shall include, but not limited to, unit specifications and routine inspection reports. A log will be kept in the book, and anytime a service is provided, the technician shall name, date, and provide a description of their work while on site.

6. COUNTY RESPONSIBILITIES

As stated in Exhibit D.

7. DELIVERY REQUIREMENTS AND ACCEPTANCE.

As stated in Exhibit D.

7. WARRANTY REQUIREMENTS

As stated in Exhibit D.

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