

**ADDENDUM #3**  
**INVITATION FOR BIDS R-01**  
**FIRE ALARM SERVICE**  
**AUGUST 28, 2015**

**1. Can you please provide an inventory for the devices at the New Liberty Charter School?**

<b>Device</b>	<b>Count</b>	<b>Locations</b>
Light Strobes	14	bathrooms, waiting area, study rooms, small classroom
Horn and Light Strobes	18	classrooms, common halls, kitchen, stairwells
Emergency Lights	16	All common areas, bathrooms, stairwells
Smoke Detectors	11	Common areas, stairwells, corridors, electrical room
Heat Detectors	11	Kitchen, electrical room, maintenance areas
Exit Signs	17	Above all egresses, common hallways, stairwells
Pull Stations	4	All egress doors

**2. Is DCAMM certification required?**

Since the estimated value of the contract exceeds \$100,000.00 over the course of the initial term and option years, bidders must be certified in 'Alarm Systems.'

**3. Is there a specific place to acknowledge addenda?**

Please see revised bid form.

**4. Does the bid include standby for state elevator inspections?**

Yes.

**5. Does the School Department normally perform their own repair work, or do they have the alarm company doing the testing repairs, service, resets etc...?**

The School Department does have any employee who is licensed to service, repair or reset the system, but generally the will be performed by the contractor.

## SECTION 7: COST OF TESTING, SERVICE, REPAIRS, LABOR AND MATERIALS

**Note:** For the term of the agreement the accepted normal business hours shall be identified by all parties as follows:

Normal business for providing straight time; non premium labor  
Hours of the Day: 7:00 a.m. until 5:00 p.m. daily  
Days of the Week: Monday through Friday (excluding holidays)

Premium rate charges (overtime charges) shall only apply to work performed prior to 7:00 a.m. or after 5:00 p.m. daily, Monday through Friday. Premium rate charges (overtime charges) shall apply to all work provided for emergency service or repairs on Saturday, Sunday and holidays as recognized by the City of Salem School Department.

### Cost of Labor and Materials

Identify the following:

#### Cost of Routine Service and Repairs

Labor Rate per Man Hour: Year 1 \$ \_\_\_\_\_ Year 2 \$ \_\_\_\_\_ Year 3 \$ \_\_\_\_\_  
Normal Business Hours  
7:00 a.m. – 5:00 p.m.  
Monday through Friday

#### Premium rate per Man Hour for Continuation of Work Beyond Normal Business Hours:

Year 1 \$ \_\_\_\_\_ Year 2 \$ \_\_\_\_\_ Year 3 \$ \_\_\_\_\_

#### Cost of Routine Service and Repairs

Labor Rate per Man Hour:  
Non Business Hours (Premium Time)  
Saturday-Sunday-Holiday Year 1 \$ \_\_\_\_\_ Year 2 \$ \_\_\_\_\_ Year 3 \$ \_\_\_\_\_

#### Cost of Emergency Service

Labor Rate per Man Hour: Year 1 \$ \_\_\_\_\_ Year 2 \$ \_\_\_\_\_ Year 3 \$ \_\_\_\_\_  
Normal Business Hours  
Minimum Hours per Service Call: Hours \_\_\_\_\_ Hours \_\_\_\_\_ Hours \_\_\_\_\_  
Minimum Charge for Emergency Service: Year 1 \$ \_\_\_\_\_ Year 2 \$ \_\_\_\_\_ Year 3 \$ \_\_\_\_\_  
(Minimum charge per call)

#### Cost of Emergency Service

Labor Rate per Man Hour:  
Non-Business Hours  
5:00 p.m. – 7:00 a.m.  
Monday through Friday: Year 1 \$ \_\_\_\_\_ Year 2 \$ \_\_\_\_\_ Year 3 \$ \_\_\_\_\_  
All Hours Saturday, Sunday, Holidays Year 1 \$ \_\_\_\_\_ Year 2 \$ \_\_\_\_\_ Year 3 \$ \_\_\_\_\_

Minimum Hours per Service Call (if applicable) Hours \_\_\_\_\_ Hours \_\_\_\_\_ Hours \_\_\_\_\_

Minimum Charge for Emergency Service Year 1 \$ \_\_\_\_\_ Year 2 \$ \_\_\_\_\_ Year 3 \$ \_\_\_\_\_  
(if applicable)

### Cost of Labor

The total estimated cost of routine repairs over the term of the (3) three year contract period shall be identified based upon an estimated requirement of (32) thirty-two hours per contract year at the hourly rate for straight time (normal business hours):

Year 1 32 hours at \$ \_\_\_\_\_/hr = estimated labor cost \$ \_\_\_\_\_  
 Year 2 32 hours at \$ \_\_\_\_\_/hr = estimated labor cost \$ \_\_\_\_\_  
 Year 3 32 hours at \$ \_\_\_\_\_/hr = estimated labor cost \$ \_\_\_\_\_

**Total Cost of Labor \$ \_\_\_\_\_**

The total estimated cost of emergency repairs over the term of the (3) three year contract period shall be identified based upon an estimated requirement of (32) thirty-two hours per contract year at the hourly rate for premium time (overtime hours):

Year 1 32 hours at \$ \_\_\_\_\_/hr = estimated labor cost \$ \_\_\_\_\_  
 Year 2 32 hours at \$ \_\_\_\_\_/hr = estimated labor cost \$ \_\_\_\_\_  
 Year 3 32 hours at \$ \_\_\_\_\_/hr = estimated labor cost \$ \_\_\_\_\_

**Total Cost of Labor \$ \_\_\_\_\_**

Additional Contractor Charges

Truck or Equipment Charges (if applicable): \_\_\_\_\_  
 Flat Rate per Service Call: \_\_\_\_\_  
 Mileage Rate: \_\_\_\_\_  
 Determine Travel Distance from Contractor's Office to the  
 City of Salem, MA: \_\_\_\_\_  
 Total Truck or Equipment Charge per Service Call: \_\_\_\_\_

Materials

Identify the (%) percentage of contractor mark up and total cost of materials based upon the purchase of (\$3,000) three thousand dollars worth of materials at the wholesale price.

Contractor Mark Up (%) percentage \_\_\_\_\_  
 Cost of Materials = \_\_\_\_\_% x \$3,000 material cost + material cost  
 Total Cost \$ \_\_\_\_\_

Equipment Replacement Charges

The cost of replacement equipment shall be identified as follows:

Item: Description of Replacement Component  
 Unit Price: Cost of component to the school department  
 Installation Cost: Installation Fee

Unit Price – Cost of Component Includes:

- a. Base Price (Identify Pricing Value) Check one of the following:
  - Wholesale Price: \_\_\_\_\_
  - Trade Net Price: \_\_\_\_\_
  - Vendor Cost Less Discount: \_\_\_\_\_
- b. Contractor Price Schedule:
  - Base Price Plus \_\_\_\_\_ % mark-up
- c. Installation Cost
  - Installation Fee (if applicable):
  - Hourly Rate: \_\_\_\_\_
  - Flat Fee: \_\_\_\_\_

EXAMPLE:

1. Item (1) Notifier Addressable Photo Electric Smoke Detector – Model: FSP-851  
 Unit Price: \_\_\_\_\_ Installation Cost: \_\_\_\_\_ Total Cost: \_\_\_\_\_
2. Item (1) Notifier Addressable Manual Pull Station – Model: NBG-12LX  
 Unit Price: \_\_\_\_\_ Installation Cost: \_\_\_\_\_ Total Cost: \_\_\_\_\_

**SECTION 8: BID AWARD**

Note: The City of Salem Awarding Authority reserves the right to reject any and all submitted bid documents that are not fully completed, and/or when the required information is not included in the submitted bid package.

The bid for services shall be awarded to the responsible bidder who meets all of the requirements, and has the lowest overall cost over the three year period which will be determined by adding the annual cost for testing services for each of the (3) three years, plus the estimated cost for repairs and emergency service and additional contractor charges and the estimate cost of materials as follows:

Total Estimated Cost - Testing and Routine Service and Repair

<b>Year 1:</b>	Cost of Testing Service	Cost of Service/Repair	Additional Contractor Charges	Material Cost	Total Cost
	_____	_____	_____	_____	_____
<b>Year 2:</b>	Cost of Testing Service	Cost of Service/Repair	Additional Contractor Charges	Material Cost	Total Cost
	_____	_____	_____	_____	_____
<b>Year 3:</b>	Cost of Testing Service	Cost of Service/Repair	Additional Contractor Charges	Material Cost	Total Cost
	_____	_____	_____	_____	_____

**Total cost of combined charges to provide a (3) three year agreement for testing, service repair and system maintenance is:**

\$\_\_\_\_\_.

**This bid acknowledges Addenda \_\_\_\_\_ through \_\_\_\_\_.**

**Please Note:** The City reserves the right to reject any bids where the cost of year (1) one and/or the cost of year (2) two testing services are much higher than the year (3) three cost without any justification.