



**INVITATION TO BID**

**FOR**

**FIRE SPRINKLER INSPECTION, TESTING, AND**

**MAINTENANCE SERVICES**

**ITB 26-12**

**Issue Date:** June 8, 2026

**Pre-Bid Questions Deadline:** June 3, 2026 5:00 p.m.

**Bid Deadline:** June 29, 2026 2:00 p.m.

**Bid Delivery Location:** City Clerk's Office  
800 Cushman Street  
Fairbanks, Alaska 99701

**Bid Opening:** June 29, 2026 at 2:00 p.m.  
Patrick B. Cole City Hall  
Council Chambers  
800 Cushman Street  
Fairbanks, Alaska 99701

**Purchasing Contact:** Christina Rowlett, Purchasing Agent  
Phone: 907.459.6779  
Email: [purchasing@fairbanks.gov](mailto:purchasing@fairbanks.gov)

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## **Announcement Invitation to Bid**

The City of Fairbanks is requesting bids from firms qualified and interested in providing:

### **Fire Sprinkler Inspection, Testing, and Maintenance Services**

**ITB 26-12**

**DESCRIPTION:** The City of Fairbanks is soliciting qualified contractors to provide inspection, testing, assessment, and limited corrective services for fire sprinkler and associated fire protection systems located at various City facilities.

**BID DOCUMENTS:** A copy of this ITB can be obtained on the City's website, [www.fairbanks.gov](http://www.fairbanks.gov) or by contacting [purchasing@fairbanks.gov](mailto:purchasing@fairbanks.gov). It is the Offeror's sole responsibility to check this website for additional information and/or addenda.

Sealed bids are due prior to the deadline of **June 29, 2026 at 2:00 p.m. Alaska Time.**

Sealed bids must be delivered to the City of Fairbanks, City Clerk's Office, located at 800 Cushman Street, Fairbanks, Alaska 99701. Late bids will not be accepted. Electronic submission will not be accepted.

**PUBLISHED:** Fairbanks Daily News Miner on June 7, 2026

## Section 1 – Instructions

1. **Communications:** The only communication concerning modifications, clarifications, questions, amendments, and addendums will be processed through the Purchasing Agent listed on the cover page. Unauthorized communications regarding this solicitation with City personnel other than the Purchasing Agent may be grounds for disqualification. Any exceptions to this will be clarified in this document.
2. **Pre-Bid Questions and Information:** If a Bidder finds a discrepancy, error, or omission in this document they are instructed to contact the Purchasing Agent, listed on the cover page, who will issue written clarification that can be sent to all prospective Bidders. The City is not responsible for any oral instructions or communications with any other agents of the City except for the Purchasing Agent. All questions must be submitted to the Purchasing Agent by the deadline listed on the cover page of this document or a minimum of seven (7) business days prior to the bid due date. All answers will be issued in a written format.
3. **Modifications:** Clarifications, questions, amendments, and addendums may be made to this document by the City at any time prior to the bid submittal deadline. It is the Bidder's sole responsibility to check the City website for these updates and/or addendums.
4. **Bid Submission:** All required documents must be submitted in an enclosed sealed envelope, box, or package and clearly marked with the ITB title, ITB number, submittal date and time, and the Bidder's company name, address, phone number and contact name. See example below.

Bidder's Company Name	
Address	
Phone Number	ITB Title
Contact Name	ITB Number
	Submittal Due Date and Time

All must be delivered to the City Clerk's office at 800 Cushman Street, Fairbanks, Alaska 99701 prior to the deadline listed on the cover page of this document. This responsibility rests entirely on the Bidders, regardless of delays with mailing or any other reasons. Bids can be accepted by the Clerk's office Monday – Friday between 8:00am – 5:00pm, except for City Holidays, which are listed on the City of Fairbanks' website. The Clerk's time stamp is the official time stamp of delivery.

- a. The accepting and opening of a bid document does not constitute the City's acceptance of the Bidder as a responsive and responsible Bidder. By accepting and opening of a bid, the City presumes the Bidders are familiar with the bid documents and agree and understand all requirements in this document.
- b. All prices and notations must be typed or written in ink. Pencil markings will not be accepted. Any mistakes must be crossed out and initialed by the person signing the bid.

- c. Bids will not be accepted via facsimile or email. Any electronic means will not be accepted unless specifically specified in this document.
  - d. All costs associated with preparation and presentation of this bid are the Bidder's responsibility. No pre-bid costs will be reimbursed to any Bidders. All documentation submitted to the City will become property of the City.
5. **Confidentiality and Proprietary Information:** If any information is confidential, it should be placed in a separate sealed envelope and marked CONFIDENTIAL. If any information is proprietary, an original shall be delivered which is clearly marked PROPRIETARY and an additional copy shall be submitted omitting the proprietary information for City use. The copy containing proprietary information will be solely for City use and then disposed of after the bid is awarded. The omitted copy will remain on file and part of the bid documents for future use or records requests.
6. **Exceptions:** Any exception must be clearly defined and referenced to the proper section or paragraph of this bid document. The exception must include the Bidder substitution language and explanation as to the reason why this would provide an equivalent or better service or product. If no exceptions are explained in this bid submittal, the City will assume the Bidder can perform accordingly. The City reserves the right to determine whether any exception materially affects responsiveness to the solicitation requirements.
7. **Duplicate Bids:** The City will only accept one (1) bid per Bidder, including its subsidiaries, affiliated companies, organizations, or franchises. If multiple bids are received from the same Bidder, all bids from the Bidder will be rejected.
8. **Withdrawal or Corrections:** Bids may be withdrawn by written notice prior to the bid submittal deadline. Corrections may be made to bids submitted if prior to the bid submittal deadline.
9. **Rejection:** The City reserves the right to reject any or all bids and to waive any minor informalities or irregularities in bids received, if it is determined by the Purchasing Agent that it is in the City's best interest to do so. If Bidders fail to provide any requested information in the clarification stage of the bid process, their bid can be rejected. The City may reject any bid from Vendors who are in arrears or in default to the City on any contract, debt, or other obligation. The City may reject a bid if the Vendor has been debarred per Fairbanks General Code Sec. 54-297, or has violated any other section of the Fairbanks General Code. The City may reject a bid if the Vendor has been debarred by the State of Alaska or any Federal agency. The City has the right to reject all non-conforming, non-responsive, and unbalanced bids. Discrepancies in the multiplication of unit price and quantity will be resolved in favor of unit price, as the requested quantities remain the same.
10. **Procurement Policy:** Procurement for the City is based on the Fairbanks General Code Sec. 54 – Procurement and any applicable State of Alaska statutes. The Fairbanks General Code is available online at [www.fairbanks.gov](http://www.fairbanks.gov).

11. **Non-Discrimination:** The City will not contract with any persons or entities that discriminate against employees or applicants for any reasons other than those related to job performance. All prospective Bidders will comply with all Federal, State, and local laws and policies that prohibit discrimination in the workplace. The City will not discriminate because of race, religion, color, national origin, ancestry, sex, sexual orientation, age, marital status, change in marital status, pregnancy, parenthood, physical or mental disabilities, genetic information, or political affiliation.
12. **Bid Signatures:** An authorized official must sign all bid documents. This signature will represent the company or entity and their ability to commit to the requirements in this document.
13. **Contract Award:** The City anticipates awarding this contract as a whole to the lowest responsive and responsible bidder. The City reserves the right to reject any or all bids, waive minor informalities or irregularities, and make award in the best interests of the City consistent with the requirements of this solicitation.
14. **No Bid Response:** If Bidders do not respond to bid document, the City will continue to keep Bidders' information for future bids unless they specifically ask to be removed from Bidders list.
15. **Public Records:** All bids are subject to public records requests after award, with the exception of confidential and proprietary information. See paragraph 5 above for more information.
16. **Local Bidder Preference:** Per Fairbanks General Code Sec. 54-168, the awarding authority may award a contract based on solicited bids to the lowest responsive and responsible Bidder, after a local Bidders preference has been applied. Local Bidder preference is the lesser of 5% or \$50,000 for a construction contract and 5% or \$5,000 for any other contract. Local Bidder preference does not apply to bids involving federal funds.
17. **Disqualification of Bidders:** Any one or more of the following reasons may cause bids to be rejected:
  - a. Communication with any other employees or agents of the City of Fairbanks during the bidding process, excluding those specifically listed in this bid document.
  - b. Evidence of collusion or other anticompetitive practices among Bidders.
  - c. Lack of competency as revealed by financial, experience, or equipment statements.
  - d. Lack of responsibility as shown by past work with the City of Fairbanks.
  - e. Uncompleted work under other current contracts which in the judgment of the City of Fairbanks, may prevent the prompt completion of additional work in this document.
18. **Clarifications:** The City reserves the right to request clarification from bidders for the purpose of resolving minor informalities, verifying responsiveness, or confirming understanding of bid requirements. Such clarification shall not permit revision of pricing or material changes to the bid.

19. **Subcontractors:** All Bidders must disclose any and all subcontractors regardless of the dollar amount and the services they will provide within 7 days of Notice of Intent to Award. The list must include the company or subcontractor's name, business location, and evidence of the subcontractor's state business license.
20. **Bidder's Responsibilities:** The Bidder must be capable of providing all goods and services described in Section 2 – Specifications and/or Scope of Services and must maintain sufficient staffing, equipment, operational capability, and resources throughout the term of the contract. The successful Bidder shall remain responsible for all services performed under the contract, including services performed by subcontractors.
21. **City Participation:** The City of Fairbanks will provide appropriate personnel to support the successful Bidder during the course of the contract. The Project Manager will be named in this document or the Purchasing Agent will act as contact until additional personnel are named specifically.
22. **Disclosure of Contents:** All information in this bid document will be held in confidence and not discussed with other Bidders until award. All bids become the property of the City upon bid opening. Please review paragraph 5 above for additional information.
23. **Unusual Circumstances:** If unforeseen circumstances beyond the reasonable control of the Contractor substantially impair the Contractor's ability to perform required services under this contract, the Contractor shall promptly notify the City in writing and provide supporting documentation describing the nature of the circumstance, anticipated impact on performance, and proposed corrective actions.

The City may, at its sole discretion, review requests for schedule adjustments or other non-monetary contract accommodations determined to be in the best interests of the City.

Requests for price increases or compensation adjustments shall be governed solely by Section 2.10 – Escalation Clause.

Nothing in this section shall obligate the City to approve any requested adjustment, accommodation, or modification.

24. **Contract Commencement:** Commencement of a contract shall not begin until all necessary documents are received and reviewed, all City approvals have been completed, including City Council approval for projects over \$250,000, and a purchase order is complete. Commencement of a contract without these requirements will be at the Bidder's sole risk and not compensated by the City.

## Section 2 – Specifications and/or Scope of Work

**1. Introduction:** The City of Fairbanks is soliciting qualified contractors to provide inspection, testing, maintenance, and limited corrective services for water based fire protection systems located at various City facilities. The intent of this solicitation is to bring City fire protection systems into compliance with applicable inspection, testing, and maintenance requirements in accordance with 2018 International Fire Code as adopted by the City of Fairbanks and the current adopted edition of NFPA 25 2017, Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems, identify existing deficiencies, address minor corrective items where feasible, and establish a comprehensive compliance baseline and corrective action plan for future maintenance and capital improvements. Existing inspection reports may be made available upon request.

### Objectives

The objectives of this project are to:

- Perform required NFPA 25 inspections, testing, and related services for City fire protection systems;
- Identify all known and observable deficiencies affecting NFPA 25 compliance or system operability;
- Correct minor deficiencies during the inspection process where feasible and authorized by the City;
- Provide the City with a prioritized corrective action plan for deficiencies requiring additional repair, replacement, or capital investment; and
- Establish a documented baseline for future inspection, maintenance, repair, and compliance management activities.
- Submit inspection reports as required by the City of Fairbanks Fire Marshal's Office, into the approved RMS.

**2. Buildings Included:** Known system information will be provided by addendum. Bidders are responsible for becoming familiar with site conditions and existing system configurations prior to submitting a bid. Bidders may request a site visit through the Purchasing Agent prior to the question deadline.

The Contractor shall provide services for the following City facilities:

Facility	Address	Square Footage
City Hall	800 Cushman Street	66,500
Fairbanks Police Department	911 Cushman Street	23,459
Fire Station 1	1101 Cushman Street	27,578*
Fire Station 2	1710 30 <sup>th</sup> Avenue	2,026
Fire Station 3	1033 Aurora Drive	9,110

<b>Facility</b>	<b>Address</b>	<b>Square Footage</b>
Fire Training Center	1704 30 <sup>th</sup> Avenue	3,706
Public Works Main Building	2121 Peger Road	39,561
Public Works Warm Storage	2121 Peger Road	17,952

\* 1<sup>st</sup> & 2<sup>nd</sup> Floor Only

- 3. Scope of Services:** The Contractor shall furnish all labor, supervision, tools, equipment, materials, testing devices, transportation, documentation, and incidentals necessary to perform the required services for all applicable fire protection systems located within the listed facilities. The City anticipates that all inspections and testing will be completed within sixty (60) calendar days following issuance of Notice to Proceed unless otherwise approved by the City.

Services shall include, but are not limited to:

**A. NFPA 25 Inspection and Testing**

Perform all required inspection and testing activities in accordance with the current adopted edition of NFPA 25 and applicable codes, standards, manufacturer recommendations, and local authority having jurisdiction (AHJ) requirements, including applicable annual and five-year inspections and testing as identified in the solicitation documents.

Services shall include all applicable inspection, testing, and maintenance activities required under NFPA 25 for known water-based fire protection systems identified at the listed facilities, including but not limited to:

- Automatic sprinkler system inspections and testing;
- Standpipe system inspections and testing;
- Fire pump inspection, testing, and operational verification;
- Main drain testing;
- Waterflow and supervisory alarm testing;
- Valve inspections and operational testing;
- Fire department connection inspections;
- Five-year internal pipe inspections;
- Required hydrostatic testing identified as part of standard NFPA 25 inspection intervals shall be included in the bid price. Hydrostatic testing resulting from discovered deficiencies or failed components may be authorized separately by the City;
- Gauges, signage, hangers, bracing, and component inspections;
- Antifreeze loop testing, where applicable; and
- Other NFPA 25-required inspection and testing activities associated with the systems present at each facility.

## **B. Deficiency Identification and Documentation**

The Contractor shall thoroughly document all deficiencies, impairments, code concerns, maintenance issues, damaged components, inaccessible equipment, and non-compliant conditions identified during the inspection and testing process.

Deficiency reporting shall include:

- Description of the deficiency;
- Applicable NFPA 25 or code reference, where applicable;
- Location of the deficiency;
- Severity or operational impact;
- Recommended corrective action; and
- Photographs of deficiencies when appropriate.

## **C. Minor Corrective Actions**

Minor corrective actions may be performed during the inspection process when feasible and authorized by the City's designated representative.

Minor corrective actions may include, but are not limited to:

- Replacing missing or damaged signage;
- Replacing gauges;
- Tagging valves;
- Tightening minor fittings;
- Adjusting supervisory devices;
- Replacing small accessible components; or
- Other low-cost corrective measures that can be completed during the inspection visit without major repair work or system modification.

The Contractor shall clearly identify all corrective work completed during the inspection process in the final report.

The City reserves the right to:

- request quotations from the Contractor;
  - solicit separate bids or proposals for corrective work;
  - negotiate repair pricing separately; or
  - perform corrective work using other contractors or City personnel.
- No additional corrective work shall be performed without prior written authorization from the City.

## **D. Corrective Action Plan**

The Contractor shall provide a comprehensive written corrective action plan identifying all deficiencies requiring additional repair, replacement, or capital improvement.

The corrective action plan shall:

- Prioritize deficiencies by urgency and life-safety impact;
- Distinguish between immediate, short-term, and long-term corrective actions;
- Identify items requiring specialized repair or replacement;
- Identify items requiring additional engineering or design;
- Include estimated repair complexity and recommended sequencing of work; and
- Any cost estimates provided are conceptual budgetary estimates only and shall not be construed as binding quotations for repair work.

The intent of the corrective action plan is to assist the City in developing future maintenance, repair, and capital improvement strategies.

### **E. Reporting Requirements**

The Contractor shall provide complete written inspection and testing reports for each facility inspected. All completed reports will be submitted to The Compliance Engine, [www.thecomplianceengine.com](http://www.thecomplianceengine.com).

Reports shall include:

- Date(s) of inspection and testing;
- Systems inspected and tested;
- Tests performed;
- Results of testing;
- Deficiencies identified;
- Corrective actions completed during inspection;
- Remaining deficiencies;
- Corrective action recommendations;
- Photographs, where applicable; and
- Documentation suitable for AHJ, insurance, and City compliance records.

Final reports shall be submitted electronically in searchable PDF format within ten (10) business days following completion of each facility inspection unless otherwise approved by the City.

## **4. Contractor Qualifications**

The Contractor shall:

- Be properly licensed to perform the required services in the State of Alaska;
- Have demonstrated experience performing NFPA 25 inspections and testing on commercial or municipal facilities;
- Utilize qualified personnel trained and certified for the applicable inspection and testing services; and
- Comply with all applicable federal, state, and local laws, codes, regulations, and safety requirements.

The City may request proof of certifications, licenses, and technician qualifications prior to work being done even if the awarded company had proved this for this RFP process the City may ask for updated certifications, licenses, and technician permits/qualifications during the life of this award.

**5. Coordination:** The Contractor shall coordinate all inspection and testing activities with the City to minimize disruption to facility operations. The Contractor shall provide advance notice of system impairments, water interruptions, alarm testing, or any activities affecting building operations. The Contractor shall coordinate all planned fire protection system impairments with the City prior to disabling or interrupting any fire protection or alarm system.

**6. Deliverables**

At minimum, the Contractor shall provide:

- NFPA 25 inspection and testing reports for each facility;
- Comprehensive deficiency lists;
- Documentation of corrective work completed;
- Prioritized corrective action plan; and
- Recommendations for ongoing compliance management and future inspection scheduling.

**7. Term:** The initial term of the contract shall be three (3) years from the date of award. At the City's sole discretion, the contract may be renewed for up to two (2) additional one-year terms, subject to satisfactory contractor performance and the availability of funds.

**8. Award:** The City of Fairbanks anticipates awarding this contract **as a whole** to the lowest responsive and responsible bidder.

### Section 3 – Standard Terms and Conditions

1. **Assignment / Transfer:** Assignment or transfer of this Agreement or Contract without written consent of the City of Fairbanks may be construed by the City as a breach of contract sufficient to cancel any Agreement or Contract at the discretion of the City.
2. **Inspection:** All goods and services are subject to inspection and approval by the City at all reasonable times, including inspection during manufacturing. Inspection and approval by City at Contractor's place of business or work site does not preclude rejection for defects upon discovery by subsequent inspection. Any goods or services rejected by the City shall be promptly repaired or replaced at Contractor's expense. Any and all costs incurred by the City in connection with the return of goods or rejection of services shall be at the Contractor's risk and expense.
3. **Risk of Loss:** Regardless of FOB point, Contractor agrees to bear all risks of loss, injury or destruction of goods and materials ordered herein which occur prior to delivery and acceptance. Such loss, injury, or destruction shall not release Contractor from any obligation hereunder.
4. **Warranty:** Contractor warrants that all services shall be performed in a professional and workmanlike manner consistent with industry standards and the requirements of this solicitation.
5. **Excise and Sales Tax:** The prices herein must not include any Federal excise taxes or sales taxes imposed by any State or Municipal Government. Such taxes, if included, must be deducted by the Contractor when submitting invoice for payment. An Exemption Certificate is available upon request.
6. **Invoices:** Invoices for goods must be submitted on date of complete shipment. Invoices for services must be submitted within 45 days after completion of services. Payment will be delayed if the invoice fails to reference the purchase order number, ordering department, unit prices, quantities, totals, and a full description of the order that matches the purchase order. The City will provide payment 30 days after satisfactory delivery, acceptance, and receipt of invoice.
7. **IRS Form W-9 and Vendor Information:** Contractor must have on file with the City a current IRS Form W-9 and complete a vendor registration form before City will issue a purchase order to the Contractor.
8. **Compliance with Laws:** Contractor represents and warrants that the performance of this order and furnishing goods or services required shall be in accordance with the applicable standards, provisions, and stipulations of all pertinent Federal, State, and City laws, rules, regulations, resolutions, and ordinances including, but not limited to, the Fair Labor Standards Act, the Equal Employment Opportunity rules and regulations, and the Occupational Safety and Health Acts.

9. **Amendments:** No amendments, modifications, or supplements to this contract shall be binding unless in writing and signed by all authorized representatives of both parties.
10. **Termination:** When it is in the City's best interest, City may unilaterally cancel this Agreement or Contract at any time whether or not Contractor is in default of any of its obligations hereunder. With any such cancellation, Contractor agrees to waive any claim for damages, including loss of anticipated profit on account hereof. However, the City agrees that Contractor shall be paid for items and/or services already accepted by City, but in no event shall the City be liable for any loss of profits on the order or portion thereof so terminated. Either party may terminate this Agreement or Contract at any time for the failure of the other to comply with any of its material terms and conditions. All Bidders recognize that the City is a government entity and that payment obligation is subject to yearly appropriations by the City's governing body and that if funds are not appropriated, this Agreement or Contract will terminate without penalty to either party.
11. **Waiver of Breach:** No waiver by either party of any breach of any of the covenants or conditions herein contained performed by the other party shall be construed as a waiver of any succeeding breach of this same or of any other covenant or condition.
12. **Complete Agreement:** The parties agree that the conditions of purchase stated herein and the Bidder's bid set forth their entire Agreement or Contract and there are no promises or understandings other than those stated herein, and that any prior negotiations between the City and Contractor or terms and conditions set forth in the Contractor's quotation, order, or sales acknowledgment shall not constitute a part of the Agreement or Contract between the City and Contractor concerning this purchase. The terms "Agreement" and "Contract" as used in this clause shall include any future written amendments, modifications, or supplements made in accordance herewith.
13. **Liability and Indemnity:** To the fullest extent permitted by law, the Contractor shall defend, indemnify and hold harmless the City, its officers, and employees from and against any and all loss, expense, damage, claim, demand, judgment, fine, charge, lien, liability, action, cause of action, or proceedings of any kind whatsoever (whether arising on account of damage to or loss of property, or personal injury, emotional distress or death) arising directly or indirectly in connection with the performance or activities of the Contractor hereunder, whether the same arises before or after completion of the Contractor's operations or expiration of this Agreement or Contract, except for damage, loss or injury resulting from the City's gross negligence or willful misconduct solely.
14. **Insurance Requirements:** Contractor must furnish a certificate of insurance within ten (10) days of receipt of the Notice-of-Intent to Award and must endorse policies to provide thirty (30) days prior written notice to the City of cancellation, non-renewal, or material change of the policies. Failure to furnish satisfactory evidence of insurance or lapse of policy is a material breach of the contract and grounds for termination of this Agreement or Contract. Each policy shall be

endorsed with a waiver of subrogation in favor of the City. All other insurance policies required of the Contractor shall be endorsed to provide that such insurance shall apply as primary insurance and that any insurance or self-insured carried by the City will be excess only and will not contribute with the insurance required by this Agreement or Contract. All other insurance policies required of the Contractor and subcontractors shall be endorsed to name the City as additional insured. All insurance shall be on an occurrence form acceptable to the City and having an A.M. Best rating of "A" or better.

- a. Workers' Compensation and Employers' Liability Insurance as required by any applicable law or regulation. Employers' liability insurance shall be in the amount no less than \$500,000 each accident for bodily injury, \$500,000 policy limit for bodily injury by disease and \$500,000 each employee for bodily injury by disease. The Contractor shall be responsible for Workers' Compensation Insurance for any subcontractor who directly or indirectly provides services under this contract. This coverage must include statutory coverage for states in which employees are engaging in work. If there is an exposure of injury to Contractor's employees under the U.S. Longshoremen's Harbor Workers' Compensation Act, the Jones Act, or under laws, regulations or statutes applicable to maritime employee, coverage shall be included for such injuries or claims.
- b. Commercial General Liability Insurance: Limits not less than \$1,000,000 combined single limit per occurrence and in the aggregate, covering bodily injury, personal injury, property damage, premises operations, products/completed operations, and contractual liability.
- c. Comprehensive Automobile Liability Insurance: Covering all owned, hired and non-owned vehicles with coverage limits not less than \$1,000,000 single limit per occurrence bodily injury and property damage.
- d. Property Insurance: Not applicable to this solicitation.

**PROOF OF INSURANCE:** The Contractor shall furnish the City with a Certificate of Insurance or, where requested by the City, the policy declaration page with required endorsements attached thereto showing the type, amount, effective dates, and dates of expiration of all policies. All endorsements shall reference the policy number and the project name and project number. The owner is the City of Fairbanks and is to be identified on all certificates and endorsements.

Without limiting its indemnification, the Contractor shall maintain, until termination of Agreement or Contract or completion and acceptance of the project by the City, occurrence type coverage of the kinds and minimum amounts set forth above. All insurance limits are minimum. If the Contractor's policy contains higher limits, the City shall be entitled to coverage to the extent of such higher limits. The City, at its sole discretion, may raise or lower the limit.

15. **Records:** The City reserves the right to inspect all vendor documents relating to this Agreement or Contract for up to three (3) years after expiration.

16. **Acceptance of Bids:** As soon as practicable after opening, bids valued over \$250,000, the City Council is the approving body. The rights and obligations of the contract will become effective and binding upon the contracting parties only after formal execution of a purchase order signed by the Purchasing Agent or a contract form signed by the Contractor and City Mayor. No other act whether oral, written or implied shall constitute acceptance of a bid.
17. **Postponement:** The City reserves the right to postpone the date of the opening of bids and will give written notice of any such postponement to all known holders of the contract documents.
18. **Delivery:** Successful Bidders may be required to provide reasonable evidence from their source of supply or manufacturer to justify the delivery dates furnished in their bid. Any unreasonable deviation from the proposed delivery dates shall constitute a breach of contract and shall entitle the City to cancel all obligations to the Contractor.
19. **Time is of the essence:** The Bidder is expected to deliver goods or services that conform in all material respects to the contract specifications on or before the date provided herein. This date may be amended by written agreement between both parties.
20. **Cooperative Purchasing:** Any other State of Alaska government entity may exercise their option to use this same contract to make similar purchases of like items, based on similar quantity. The City is not liable for any other State of Alaska government entity or their purchases.

## **Section 4 – Required Forms**

Forms included in this solicitation or required when submitting Bid:

1. Bid Form
2. Price Form
3. State of Alaska and City of Fairbanks Business License Copies (or attached waiver)

Download solicitations, addendums, and forms at: [www.fairbanks.gov](http://www.fairbanks.gov)

# BID FORM

## City of Fairbanks

### Fire Sprinkler Inspection, Testing, and Maintenance Services

ITB 26-12

**Failure to complete this form shall result in your Bid being deemed non-responsive and rejected without any further explanation.**

**Offer and Obligation:**

The undersigned hereby offers and agrees to be bound and obligated to this offer, to furnish the goods and / or services in compliance with all Terms and Conditions, Scope of Work, Specifications, and Addendums in this solicitation and, if awarded, enter into an Agreement or Contract with the City.

**Addendums:**

The undersigned has read, understands, and is fully cognizant of all parts of this solicitation, together with any addendum issued in connection with this document. The undersigned hereby acknowledges receipt of the following addendum(s). In addition, the undersigned has completely and appropriately filled out and submitted all required forms. Initial next to each applicable addendum number(s) or, if none, leave blank.

Addendum #1 \_\_\_\_\_ Addendum #2 \_\_\_\_\_ Addendum #3 \_\_\_\_\_ Addendum #4 \_\_\_\_\_

If additional addendums were issued, list numbers here and initial. \_\_\_\_\_

**Compliance:**

The undersigned hereby accepts all administrative requirements of the solicitation and will be in compliance with such requirements. By submitting this Bid Form, the Bidder represents that the Bidder is in compliance with all applicable provisions of the City of Fairbanks Code of Ordinances Chapter 54 – Procurement, and if awarded a contract to provide the services required in this solicitation will comply for the entire length of the Agreement or Contract.

**Non – Collusion:**

The undersigned, by submission of this Bid Form, hereby declares that this bid is made without collusion with any other business or person making any other bid, or which otherwise would make a bid.

**Performance Guarantee:**

No performance guarantee is required under this solicitation unless specifically requested by the City prior to contract award.

**Bid Price:**

The undersigned agrees to abide by the pricing contained on the Price Form.

**NO BID WILL BE ACCEPTED WHICH HAS NOT BEEN MANUALLY SIGNED IN INK IN THE APPROPRIATE SPACE BELOW**

I certify, under penalty of perjury, that I have the legal authorization to bind the company hereunder:

For clarification of this offer, contact:

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
City            State            Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature of Authorized Person to Sign

\_\_\_\_\_  
Email

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Federal Tax ID

\_\_\_\_\_  
City Business License Number

\_\_\_\_\_  
Alaska Business License Number

\_\_\_\_\_  
Contractor's License Number

# PRICE FORM

## City of Fairbanks

### Fire Sprinkler Inspection, Testing, and Maintenance Services

ITB 26-12

**Failure to complete this form may result in your Bid being deemed non-responsive and rejected without any further explanation.**

The undersigned agrees to provide all labor, supervision, equipment, tools, transportation, documentation, reporting, and incidentals necessary to perform the work described in the solicitation documents for the prices listed below.

All prices shall include all costs associated with performing the required annual NFPA 25 inspection and testing services.

#### **SECTION A – ANNUAL NFPA 25 INSPECTION & TESTING**

<b>Item No.</b>	<b>Facility</b>	<b>Address</b>	<b>Lump Sum Price</b>
1	City Hall	800 Cushman Street	\$ _____
2	Fairbanks Police Department	911 Cushman Street	\$ _____
3	Fire Station 1	1101 Cushman Street	\$ _____
4	Fire Station 2	1710 30 <sup>th</sup> Avenue	\$ _____
5	Fire Station 3	1033 Aurora Drive	\$ _____
6	Public Works Main Building	2121 Peger Road	\$ _____
7	Public Works Warm Storage	2121 Peger Road	\$ _____
8	Fire Training Center	1710 30th Avenue	\$ _____
TOTAL ANNUAL NFPA 25 INSPECTION & TESTING PRICE \$			_____

**SECTION B – FIVE-YEAR NFPA 25 INSPECTION & TESTING**

<b>Item No.</b>	<b>Facility</b>	<b>Address</b>	<b>Lump Sum Price</b>
9	City Hall	800 Cushman Street	\$ _____
10	Fairbanks Police Department	911 Cushman Street	\$ _____
11	Fire Station 1	1101 Cushman Street	\$ _____
12	Fire Station 2	1710 30 <sup>th</sup> Avenue	\$ _____
13	Fire Station 3	1033 Aurora Drive	\$ _____
14	Public Works Main Building	2121 Peger Road	\$ _____
15	Public Works Warm Storage	2121 Peger Road	\$ _____
16	Fire Training Center	1710 30th Avenue	\$ _____

TOTAL FIVE-YEAR NFPA 25 INSPECTION & TESTING PRICE \$ \_\_\_\_\_

**SECTION C – FIRE PUMP INSPECTION & TESTING**

<b>Item No.</b>	<b>Facility</b>	<b>Address</b>	<b>Lump Sum Price</b>
17	Fire Training Center	1710 30th Avenue	\$ _____

TOTAL FIRE PUMP INSPECTION & TESTING PRICE \$ \_\_\_\_\_

The City is currently aware of one fire pump located at the Fire Training Center. Any additional fire pumps discovered during inspection shall be reported to the City.

**SECTION D – MINOR DEFICIENCY CORRECTIONS**

Pricing shall include all labor, supervision, tools, equipment, travel, materials, and incidentals necessary to complete the work. Provide unit pricing for commonly encountered minor corrective repairs. The City does not guarantee any minimum quantity of corrective work under this contract.

<b>Description</b>	<b>Unit</b>	<b>Unit Price</b>
Replace Pressure Gauge	Each	\$ _____
Install/Replace Valve Tag	Each	\$ _____
Install/Replace System Signage	Each	\$ _____

<b>Description</b>	<b>Unit Unit Price</b>
Replace Inspector's Test Tag	Each \$ _____
Replace Individual Accessible Sprinkler Head	Each \$ _____
Replace Escutcheon	Each \$ _____
Tighten Minor Accessible Fittings	Each \$ _____
Adjust Supervisory Switch	Each \$ _____
Replace Small Accessible Components	Each \$ _____

**SECTION E – OPTIONAL ADDITIONAL SERVICES**

<b>Description</b>	<b>Unit Price</b>
Additional Reinspection Visit	\$ _____ Each
Additional Deficiency Reporting/Consultation	\$ _____ / Hour
Additional inspection/testing outside base scope	\$ _____ / Hour

**TOTAL PROPOSAL PRICE**

<b>Description</b>	<b>Amount</b>
Section A Total	\$ _____
Section B Total	\$ _____
Section C Total	\$ _____

**GRAND TOTAL \$** \_\_\_\_\_

**CERTIFICATION**

The undersigned certifies that the pricing submitted herein is complete and includes all costs necessary to perform the services required by this solicitation, including labor, supervision, travel, equipment, testing devices, reporting, permits, and incidentals unless specifically identified otherwise.

The undersigned further certifies that they have examined the solicitation documents and understand the scope and requirements of the work.

Company Name \_\_\_\_\_

Authorized Representative \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

# STATE OF ALASKA & CITY OF FAIRBANKS BUSINESS LICENSE WAIVER FORM

## City of Fairbanks

**Fire Sprinkler Inspection, Testing, and Maintenance Services**

**ITB 26-12**

All ITB responses must be completed as described in this solicitation. For all bidders who are located and/or solely operate outside the State of Alaska and/or the City of Fairbanks, license requirements are waived to submit this bid. If you receive Notice of Intent to Award from the City, both licenses will be required within the terms listed in said letter.

Please initial below of this waiver currently applies to your entity.

\_\_\_\_\_ Waiver for State of Alaska Business License

\_\_\_\_\_ Waiver for City of Fairbanks Business License

By submitting this form, Bidder understands waiver and potential requirements if selected as successful bidder and receives Notice of Intent to Award.