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Santa Ana College • Santiago Canyon College

**REQUEST FOR QUALIFICATIONS/REQUEST FOR PROPOSAL (RFQ/RFP) #1920-263**

**DISTRICT-WIDE FIRE PROTECTION SYSTEM, TESTING, INSPECTION, MONITORING AND MAINTENANCE**

**Addendum # 2**

**Issued: August 20, 2020**

The following changes, additions, deletions, or corrections shall become part of the above-mentioned RFQ/RFP:

Please use the revised RFQ/RFP document attached to this Addendum. Revisions include removal of all “Draft” watermarks and a revision to the due date. Per the RFQ/RFP schedule below the due has been extended.

ACTIVITY	DATE
District issues RFQ/RFP	June 24, 2020
Respondents' submission of RFQ/RFP Questions/Clarifications	July 21, 2020, 4:00 P.M.
<b>Contractors' submission of RFQ/RFP Response</b>	<del>August 21, 2020</del> <b>August 28, 2020, 2:00 P.M.</b>
Interviews (at the District's discretion)	September 17 – 21, 2020 (anticipated)
Board of Trustees approves the Contract	November 2020 (anticipated)

Enclosed: 200820-RFQ-RFP\_FA\_Protection\_Sys\_Final

*End of Addendum 2*

**REQUEST FOR QUALIFICATIONS (RFQ)/  
REQUEST FOR PROPOSAL (RFP) #1920-263**



**District-Wide Fire Protection System  
Testing, Inspection, Monitoring,  
and Maintenance**

**Statement of Qualifications/Proposals must be received no later than  
August 28, 2020 at 2:00 p.m.**

**Submit Responses to:**

RSCCD Facility Planning, District Construction and  
Support Services  
2323 North Broadway, Suite 112  
Santa Ana, CA 92706-1640  
**Attention: Carri Matsumoto**  
**Assistant Vice Chancellor**

Questions or Clarifications: All questions must be submitted in writing via  
via email to: [FacilitiesRFP@rsccd.edu](mailto:FacilitiesRFP@rsccd.edu)

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**RFQ/RFP INSTRUCTIONS**

Rancho Santiago Community College District (“District”) requests that firms with experience and qualifications (“Respondents”) in fire protection equipment/systems testing, inspection, monitoring and maintenance to submit proposals (“Responses”) for the District-Wide Testing, Inspection, Monitoring, and Maintenance of the Fire Protection System as part of the District’s ongoing effort to promote public safety and a safe learning environment for our students, staff and the community.

1. **RFQ/RFP Purpose.** By way of this Request for Qualifications/Request for Proposal (“RFQ/RFP”), the District seeks to select and retain a firm to provide District-wide testing, inspection, monitoring, and maintenance on all of the fire life safety systems which includes all water-based systems. The District is interested in developing a partnership with qualified contractors to provide testing, inspection, monitoring, and maintenance at six (6) of the District’s facilities described in Exhibits C1 - C6 (“Sites”) under the supervision of the Chief of the Safety & Security Office (“Chief”) at the District Operations Center. It is the intent that the RFQ/RFP process will enable the District to streamline the process by which the firms are selected.
2. **District-Wide Fire Protection System Testing, Inspecting, Monitoring, and Maintenance Contract.** The District intends to award the Fire Protection System Testing, Inspecting, Monitoring, and Maintenance Contract (“Contract”), to a single firm employing personnel experienced, skilled and certified as required to complete obligations under the Contract. Requirements of the Contract and specific obligations are set forth in this RFQ/RFP.
3. **Pre-Proposal Meeting.** The District will not be conducting a pre-proposal meeting and no accommodations will be made with District Representatives to walk the sites. Refer to the District provided documents and drawings provided within this RQF/RFP.

The sites included:

- A. Santiago Canyon College: 8045 East Chapman Avenue, Orange, CA 92869
  - B. District Operations Center: 2323 North Broadway, Santa Ana, CA 92706
  - C. Santa Ana College: 1530 West 17<sup>th</sup> Street, Santa Ana, CA 92706
  - D. Digital Media Center: 1300 South Bristol Street, Santa Ana, CA 92704
  - E. Centennial Education Center (School of Continuing Education): 2900 West Edinger Avenue, Santa Ana, CA 92704
  - F. Orange County Sheriff’s Regional Training Academy: 15991 Armstrong Avenue, Tustin, CA 92782
4. **RFQ/RFP and Contract Documents.** The RFQ/RFP and Contract Documents are available to all Respondents online at the District’s Purchasing website ([www.rscgd.edu/bidopportunities](http://www.rscgd.edu/bidopportunities), then search the RFQ/RFP number), no later than Wednesday, June 24, 2020. The RFQ/RFP and Contract Documents may be available from sources other than the Purchasing Webpage. The District is not responsible for the accuracy or completeness of the RFQ/RFP or Contract Documents obtained from any source other than the Purchasing Webpage. Respondents are solely responsible for the risk of inaccurate or incomplete RFQ/RFP or Contract Documents obtained from any source other than the Purchasing Webpage.
  5. **District Modifications to RFQ/RFP.** The District expressly reserves the right to modify any portion of this RFQ/RFP prior to the latest date/time for submission of RFQ/RFP Responses, including without limitation, the cancellation of this RFQ/RFP. Modifications, if any, made by the District to the RFQ/RFP will be in the form of a written addendum and posted on the District’s Purchasing Department’s website. Addendum, if issued to this RFQ/RFP will not be distributed by the District to any Respondent. Respondents are required to periodically review the District’s

Purchasing Department website to access any Addenda to this RFQ/RFP. Failure to acknowledge all addenda issued by the District will result in rejection of a RFQ/RFP Response for non-responsiveness.

- 6. No Oral Clarifications/Modifications.** The District will not provide any oral clarifications or modifications to the RFQ/RFP or the requirements hereof; no employee, officer, agent or representative of the District is authorized to provide oral clarifications or modifications to the RFQ/RFP. No Respondent shall rely on any oral clarification or modification to the RFQ/RFP.
- 7. Questions/Clarifications to RFQ/RFP.** If a Respondent: (i) encounters questions or requires clarifications in this RFQ/RFP or portions hereof; or (ii) seeks clarification of any portion of the RFQ/RFP, the Respondent shall email FacilitiesRFP@rsccd.edu. Responses of the District to the notice of any errors or discrepancies herein, or a clarification will be in writing; if in the sole judgment of the District, any clarification response affects the RFQ/RFP or other Respondents, the District will issue the clarification response by a written addendum and posted to the District's website. **All requests for clarification of this RFQ/RFP must be submitted and actually received no later than 2:00 P.M July 21, 2020.** The District will not respond to clarification requests submitted thereafter.
- 8. Prevailing Wage Rates.** The Contract subject to this RFQ/RFP constitutes "maintenance work" under Labor Code §1771; prevailing wage rates must be paid for labor to complete the Contract. Pursuant to California Labor Code §1773, the Director of the Department of Industrial Relations of the State of California has determined the general prevailing rates of wages in the locality in which the Contract is to be performed. Copies of these determinations, entitled "PREVAILING WAGE SCALE" are available for review on the internet at [www.dir.ca.gov/dlsr/statistics/research.html](http://www.dir.ca.gov/dlsr/statistics/research.html). The Respondent awarded the Fire Protection System Testing, Inspection, Monitoring, and Maintenance Contract shall pay not less than the applicable prevailing wage rate for the classification of labor provided by its laborers under the Contract.
- 9. Respondent DIR Registered Contractor Status.** Respondent must be a DIR Registered Contractor when submitting a Response. A Respondent who is not a DIR Registered Contractor when the Response is submitted will be rejected for non-responsiveness.
- 10. Public Records.** Except for: (i) materials deemed Trade Secrets (as defined in California Civil Code 33426.1), materials specifically marked "Confidential" or "Proprietary," and (ii) financial statements, all materials submitted in response to this RFQ/RFP are deemed property of the District and public records upon submission to the District. The foregoing notwithstanding, the District may reject for non-responsiveness the RFQ/RFP Response of a Respondent who indiscriminately notes that its RFQ/RFP Response or portions thereof are "Trade Secret" "Confidential" or "Proprietary" and exempt from disclosure as a public record. The District is not liable or responsible for the disclosure of RFQ/RFP Responses, or portions thereof, deemed to be public records, including those exempt from disclosure if disclosure is by law, by an order of Court, or which occurs through inadvertence, mistake or negligence on the part of the District or its agents or representatives. If the District is required to defend or otherwise respond to any action or proceeding wherein request is made for the disclosure of the contents of any portion of a RFQ/RFP Response deemed exempt from disclosure hereunder, by submitting a response to this RFQ/RFP, each Respondent agrees to defend, indemnify and hold harmless the District in any action or proceeding from and against any liability, including without limitation attorneys' fees arising therefrom. The party submitting materials sought by any other party shall be solely responsible for the cost and defense in any action or proceeding seeking to compel disclosure of such materials; the District's sole involvement in any such action shall be that of a stakeholder, retaining the requested materials until otherwise ordered by a court of competent jurisdiction.
- 11. Respondents' License and Additional Qualifications.** The District will only consider RFQ/RFP Responses submitted by:

- A. Respondents who are currently licensed in good standing by the California Contractors’ State License Board as a C-10 Electrical Classification **and** C-16 Fire Protection Classification. The RFQ/RFP Response of a Respondent who is not a licensed with a C-10 **and** C-16 Classification will be rejected for non-responsiveness.

Per DSA IR A-21, Testing of Fire Alarm System requires a C-10 Electrical License; and Maintaining requires qualified persons, reference NFPA 72, Sec. 10.5.3.4: qualified personnel shall include, but not be limited to, one or more of the following: (1) Personnel who are factory trained and certified for the specific type and brand of system being serviced; (2) Personnel who are certified by a nationally recognized certification organization acceptable to the authority having jurisdiction; (3) Personnel, either individually or through their affiliation with an organization that is registered, licensed, or certified by a state or local authority to perform service on systems addressed within the scope of this Code; (4) Personnel who are employed and qualified by an organization listed by a nationally recognized testing laboratory for the servicing of systems within the scope of this Code; Reacceptance Testing after maintenance or repair shall be performed by technicians trained and/or qualified by the equipment manufacturer per DSA IR A-21 or as noted in NFPA 72, Section 10.5.3.2: testing personnel shall have knowledge and experience of the testing requirements contained in this Code, of the equipment being tested, and of the test methods. That knowledge and experience shall be acceptable to the authority having jurisdiction or meet the requirement of 10.5.3.4. The Fire Protection Respondent shall possess a C-16 Fire Protection for the testing, maintenance, and repairs for a fire protection equipment including fire sprinkler systems, pre-action systems, fire pumps, and fire suppressions systems.

- 12. Pricing Proposals.** The pricing proposed by each Respondent shall remain firm for one hundred twenty (120) days after the opening of RFQ/RFP Responses. If the District’s Board of Trustees has not awarded the Contract prior to expiration of the one hundred twenty (120) days that pricing proposals are to remain firm, the District may request that Respondents hold their respective pricing proposals firm for an additional maximum one hundred twenty (120) day period. In such event, only those Respondents who affirmatively and unequivocally committed in writing to holding firm their respective pricing proposals will be further considered for award of the Contract. The RFQ/RFP Response of Respondents who do not affirmatively and unequivocally commit in writing to hold firm pricing proposals will be thereupon deemed non-responsive and not further considered.

- 13. Best and Final Offers.** The District reserves the right, after the opening of RFQ/RFP Responses to request all or some of the Respondents to submit “Best and Final Offers” (“BAFO”). The RFQ/RFP Response of a Respondent who has been requested by the District to submit a BAFO, but fails or refuses to submit the BAFO in accordance with the District’s request will be rejected for non-responsiveness.

- 14. District Negotiations.** The District reserves the right (whether or not the District elects to engage in the BAFO process) to engage in negotiations with one or more Respondents regarding pricing, Contract terms or other requirements of the Contract. The District shall have the sole discretion to determine the scope and nature of the subject matter of negotiations, if any, and the Respondents requested to participate in such negotiations.

**15. Evaluation Criteria.**

- A. **RFQ/RFP Response Evaluation.** RFQ/RFP Responses will be evaluated in accordance with the following evaluation criteria and the relative weighting of evaluation criteria.

Criteria	Weight
Compliance with RFQ/RFP Requirements & Responsiveness	5
Proposed Testing, Inspection, Monitoring, Maintenance & Repair Services Pricing	30

Schedule	25
Technical Expertise	15
Personnel	15
Acceptance of Contract Without Modifications	10
Principal Place of Business in Orange County, California	5

Members of the Selection Committee will review and score each RFQ/RFP Response. The RFQ/RFP Response score for each Respondent will be based on the Selection Committee's collective cumulative score.

- B. **Interviews.** Upon completing review and scoring of RFQ/RFP Responses, the District will request that the Respondents submitting the three (3) highest scored RFQ/RFP Responses to participate in an interview with the Selection Committee. Each Respondent participating in the interview will be independently scored by each Selection Committee member.
- C. **Respondent Recommended for Award of Contract.** The Respondent recommended for award of the Contract will be the Respondent with the highest cumulative score for its RFQ/RFP Response and its interview.

**16. Components are part of this RFQ/RFP and forms are attached hereto:**

- A. Instructions to RFQ/RFP
- B. Attachment A-1 District-Wide Fire Protection System Testing, Inspection, Monitoring, and Maintenance Service Contract
- C. Exhibit A Labor and Material Payment Bond
- D. Attachment A-2 Scope of Services & Procedural Requirement
- E. Attachment A-3 Proposal Price Matrix Worksheet
- F. Attachment A-4 Proposal Worksheet/Summary of Yearly Costs
- G. Attachment A-5 Fire Protection System Repair Services Hourly Rates
- H. Attachment A-6 Qualifications Statement
- I. Attachment A-7 Proposed Resource and Schedule Plan
- J. Attachment A-8 Proposal Forms
  - A-8-1) Proposal Certifications
  - A-8-2) Prevailing Wage and Related Labor Requirements Certification
  - A-8-3) Insurance Documents and Endorsements
  - A-8-4) Workers' Compensation Certification
  - A-8-5) Respondent's Certification Regarding Drug-Free Workplace Certification
  - A-8-6) Respondent's Certification Regarding Alcoholic Beverage and Tobacco Use
  - A-8-7) Criminal Background Investigation/Fingerprinting Certification
  - A-8-8) Local Hire and Local Business Information
- K. Attachment A-9 Supplemental Conditions
- L. Exhibit B RSCCD Active Fire Protection Systems Summary
- M. Exhibits C1-C6 Sites
- N. Exhibit D Site Maps

**17. Notice of Intent to Award the Contract.** At least five (5) days prior to the date of the District's Board of Trustees meeting to consider award of the Contract, the District will issue a Notice of Intent to Award identifying the Respondent to whom the District intends to award the Contract and the date/time/place of the District's Board of Trustees meeting at which award of the Contract will be considered.

**18. Bid Protest.** Any Respondent submitting a RFQ/RFP Response to the District may file a protest of the District's intent to award the Contract provided that each and all of the following are complied with: (i) the bid protest is in writing; (ii) the bid protest is filed and received by FacilitiesRFP@rscdd.edu not more than three (3) calendar days following the date of issuance of

the District’s Notice of Intent to Award the Contract; and (iii) the written bid protest sets forth, in detail, all grounds for the bid protest, including without limitation all facts, supporting documentation, legal authorities and argument in support of the grounds for the bid protest; any matters not set forth in the written bid protest shall be deemed waived. All factual contentions must be supported by competent, admissible and creditable evidence. If the District does not issue a Notice of Intent to Award the District-Wide Fire Protection System Testing, Inspection, Monitoring, and Maintenance Contract at least five (5) calendar days prior to the date of the Board of Trustees meeting to consider award of the Contract, the latest date/time for timely submission of bid protests shall be 12:00 P.M. of the second (2<sup>nd</sup>) business day preceding the date of the Board of Trustees meeting to consider award of the Contract. In such event, a bid protest submitted thereafter shall be deemed rejected without further action of the District. Any bid protest not conforming to the foregoing shall be rejected by the District as invalid. Provided that a bid protest is filed in strict conformity with the foregoing, the District Representative or such individual(s) as may be designated by him/her, shall review and evaluate the basis of the bid protest. The District Representative or other individual designated by him/her shall provide the Respondent submitting the bid protest with a written statement concurring with or denying the bid protest. Action of the District Representative is final and not subject to appeal to any other employee or officer of the District or the District’s Board of Trustees. The rendition of a written statement by the District Representative (or his/her designee) addressing disposition of the bid protest is an express condition precedent to the institution of any legal or equitable proceedings relative to the bidding process, the District’s intent to award the Contract, the District’s disposition of any bid protest or the District’s decision to reject all RFQ/RFP Responses. In the event that any such legal or equitable proceedings are instituted and the District is named as a party thereto, the prevailing party(ies) shall recover from the other party(ies), as costs, all attorneys’ fees and costs incurred in connection with any such proceeding, including any appeal arising therefrom.

- 19. Testing and Inspection Services.** The Respondent is to perform regularly scheduled functional/diagnostic testing and inspection on all existing devices listed in the Scope of Work (Attachment A2). Tests will be scheduled in advance and at the convenience of District staff. Respondent will need the assistance from District Security for access to all areas of the facilities in order to locate devices and ensure efficient transition between areas.
- 20. Maintenance Services.** District-Wide Fire Protection System Testing, Inspection, Monitoring, and Maintenance Services described in Attachment A2 for each Site will be provided for all equipment and components of the fire protection systems at each including but not limited: fire alarm panel, fire alarm battery, smoke detectors, duct detectors, heat detectors, module relays, dampers, audio horn/visual strobe, audio horns, visual strobes, manual pull stations, digital alarm communicator transmitters, beam detectors, magnetic door holders, remote power supplies, water flow switches, sprinkler bells, tamper valves, tamper flow switches, sprinkler risers, fire water pump systems, fire hose systems, fire hydrants, sprinkler control valves, fire department connections, main drain valves, post indicator valves, halon systems, kitchen hood suppression systems, smoke control systems, and expander panels. The Respondent shall follow all applicable NFPA standards including, but not limited to, NFPA 4, NFPA 13, NFPA 17A, NFPA 25, NFPA 72, NFPA 92, NFPA 96 and Manufacturer’s recommendations. Refer to the Scope of Work.
- 21. Fire Protection System Repair Services.** Respondent shall provide repair services on a Time & Material basis upon prior request of the Chief or the District Representative on an “on-call” “as-needed” basis. Response time will be based on the District’s characterization of the required response to a Fire Protection System Repair Service as follows:

Routine	Within 24 hours
Urgent	Within 4 hours
Emergency	Within 2 hours; 24/7 availability



Parts for all Maintenance Services and Repair Services must be OEM manufactured or OEM authorized alternative. All labor performing Maintenance Services or Repair Services are entitled to prevailing wage rates. Pricing proposed for Maintenance Services and Repair Services must conform to the foregoing parts and prevailing wage rate requirements.

- 22. Contract.** Incorporated in this RFQ/RFP is the Contract which the District anticipates executing with the successful Respondent selected through this RFQ/RFP. All Respondents must thoroughly review the proposed contract form and indicate in the RFQ/RFP Response acceptance of the entirety of the contract or the portions of the contract for which modifications are proposed by a Respondent. A Respondent who indicates acceptance of the terms of the Contract or who's RFQ/RFP Response does not request modifications to the Contract will be required to execute the Contract without modifications, except as agreed to by the District.

**RFQ/RFP RESPONSES**

**23. RFQ/RFP Responses.**

- A. RFQ/RFP Activities; Timeline. The following is a description of the principal activities to be completed under this RFQ/RFP and the date for anticipated completion of each activity. The following notwithstanding, the District expressly reserves the right to amend the extent, nature or scope of RFQ/RFP activities and/or the time for completing RFQ/RFP activities.

ACTIVITY	DATE
District issues RFQ/RFP	June 24, 2020
Respondents' submission of RFQ/RFP Questions/Clarifications	July 21, 2020, 4:00 P.M.
<b>Contractors' submission of RFQ/RFP Response</b>	<b>August 28, 2020, 2:00 P.M.</b>
Interviews (at the District's discretion)	September 17 – 21, 2020 (anticipated)
Board of Trustees approves the Contract	November 2020 (anticipated)

B. Submission of RFQ/RFP Response.

- 1) RFQ/RFP Response Submittal Deadline. The latest date/time for submission of RFQ/RFP Responses is **2:00 P.M., August 28, 2020.** RFQ/RFP Responses which are not actually received by the District's Facility Planning, District Construction & Support Services at or prior to the latest date/time for submission of RFQ/RFP Responses will be rejected by the District for non-responsiveness.
- 2) Submittal of Responses. Due to the COVID-19 pandemic, the District is continuing to primarily work remotely; therefore, the District is making the following accommodations for the submission of the RFQ/RFP responses. Responses may only be submitted to the District by the following methods:
  - A. Electronically to [FacilitiesRFP@rsccd.edu](mailto:FacilitiesRFP@rsccd.edu)
  - B. US Mail (only) to:  
 Rancho Santiago Community College District  
 Facility Planning, District Construction and Support Services  
 2323 North Broadway, Suite 112  
 Santa Ana, CA 92706-1640  
 Attn: Carri M. Matsumoto
  - C. Hand delivery to the address above will only be allowed on August 28, 2020 between the hours of 10:00AM to 2:00PM. There shall be no other deliveries made to the office other than the day and time listed above.

Respondents are solely responsible for timely submission of Responses to the District at the designated location. The District shall not be responsible for any delays or issues with mail delivery. Any Response received after the scheduled closing time for receipt of Responses shall be returned to the Respondent unopened.

- 3) RFQ/RFP Response Costs. All costs and expenses incurred by a Respondent to prepare and submit a response to this RFQ/RFP and all other related activities shall be borne solely and exclusively by the Respondent.
- 4) RFQ/RFP Response. All materials submitted in response to this RFQ/RFP shall be on 8 1/2" x 11" paper, preferably in portrait orientation. All submitted materials must be bound in either a three-ring binder or spiral bound notebook. Tabbed dividers should be used to identify and separate discrete sections of the RFQ/RFP Response which correspond to the information requested in RFQ/RFP Response Format/Content.
- 5) Additional Materials. Respondents are not prohibited, but are discouraged, from submitting materials in addition to those specifically responding to the matters in the RFQ/RFP Response Format/Content. If a Respondent elects to submit materials with its RFQ/RFP Response which are in addition to the matters described in RFQ/RFP Response Format/Content, the Respondent shall separately bind all such additional materials separately from the RFQ/RFP Response addressing the matters set forth in RFQ/RFP Response Format/Content. It would also be prudent to ensure that the additional information is relevant to and or referenced in the RFQ/RFP response.
- 6) Copies of RFQ/RFP Response. Each Respondent shall submit an original and five (5) copies of the RFQ/RFP Response and one electronic copy in PDF format.

**24. RFQ/RFP Response Format/Contents.** Each RFQ/RFP Response must conform to the following described format and must include the content described below. Failure of a Respondent to submit its RFQ/RFP Response in a format and with content conforming to the following requirements will be a basis for the District's rejection of such RFQ/RFP Response for non-responsiveness.

- A. Cover Sheet. Identify the submittal as the Response to this RFQ/RFP and an identification of the firm submitting the RFQ/RFP Response along with the firm's address, telephone/fax numbers and email addresses of the firm's principal contacts for this RFQ/RFP.
- B. Table of Contents. Include a Table of Contents reflecting the Respondent's responses to each of the items set forth below.
- C. Letter of Interest. Include a brief letter expressing the interest of the Respondent in providing the District-Wide Fire Protection System Testing, Inspection, Monitoring, and Maintenance Services contemplated by this RFQ/RFP and the Contract along with a brief statement of the qualifications of the Respondent to provide the services described in the attached Contract. Provide contact information, including the telephone number, fax number and email address for the personnel of the Respondent who will be receiving notices and other communications from the District regarding the RFQ/RFP. The letter of interest should be bound with other materials responding to this RFQ/RFP.
  - 1) Tab 1-Statement of Qualifications. Complete the Statement of Qualifications incorporated into this RFQ/RFP.
  - 2) Tab 2-Technical Information. This section of the proposal response shall address the following specific issues:
    - A written description of the Respondent's plan for managing the completion of services required by the Contract.
    - Proposed Work Plan/Schedule/Calendar of Events indicating when certain services would be performed, outline of Respondent's personnel weekly/monthly/quarterly/yearly tasks.
    - Provide a sample testing, inspection, monitoring, and maintenance plan for similar equipment as described on Attachment A-2.

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- Indicate firm’s understanding of local laws, ordinances, regulation, policies, NFPA requirements, permits, etc.
  - Provide a description of company’s safety program/policies related to the scope of services.
  - Staff training and continuing-training.
  - Availability of labor personnel, equipment, tools and materials for completing Contract services.
- 3) Tab 3-Insurance Certificates. Provide copies of Certificates of Insurance for the Respondent confirming the minimum coverage limits for each policy of insurance as set forth below.

Required Insurance Policy Certificate	Minimum Coverage Limits
Workers Compensation	In accordance with law
Employers Liability	One Million Dollars (\$1,000,000)
Comprehensive General Liability (including property damage)	Two Million Dollars (2,000,000) per occurrence/Four Million Dollars (\$4,000,000) in the aggregate
Automobile Liability	Two Million Dollars (\$2,000,000) combined single limit

- 4) Tab 4- Contract Comments. Included with this RFQ/RFP is the Contract. Respondents must thoroughly review the Contract included herewith and must, in their respective RFQ/RFP responses, identify any term or condition of the Contract which the Respondent requests modification, by amendment to existing provisions, addition of additional provisions or deletion of existing provisions. Where any requested modification consists of amendments to existing provisions or additional provisions, the response to this RFQ/RFP must set forth the text of the requested amendment or addition. Any Respondent whose RFQ/RFP Response does not identify modifications to terms or conditions of the attached Contract will be deemed to have agreed to all terms and conditions set forth therein; if awarded the Contract, such Respondent must execute the Contract in the form and content attached hereto subject only to elements of such Respondent’s RFQ/RFP Response accepted by the District.
- 5) Tab 5- Proposal.
- a. Provide completed forms Attachment A-3 to A-5. Provide an estimated annual price for the Testing, Inspection, Monitoring, and Maintenance with detail and rationale for quoted price. The pricing proposals must be inclusive of all personnel costs, labor burdens on the direct personnel costs, administrative, overhead and profit to complete Testing, Inspection, Monitoring, and Maintenance Services. Provide unit prices (hourly rate) for each category of personnel anticipated to provide the required services.
  - b. Respondent shall prepare and submit a suggested testing, inspection, monitoring, and maintenance plan for the equipment listed in Exhibit B and C1 through C-6 et al in similar format of the testing, inspection, monitoring, and maintenance schedule listed in Attachment A-2. The submitted testing, inspection, monitoring, and maintenance plan will be used for purposes of evaluating and comparing proposals, and establishing unit price/labor rates and/or estimated total hours for performing those services for similar equipment as recommended by the equipment manufacturer. The testing, inspection, monitoring, and maintenance plan must be submitted by each

Respondent and incorporated into Tab 5 of each Respondent's RFQ/RFP Response.

- c. For Fire Protection System Repair Services, Respondents must propose labor charges and proposed basis for pricing for materials or parts necessary to complete repair services.

The Respondent must specify for each labor category a fixed hourly rate (routine, urgent and emergency) in its proposal that include wages, overhead, general and administrative expenses, and profit.

- d. Note that the fee proposal shall identify the derivation of the total fee by indicating:
  - Assumptions made in estimating costs.
  - Net increase/decrease for any RFQ/RFP modifications suggested or requested by Respondent that have been included in the RFQ/RFP.
  - Provide a breakout of estimated costs. Please include a list of hourly rates, job descriptions, hours to be worked, and a breakdown of work to be performed for personnel working on the project. List all other expenses.

- 6) Tab 6- Personnel. Respondents are responsible for employing such personnel necessary to fully and timely complete obligations under the Contract. Each Respondent shall propose such personnel resources as the Respondent deems is appropriate and sufficient to meet obligations under the Contract in the most economical and efficient manner possible. The District anticipates one or more of the personnel listed below may be necessary to meet requirements of the Contract. Personnel proposed by each Respondent should be described in relationship to the following personnel descriptions. If the scope of personnel resources proposed by a Respondent materially varies from the following personnel descriptions, such a Respondent must provide a detailed explanation for such variation and how the Respondent intends to meet Contract requirements with materially varying personnel. Respondents shall indicate whether personnel would be on-site full time or part-time/on-call. Respondent shall indicate approximate number of hours per week/month this person would perform services under the contract(s). Resumes included in Tab 6 must be organized in the following manner:

Tab 6A	Proposed Management and Supervisory Personnel
Tab 6B	Proposed Testing, Inspection, Monitoring, & Maintenance Services Personnel
Tab 6C	Proposed Repair Services Personnel
Tab 6D	Organization Chart including Respondent's proposed Management/Supervisory, Testing, Inspection, Monitoring, & Maintenance, and Repair Personnel

The Respondent shall designate a responsible employee or officer as the Contract Manager responsible for the Respondent's completion of District-Wide Fire Protection System Testing, Inspection, Monitoring, and Maintenance Services and other obligations of the Respondent under this Contract. This individual shall be responsible for the overall management and coordination of this contract and shall act as the main point of contact with the Chief and the District Representative. This person does not need to be on-site full-time but must provide adequate supervision of the services being performed under the Contract. This person shall be available to meet periodically with the Chief and the District Representative to discuss personnel performance, quality of services or other administrative matters related to the Contract.

- 7) Tab 7- Schedule. Provide the Respondent's Proposed Resource and Schedule Plan (Attachment A-7) of the Fire Protection System Testing, Monitoring and Maintenance Services for each item of Fire Protection Equipment in each Building at all Sites during the first twelve (12) months after award of the Contract ("Proposed Schedule").
- 8) Tab 8- Sample Forms/Reports. Provide sample forms for:
  - a. Test/Inspection Services
  - b. Maintenance Services
  - c. Repair Services
  - d. UL Listed Monitoring Sample Report

**25. Award of Contract.** The District's Board of Trustees will have the exclusive authority to take action for the award of the Contract. The District reserves the right to waive minor irregularities in RFQ/RFP Responses.

END OF SECTION

**ATTACHMENT A-1 DISTRICT-WIDE FIRE PROTECTION SYSTEM TESTING,  
INSPECTION, MONITORING, AND MAINTENANCE SERVICE CONTRACT**

This Contract is entered into this \_\_\_\_ day of \_\_\_\_\_, 2020 by and between Rancho Santiago Community College District (“District”) and \_\_\_\_\_ (“Respondent” and/or “Contractor”) who are collectively referred to herein as “the Parties.” This Contract is entered into with reference to the following Recitals, all of which are incorporated herein by this reference.

**RECITALS**

WHEREAS, the District operates community colleges at multiple campuses, including Santa Ana College (“SAC”), Santiago Canyon College (“SCC”), Centennial Education Center (“CEC”), the Orange County Sheriff’s Regional Training Academy (“OCSRTA”), Digital Media Center (“DMC”), and the District Operations Center (“DOC”); the foregoing are referred to herein collectively as the “Sites” and individually as a “Site”.

WHEREAS, the services will be conducted throughout all buildings situated at the Sites.

WHEREAS, the District issued a Request for Qualifications and Proposals (“the RFQ”) pursuant to which the District requested proposals to provide scheduled testing, inspection, monitoring, maintenance, (“Fire Protection System Services”) and repair services (“Fire Protection System Repair Services”) at the Sites; Fire Protection System Services and Fire Protection System Repair Services are collectively referred to herein as “Services”.

WHEREAS, the Contractor submitted a written response to the RFQ (“the RFQ Response”); by this reference, the RFQ Response is incorporated herein.

WHEREAS, the Contractor is duly licensed as a Contractor in the C-10 (Electrical) and a C-16 (Fire Protection) classifications by the Contractors State License Board.

WHEREAS, the Contractor and its personnel are experienced, skilled, authorized, and certified (as required by Fire Protection System Equipment manufacturers) to complete and provide the Services subject to this Contract.

WHEREAS, the terms and conditions for the Contractor’s completion of Services are set forth in this Contract.

NOW THEREFORE, for good and valuable consideration, the receipt and adequacy of which is acknowledged by the Parties, the Parties agree as follows:

**1. General.**

**1.1. Contractor’s Employees.** All Services shall be completed by employees of the Contractor who are experienced, skilled, authorized, and certified (if required by a Fire Protection System Equipment manufacturer) to complete the Services assigned to such personnel. The Contractor shall maintain an adequate staff of professional personnel with competency, expertise and qualifications to complete Services. The Contractor shall provide substantiation of its employees’ experience, skills, authorization or certification upon request of the District. Prior to starting work at District locations, a resume, including experience, copies of current license(s) and other related information shall be submitted on each employee for review by the District. If the District objects to any of the Contractor’s personnel assigned to complete Services, upon request of the District, the Contractor shall replace such personnel without cost or expense to the District. While on District property, Contractor’s employees shall comply with all applicable rules, regulations and/or policies relating to use/access to District property and personal conduct. Contractor’s personnel

violating applicable policies, regulations or laws are subject to penalties imposed by the policy, regulation or law violated. A current valid California State Driver's License for all Contractor's employees operating a vehicle at any Site is required. Third party contracting shall not be allowed.

**1.2. Fire Protection System Testing, Inspection, Monitoring, and Maintenance Service Standards.** The Contractor shall complete all Services: (i) in accordance with applicable industry/professional "best practices"; (ii) Fire Protection System Equipment manufacturer requirements and recommendations; (iii) the terms of this Contract; and (iv) applicable laws, rules and regulations.

**1.3. Permits and Licenses.** At all times when providing Services, the Contractor shall maintain all licenses, certifications, permits, governmental authorizations or approvals required by any federal, state, regional or local governmental agency to provide the Fire Protection System Testing, Inspection, Monitoring, and Maintenance Services and perform other obligations of the Contractor under this Contract. The foregoing includes without limitation: (i) City business license; (ii) CLSB Contractors' license in the C-10 electrical classification, and C-16 fire protection classification; and (iii) Department of Industrial Relations ("DIR") contractor registration.

**1.4. Supplies, Materials and Maintenance Services.** Unless otherwise specified, the District is responsible for procuring and payment for maintenance of the Fire Protection System Equipment and materials, supplies and other similar items necessary for operation of the Fire Protection System Equipment ("District Fire Protection System Supplies"). The Contractor is responsible for materials and supplies to complete Contractor obligations under this Contract.

**1.5. Fire Protection System Equipment Damage or Destruction.** The District is responsible for damage or destruction to the Fire Protection System Equipment, provided that damage or destruction is not the result of the Contractor's: (i) negligent or willful conduct; or (ii) breach of obligations under this Contract. The Contractor is responsible for costs, expenses, and losses resulting from (i) or (ii) above, which arise out of or are related to repairs or replacement of damaged or destroyed Fire Protection System Equipment and the loss of services provided by the damaged or destroyed Fire Protection System Equipment.

**1.6. Employment of Labor.**

**1.6.1. Prevailing Wage Rates.** If any portion of the Fire Protection System Testing, Inspection, Monitoring, and Maintenance Services are deemed by the Department of Industrial Relations, Division of Labor Standards Enforcement ("DLSE") to be in the nature of "public works" requiring the payment of applicable prevailing wage rates, the Contractor is solely responsible for compliance with the obligation to make payment of at least the applicable prevailing wage rate and all other administrative requirements associated with prevailing wage rate payments, including without limitation: (i) compliance with DIR contractor registration requirements; and (ii) completion/filing of Certified Payroll Records. Compensation due the Contractor under this Contract is not subject to adjustment if the Contractor is required to comply with prevailing wage rate requirements for any personnel providing Fire Protection System Testing, Inspection, Monitoring, and Maintenance Services. Monitoring and enforcement of the Contractor's prevailing wage rate obligations will be by DLSE.

**1.6.2. Contractor Personnel Compensation.** The Contractor is solely responsible for timely and full payment of: (i) compensation and other employment benefits due Contractor personnel and (ii) taxes and other similar payroll burdens.

**1.6.3. Uniforms; Identification Badges.** All Contractor personnel shall wear Contractor furnished uniforms while at the District locations. The uniforms shall have patches on them that identify person's name and the Contractor's company name and logo.

Contractor personnel may also be required to wear identification badges issued by the Contractor or the District.

- 1.6.4. Contractor Personnel Training and Education.** The Contractor shall ensure that personnel have the skills to adapt to changing technology and to efficiently complete Fire Protection System Testing, Inspection, Monitoring, and Maintenance Services by access to and completion of relevant training and education services. Upon request of the District, the Contractor shall furnish reasonably satisfactory written evidence confirming that the Contractor's personnel are so skilled and have access to continuing training/education resources which are utilized to develop new/additional skills or to augment/refine existing skills. The District is not responsible for training Contractor personnel. Costs, fees, expenses and charges for training and education of Contractor personnel providing Fire Protection System Testing, Inspection, Monitoring, and Maintenance Services shall be borne by the Contractor without adjustment of the compensation due the Contractor under this Contract. Contractor personnel providing Fire Protection System Testing, Inspection, Monitoring, and Maintenance Services shall be certified, accredited and otherwise authorized by the Fire Protection System Equipment manufacturer in accordance with certification, accreditation or authorization requirements of the Fire Protection System Equipment manufacturer.
- 1.6.5. Contractor Personnel Criminal History Clearance.** Contractor personnel are permitted access to District campuses only if there is prior Department of Justice fingerprint verification that such personnel: (i) is not subject to a pending criminal proceeding for a felony described in Education Code §45122.1; and (ii) has not been convicted of a violent or serious felony as described in Education Code §45122.1. The Contractor shall provide the District Representative with written evidence of the Department of Justice fingerprint check of Contractor's personnel and verification that such personnel: (i) are not subject to a pending criminal proceeding for a felony described in Education Code §45122.1; and (ii) have not been convicted of a violent or serious felony as described in Education Code §45122. Costs, fees, expenses or other charges relating to Department of Justice fingerprint checks of Contractor employees pursuant to the foregoing shall be borne solely and exclusively by the Contractor.

## **1.7. Safety and Environmental.**

- 1.7.1. Contractor Personnel.** The Contractor shall provide all personnel performing Services with required safety training and safety equipment. Services shall only be completed by personnel who are properly trained, skilled, certified and authorized to complete the Services assigned to such personnel.
- 1.7.2. Waste Materials Handling and Disposal.** The Contractor is solely responsible for disposal of waste materials, including without limitation, lubricants, absorbents, and cleaning products in accordance with District requirements in compliance with manufacturer recommendations and applicable law. All waste materials must be removed in accordance with District requirements.
- 1.7.3. Work Area Safety.** The Contractor is solely responsible for implementing safety measures when completing Services at the Sites, including without limitation, warning signs and barricades. The Contractor shall keep work areas in a neat and clean condition.
- 1.7.4. Accident and Hazard Reporting.** The Contractor shall report any accidents or hazardous conditions to the Chief or District Representative within one hour and shall submit an accident report or hazardous condition report on forms approved by the District. The Contractor shall report to the Chief and/or District Representative trouble call emergencies or items in need of prompt attention within one hour. Once an



emergency has been stabilized, the Contractor shall not commence any corrective work until the Chief and/or Safety, Health, and Environmental Risk Manager and the District Representative have finished their investigations. The Contractor shall report any conflict between requested work and safety requirements to the Chief or District Representative for resolution before performing the work.

**1.7.5. Building's Access.** The Campus Safety Office will provide Contractor's personnel with access to the buildings at the Sites. Sites that do not have a Campus Safety office will be provided access by the District office. This applies Mondays through Fridays during normal business hours (7:00 AM to 5:00 PM), weekends, and holidays or after business hours.

**1.8. District Responsibilities.** The District will provide or complete the following relating to the Contractor's completion of Fire Protection System Testing, Inspection, Monitoring, and Maintenance Services under this Contract.

**1.8.1. District Representative.** The Chief will assign a District Representative(s) in connection with this Contract and the Contractor's completion of Fire Protection System Testing, Inspection, Monitoring, and Maintenance Services. Fire Protection System Testing, Inspection, Monitoring, and Maintenance Services and other obligations of the Contractor shall be completed in accordance with directives or authorizations of the Chief, District Representative or her/his designee.

**1.8.2. Building Access Keys.** The District will provide the Contractor's personnel with access to the Buildings necessary for completing the Contractor's obligations under this Contract. The Contractor shall follow the District's Key and Electronic Access Control Procedures. If the Buildings access provided by the Chief or District Representative includes keys, the Contractor is solely responsible for costs arising out of lost, misplaced or stolen keys, including without limitation replacement keys and re-keying locks for security purposes, as reasonably determined by the District. The Contractor will be required to sign a release form. If the Contractor loses a key or fails to return a key to the District, the Contractor shall be fined \$5,000 for each key lost. The Contractor is solely responsible for: (i) informing all personnel with access to, or authority to use, any Building access keys, of the limitation on the use of such keys solely and exclusively in connection with completing Services under this Contract; (ii) prohibiting personnel from disseminating or duplicating any building keys; and (iii) all losses, damages, costs or other liabilities arising out of the unauthorized dissemination or duplication of any building keys.

## **2. Fire Protection System Testing and Inspection.**

**2.1. General.** The Contractor shall furnish all labor, materials, parts, equipment, tools, and services necessary for all scheduled testing and inspection of Fire Protection System Equipment identified in Attachment hereto. The frequency and specific testing, inspections, and preventative maintenance tasks to be completed by the Contractor shall be in accordance with the Fire Protection System Equipment manufacturer recommendations and the National Fire Protection Association (NFPA) NFPA 72, NFPA 13, and all other related sections of the NFPA.

**2.2. Fire Protection System Equipment.** Fire Protection System Equipment subject to Fire Protection System Inspection and Testing Services are set forth in Exhibits B and C1 through C6.

**2.3. Completion of Fire Protection System Testing and Inspection.** The Contractor shall complete the Fire Protection System Testing and Inspection at each facility at each Site in accordance with the Testing and Inspection Services Schedule prepared pursuant to this Contract. Failure of the Contractor to commence and complete Fire Protection System Testing and Inspection in

accordance with the Testing and Inspection Services Schedule will subject the Contractor to assessment of Liquidated Damages set forth in this Contract.

### 3. Fire Protection Maintenance Services.

**3.1. General.** The Contractor shall furnish all labor, materials, parts, equipment, tools, and services necessary for all scheduled/preventative maintenance of Fire Protection System Equipment identified in Exhibits B and C1 through C6. The frequency and specific scheduled/preventative maintenance tasks to be completed by the Contractor shall be in accordance with the Fire Protection System Equipment manufacturer recommendations.

**3.1.1. Hours/Days of Fire Protection System Maintenance Services.** Fire Protection System Maintenance Services will be provided between 7:00 AM and 5:00 PM Mondays through Fridays, except for District holidays (“Regular Hours”). The foregoing notwithstanding, the Chief or District Representative may direct or authorize the Contractor to complete Fire Protection Maintenance Services on days or at times outside the Regular Hours; overtime/premium time labor charges set forth in Exhibit A-5 (Fire Protection System Repair Services Hourly Rates) will apply for Fire Protection System Maintenance Services authorized by the District for Alternative Hours. No payment will be made for overtime/premium time labor charges unless authorized in writing in advance by the District Representative.

### 3.2. Fire Protection System Maintenance Services Requirements.

**3.2.1. Fire Protection System Maintenance Intervals.** The Contractor shall complete each Fire Protection System Maintenance Service for each item of Fire Protection System Equipment at the intervals noted in Attachment A-2 hereto or the Fire Protection System Equipment manufacturer recommendations, whichever is more stringent. The Contractor shall develop a twelve (12) month schedule establishing the commencement and completion dates for each Fire Protection System Maintenance Service during such twelve (12) month period (“Fire Protection System Maintenance Schedule”) for review and acceptance by the District. The Contractor shall complete Fire Protection System Maintenance Services in accordance with the District accepted Fire Protection System Maintenance Schedule.

**3.2.2. Initial Fire Protection System Maintenance Interval.** If the interval for any Fire Protection System Maintenance Service for any item of Fire Protection System is greater than three (3) years, the Contractor shall complete each such Fire Protection System Maintenance Service during the first twelve (12) months of the Term of this Contract.

**3.2.3. Fire Protection System Maintenance Records.** The Contractor shall maintain records of all Fire Protection System Maintenance Services for each item of Fire Protection System Equipment including without limitation the following:

**3.2.3.1.** Service date.

**3.2.3.2.** Service technician(s) contact information.

**3.2.3.3.** Executive summary.

**3.2.3.4.** Property and building information.

**3.2.3.5.** System monitoring status information including monitoring entity information and contact.

**3.2.3.6.** Description of the systems or services that are part of the testing program and reference the appropriate NFPA codes and testing table.

- 3.2.3.7. Scheduled and non-scheduled testing, inspection, monitoring, maintenance, and repairs performed.
- 3.2.3.8. Detailing of the condition of all pieces of equipment and a Pass/Fail rating.
- 3.2.3.9. Equipment testing results, deficiencies, and urgent corrective items. The deficiency report shall describe the deficiency, the location, and date and time the deficiency was reported.
- 3.2.3.10. Listing of an accurate inventory of all devices and provide any discrepancies to the Chief and/or the District Representative.
- 3.2.3.11. Technician certifications of testing and inspection.
- 3.2.3.12. Additional comments, notes, or pertinent information related to testing, inspection, and maintenance of the buildings.
- 3.2.3.13. Electronic files with programming revisions made to the main fire alarm panel.
- 3.2.3.14. Completed and signed NFPA Inspection and Testing Forms and Supplemental Forms.

Fire Protection System Maintenance Records shall be maintained on such forms with such content required by the District. Fire Protection System Maintenance Records shall be completed within four (4) hours of the completion of each Fire Protection System Maintenance Service for an item of Fire Protection System Equipment. Within twenty-four (24) hours of the Contractor's completion of a Maintenance Service Request, the Contractor shall deliver the records of the completed Maintenance Service Request to the Chief or the District Representative. No payments shall be made for any Fire Protection Maintenance Services for which the Contractor has not submitted records of the completed Maintenance Service Request.

Annual testing reports shall be completed and submitted to the Chief or the District Representative no later than two (2) weeks after the final test has been completed.

- 3.2.4. **Completion of Fire Protection Maintenance Services.** The Contractor shall complete the Fire Protection Maintenance Services at each facility at each Site in accordance with the Maintenance Services Schedule prepared pursuant to this Contract. Failure of the Contractor to commence and complete Fire Protection Maintenance Services in accordance with the Maintenance Services Schedule will subject the Contractor to assessment of Liquidated Damages set forth in this Contract.

- 3.3. **Repair Services; General.** General requirements relating to the Contractor's completion of Repair Services are set forth below.

- 3.3.1. **Repair Logs.** The Contractor shall maintain a Repair Log for each item of Fire Protection System Equipment subject to repair services noting Repair Services performed, including without limitation, service dates, service personnel, detailed description of nature and scope of Repair Services and parts replaced with each Repair Service. The form and required content of the Contractor's Repair Log are subject to District review and acceptance; the Contractor shall modify the form of the Repair Log as necessary for the District to accept the entirety thereof. At the conclusion of each Repair Service, the Contractor's Repair Service personnel shall complete the Repair Log for the Repair Service completed. The Contractor shall provide the Chief and/or District Representative with hard copy written Repair Logs or electronic/digital files of Repair Logs for each Repair Service within three (3) business days of the completion of a Repair Service. No payment will be made by the District for any Repair Service unless the

Contractor completes and delivers Repair Logs for such Repair Service pursuant to the foregoing.

**3.3.2. Replacement Parts.** If any Repair Service includes the replacement of any parts, components or other separable assemblies of an item of Fire Protection System Equipment, the removed and replaced part shall be made available to the District Representative for inspection. The Contractor shall dispose of any removed or replaced parts as directed or authorized by the District. Disposal of removed or replaced parts are included with the Repair Service charge; no additional payment is due the Contractor for disposal of removed or replaced parts.

**3.3.3. Repair Services Response Time.** The Contractor shall complete repairs and other maintenance activities so all the Fire Protection System Equipment, in all locations, is continuously in operating condition (“Repair Requests”). Contractor shall provide priority service to perform the Work as required within the shortest possible timeframe, take all necessary precautions to prevent reoccurrence, and provide quality parts and materials to maintain related equipment in proper operating condition. Repair Requests will generally note the repair or maintenance required and whether the Repair Request is a General Repair Request, an Urgent Repair Request or an Emergency Repair Request. The Contractor shall dispatch personnel with the skills and experience to complete a Repair Request along with the parts, equipment, tools and other items necessary to complete the Repair Request as follows:

Routine	Within 24 hours
Urgent	Within 4 hours
Emergency	Within 2 hours; 24/7 availability

- 4. Monitoring Services.** The Contractor shall provide a UL listed remote supervising services, hereinafter referred to as the Remote Supervising Station, to monitor all off-normal operating signals 24 hours a day, 7 days a week, year round, for all of the District’s main fire alarm panels. The monitoring service shall be achieved through a dedicated telephone-based system using a Digital Alarm Communicator Transmitter (DACT). The Contractor shall verify the operation and performance of the communication technology to ensure continuous uninterrupted and reliable transmission of signals between the main fire alarm panel and the Remote Supervising Station and report deficiencies to the District Chief of Safety and Security and/or district representative. In the event of a fire alarm condition, the Remote Supervising Station shall contact the local fire department emergency services and the District’s site representative. A fire alarm condition shall mean an alarm signal initiated by manual fire alarm boxes, automatic fire detectors, waterflow from an automatic sprinkler system, or actuation of other fire suppression systems (s) or equipment. In accordance with the requirements of NFPA 72, the Remote Supervising Station shall retain a complete record of all signals (alarm, trouble, and supervisory) for a period of one year including testing and maintenance records of system communications.
- 5. Training.** Contractor shall provide hands-on training on basic system functions and proper monitoring procedures. The Contractor shall provide training to the designated District and College staff to conduct the Weekly and Daily activities under the NFPA 72 table and NFPA 25 table.
- 6. Term.** The Initial Term of this Contract commences as of the date set forth above and terminates thirty-six (36) months thereafter. The District shall have two (2) one-year options to extend the Term (“Extended Terms”) by written notice to the Contractor not more than six (6) and not less than two (2) months prior to expiration of the Initial Term or the then current Extended Term. Each Extended Term shall be for twelve (12) months commencing on expiration of the Initial Term or the then current Extended Term. Terms and conditions of this Contract shall apply to Extended Terms except for personnel requirements and compensation to the Contractor for the ensuing Extended Term, which will be set forth in an Amendment to this Contract for each Extended Term.

**7. Contract Payments.**

**7.1. General.** Payments to the Contractor for completion of Fire Protection System Testing, Inspection, Monitoring, and Maintenance Services shall be as set forth herein. Payments due the Contractor pursuant to the following are inclusive of all expenses, charges, fees or costs for labor, materials, equipment and services to complete the Contractor's obligations hereunder. The foregoing includes without limitation, labor burdens and benefits, administrative, clerical and other indirect support, taxes and other similar charges and profit.

**7.2. Fire Protection System Testing, Inspection, Monitoring, and Maintenance Services.** If Attachment A-3 (Proposal Price Matrix Worksheet) to this Contract indicates a fixed, lump sum price for completing Fire Protection System Testing and Inspection Service for any Fire Protection System Equipment, compensation to the Contractor for completing such Fire Protection System Testing and Inspection Service will be the fixed, lump sum price indicated in Attachment A-3, with the fixed, lump sum price inclusive of all labor, materials, tools, equipment, services and any other item of a tangible or intangible nature.

**7.3. Contractor Billings for Fire Protection System Testing, Inspection and Fire Protection Maintenance Services.** The Contractor shall bill the District monthly for the Fire Protection System Testing/Inspection and Fire Protection Maintenance Services completed in the immediately preceding month. Billings shall be in such form and form along with such details and substantiating data as reasonably required by the District.

**7.4. Repair Services Charges.** If upon troubleshooting, repairs/replacement are deemed necessary, the Contractor shall provide a proposal to the District, in accordance with the rates provided in the Contractor's response to this RFQ/RFP, for District review and consideration prior of the required repair/replacement. The proposal shall include labor rates and number of hours to complete the works as well as the cost of materials, if any. Repair work shall be completed as agreed upon in writing by the District. Payment for Repair Services will be made only if the District Representative has specifically requested a Repair Service. No payment will be made by the District and no payment is due the Contractor for any Repair Service completed by the Contractor without prior direction or authorization from the Chief and/or District Representative. Contractor has the authority to complete immediate necessary repairs during testing and inspection activities only if the work does not exceed \$1,000 per day for labor and materials. The Contractor shall inform the Chief and/or appointed District Representative of the repair and cost of the repair within 24 hours. The intent of this authority is to make efficient use of a technician's time by allowing a technician to make necessary adjustments and repairs at the time of inspection and testing activities.

**7.4.1. Use of Allowance for Repairs.** Prior written approval by the District is required for use of the allowance. Any allowance requests that exceed \$25,000 requires the review and approval by the Assistant Vice Chancellor of Facility Planning, District Construction and Support Services or the Vice Chancellor of Business Operations/Fiscal Services.

**7.4.2. Repair Services Billing Records and Requirements.** The Contractor shall implement stringent billing practices for Repair Services, including separate service tickets or other written documentation of: (i) Equipment; (ii) Contractor personnel providing Repair Services; (iii) time incurred to complete a Repair Service; (iv) replaced parts; and (iv) detailed description of any other item or service for which payment is requested.

**7.4.3. Repair Services Billings.**

**7.4.3.1. Separate Billings.** Each separate request for Repair Services shall be subject to a separate Repair Services billing from the Contractor. Billings for Repair

Services Charges must be received by the District within sixty (60) days of the date of completion of each Repair Service. The Contractor expressly waives the right to payment for any Repair Service not billed within sixty (60) days of the date completing the Repair Service; a billing submitted by the Contractor for a Repair Service completed more than sixty (60) days prior to the District's receipt thereof will not be processed or paid by the District.

**7.4.3.2. Computation of Repair Services Charges.** Payment for Repair Services will be based on time reasonably necessary for the Contractor's Repair Service personnel to complete a Repair Service request, multiplied by the applicable hourly rate set forth in Attachment A-5 (Fire Protection System Repair Services Hourly Rates). Billing for Contractor Repair Service Personnel shall be in increments of one-quarter (1/4) of an hour and only for the duration of time actually providing Repair Services on a Campus. If the District determines that the time charged for completing a Repair Service is excessive, the Contractor's billing is subject to reduction in such amount as reasonably determined by the District based on the nature of the Repair Service and the time reasonably necessary to complete such Repair Service by qualified, skilled and experienced Repair Service personnel. In addition to payment for time of Repair Services personnel to complete a Repair Service, the Contractor will be paid for the costs for parts, materials and other similar items. Billing for labor charges inclusive of: (i) travel time; time charges permitted only for time on campus; (ii) supervision, training; (iii) administrative support costs; and (iv) are not subject to mark-up. Prevailing wage rates must be incorporated for all proposed labor charges. The allowable percentage mark-up on the Contractor's cost for field labor, materials, and equipment shall be in accordance with Attachment A-5.

**7.5. Contractor Billing Invoices.** The Contractor shall submit billing invoices monthly for payments for Fire Protection System Testing/Inspection and Fire Protection Maintenance Services completed in the immediately preceding month in such form, format and substantiating details as required by the District.

**7.6. Liquidated Damages.**

**7.6.1. Liquidated Damages for Failure to Comply with Repair Services Response Time.** If the Contractor fails to dispatch personnel, materials and equipment necessary to respond to a Repair Service request within the Response Time required by the Repair Service request (Routine, Urgent or Emergency) as set forth above, the Contractor shall be liable to the District for Liquidated Damages in the amount of One Hundred Dollars (\$100) per hour, or any portion thereof, from the scheduled response time until personnel, materials and equipment actually respond at the Site subject to a Repair Service request. The foregoing notwithstanding, the Liquidated Damages for any delayed Repair Service request shall not exceed Five Hundred Dollars (\$500) per day. The Contractor acknowledges the Liquidated Damages for delayed response to a Repair Service request is reasonable under the circumstances existing at the time this Contract is entered into.

**7.6.2. Liquidated Damages for Failure to Complete Fire Protection System Testing/Inspection and Fire Protection Maintenance Services.** If the Contractor fails or refuses to commence and complete Fire Protection System Testing/Inspection and Fire Protection Maintenance Services in accordance with the Services Schedule, the Contractor shall be liable to the District for per diem Liquidated Damages at the rate of One Hundred Dollars (\$100) per day from the date a Fire Protection System Testing/Inspection and Fire Protection Maintenance Service is scheduled for completion

to the date of actual completion of such Fire Protection System Testing/Inspection and Fire Protection Maintenance Service.

**7.7. District Payments.** The District will make payment of the undisputed amount due for Fire Protection System Testing, Inspection, Monitoring, and Maintenance Services and Fire Protection System Repair Services within thirty (30) days of the Contractor's submittal of a billing invoice. The foregoing notwithstanding, the District may withhold payment of any portion of any payment due the Contractor for losses, damages or costs sustained by the District as a result of the Contractor's default hereunder. Such withholdings will be released only after the Contractor's cure of its default(s) and the District's retention of losses, damages or costs resulting from such Contractor default. The Contractor is liable for losses, damages or costs incurred by the District resulting from a Contractor default which exceeds the amount of any payment withheld by the District pursuant to the foregoing.

**7.8. Withholding or Deduction of Compensation to the Contractor.** The District may withhold or deduct any portion of the compensation due the Contractor under this Contract in such sums as determined by the District or required by applicable law for: (i) levies or other similar instruments; (ii) losses, damages or costs resulting from the Contractor's failure to fully and timely complete its obligations hereunder, including without limitation Liquidated Damages. Withholdings pursuant to (ii) above will be released only after the Contractor fully cures its failure to timely or fully complete obligations hereunder and after deducting losses, damages or costs resulting from the Contractor's failure to timely and fully complete obligations hereunder. Notwithstanding any compensation withheld or deducted from the Contractor pursuant to the foregoing, the Contractor remains liable to the District for losses, damages or costs resulting from (ii) above which exceed any amount withheld and deducted from the Contractor.

## **8. Services Schedule.**

**8.1. Test/Inspection Services Schedule.** Within fifteen (15) days after the District's award of this Contract, the Contractor shall prepare and submit to the District for review and acceptance a Testing and Inspection Services Schedule which identifies the start date and completion date for the Fire Protection System Testing/Inspection Services the Contractor will complete at each Site and each facility at each Site during the first twelve (12) months of the Term.

**8.2. Maintenance Services Schedule.** Within fifteen (15) days after the District's award of this Contract, the Contractor shall prepare and submit to the District for review and acceptance, a Maintenance Services Schedule which identifies the start date and completion date for the Fire Protection Maintenance Services the Contractor will complete at each facility at each Site during the first twelve (12) months of the Initial Term. The Testing and Inspection Schedule and the Maintenance Schedule are collectively referred to herein as the "Services Schedule".

**8.3. District Review and Acceptance of Services Schedule.** The District shall have ten (10) days to review the Services Schedule to accept the same or to provide review comments to the Contractor for incorporation into the Services Schedule. The Contractor shall incorporate District review comments into the Services Schedule and submit the revised Services Schedule to the District for review and acceptance. The foregoing review and revision process shall continue until the District has accepted the entirety of the Services. The Services Schedule shall be prepared with commercially available project scheduling software approved in advance by the District.

**8.4. Annual Services Schedule.** The Contractor shall prepare a Services Schedule for each twelve (12) month increment of the Term ("Annual Services Schedule"). The Contractor shall submit the Annual Services Schedule to the District for review and acceptance at least sixty (60) days prior to expiration of the then current twelve (12) month increment of the Term. Each Annual Services Schedule is subject to District review and Contractor revisions as necessary to obtain District acceptance of the entirety of the Annual Services Schedule.

**8.5. Liquidated Damages for Failure to Comply with Services Schedule.** Failure of the Contractor to start and complete Services in accordance with the Services Schedules prepared by the Contractor and accepted by the District will subject the Contractor to Liquidated Damages set forth in this Contract.

**9. Insurance; Indemnity.**

**9.1. Contractor Insurance.** At all times during the Term of this Contract, the Contractor shall obtain and maintain the insurance coverages noted herein; each required policy of insurance shall be in the minimum coverage amount noted herein.

**9.2. Workers Compensation Insurance; Employer's Liability Insurance.** The Contractor shall obtain Workers Compensation Insurance covering all employees of the Contractor engaged in operations under this Contract. The Workers Compensation Insurance shall cover claims under workers' compensation, disability benefits and other similar employee benefit laws applicable to the Contractor's operations under this Contract. The Employer's Liability Insurance shall cover bodily injury or death by accident or disease to any employee which arises out of the employee's employment by the Contractor. The Employer's Liability Insurance may be obtained as a separate policy of insurance or as additional coverage under the Workers Compensation Insurance policy. The minimum coverage amount under the Workers Compensation Insurance shall be in accordance with applicable law. The minimum coverage amount under the Employers Liability Insurance shall be One Million Dollars (\$1,000,000).

**9.3. Commercial General Liability Insurance.** The Commercial General Liability Insurance obtained by the Contractor shall cover the types of claims set forth below which may arise out of or result from the operations of the Contractor under this Contract. The Commercial General Liability Insurance shall cover: (i) claims for damages for bodily injury, sickness, disease or death of persons other than the Contractor's employees; (ii) claims for damages due to injury or death of persons or damage to property, including the loss of use thereof; (iii); contractual liability applicable to the obligations under this Contract; and (iv) completed operations. The Commercial General Liability Insurance policy shall name the District including, without limitation, District officers, directors, employees, representatives, the District's Board of Trustees and individual members of the Board of Trustees, as additional named insureds thereunder. The minimum coverage limits under the Commercial General Liability Insurance shall be Two Million Dollars (\$2,000,000) per occurrence and Four Million Dollars (\$4,000,000) in the aggregate.

**9.4. Automobile Liability.** The Automobile Liability insurance policy shall cover claims for damages arising out of bodily injury or death of persons or damage to property arising out of Contractor's ownership, maintenance or use of motor vehicles. The Contractor's Automobile Liability insurance may be a combined single limit policy with minimum coverage limits of Two Million Dollars (\$2,000,000).

**9.5. Certificates of Insurance; Policy Requirements.** Prior to the commencement of the Term of this Contract, the Contractor shall deliver to the District Representative Certificates of Insurance evidencing each of the insurance coverages required to be obtained and maintained by the Contractor. Each policy of insurance obtained by the Contractor hereunder shall provide, by endorsement or otherwise, that the policy of insurance will not be permitted to lapse or expire, or to be materially modified without at least thirty (30) days advance written notice to the District. All insurance shall be issued by insurers authorized by California law to issue policies of insurance with a current A.M. Best rating of at least A/VII. The District shall be an Additional Insured to the Contractor's Commercial General Liability Insurance and the Automobile Liability Insurance.

**9.6. Deductibles; Premiums.** The Contractor is solely responsible for the full and timely payment of premiums for policies of insurance the Contractor is required to obtain and maintain under this Contract. In the event of a loss under a policy of insurance obtained and maintained by the



Contractor hereunder, the Contractor shall be solely responsible for payment of the deductible, if any, associated with such loss.

**9.7. District Rights.** If the Contractor fails or refuses to obtain and maintain any policy of insurance required hereunder, the District may, but is not obligated to, obtain such policy of insurance on behalf of the Contractor. If the District obtains a policy of insurance on behalf of the Contractor pursuant to the foregoing, the Contractor shall be responsible for payment of all premiums associated with such policy of insurance and an administrative fee equal to twenty-five percent (25%) of the premium costs.

**9.8. District Insurance.** During the Term of this Contract, the District will maintain insurance against the perils, losses and claims described herein, provided that the District may, in its discretion, elect to self-insure, obtain commercially available insurance policy(ies) or obtain insurance coverages through one or more Joint Powers Authorities.

**9.8.1. General Liability Insurance.** The District will obtain General Liability Insurance covering the risks of death or bodily injury to persons and damage to property.

**9.8.2. Property Casualty Insurance.** The District will obtain Property Casualty Insurance which will include coverage for the risks of loss, damage or destruction to the District's buildings and/or campuses. The foregoing notwithstanding, the District's Property Casualty Insurance will not provide coverage for the risk of loss, damage or destruction of items of personal property leased, rented or owned by the Contractor. The Contractor is solely responsible, without additional payment or compensation from the District, for the costs to replace or repair any personal property owned, rented or leased by the Contractor.

**9.9. Payment Bond.** Prior to commencement of the Work, the Contractor shall furnish a Labor and Material Payment Bond as security for payment of persons or entities performing Services or furnishing materials/equipment in connection with completion of Services in a penal sum equal to One Hundred Percent (100%) of the Contract Price under this Contract. The penal sum of the Payment Bond shall be \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) and in the form and content set forth in Exhibit A to this Contract. The failure or refusal of the Contractor to furnish the Labor and Material Payment Bond is a default by the Contractor of a material obligation of the Contractor under this Contract. The Surety issuing the Labor and Material Payment Bond shall be: (i) an Admitted Surety Insurer as that term is defined in California Code of Civil Procedure §995.120; and (ii) A.M. Best rated A-/VII or better.

**9.10. Contractor Indemnification.** To the fullest extent permitted by law, Contractor shall indemnify, defend and hold harmless the District and, as applicable, its employees, officers, directors, Board of Trustees, individual members of the Board of Trustees, agents and representatives ("the Indemnified Parties") from any and all claims, demands, actions, losses, responsibilities or liabilities of any kind, type or nature for: (i) injury or death of the Contractor's employees arising out of this Contract; (ii) injury or death of persons or damage to property, or (iii) other costs or charges, directly or indirectly arising out of or attributable, in whole or in part, to the negligent, reckless, grossly negligent or willful conduct of the Contractor and its employees, agents and representatives. The foregoing shall include, without limitation, attorneys' fees and costs incurred by the Indemnified Parties and shall survive the Contractor's completion of obligations under this Contract or the earlier termination hereof until barred by the applicable Statute of Limitations.

## 10. Termination.

**10.1. Termination for Default.** Either the District or the Contractor may terminate this Contract upon seven (7) days written notice to the other if there is a default by the other Party in its performance of a material obligation hereunder including, without limitation: (i) the breach of any material obligation hereunder; (ii) an assignment by Contractor for the benefit of creditors; (iii)

one Party files or has filed against the other party a proceeding for protection under state insolvency laws or the United States Bankruptcy Code; or (iv) either Party conducts operations under this Contract in violation of the Laws. Upon the Initiating Party's issuance of the written notice pursuant to the foregoing, the defaulting Party shall have seven (7) days to undertake and complete a cure of the matters set forth in the District's written notice, provided that if the nature of the matters set forth in the District's notice reasonably requires more than seven (7) days to complete the cure, this Contract shall not be terminated so long as the Defaulting Party diligently prosecutes the cure to completion. If the Defaulting Party fails to take cure actions set forth above or to diligently and completely prosecute cure actions, this Contract shall be deemed terminated, without further action of the District or the Contractor, as of the eighth (8th) day after the date of the Initiating Party's written notice. If the District exercises the right of termination hereunder, the Contract Payments due from the District to the Contractor as of the effective date of termination, if any, shall be based upon Fire Protection System Services provided prior to the effective date of the termination of this Contract, reduced by the District's losses, damages, or other costs resulting from the cause(s) for termination of this Contract.

**10.2. District Termination of Contract for District Convenience.** The District may, at any time during the Term or an Extended Term, by written notice to the Contractor, elect to terminate this Contract, in whole or in part, for the District's convenience. The termination of this Contract for the District's convenience shall be effective seven (7) days after the date of the District's notice of termination for the District's convenience, unless a longer period is set forth in the District's written notice. In such case, the Contractor shall be entitled to payment for Fire Protection System services actually performed as of the effective date of such termination for convenience of the District. If this Contract is terminated in part (by elimination of any Services) pursuant to the foregoing, the Contractor shall continue to fully and timely perform all other obligations not subject to such partial termination.

**10.3. Contractor's Obligations upon Termination of Contract.** Upon the expiration of the Term or the earlier termination of this Contract for default or the District's convenience, the Contractor shall assemble and deliver to the District all work product, instruments of service and other items of a tangible nature (whether in the form of documents, drawings, maintenance manuals, equipment specifications, samples or electronic files) prepared by or on behalf of the Contractor in connection with its performance of this Contract. The Contractor shall deliver the originals of all work product, instruments or service and other items of a tangible nature within ten (10) days of the District's request for such materials. Notwithstanding any payment due from the District to the Contractor as of the District's termination of this, the District is not obligated to disburse such payment and the Contractor is not entitled to receipt of such payment until after the Contractor has fully complied with the foregoing.

## 11. Disputes.

**11.1. Mandatory Mediation.** All claims, demands, disputes and other matters in controversy between the District and the Contractor arising out of or relating to the Fire Protection System or this Contract (collectively "Claims") are subject to mandatory non-binding mediation conducted under the auspices of Judicial Arbitration and Mediation Services (JAMS) prior to either the District or the Contractor initiating binding arbitration procedures.

**11.2. Government Code Claim Requirements.** Pursuant to Government Code §930.6, Claims asserted by the Contractor against the District for money or damages, including without limitation Claims remaining after completion of the non-binding mediation resolution procedures described above are deemed a "suit for money or damages" and shall be subject to the provisions of Government Code §§945.4, 945.6 and 946 ("Government Code Claims Process"). An express condition precedent to the Contractor's initiation of binding arbitration proceedings relating to Claims is the Contractor's compliance with the Government Code Claims Process, including

without limitation, presentation of the Claims and action thereon by the District or deemed rejected by the District in accordance with Government Code §900, et seq.

**11.3. JAMS Binding Arbitration.** Claims remaining after the mandatory mediation and Government Code Claims Process shall be resolved by binding arbitration conducted before a retired judge in accordance with the JAMS rules in effect as of the date that a Demand for Arbitration is filed, except as expressly modified herein. The locale for any arbitration commenced hereunder shall be the regional office of the JAMS closest to the Site.

**11.3.1. Demand for Arbitration.** A Demand for Arbitration shall be filed and served within a reasonable time after the occurrence of the claim, dispute or other disagreement giving rise to the Demand for Arbitration, but in no event shall a Demand for Arbitration be filed or served after the date when the institution of legal or equitable proceedings based upon such claim, dispute or other disagreement would be barred by the applicable statute of limitations.

**11.3.2. Discovery.** The discovery rights and procedures provided for in California Code of Civil Procedure §1283.05 shall be applicable to arbitration proceedings commenced hereunder and the same shall be deemed incorporated herein by this reference.

**11.3.3. Arbitration Award.** The award rendered by the Arbitrator(s) (“Arbitration Award”) shall be final and binding upon the District and the Contractor only if the Arbitration Award is: (i) supported by substantial evidence; (ii) based on applicable legal standards in effect that the time the Arbitration Award is issued; and (iii) supported by written findings of fact and conclusions of law in conformity with California Code of Civil Procedure §1296. Any Arbitration Award that does not conform to the foregoing is invalid and unenforceable. The District and Contractor hereby expressly agree that the Court shall, subject to California Code of Civil Procedure §§1286.4 and 1296, vacate the Arbitration Award if, after review, the Court determines either that the Arbitration Award does not fully conform to the foregoing. The confirmation, enforcement, vacation or correction of an arbitration award rendered hereunder shall be made by the Superior Court of the State of California for the County of Orange. The substantive and procedural rules for such post-award proceedings shall be as set forth in California Code of Civil Procedure §1285 et seq.

**11.3.4. Arbitration Fees and Expenses.** The expenses and fees of the Arbitrator(s) shall be divided equally among all of the parties to the arbitration. Each party to any arbitration commenced hereunder shall be responsible for and shall bear its own attorneys’ fees, witness fees and other costs or expenses incurred in connection with such arbitration. The foregoing notwithstanding, the Arbitrator(s) may award arbitration costs, including Arbitrators’ fees but excluding attorneys’ fees, to the prevailing party.

**11.3.5. Limitation on Arbitrator.** The Superior Court for the State of California for the County of Orange has the sole and exclusive jurisdiction, and an arbitrator has no authority, to hear and/or determine a challenge to the commencement or maintenance of an arbitration proceeding on the grounds that: (i) the subject matter of the arbitration proceeding is barred by the applicable statute of limitations; (ii) the subject matter of the arbitration proceeding is barred by a provision of the California Government Claims Act; (iii) the subject matter of the arbitration proceeding is outside the scope of the arbitration clause; (iv) the Contractor has failed to satisfy all conditions precedent to commencement or maintenance of an arbitration proceeding; (v) waiver of the right to compel arbitration; (vi) grounds exist for the revocation of the arbitration agreement; and/or, (vii) there is the prospect that a ruling in arbitration would conflict or potentially with a ruling in a separate pending proceeding on a common issue of law or fact.

**11.3.6. Limitation on Special/Consequential Damages.** In the event of the District's breach or default of its obligations under the Contract, the damages, if any, recoverable by the Contractor shall be limited to general damages which are directly caused by the breach or default of the District and shall exclude any and all special or consequential damages, if any. The Contractor expressly acknowledges the foregoing limitation to recovery of only general damages from the District if the District is in breach or default of its obligations under the Contract Documents; the Contractor expressly waives and relinquishes any recovery of special or consequential damages from the District.

## **12. Miscellaneous.**

**12.1. Governing Law; Interpretation.** This Contract shall be governed and interpreted in accordance with California law. This Contract shall be interpreted as a whole in accordance with its fair meaning and not strictly for or against the Contractor or the District. Marginal headings in this Contract are for convenience of reference only and shall not enlarge or diminish any rights or obligations of the District or the Contractor. In the event of conflicts or inconsistencies between the terms of this Contract and any portion of the RFQ/RFP Response, the terms of this Contract shall govern and control.

**12.2. Cumulative Rights and Remedies.** Duties and obligations set forth in this Contract are in addition to and not in lieu of duties and obligations arising by operation of law and applicable to the transaction contemplated in this Contract. No action or failure to act by the District shall be deemed a waiver of any right or remedy afforded the District under this Contract or by operation of law nor a waiver of any default or breach by the Contractor of its obligations under this Contract.

### **12.3. Prohibition on Harassment.**

**12.3.1. District's Policy Prohibiting Harassment.** The District is committed to providing a campus and workplace free of sexual harassment and harassment based on factors such as race, color religion, national origin, ancestry, age, medical condition, marital status, disability or veteran status. Harassment includes without limitation, verbal, physical or visual conduct which creates an intimidating, offensive or hostile environment such as racial slurs; ethnic jokes; posting of offensive statements, posters or cartoons or similar conduct. Sexual harassment includes without limitation the solicitation of sexual favors, unwelcome sexual advances, or other verbal, visual or physical conduct of a sexual nature.

**12.3.2. Contractor's Adoption of Anti-Harassment Policy.** Contractor shall adopt and implement all appropriate and necessary policies prohibiting any form of discrimination in the workplace, including without limitation harassment on the basis of any classification protected under local, state or federal law, regulation or policy. Contractor shall take all reasonable steps to prevent harassment from occurring, including without limitation affirmatively raising the subject of harassment among its employees, expressing strong disapproval of any form of harassment, developing appropriate sanctions, informing employees of their right to raise and how to raise the issue of harassment and informing complainants of the outcome of an investigation into a harassment claim.

**12.4. Contractor Independent Contractor Status.** In performing its obligations under this Contract, the Contractor is an independent Contractor to the District. Neither the Contractor nor any of Contractor's employees are entitled to rights or benefits as employees of the District.

**12.5. Maintenance of Books and Records.** The Contractor shall maintain books and accounting records of expenses and revenue in connection with its operations under this Contract. Books and accounting records shall be contemporaneously maintained in accordance with generally

accepted accounting principles applied in a consistent manner. Books and accounting records, along with underlying source data, shall be available to the District for review, inspection or reproduction upon reasonable advance request at the Contractor’s principal place of business or at the District Administrative Offices. The Contractor shall maintain its books and accounting records relating to Fire Protection System Testing, Inspection, Monitoring, and Maintenance Services under this Contract for five (5) years after expiration of the Term hereof or the earlier termination of this Contract.

**12.6. Local Hires and Local Business Participation.** The Contractor shall complete and submit the Local Hires and Local Business Participation Statement upon request by the District.

**12.7. Time.** Time is of the essence in the performance and completion of obligations hereunder.

**12.8. Confidential/Proprietary Information.** The Contractor and its personnel may, in the course of completing obligations hereunder: (i) prepare materials consisting of or incorporating District confidential/proprietary information; or (ii) have access to District confidential/proprietary information. Except as required by a valid order of a court of competent jurisdiction, the Contractor and its personnel shall not disburse, distribute or disseminate to any person or entity in any and in whole or in part any District confidential/proprietary information.

**12.9. Severability.** If any term or condition of this Contract is deemed invalid, unenforceable or void by a court of competent jurisdiction, such term or condition shall be deemed severed from this Contract and all remaining terms and conditions shall remain in full force and effect.

**12.10. Notices.** Notices shall be addressed as follows:

If to the District	If to the Contractor
Carri Matsumoto, Assistant Vice Chancellor Rancho Santiago Community College District Facility Planning, District Construction and Support Services 2323 North Broadway, Suite 112 Santa Ana, California 92706-1640	

The recipients and addresses for notices may be modified by the Parties by notice to the other. Notices shall be transmitted by United States Mail, Certified, Return Receipt Requested with postage fully prepaid. Notices shall be deemed effective the third (3<sup>rd</sup>) business day after the postmark date.

**12.11. Counterparts.** This Contract may be executed in counterparts, each of which shall be deemed an original.

**12.12. No Assignment.** Neither the District nor the Contractor shall assign this Contract without the prior consent of the other. The District’s consent to the Contractor’s assignment may be granted, denied or conditioned in the sole discretion of the District.

**12.13. Electronic and Digital.** This Agreement may be executed in any number of counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same agreement. Any such counterpart containing an electronic, digital or facsimile signature shall be deemed an original. Execution of this agreement, signifies the parties mutual consent to conduct transactions electronically. Pursuant to the California Uniform Electronic Transactions act ("UETA") (Cal. Civic Code § 1633.1 et seq.) and California Government Code §16.5, the District reserves the right to conduct business electronically, unless otherwise communicated by District to stop such electronic transactions, including without limitation to the use of electronic or digital signatures.

**12.14. Entire Contract.** This Contract (Attachment A1), the RFQ/RFP, the RFQ/RFP Response and the following Attachments constitute the entire Contract and understanding between the Parties concerning the subject matter hereof:

- Instructions to RFQ/RFP
- Attachment A-1 District-Wide Fire Protection System Testing, Inspection, Monitoring, and Maintenance Service Contract
- Exhibit A Labor and Material Payment Bond
- Attachment A-2 Scope of Services & Procedural Requirement
- Attachment A-3 Proposal Price Matrix Worksheet
- Attachment A-4 Proposal Worksheet/Summary of Yearly Costs
- Attachment A-5 Fire Protection System Repair Services Hourly Rates
- Attachment A-6 Qualifications Statement
- Attachment A-7 Proposed Resource and Schedule Plan
- Attachment A-8 Proposal Forms
  - A-8-1) Proposal Certifications
  - A-8-2) Prevailing Wage and Related Labor Requirements Certification
  - A-8-3) Insurance Documents and Endorsements
  - A-8-4) Workers' Compensation Certification
  - A-8-5) Respondent's Certification Regarding Drug-Free Workplace Certification
  - A-8-6) Respondent's Certification Regarding Alcoholic Beverage and Tobacco Use
  - A-8-7) Criminal Background Investigation/Fingerprinting Certification
  - A-8-8) Local Hire and Local Business Information
- Attachment A-9 Supplemental Conditions
- Exhibit B RSCCD Active Fire Protection Systems Summary
- Exhibits C1-C6 Sites
- Exhibit D Site Maps

The foregoing notwithstanding, if there is any conflict or inconsistency between the terms of this Contract and any portion of the RFQ/RFP Response, the terms of this Contract shall govern and prevail. This Contract supersedes and replaces all prior verbal and written negotiations, understandings and/or agreements of the Parties relating to the subject matter hereof. This Contract may be amended only by written instrument duly executed by or on behalf of the Parties.

IN WITNESS HEREOF, the Parties have executed this Contract as of the date set forth above.

**CONTRACTOR:**

**DISTRICT:**

RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT

By: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: **Peter J. Hardash**, Vice Chancellor  
Business Operations/Fiscal Services

Its: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Tax ID: \_\_\_\_\_

E-mail: \_\_\_\_\_

DIR NO: \_\_\_\_\_

**COPIES TO:**

GENERATING OFFICE  
Rancho Santiago Community College District  
2323 N. Broadway, Suite 112  
Santa Ana, CA 92706  
Carri Matsumoto, Assistant Vice Chancellor  
Facility Planning, District Construction and  
Support Services

PURCHASING DEPARTMENT  
Rancho Santiago Community College District  
2323 N. Broadway, Suite 109  
Santa Ana, CA 92706  
Linda Melendez, Director  
Purchasing Services

**EXHIBIT A-LABOR AND MATERIAL PAYMENT BOND**

KNOW ALL MEN BY THESE PRESENTS that we, \_\_\_\_\_, as Surety and \_\_\_\_\_, as Principal, are jointly and severally, along with their respective heirs, executors, administrators, successors and assigns, held and firmly bound unto **RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT** (“the Obligee”) for payment of the penal sum the penal sum of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) in lawful money of the United States, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT:

WHEREAS, the Obligee, by resolution of its Board of Trustees has awarded to the Principal a Contract for the Work described as **District-Wide Fire Protection System Testing, Inspection, Monitoring, and Maintenance Services Contract**.

WHEREAS, the Principal, has entered into a Contract with the Obligee for performance of the Work, the Contract and all other Contract Documents set forth therein are incorporated herein by this reference and made a part hereof.

WHEREAS, by the terms of the Contract Documents, the Principal is required to furnish a bond for the prompt, full and faithful payment to any Claimant, as hereinafter defined, for all labor materials or services used, or reasonably required for use, in the performance of the Work.

NOW THEREFORE, if the Principal shall promptly, fully and faithfully make payment: (i) to any Claimant for all labor, materials or services used or reasonably required for use in the performance of the Work; (ii) of amounts due under the Unemployment Insurance Code for work or labor performed under the Contract; and (iii) of amounts required to be deducted, withheld and paid to the Employment Development Department from wages of the employees of the Principal and its Subcontractors under Section 13020 of the Unemployment Insurance Code with respect to work and labor under the Contract then this obligation shall be void; otherwise, it shall be, and remain, in full force and effect.

The term “Claimant” refers to any person, corporation, partnership, proprietorship or other entity including without limitation, all persons and entities described in California Civil Code §9100, providing or furnishing labor, materials or services used or reasonably required for use in the performance of the Work under the Contract Documents, without regard for whether such labor, materials or services were sold, leased or rented. This Bond shall inure to the benefit of all Claimants so as to give them, or their assigns and successors, a right of action upon this Bond.

In the event that suit is brought on this Bond by any Claimant for amounts due such Claimant for labor, materials or services provided or furnished by such Claimant, the Surety shall pay for the same and reasonable attorney’s fees pursuant to California Civil Code §9554.

**[CONTINUED NEXT PAGE]**



**Rancho Santiago Community College District**

The Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration, deletion, addition, or any other modification to the terms of the Contract Documents, the Work to be performed thereunder, the Specifications or the Drawings, or any other portion of the Contract Documents, shall in any way limit, restrict or otherwise affect its obligations under this Bond; the Surety hereby waives notice from the Obligee of any such change, extension of time, alteration, deletion, addition or other modification to the Contract Documents, the Work to be performed under the Contract Documents, the Drawings or the Specifications of any other portion of the Contract Documents.

IN WITNESS WHEREOF, the Principal and Surety have executed this instrument this \_\_\_\_\_ day of \_\_\_\_\_, 2020 by their duly authorized agent or representative.

\_\_\_\_\_  
(Contractor-Principal Name)

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Typed or Printed Name)

Title: \_\_\_\_\_

(Attach Notary Public Acknowledgement of Principal's Signature)

\_\_\_\_\_  
(Surety Name)

By: \_\_\_\_\_  
(Signature of Attorney-In-Fact for Surety)

\_\_\_\_\_  
(Typed or Printed Name of Attorney-In-Fact)

(Attach: (i) Attorney-In-Fact Certification; (ii) Notary Public Acknowledgment of Authorizing Signature on Attorney-Fact Certification; and (iii) Notary Public Acknowledgement of Attorney-In-Fact's Signature)

**Contact name, address, telephone number and email address for notices to the Surety**

\_\_\_\_\_  
(Contact Name)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City, State & Zip Code)

(\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Telephone Fax

\_\_\_\_\_  
(Email address)

**ATTACHMENT A-2 SCOPE OF SERVICES & PROCEDURAL REQUIREMENT**

**1.1. Overview.** Notifier by Honeywell manufactures the various models of fire and emergency communication systems currently operating in numerous District buildings. Due to the proprietary nature of the fire system, only licensed technicians can perform maintenance and repair services throughout the District. All services must comply with the Division of the State Architect’s (“DSA”) fire and life safety regulations; California State Fire Marshal’s fire and life safety regulations, Local Fire Authorities, and building standards; National Fire Protection Association (“NFPA”) standards, including but not limited to, NFPA 4, NFPA 13, NFPA 17A, NFPA 25, NFPA 72, NFPA 92, California Administrative Code Title 24 Regulations and other applicable requirements. Please reference Exhibits C1 through C6 for a listing of all available fire protection drawings depicting the fire protection devices that shall be used as the basis for pricing.

**1.2. District-Wide Fire Protection System Locations. The locations included in this RFQ/RFP are as follows:**

- Santa Ana College is located at 1530 West 17<sup>th</sup> Street, Santa Ana, CA 92706.
- Santiago Canyon College is located at 8045 East Chapman Avenue, Orange, CA 92869.
- Centennial Education Center (School of Continuing Education) is located at 2900 West Edinger Avenue, Santa Ana, CA 92704
- Orange County Sheriff’s Regional Training Academy is located at 15991 Armstrong Avenue, Tustin, CA 92782.
- Digital Media Center is located at 1300 South Bristol Street, Santa Ana, CA 92704
- District Operations Center is located at 2323 North Broadway, Santa Ana, CA 92706

**1.3. Certifications.** Contractor must be certified with the manufacturer for at least twelve (12) months prior to submission of their Response. And, all fire alarm system technicians must actively hold a C-10 Electrical Contractor’s license and a C-16 Fire Protection Contractor’s license.

**1.4. Test and Inspection Services.** The successful Contractor is to provide all labor, material, equipment, and supervision necessary to perform inspections, testing, monitoring, maintenance, and repairs of all the fire alarm and fire sprinkler systems in accordance with NFPA 72 and NFPA 25 tables below:

**NFPA 72 Table 14.3.1 Inspections.**

\* The testing, inspection, and maintenance services marked with an asterisk are not required under this Contract. Instead, the Contractor shall provide training to the designated District and College staff to conduct the Monthly, Weekly, and Daily activities under the NFPA 72 table.

Please note that this table and the fire protection plans complement each other. Use this table as a guide and apply these requirements to the respective systems identified in the provided fire protection plans.

	<b>Component</b>	<b>Periodic Frequency</b>	<b>Method</b>
1.	All equipment	Annual	Ensure there are no changes that affect equipment performance. Inspect for building modifications, occupancy changes, changes in environmental conditions, device location, physical obstructions, device orientation, physical damage, and degree of cleanliness
2.	Control equipment:		

**Rancho Santiago Community College District**

	<ul style="list-style-type: none"> <li>(a) Fire alarm systems monitored for alarm, supervisory, and trouble signals                             <ul style="list-style-type: none"> <li>(1) Fuses</li> <li>(2) Interfaced equipment</li> <li>(3) Lamps and LEDs</li> <li>(4) Primary (main) power supply</li> <li>(5) Trouble signals</li> </ul> </li> <li>(b) Fire alarm systems unmonitored for alarm, supervisory, and trouble signals                             <ul style="list-style-type: none"> <li>(1) Fuses</li> <li>(2) Interfaced equipment</li> <li>(3) Lamps and LEDs</li> <li>(4) Primary (main) power supply</li> <li>(5) Trouble signals</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Annual</li> <li>Annual</li> <li>Annual</li> <li>Annual</li> <li>Semiannual</li>   <li>Weekly*</li> <li>Weekly*</li> <li>Weekly*</li> <li>Weekly*</li> <li>Weekly*</li> </ul>	<p>Verify a system normal condition.</p> <p>Verify a system normal condition.</p>
3.	Reserved		
4.	<p>Supervising station alarms – transmitters</p> <ul style="list-style-type: none"> <li>(a) Digital alarm communicator transmitter (DACT)</li> <li>(b) Digital alarm radio transmitter (DART)</li> <li>(c) McCulloh</li> <li>(d) Radio alarm transmitter (RAT)</li> <li>(e) All other types of communicators</li> </ul>	<ul style="list-style-type: none"> <li>Annual</li> <li>Annual</li> <li>Annual</li> <li>Annual</li> <li>Annual</li> </ul>	Verify location, physical condition, and a system normal condition.
5.	In-building fire emergency voice/ alarm communications equipment	Semiannual	Verify location and condition.
6.	Reserved		
7.	Reserved		
8.	Reserved		
9.	<p>Batteries</p> <ul style="list-style-type: none"> <li>(a) Lead-acid</li> <li>(b) Nickel-cadmium</li> <li>(c) Primary (dry cell)</li> <li>(d) Sealed lead-acid</li> </ul>	<ul style="list-style-type: none"> <li>Monthly*</li> <li>Semiannual</li> <li>Monthly*</li> <li>Semiannual</li> </ul>	<p>Inspect for corrosion or leakage. Verify tightness of connections. Verify marking of the month/year of manufacturer (all types). Visually inspect electrolyte level.</p>
10.	Reserved		
11.	Remote annunciators	Semiannual	Verify location and condition.
12.	Notification appliance circuit power extenders	Annual	Verify proper fuse ratings, if any. Verify that lamps and LEDs indicate normal operating status of the equipment.
13.	Remote power supplies	Annual	Verify proper fuse ratings, if any. Verify that lamps and LEDs indicate normal operating status of the equipment.
14.	Transient suppressors	Semiannual	Verify location and condition.
15.	Reserved		
16.	Fiber-optic cable connections	Annual	Verify location and condition.
17.	<p>Initiating Devices</p> <ul style="list-style-type: none"> <li>(a) Air sampling</li> </ul>		Verify location and condition (all devices).

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	(1) General	Semiannual	Verify that in-line filters, of any, are clean.
	(2) Sampling system piping and sampling ports	N/A	Verify that sampling system piping and fittings are installed properly, appear airtight, and are permanently fixed. Confirm that sampling pipe is conspicuously identified. Verify that sample ports or points are not obstructed.
	(b) Duct detectors		
	(1) General	Semiannual	Verify that detector is rigidly mounted. Confirm that no penetrations in a return air duct exist in the vicinity of the detector. Confirm the detector is installed so as to sample the airstream at the proper location in the duct.
	(2) Sampling tube	Annual	Verify proper orientation. Confirm the sampling tube protrudes into the duct in accordance with system design.
	(c) Electromechanical releasing devices	Semiannual	
	(d) Fire extinguishing system(s) or suppression system(s) switches	Semiannual	
	(e) Manual fire alarm boxes	Semiannual	
	(f) Heat detectors	Semiannual	
	(g) Radiant energy fire detectors	Quarterly	Verify no point requiring detection is obstructed or outside the detector's field of view.
	(h) Video image smoke and fire detectors	Quarterly	Verify no point requiring detection is obstructed or outside the detector's field of view.
	(i) Smoke detectors (excluding one- and two-family dwellings)	Semiannual	
	(j) Projected beam smoke detectors	Semiannual	Verify beam path is unobstructed.
	(k) Supervisory signal devices	Quarterly	
	(l) Waterflow devices	Quarterly	
18.	Reserved		
19.	Combination systems		Verify locations and conditions (all types).
	(a) Fire extinguisher electronic monitoring device/systems	Semiannual	
	(b) Carbon monoxide detectors/systems	Semiannual	
20.	Fire alarm control interface and emergency control function interface	Semiannual	Verify location and condition.
21.	Guard's tour equipment	Semiannual	Verify location and condition.
22.	Notification appliances		Verify location and condition (all appliances).
	(a) Audible appliances	Semiannual	
	(b) Audible textual notification appliances	Semiannual	
	(c) Visible appliances		
	(1) General	Semiannual	



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	<b>Component</b>	<b>Periodic Frequency</b>	<b>Method</b>
1.	All equipment		See Table 14.3.1 (NFPA 72)
2.	Control equipment and transponder (a) Functions  (b) Fuses (c) Interfaced equipment  (d) Lamps and LEDs (e) Primary (main) power supply	Annually  Annually Annually  Annually Annually	Verify correct receipt of alarm, supervisory, and trouble signals (inputs); operation of evacuation signals in auxiliary functions (outputs); circuit supervision, including detection of open circuits and ground faults; and power supply supervision for detection of loss of ac power and disconnection of secondary batteries. Verify rating and supervision. Verify integrity of single or multiple circuits providing interface between two or more control units. Test interfaced equipment connections by operating or simulating operation of the equipment being supervised. Verify signals required to be transmitted at the control unit. Illuminate lamps and LEDs. Test under maximum load, including all alarm appliances requiring simultaneous operation. Test redundant power supplies separately.
3.	Fire alarm control unit trouble signals (a) Audible and visual  (b) Disconnect switches  (c) Ground-fault monitoring circuit  (d) Transmission of signals to off-premises location	Annually  Annually  Annually  Annually	Verify operation of control unit trouble signals. Verify ring-back feature for systems using a trouble-silencing switch that requires resetting. If control unit has disconnect or isolating switches, verify performance of intended function of each switch. Verify receipt of trouble signal when a supervised function is disconnected. If the system has a ground detection feature, verify the occurrence of ground-fault indication whenever any installation conductor is grounded. Actuate an initiating device and verify receipt of alarm signal happy off-premises location. Create a trouble condition in verify receipt of a trouble signal at the off-premises location. Actuate a supervisory device and verify receipt of a supervisory signal at the off-premises location if the transmission carrier is capable of operation under a single or multiple fault condition activate and initiating device during such fault condition and verify receipt of an alarm signal in a trouble signal at the op premises location.
4.	Supervising station alarm systems – transmission equipment (a) All equipment	Annually	

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	(b) Digital alarm communicator transmitter (DACT)	Annually	
5.	Emergency communications equipment (a) Amplifier/tone generators (b) Call-in signal silence (c) Off-hook indicator (ring down) (d) Phone jacks (e) Phone set (f) System performance	Annually Annually Annually Annually Annually Annually	Verify correct switching and operation of backup equipment. Operate-function and verify receipt of correct visual and audible signals at control unit. Install phone set or remove phone from hook and verify receipt of signal at control unit. Visually inspect phone jack and initiate communications path through jack. Activate each phone set and verify correct operation. Operate the system with a minimum of any five handsets simultaneously. Verify voice quality and clarity
6.	Engine-driven generator	Monthly*	If an engine-driven generator dedicated to the system is used as a required power source, verify operation of the generator in accordance with NFPA 110 by the building owner.
7.	Secondary (standby) power supply	Annually	Disconnect all primary (main) power supplies and verify the occurrence of required trouble indication for loss of primary power. Measure o verify the system's standby and alarm current demand and verify the ability of batteries to meet standby and alar requirements using manufacturer's data. Operate general alarms systems a minimum of 5 minutes and emergency voice communication systems for a minimum of 15 minutes. Reconnect primary (main) power supply at end of test.
8.	Uninterruptible power supply (UPS)	Annually	If a UPS system is used as a required power source, verify by the building owner operation of the UPS system is in accordance with NFPA 111.
9.	Battery tests  (a) Lead-acid type (1) Batter replacement  (2) Charger test  (3) Discharge test	  Annually  Annually  Annually	Prior to conducting any battery testing, verify by the person conducting the test, that all system software stored in volatile memory is protected from loss.  Replace batteries in accordance with the recommendations of the alarm equipment manufacturer or when the recharged battery voltage or current falls below the manufacturer's recommendations. With the batteries fully charged and connected to the charger, measure the voltage across the batteries with a voltmeter. Verify the voltage is 2.30 volts per cell $\pm 0.02$ volts at 77°F (25°C) or as specified by the equipment manufacturer. With the battery charger disconnected, load test tube batteries following the

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	(4) Load voltage set	Semiannually	<p>manufacturer's recommendations. Verify the voltage does not fall below the levels specified. Load testing can be by means of an artificial load equal to the full fire alarm load connected to the battery.</p> <p>With the battery charger disconnected, load test the batteries following the manufacturer's recommendations. Verify the voltage level does not fall below the levels specified. Load testing can be by means of an artificial load equal to the full fire alarm load connected to the battery. Verify the battery does not fall below 2.05 volts per cell under load.</p>
	(5) Specific gravity	Semiannually	<p>Measure as required the specific gravity of the liquid in the pilot cell or all of the cells. Verify the specific gravity is within the range specified by the manufacturer. Although the specified specific gravity varies from manufacturer to manufacturer, a range of 1.205-1.220 is typical for regular lead-acid batteries, while 1.240-1.260 is typical for high-performance batteries. Do not use a hydrometer that shows only a pass or fail condition of the battery and does not indicate the specific gravity, because such a reading does not give a true indication of the battery condition.</p>
	(b) Nickel-cadmium type	Annually	<p>Replace batteries in accordance with the recommendations of the alarm equipment manufacturer or when the recharged battery voltage or current falls below the manufacturer's recommendations.</p>
	(1) Battery replacement	Annually	<p>With the batteries fully charged and connected to the charger, place an ampere meter in series with the battery under charge. Verify the charging current is in accordance with the manufacturer's recommendations for the type of battery used. In the absence of specific information, use 1/30 to 1/25 of the battery rating.</p>
	(2) Charger test	Annually	<p>With the battery charger disconnected, load test the batteries following the manufacturer's recommendations. Verify the voltage level does not fall below the levels specified. Load testing can be by means of an artificial load equal to the full fire alarm lad connected to the battery.</p>
	(3) Discharge test	Annually	<p>With the battery charger disconnected, load test the batteries following the manufacturer's recommendations. Verify the voltage level does not fall below the levels specified. Load testing can be by means of an artificial load equal to the full fire alarm lad connected to the battery.</p>
	(4) Load voltage test	Semiannually	<p>With the battery charger disconnected, load test the batteries following the manufacturer's recommendations. Verify the voltage level does not fall below the levels specified. Load testing can be by means of an artificial load equal to the full fire alarm lad connected to the battery. Verify the float voltage for the entire battery</p>



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	<p>(c) Sealed lead-acid type</p> <p>(1) Battery replacement</p> <p>(2) Charger test</p> <p>(3) Discharge test</p> <p>(4) Load voltage test</p>	<p>Annually</p> <p>Annually</p> <p>Annually</p> <p>Semiannually</p>	<p>is 1.42 volts per cell, nominal, under load. If possible, measure cells individually.</p> <p>Replace batteries in accordance with the recommendations of the alarm equipment manufacturer or when the recharged battery voltage or current falls below the manufacturer's recommendations.</p> <p>With the batteries fully charged and connected to the charger, measure the voltage across the batteries with a voltmeter. Verify the voltage is 2.30 volts per cell <math>\pm 0.02</math> volts per cell at 77°F (25°C) or as specified by the equipment manufacturer.</p> <p>With the battery charger disconnected, load test the batteries following the manufacturer's recommendations. Verify the voltage level does not fall below the levels specified. Load testing can be by means of an artificial load equal to the full fire alarm load connected to the battery.</p> <p>Verify the battery performs under load, in accordance with the battery manufacturer's specifications.</p>
10.	Public emergency alarm reporting system – wired system	Daily*	<p>Manual tests of the power supply for public reporting circuits shall be made and recorded at least during each 24-hour period. Such tests shall include the following</p> <p>(1) Current strength of each circuit. Changes in current of any circuit exceeding 10 percent shall be investigated immediately.</p> <p>(2) Voltage across terminals of each circuit inside of terminals of protective devices. Changes in voltage of any circuit exceeding 10 percent shall be investigated immediately.</p> <p>(3) Voltage between ground and circuits. If this test shows a reading in excess of 50 percent of that shown in the test specified in (2), the trouble shall be immediately located and cleared. Readings in excess of 25 percent shall be given early attention. These readings shall be taken with a calibrated voltmeter of not more than 100 ohms resistance per volt. Systems in which each circuit is supplied by an independent current source (Forms 3 and 4) require tests between ground and each side of each circuit. Common current source systems (Form 2) require voltage test between ground and each terminal of each battery and other current source.</p> <p>(4) Ground current reading shall be permitted in lieu of (3). If this method of testing is</p>

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			<p>used, all grounds showing a current reading in excess of 5 percent of the supplied line current shall be given immediate attention.</p> <p>(5) Voltage across terminals of common battery on switchboard side of fuses.</p> <p>(6) Voltage between common battery terminals and ground. Abnormal ground readings shall be investigated immediately.</p> <p>Tests specified in (5) and (6) shall apply only to those systems using a common battery. If more than one common battery is used, each common battery shall be tested.</p>
11.	Remote annunciators	Annually	Verify the correct operation and identification of annunciators. If provided, verify the correct operation of annunciator under fault condition.
12.	Reserved		
13.	Reserved		
14.	Reserved		
15.	<p>Conductors – metallic</p> <p>(a) Stray voltage</p> <p>(b) Ground faults</p> <p>(c) Short-circuit faults</p> <p>(d) Loop resistance</p> <p>(e) Circuit integrity</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>NA</p>	<p>Test all installation conductors with a volt/ohmmeter to verify that there are no stray (unwanted) voltages between installation conductors or between installation conductors and ground. Verify the maximum allowable stray voltage does not exceed 1 volt ac/dc, unless a different threshold is specified in the published manufacturer’s instructions for the installed equipment.</p> <p>Test all installation conductors, other than those intentionally and permanently grounded, for isolation from ground per the installed equipment manufacturer’s published instructions.</p> <p>Test all installation conductors, other than those intentionally connected together, for conductor-to-conductor isolation per the published manufacturer’s instructions for the installed equipment. Also test these same circuits conductor-to-ground.</p> <p>With each initiating and indicating circuit installation conductor pair short-circuited at the far end, measure and record the resistance of each circuit. Verify that the loop resistance does not exceed the limits specified in the published manufacturer’s instructions for the installed equipment.</p> <p>For initial and reacceptance testing, confirm the introduction of a fault in any circuit monitored for integrity results in a trouble indication at the fire alarm control unit. Open one connection at not less than 10 percent of the initiating devices, notification appliances and controlled devices on every initiating device circuit, notification</p>

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		Annually	appliance circuit, and signaling line circuit. Confirm all circuits perform as indicated in Sections 23.5, 23.6, and 23.7 (NFPA 72). For periodic testing, test each initiating device circuit, notification appliance circuit, and signaling line circuit for correct indication at the control unit. Confirm all circuits perform as indicated in Sections 23.5, 23.6, and 23.7 (NFPA 72).
16.	<p>Conductors – nonmetallic</p> <p>(a) Fiber optics</p> <p>(b) Circuit integrity</p>	<p>Annually</p> <p>N/A</p> <p>Annually</p>	<p>Test the fiber-optic transmission line by the use of an optical power meter or by an optical time domain reflectometer used to measure the relative power loss of the line. Test result data must meet or exceed ANSI/TIA 568-C.3, <i>Optical Fiber Cabling Components Standard</i>, related to fiber-optic lines and connection/splice losses and the control unit manufacturer's published specifications.</p> <p>For initial and reacceptance testing, confirm the introduction of a fault in any circuit monitored for integrity results in a trouble indication at the fire alarm control unit. Open one connection at not less than 10 percent of the initiating devices, notification appliances, and controlled devices on every initiating device circuit, notification appliance circuit, and signaling line circuit. Confirm all circuits perform as indicated in Sections 23.5, 23.6, and 23.7 (NFPA 72). For periodic testing, test each initiating device circuit, notification appliance circuit, and signaling line circuit for correct indication at the control unit. Confirm all circuits perform as indicated in Sections 23.5, 23.6, and 23.7 (NFPA 72).</p>
17.	<p>Initiating devices</p> <p>(a) Electromechanical releasing device</p> <p>(1) Nonrestorable-type link</p> <p>(2) Restorable-type link</p> <p>(b) Fire-extinguishing system(s) or suppression system(s) alarm switch</p> <p>(c) Fire-gas and other detectors</p> <p>(d) Heat detectors</p> <p>(1) Fixed-temperature, rate-of-rise, rate of compensation, restorable line, spot</p>	<p>Annually</p> <p>Annually</p> <p>Annually</p> <p>Annually</p> <p>Annually (see 14.4.4.5)</p>	<p>Verify correct operation by removal of the fusible link and operation of the associated device. Lubricate any moving parts as necessary.</p> <p>Verify correct operation by removal of the fusible link and operation of the associated device. Lubricate any moving parts as necessary.</p> <p>Operate the switch mechanically or electrically and verify receipt of signal by the fire alarm control unit.</p> <p>Test fire-gas detectors and other fire detectors prescribed by the manufacturer and as necessary for the application.</p> <p>Perform heat test with a listed and labeled heat source or in accordance with the</p>

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	type (excluding pneumatic tube type)	(NFPA 72)	manufacturer's published instructions. Assure that the test method for the installed equipment does not damage the nonrestorable fixed-temperature element of a combination rate-of-rise/fixed-temperature element detector.
	(2) Fixed-temperature, nonrestorable line type	Annually	Do not perform heat test. Test functionality mechanically and electrically. Measure and record loop resistance. Investigate changes from acceptance test.
	(3) Fixed-temperature, nonrestorable spot type	See Method	After 15 years from initial installation, replace all devices or have 2 detectors per 100 laboratory tested. Replace the 2 detectors with new devices. If a failure occurs on any of the detectors removed, remove and test additional detectors to determine either a general problem involving faulty detectors or a localized problem involving 1 or 2 defective detectors.
	(4) Nonrestorable (general)	Annually	Do not perform heat tests. Test functionality mechanically and electrically.
	(5) Restorable line type, pneumatic tube only	Annually	Perform heat tests (where test chambers are in circuit), with a listed labeled heat source or in accordance with the manufacturer's published instructions of the detector or conduct a test with pressure pump.
	(6) Single- and multiple-station heat alarms	Annually	Conduct functional tests according to manufacturer's published instructions. Do not test non restorable heat detectors with heat.
	(e) Manual fire alarm boxes	Annually	Operate manual fire alarm boxes per the manufacturer's published instructions. Test both key operated pre-signal and general alarm manual fire alarm boxes.
	(f) Radiant energy fire detectors	Semiannually	Test flame detectors and spark/ember detectors in accordance with the manufacturer's published instructions to determine that each detector is operative. Determine flame detector and spark/ember detector sensitivity using any of the following: (1) Calibrated test method (2) Manufacturer's calibrated sensitivity test instrument (3) Listed control unit arranged for the purpose (4) Other approved calibrated sensitivity test method that is directly proportional to the input signal from a fire, consistent with the detector listing or approval If designed to be field adjustable, replace detectors found to be outside of the approved range of sensitivity or adjust to bring them into the approved range. Do not determine flame detector and spark/ember detector sensitivity using a light source that administers an unmeasured

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	<p>(g) Smoke detectors – functional test</p> <p>(1) In other than one- and two- family dwellings, system detectors</p> <p>(2) Single- and multiple-station smoke alarms connected to protected premises systems</p> <p>(3) System smoke detectors used in one- and two-family dwellings</p> <p>(4) Air sampling</p> <p>(5) Duct type</p> <p>(6) Projected beam type</p> <p>(7) Smoke detector with built-in thermal element</p> <p>(8) Smoke detectors with control output functions</p> <p>(h) Smoke detectors – sensitivity testing In other than one- and two-family dwellings, system detectors</p>	<p>Annually</p> <p>Annually</p> <p>Annually</p> <p>Annually</p> <p>Annually</p> <p>Annually</p> <p>Annually</p> <p>Annually</p> <p>Annually</p> <p>See 14.4.4.3 (NFPA 72)</p>	<p>quantity of radiation at an undefined distance from the detector.</p> <p>Test smoke detectors in place to ensure smoke entry into the sensing chamber and an alarm response. Use smoke or listed and labeled product acceptable to the manufacturer or in accordance with their published instructions. Other methods listed in the manufacturer’s published instructions that ensure smoke entry from the protected area, through the vents, into the sensing chamber can be used.</p> <p>Perform a functional test on all single- and multiple-station smoke alarms connected to a protected premises fire alarm system by putting the smoke alarm into an alarm condition and verifying that the protected premises system receives a supervisory signal and does not cause a fire alarm signal.</p> <p>Conduct functional tests according to manufacturer’s published instructions.</p> <p>Test with smoke or a listed and labeled product acceptable to the manufacturer or in accordance with their published instructions. Test from the end sapling port or point on each pipe run. Verify airflow through all other ports or points.</p> <p>In addition to the testing required in Table 14.4.3.2(g) (1) and Table 14.4.3.2(h) (NFPA 72), test duct smoke detectors that use sampling tubes to ensure that they will properly sample the airstream in the duct using a method acceptable to the manufacturer or in accordance with their published instructions.</p> <p>Test the detector by introducing smoke, other aerosol, or an optical filter into the beam path.</p> <p>Operate both portions of the detector independently as described for the respective devices.</p> <p>Verify that the control capability remains operable even if all of the initiating devices connected to the same initiating device circuit or signaling line circuit are in an alarm state.</p> <p>Perform any of the following tests to ensure that each smoke detector is within its listed and marked sensitivity range:</p> <p>(1) Calibrated test method</p> <p>(2) Manufacturer’s calibrated sensitivity test instrument</p> <p>(3) Listed control equipment arranged for the purpose</p>
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	<p>(i) Carbon monoxide detectors/carbon monoxide alarms for the purposes of fire detection</p> <p>(j) Initiating devices, supervisory</p> <p>(1) Control valve switch</p> <p>(2) High- or low-air pressure switch</p> <p>(3) Room temperature switch</p> <p>(4) Water level switch</p> <p>(5) Water temperature switch</p> <p>(k) Mechanical, electrosonic, or pressure-type waterflow device</p> <p>(l) Multi-sensor fire detector or multi-criteria fire detector or combination fire detector</p>	<p>Annually</p> <p>Semiannual</p> <p>Annually</p> <p>Annually</p> <p>Annually</p> <p>Annually</p> <p>Semiannually</p> <p>Annually</p>	<p>(4) Smoke detector/control unit arrangement whereby the detector causes a signal at the control unit when its sensitivity is outside its listed sensitivity range</p> <p>(5) Other calibrated sensitivity test method approved by the authority having jurisdiction</p> <p>Test the devices in place to ensure CO entry to the sensing chamber by introduction through the vents, to the sensing chamber of listed and labeled product acceptable to the manufacturer or in accordance with the published instructions.</p> <p>Operate valve and verify signal receipt to be within the first two revolutions of the hand wheel or within one-fifth of the travel distance, or per the manufacturer’s published instructions.</p> <p>Operate switch and verify receipt of signal is obtained where the required pressure is increased or decreased a maximum 10 psi (70 kPa) from the required pressure level.</p> <p>Operate switch and verify receipt of signal to indicate the decrease in room temperature to 40°F (4.4°C) and its restoration to above 40°F (4.4°C)</p> <p>Operate switch and verify receipt of signal indicating the water level raised or lowered a maximum of 3 in. (70 mm) from the required level within a pressure tank, or a maximum 12 in. (300 mm) from the required level of a nonpressure tank. Also verify its restoral to required level.</p> <p>Operate switch and verify receipt of signal to indicate the decrease in water temperature to 40°F (4.4°C) and its restoration to above 40°F (4.4°C).</p> <p>Water shall be flowed through an inspector’s test connection indicating the flow of water equal to that from a single sprinkler of the smaller orifice size installed in the system for wet-pipe systems, or an alarm test bypass connection for dry-pipe, pre-action, or deluge systems in accordance with NFPA 25.</p> <p>Test each of the detection principles present within the detector (e.g., smoke/heat/CO, etc.) independently for the specific detection principle, regardless of the configuration status at the time of testing. Also test each detector in accordance with the published manufacturer’s instructions.</p> <p>Test individual sensors together if the technology allows individual sensor response to be verified.</p>
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			<p>Perform tests as described for the respective devices by introduction of the physical phenomena to the sensing chamber of element. An electronic check (magnets, analog values, etc.) is not sufficient to comply with this requirement</p> <p>Verify by using the detector manufacturer's published instructions that the test gas will not impair the operation of either sensing chamber of a multisensor, multicriteria, or combination fire detector.</p> <p>Confirm the result of each sensor test through indication at the detector or control unit.</p> <p>Where individual sensors cannot be tested individually, test the primary sensor</p> <p>Record all tests and results.</p>
18.	<p>Special hazard equipment</p> <p>(a) Abort switch (dead-man type)</p> <p>(b) Abort switch (recycle type)</p> <p>(c) Abort switch (special type)</p> <p>(d) Cross-zone detection circuit</p> <p>(e) Matrix-type circuit</p> <p>(f) Release solenoid circuit</p> <p>(g) Squibb release circuit</p> <p>(h) Verified, sequential, or counting zone circuit</p> <p>(i) All above devices or circuits or combinations thereof</p>	<p>Annually</p> <p>Annually</p> <p>Annually</p> <p>Annually</p> <p>Annually</p> <p>Annually</p> <p>Annually</p> <p>Annually</p> <p>Annually</p>	<p>Operate abort switch and verify correct sequence and operation.</p> <p>Operate abort switch and verify development of correct matrix with each sensor operated.</p> <p>Operate abort switch and verify correct sequence and operation in accordance with authority having jurisdiction. Observe sequencing as specified on as-built drawings or inn system owner's manual.</p> <p>Operate one sensor or detector one each zone. Verify occurrence of correct sequence with operation of first zone and then with operation of second zone.</p> <p>Operate all sensors in system. Verify development of correct matrix with each sensor operated.</p> <p>Verify operation solenoid.</p> <p>Use AGI flashbulb or other test light approved by the manufacturer. Verify operation of flashbulb or light.</p> <p>Operate required sensors at a minimum of four locations in circuit. Verify correct sequence with both the first and second detector in alarm.</p> <p>Verify supervision of circuits by creating an open circuit.</p>
19.	<p>Combination systems</p> <p>(a) Fire extinguisher electronic monitoring device/system</p> <p>(b) Carbon monoxide device/system</p>	<p>Annually</p> <p>Annually</p>	<p>Test communication between the device connecting the fire extinguisher electronic monitoring device/system and the fire alarm control unit to ensure proper signals are received at the fire alarm control unit and remove annunciator(s) if applicable.</p> <p>Test communication between the device connecting the carbon monoxide device/system and the fire alarm control unit to ensure proper signals are received at the</p>

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			fire alarm control unit and remove annunciator(s) if applicable.
20.	Interface equipment	See 14.4.4.4 (NFPA 72)	Test interface equipment connections by operating or simulating the equipment being supervised. Verify signals required to be transmitted are received at the control unit. Test frequency for interface equipment is the same as the frequency required by the applicable NFPA standard(s) for the equipment being supervised.
21	Reserved		
22.	Alarm modification appliances (a) Audible  (b) Audible textual notification appliances (speakers and other appliances to convey voice messages)  (c) Visible	N/A  Annually  N/A  Annually  N/A  Annually	For initial and reacceptance testing, measure sound pressure levels for signals with a sound meter meeting ANSI S1.4a, <i>Specifications for Sound Level Meters</i> , Type 2 requirements. Measure sound pressure levels throughout the protected area to confirm that they are in compliance with Chapter 18. Set the sound level meter in accordance with ANSI S3.41, <i>American National Standard Audible Evacuation Signal</i> , using the time-weighted characteristic F (FAST).  For periodic testing, verify the operation of the notification appliances.  For initial and reacceptance testing, measure sound pressure levels for signals with a sound meter meeting ANSI S1.4a, <i>Specifications for Sound Level Meters</i> , Type 2 requirements. Measure sound pressure levels throughout the protected area to confirm that they are in compliance with Chapter 18. Set the sound level meter in accordance with ANSI S3.41, <i>American National Standard Audible Evacuation Signal</i> , using the time-weighted characteristic F (FAST).  For periodic testing, verify the operation of the notification appliances.  Perform initial and reacceptance testing in accordance with the manufacturer's instructions. Verify appliance locations to be per approved layout and confirm that no floor plan changes affect the approved layout. Verify that the candela rating marking agrees with the approved drawing. Confirm that each appliance flashes.  For periodic testing, verify that each appliance flashes.
23.	Exit marking audible notification appliance	Annually	Perform tests in accordance with manufacturer's published instructions.
24.	Emergency control functions	Annually	For initial, reacceptance, and periodic testing, verify emergency control function interface device activation. Where an emergency control function interface device is disabled or disconnected during initiating device



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			testing, verify that the disabled or disconnected emergency control function interface device has been properly restored.
25.	Area of refuge two-way communication system	Annually	<p>Use the manufacturer’s published instructions and the as-built drawings provided by the system supplier to verify correct operation after the initial testing phase has been performed by the supplier or by the supplier’s designated representative.</p> <p>Test the two-way communication system to verify operation and receipt of visual and audible signals at the transmitting unit and the receiving unit, respectively.</p> <p>Operate systems with more than five stations with a minimum of five stations operating simultaneously.</p> <p>Verify voice quality and clarity.</p> <p>Verify directions for the use of the two-way communication system, instructions for summoning assistance with the two-way communication system, and written identification of the location is posted adjacent to the two-way communication system.</p> <p>Verify that all remote stations are readily accessible.</p> <p>Verify the timed automatic communications capability to connect with a constantly attended monitoring location per 24.5.3.4 (NFPA 72)</p>
26.	<p>Special procedures</p> <p>(a) Alarm verification</p> <p>(b) Multiplex systems</p>	<p>Annually</p> <p>Annually</p>	<p>Verify time delay and alarm response for smoke detector circuits identified as having alarm verification.</p> <p>Verify communications between sending and receiving units under both primary and secondary power.</p> <p>Verify communications between sending and receiving units under open-circuit and short-circuit trouble conditions.</p> <p>Verify communications between sending and receiving units in all directions where multiple communications pathways are provided.</p> <p>If redundant central control equipment is provided, verify switchover and all required functions and operations of secondary control equipment.</p> <p>Verify all system functions and features in accordance with manufacturer’s published instructions.</p>
27.	<p>Supervising station alarm systems – receiving equipment</p> <p>(a) All equipment</p>	Monthly	<p>Perform tests on all system functions and features in accordance with the equipment manufacturers published instructions for</p>

## Rancho Santiago Community College District

	(b) Digital alarm communicator receiver (DACR)	Monthly	<p>correct operation in conformance with the applicable sections of Chapter 26.</p> <p>Actuate initiating device and verify receipt of the correct initiating device signal at the supervising station within 90 seconds. Upon completion of the test, restore the system to its functional operating condition.</p> <p>If test jacks are used, perform the first and last test without the use of the test jack.</p> <p>Disconnect each transmission means in turn from the DACR, and verify audible and visual annunciation of a trouble signal in the supervising station. Cause a signal to be transmitted on each individual incoming DACR line (path) at least once every 6 hours (24 hours for DACTs installed prior to adoption of the 2013 edition of <i>NFPA 72</i>). Verify receipt of these signals.</p>
28.	<p>Public emergency alarm reporting system transmission equipment</p> <p>(a) Publicly accessible alarm box</p> <p>(b) Auxiliary box</p> <p>(c) Master box</p> <p>(1) Manual operation</p> <p>(2) Auxiliary operation</p>	<p>Semiannually</p> <p>Annually</p> <p>Semiannually</p> <p>Annually</p>	<p>Actuate publicly accessible initiating device(s) and verify receipt of not less than three complete rounds of signal impulses. Perform this test under normal circuit conditions. If the device is equipped for open circuit operation (ground return), test it in this condition as one of the semiannual tests.</p> <p>Test each initiating circuit of the auxiliary box by actuation of a protected premises initiating device connected to that circuit. Verify receipt of not less than three complete rounds of signal impulses.</p> <p>Perform the tests prescribed for 28(a).</p> <p>Perform the tests prescribed for 28(b).</p>
29.	Reserved		
30.	<p>Mass notification systems</p> <p>(a) Functions</p> <p>(b) Fuses</p> <p>(c) Interfaced equipment</p> <p>(d) Lamps and LEDs</p>	<p>Annually</p> <p>Annually</p> <p>Annually</p>	<p>At a minimum, test control equipment to verify correct receipt of alarm, supervisory, and trouble signals (inputs); operation of evacuation signals and auxiliary functions (outputs); circuit supervision, including detection of open circuits and ground faults; and power supply supervision for detection of loss of ac power and disconnection of secondary batteries.</p> <p>Verify the rating and supervision.</p> <p>Verify integrity of single or multiple circuits providing interface between two or more control units. Test interfaced equipment connections by operation or simulating operation of the equipment being supervised. Verify signals required to be transmitted at the control unit.</p> <p>Illuminate lamps and LEDs.</p>

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(e) Primary (main) power supply	Annually	Disconnect all secondary (standby) power and test under maximum load, including all alarm appliances requiring simultaneous operation. Reconnect all secondary (standby) power at end of test. For redundant power supplied, test each separately.
(f) Audible textual notification appliances (speakers and other appliance to convey voice messages)	Annually	Measure sound pressure level with a sound level meter meeting ANSI S1.4a, <i>Specifications for Sound Level Meters</i> , Type 2 requirements. Measure and record levels throughout protected area. Set the sound level meter in accordance with ANSI S3.41, <i>American National Standard Audible Evacuation Signal</i> , using the time-weighted characteristic F (FAST). Record the maximum output when the audible emergency evacuation signal is on.
(g) Visible	Annually	Perform test in accordance with manufacturer's published instructions. Verify appliance locations to be per approved layout and confirm that no floor plan changes affect the approved layout. Verify that the candela rating marking agrees with the approved drawing. Confirm that each appliance flashes.
(h) Control unit functions and no diagnostic failures are indicated	Annually	Review event log file and verify that the correct events were logged. Review system diagnostic log file; correct deficiencies noted in file. Delete unneeded log files. Verify that sufficient free disk space is available. Verify unobstructed flow of cooling air is available. Change/clean filters, cooling fans, and intake vents.
(i) Control unit reset	Annually	Power down the central control unit and restart it.
(j) Control unit security	Annually	If remote control software is loaded onto the system, verify that it is disabled to prevent unauthorized system access.
(k) Audible/visible functional test	Annually	Set out an alert to a diverse set of predesignated receiving devices and confirm receipt. Include at least one of each type of receiving device.
(l) Software backup	Annually	Make full system software backup. Rotate backups based on accepted practice at site.
(m) Secondary power test	Annually	Disconnect ac power. Verify the ac power failure alarm status on central control equipment. With ac power disconnected, verify battery voltage under load.
(n) Wireless signals	Annually	Check forward/reflect radio power is within specifications.
(o) Antenna	Annually	Check forward/reflect radio power is within specifications. Verify solid electrical connections with no observable corrosion.
(p) Transceivers	Annually	Verify proper operation and mounting is not compromised.

**NFPA 25 Table 5.1.1.2: Summary of Sprinkler System (Testing, Inspection, and Maintenance).**

**\*Note:** If the interval for any Fire Protection System Maintenance Service for any item of Fire Protection System is greater than three (3) years, the Contractor shall complete each such Fire Protection System Maintenance Service during the first twelve (12) months of the Term of this Contract.

**\*\*** The testing, inspection, and maintenance services marked with double asterisks are not required under this Contract. Instead the Contractor shall provide training to the designated District and College staff to conduct the Weekly and Daily activities under NFPA 25 table..

Please note that this table and the fire protection plans complement each other. Use this table as a guide and apply these requirements to the respective systems identified in the provided fire protection plans.

ITEM	FREQUENCY
<b>Inspection</b>	
Gauges (dry/preaction/deluge)	Quarterly
Control valves	See Table 13.1.1.2 (NFPA 25)
Waterflow alarm devices	Quarterly
Valve supervisory signal devices	Quarterly
Supervisory signal devices (except valve supervisory switches)	Quarterly
Gauges (wet pipe systems)	Quarterly
Hydraulic nameplate	Quarterly
Buildings (and heating systems)	Annually (prior to freezing weather)
Hangers/seismic bracing	Annually
Pipe and fittings	Annually
Sprinklers	Annually
Spare sprinklers	Quarterly
Information sign	Annually
Fire Department Connections	See Table 13.1.1.2 (NFPA 25)
Valves (all types)	See Table 13.1.1.2 (NFPA 25)
Obstruction, internal inspection of piping	5 years*
<b>Testing</b>	
<i>Waterflow Alarm Devices</i>	
Mechanical devices	Annually
Vane and pressure switch-type devices	Annually
Valve supervisory signal devices	See Table 13.1.1.2 (NFPA 25)
Supervisory signal devices (except valve supervisory switches)	See Table 13.1.1.2 (NFPA 25)
Main drain	See Table 13.1.1.2 (NFPA 25)
Antifreeze solution	Annually
Gauges	5 years*
Sprinklers (in harsh environments)	5 years*
<b>Maintenance</b>	
Valves (all types)	See Table 13.1 (NFPA 25)
Low-point drains (dry pipe system)	See Table 13.4.4.32 (NFPA 25)
Sprinklers and automatic spray nozzles protecting commercial cooking equipment and ventilation systems	Annually
<b>Investigation</b>	

Obstruction	5 years* (if obstructions are a past problem)
<b>NFPA 25 Table 5.1.1.2: Summary of Valves, Valve Components, and Trim (Inspection, Testing, and Maintenance)</b>	
<b>ITEM</b>	<b>FREQUENCY</b>
<b>Inspection</b>	
<i>Control Valves</i>	
Sealed	Quarterly
Locked or electrically supervised	Quarterly
Tamper switches	Quarterly
Valve Supervisory Signal Initiating Device	Quarterly
<i>Alarm Valves</i>	
Exterior	Quarterly
Interior	5 years*
Strainers, filters, orifices	5 years*
<i>Check Valves</i>	
Interior	5 years*
<i>Preaction/Deluge Valves</i>	
Exterior	Quarterly
Interior	Annually/5 years*
Strainers, filters, orifices	5 years*
<i>Dry Pipe Valves/Quick-Opening Devices</i>	
Gauges	Quarterly
Exterior	Quarterly
Interior	Annually
Strainers, filters, orifices	5 years*
<i>Pressure-Reducing and Relief Valves</i>	
Sprinkler systems	Quarterly
Hose Connections	Annually
Hose racks	Annually
<i>Fire Pumps</i>	
Casing relief valves	Quarterly
Pressure relief valves	Quarterly
<i>Backflow Prevention Assemblies</i>	
Reduced pressure	Quarterly
Reduced pressure detectors	Quarterly
Fire Department connections	Quarterly
<b>Testing</b>	
Main Drains	Annually
Waterflow alarms	Annually
<i>Control Valves</i>	
Position	Annually
Operation	Annually
Supervisory	Annually
<i>Preaction/Deluge Valves</i>	
Priming water	Annually
Low air pressure alarms	Annually
Full flow	5 years*
<i>Dry Pipe Valves/Quick-Opening Devices</i>	
Priming water	Annually
Low air pressure alarms	Annually
Quick-opening devices	Annually

Trip test	Annually
Full flow trip test	5 years*
<i>Pressure-Reducing and Relief Valves</i>	
Sprinkler systems	Annually
Circulation relief	Annually
Pressure relief valves	Annually
Hose connections	5 years*
Hose racks	5 years*
Backflow Prevention Assemblies	Annually
Check valve interior	5 years*
<b>Maintenance</b>	
Control valves	Annually
Preaction/Deluge valves	Annually
Dry pipe valves/Quick-opening devices	Annually
<i>Alarm Devices</i>	
Interior	5 years*
Strainers, filters, orifices	5 years*
Preaction/Deluge Valves	Annually
Interior	5 years*
Strainers, filters, orifices	5 years*
<i>Dry Pipe Valves/Quick-Opening Devices</i>	
Interior	Annually
Strainers, filters, orifices	5 years*
<b>NFPA 25 Table 6.1.1.2: Summary of Standpipe and Hose System (Inspection, Testing, and Maintenance)</b>	
ITEM	FREQUENCY
<b>Inspection</b>	
Control Valves	Quarterly
Pressure regulating devices	See Table 13.1.1.2 (NFPA 25)
Piping	Annually
Hose connections	See Table 13.1.1.2 (NFPA 25)
Cabinets	Annually
Gauges	Quarterly
Hose	Annually
Hose storage device	5 years*
Hose nozzle	Annually and after each use
Hydraulic design information	Quarterly
<b>Testing</b>	
Waterflow alarm devices	See Table 13.1 (NFPA 25)
Valve supervisory alarm devices	See Table 13.1 (NFPA 25)
Supervisory signal devices (except valve supervisory switches)	See Table 13.1 (NFPA 25)
Hose storage device	5 years*
Hose	5 years*
Pressure control valve	See Table 13.1 (NFPA 25)
Pressure reducing valve	See Table 13.1 (NFPA 25)
Hydrostatic test	5 years*
Flow test	5 years*
Main drain test	See Table 13.1 (NFPA 25)
<b>Maintenance</b>	
Hose connections	Annually
Valves (all types)	Annually/as needed
<b>NFPA 25 Table 7.1.1.2: Summary of Private Fire Service Main (Inspection, Testing, and Maintenance)</b>	

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ITEM	FREQUENCY
<b>Inspection</b>	
Hose houses	Quarterly
Hydrants (dry barrel and wall)	Annually and after each operation
Monitor nozzles	Quarterly
Hydrant (wet barrel)	Annually and after each operation
Mainline strainers	Annually and after each significant flow
Piping (exposed)	Annually
Piping (underground)	See Table 7.2.2.2 (NFPA 25)
<b>Testing</b>	
Monitor nozzles	Flow, Annually (range and operation)
Hydrants (dry barrel and wall)	Flow, Annually
Piping (exposed and underground) (flow test)	5 years*
<b>Maintenance</b>	
Mainline strainers	Annually and after each operation
Hose houses	Annually
Hydrants	Annually
Monitor nozzles	Annually

**ATTACHMENT A-3 PROPOSAL PRICE MATRIX WORKSHEET**

<b><u>Santa Ana College (SAC)</u></b>	<b><u>Fire Alarm System (Testing, Inspection, and Maintenance)</u></b>	<b><u>Fire Sprinkler System (Testing, Inspection, and Maintenance)</u></b>	<b><u>Total</u></b>
Bldg. A - Cesar Chavez Bldg.			
Bldg. B4-B8-Portable Classroom, B10-B11-MCHS Admin. Portables, B33-Continuing Ed.		N/A	
Bldg. (B15-B31) - Middle College High School			
Bldg. C - Fine Arts/Art Gallery			
Bldg. D - Dunlap Hall			
Bldg. E - Fitness Center		N/A	
Bldg. F - Locker Rooms			
Bldg. G - Cook Gym			
Bldg. H - Hammond Hall			
Bldg. HSB - Health Sciences Building			
Bldg. I - Classroom Bldg.			
Bldg. J - Auto Shop			
Bldg. JSC - Johnson Student Center			
Bldg. K - Welding/Auto Diesel			
Bldg. K115		N/A	
Bldg. L - Nealley Library			
Bldg. M - Tessmann Planetarium/Veteran's Resource		N/A	
Bldg. N - Music Bldg.			
Bldg. O - Central Plant and 950 Bldg			
Bldg. P - Phillips Hall Theatre			
Bldg. Q - Concession		N/A	
Bldg. R - Russell Hall			
Bldg. S - Administration Bldg.		N/A	
Bldg. SC - Science Center			
Bldg. T - Technical Arts			
Bldg. V - Early Childhood Education Center (with Ansul Fume Hood System)			
Bldg. VL - The Village		N/A	
Bldg. W - Kinesiology			
Bldg. X - Security & Safety			
Bldg. Z - Maintenance & Operations		N/A	
Exterior Out Buildings (900, 910, 920, 930, 940)		N/A	
Campus-wide Fire Hydrant Inspection, Testing, and Maintenance (Annual)			



**Rancho Santiago Community College District**

	<b>SUBTOTAL YR 1</b>
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**Santiago Canyon College (SCC)**

Bldg. A - Administration and Bookstore		N/A	
Bldg. B. - Classroom Bldg.		N/A	
Bldg. C - Child Development Center (with Ansul Fume Hood System)			
Bldg. CON - Concessions Bldg.		N/A	
Bldg. D - Counseling and Classroom Bldg.			
Bldg. E - Student Services and Classroom Bldg.			
Bldg. G - Athletics Bldg.			
Bldg. H - Humanities Bldg.			
Bldg. L - Library			
Bldg. M - Maintenance & Operations			
Bldg. S - Safety & Security		N/A	
Bldg. SC - Science Center			
Bldg. T - Café and Health & Wellness Center		N/A	
Bldg. U - Classroom Portable Village		N/A	
Campus-wide Fire Hydrant Inspection, Testing, and Maintenance (Annual)	➔		
		<b>SUBTOTAL YR 1</b>	

**Centennial Education Center (CEC)**

CEC Portables - A, B, D, E, F, G		N/A	
CEC Portables - C (Child Development with Ansul Fume Hood System)			
Campus-wide Fire Hydrant Inspection, Testing, and Maintenance (Annual)	➔		
		<b>SUBTOTAL YR 1</b>	

**Digital Media Center (DMC)**

DMC Bldg.- All			
Campus-wide Fire Hydrant Inspection, Testing, and Maintenance (Annual)	➔		
		<b>SUBTOTAL YR 1</b>	

**Orange County Sheriff's Regional Training Academy (OCSRTA)**

OCSRTA Bldg. and M&O Bldg.	-		
Campus-wide Fire Hydrant Inspection, Testing, and Maintenance (Annual)			
		<b>SUBTOTAL YR 1</b>	

**District Operations Center (DOC)**

DOC Bldg. - All	-		
Campus-wide Fire Hydrant Inspection, Testing, and Maintenance (Annual)			
		<b>SUBTOTAL YR 1</b>	

**Remote Monitoring Services (Remote Supervisor Station)**

	<u>Annual Cost</u>
Santa Ana College	
Santiago Canyon College	
Centennial Education Center	
Digital Media	
Orange County Sheriff's Regional Training Academy	
District Operations Center	
<b>SUBTOTAL YR 1</b>	

Fire Protection System Testing, Inspection, Maintenance, and Monitoring Estimated Annual Not-to-Exceed Price (Year 1):	
<b>GRAND TOTAL YR 1</b>	\$ -

**ATTACHMENT A-4 PROPOSAL WORKSHEET/SUMMARY OF YEARLY COSTS**

Include the fiscal schedule rates and charges for testing, inspection, monitoring, and maintenance services at each campus on the summary worksheet below. Provide a fixed, lump sum total cost to accomplish the work. Use the budget table format below to provide cost breakdown.

Summary of Rates -- Fiscal Year (FY)					
	Year 1 FY 20-21	Year 2 FY 21-22	Year 3 FY 22-23	Year 4 FY 23-24	Year 5 FY 24-25
Santa Ana College	\$	\$	\$	\$	\$
Santiago Canyon College	\$	\$	\$	\$	\$
Centennial Education Center	\$	\$	\$	\$	\$
Digital Media Center	\$	\$	\$	\$	\$
Orange County Sheriff's Regional Training Academy	\$	\$	\$	\$	\$
District Operations Center	\$	\$	\$	\$	\$
Remote Monitoring Services (All Campuses)	\$	\$	\$	\$	\$
Subtotal Testing and Inspection, Monitoring & Maintenance	\$	\$	\$	\$	\$
District Allowance for Repair Work	\$500,000				
Total of Years 1-3 plus \$500,000 Allowance	\$				

District Allowance. The District shall include an Allowance totaling Five Hundred Thousand Dollars (\$500,000) over the first three (3) years to provide repairs to the Fire Protection Systems deemed necessary and urgent. This work includes repairs to address system deficiencies, urgent repairs, electrical repairs, sprinkler system repairs, and other system repairs necessary for a functional system. The repair work may include recommendations and corrective actions recommended by the Contractor after system testing and inspection services are performed.

## **Rancho Santiago Community College District**

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The District will either request a fixed fee proposal or request additional hourly services using the rates identified in Attachment A5, Fire Protection System Repair Services Hourly Rates. Prior written approval by the District is required for use of the allowance. Any allowance requests that exceed \$25,000 requires the review and approval by the Assistant Vice Chancellor of Facility Planning, District Construction and Support Services or the Vice Chancellor of Business Operations/Fiscal Services.

**ATTACHMENT A-5 FIRE PROTECTION SYSTEM REPAIR SERVICES HOURLY RATES**

Contractor Name. \_\_\_\_\_

TO RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT:

The undersigned submits this Proposal for District-Wide Fire Protection System Testing, Inspection, Monitoring, and Maintenance, RFQ/RFP #1920-263.

<b>Personnel Title/Description</b>	<b>Normal Hours Hourly Rate (Fully Burdened w/ no OH &amp; P)</b>	<b>Overtime Hourly Rate</b>	<b>Double Time Hourly Rate</b>

\*Proposed labor charges only includes time on campus. Prevailing wage rates must be incorporated for all proposed labor charges.

\*Labor not subject to mark-up charges include (i) travel time; (ii) supervision, training (excludes training of District Personnel); and (iii) administrative support cost.

Insert Contractor’s Proposed Mark-Up on Repair Work inclusive of labor, material, and equipment:  
\_\_\_\_\_%. All repair work shall be subject to prior approval by the District.

**ATTACHMENT A-6 QUALIFICATIONS STATEMENT**

This Qualifications Statement must be completed by each Contractor and executed by an authorized employee of the Contractor. Failure of a Contractor to submit the completed and executed Qualifications Statement concurrently with the Contractor’s RFQ/RFP Response will render the RFQ/RFP Response non-responsive and rejected.

**1. Contact Information.**

**1.1. Contractor Name.** \_\_\_\_\_

**1.2. Form of Entity.** Check appropriate box.

- Corporation \_\_\_\_\_  
(State of Incorporation & Corporate Registration No.)
- Partnership (General Partnership, Limited Partnership)
- Limited Liability Company
- Limited Liability Partnership
- Joint Venture \_\_\_\_\_  
(Identify each member of Joint Venture and form of entity)
- Sole Proprietorship

**1.3. Contact Person.**

Name	
Address	
Phone/Fax	
Email	

**1.4. Contractor’s California Contractors License(s).**

Classification(s)	
Expiration Date	
Responsible Managing Officer/Responsible Managing Employee	
Contractors’ License Bond Surety & Bond No.	

**2. Essential Minimum Qualifications.** Any response of a Contractor indicating “not qualified” to the following qualifications criteria will result in rejection of the Contractor’s RFQ/RFP Response for failure to meet minimum qualifications criteria.

**2.1.** Contractor possesses a valid/good standing California Contractors’ License in the C-10, Electrical classification.

- Yes
- No (not qualified)

**2.2.** Contractor possesses a valid/good standing California Contractors’ License in the C-16, Fire Protection classification.

- Yes
- No (not qualified)

**2.3.** Contractor possesses a valid certification to perform work on the Notifier Fire and Emergency Communication System.

- Yes
- No (not qualified)

- 2.4.** Contractor possesses a valid UL Listed Supervising Monitoring Station.
- Yes
  - No (not qualified)
- 2.5.** Contractor's California Contractors' License has been suspended or revoked within the past five (5) years.
- Yes (not qualified)
  - No
- 2.6.** Contractor has obtained a current Commercial General Liability policy of insurance with coverage limits of at least Two Million Dollars (\$2,000,000) per occurrence and Four Million Dollars (\$4,000,000) in the aggregate.
- Yes
  - No (not qualified)
- 2.7.** Contractor has obtained a current Workers Compensation policy of insurance with coverage limits in accordance with applicable law.
- Yes
  - No (not qualified)
- 2.8.** Contractor is ineligible for award of public works contracts pursuant to Labor Code §1777.1 or 1777.7.
- Yes (not qualified)
  - No
- 2.9.** A surety has refused to issue a surety bond on behalf of the Contractor for any private or public project.
- Yes (not qualified)
  - No
- 2.10.** Within the past ten (10) years has any insurer refused to renew a policy of Workers Compensation or General Liability insurance or refused to issue a policy of Workers Compensation or General Liability insurance to the Contractor?
- Yes (not qualified)
  - No
- 2.11.** Has any public agency, within the past ten (10) years conducted proceedings that resulted in a finding that the Contractor or any predecessor to the Contractor is not a "responsible" bidder for a public works project or a public works contract?
- Yes (not qualified)
  - No
- 2.12.** At any time during the last five (5) years, has Contractor or any predecessor, or officer or director of, Contractor been convicted of a crime involving any federal, state, or local law related to a public works project or public works contract?
- Yes (not qualified)
  - No
- 2.13.** At any time during the last five (5) years, has the Contractor or any predecessor to, or officer or director of, Contractor been convicted of a federal or state crime involving fraud, theft, or any other act of dishonesty?
- Yes (not qualified)
  - No

2.14. Within the past ten (10) years, has any complaint under the California False Claims Act (Government Code §12650-12656) been filed against the Contractor?

- Yes (not qualified)
- No

2.15. Within the past five (5) has any contract for fire protection system testing and inspection and/or equipment maintenance services to which the Contractor is a party been terminated, in whole or in part, for default of the Contractor?

- Yes (not qualified)
- No

3. Background.

3.1. Contractor's Experience.

3.1.1. Years in business providing Fire Protection Equipment Maintenance Services. \_\_\_\_\_

3.1.2. Fire Protection Equipment Maintenance Experience. On a separate attachment, provide details of prior experience of the Contractor in providing fire protection equipment maintenance services within the past five (5) years to public/governmental agencies.

3.1.3. Personnel.

3.1.3.1. Turnover Rate. What was your employee turnover rate over the past five (5) years? \_\_\_\_\_

\_\_\_\_\_

3.2. Claims and Disputes.

3.2.1. Pending Claims and Disputes. The Contractor is presently engaged in a claim, dispute or other disagreement relating to or arising out of a project or maintenance services (excluding claims arising out of job-site accidents) in which the Contractor is seeking additional compensation or additional time or in which compensation is sought from the Contractor.

- Yes
- No

If "Yes" on a separate attachment, provide details of each such pending claim, dispute or other disagreement.

3.2.2. Prior Claims and Disputes. The Contractor has, within the past seven (7) years been engaged in a claim, dispute or disagreement relating to or arising out of a project or an assignment for fire protection maintenance services (excluding claims arising out of job-site accidents) in which the Contractor sought additional compensation or additional time or in which compensation was sought from the Contractor.

- Yes
- No

If "Yes" on a separate attachment, provide details of such pending claim, dispute or other disagreement.

3.2.3. Judgments. Are there any judgments, orders, decrees or arbitration awards pending, outstanding against the Contractor or any of the officers or equity owners of Contractor which arise out of or are related in any manner to fire protection maintenance services?

- Yes
- No

If "Yes" on a separate attachment, provide details of such pending claim, dispute or other disagreement.



**Rancho Santiago Community College District**

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The undersigned is duly authorized to execute this Qualifications Statement under penalty of perjury on behalf of the above-identified Contractor. The undersigned warrants and represents that he/she has personal knowledge of each of the responses to this Qualifications Statement and/or that he/she has conducted all necessary and appropriate inquiries to determine the truth, completeness and accuracy of responses to this Qualifications Statement. The undersigned declares and certifies that the responses to this Qualifications Statement are complete and accurate; there are no omissions of material fact or information that would render any response to be false or misleading and there are no misstatements of fact in any of the responses. The above-identified Contractor acknowledges and agrees that if the District determines that any response herein is false or misleading or contains misstatements of fact, the Response shall be deemed non-responsive and the Contractor will not further participate in the RFQ/RFP process.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2020, at \_\_\_\_\_  
(City and State)

I declare under penalty of perjury under California law that the foregoing is true and correct.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Typed or written name)

**ATTACHMENT A-7 PROPOSED RESOURCE AND SCHEDULE PLAN**

<b><u>Santa Ana College (SAC)</u></b>	<b>Resources (Manpower in Days)</b>	<b>Schedule (In Days)</b>
Bldg. A - Cesar Chavez Bldg.		
Bldg. B. - Middle College High School		
Bldg. C - Fine Arts/Art Gallery		
Bldg. D - Dunlap Hall		
Bldg. E - Fitness Center		
Bldg. F - Locker Building and Pool Buildings		
Bldg. G - Cook Gym		
Bldg. H - Hammond Hall		
Bldg. HSB - Health Sciences Building		
Bldg. I - Classroom Bldg.		
Bldg. J - Auto Shop		
Bldg JSC - Johnson Student Center		
Bldg. K - Welding/Auto Diesel		
Bldg. L - Nealley Library		
Bldg. M - Tessmann Planetarium/Veteran's Resource		
Bldg. N - Music Bldg.		
Bldg. O - Central Plant and 950 Bldg.		
Bldg. P - Phillips Hall Theatre		
Bldg. Q - Concession		
Bldg. R - Russell Hall		
Bldg. S - Administration Bldg.		
Bldg. SC - Science Center		
Bldg. T - Technical Arts		
Bldg. U - Johnson Student Center		
Bldg. V - Early Childhood Education Center		
Bldg. VL - The Village		
Bldg. W - Kinesiology		
Bldg. X - Security & Safety		
Bldg. Z - Maintenance & Operations		
Exterior Out Buildings (900, 910, 920, 930, 940)		
Campus-wide Fire Hydrant Inspection, Testing, and Maintenance (Annual)		
<b>GRAND TOTAL YR 1</b>		

<b><u>Santiago Canyon College (SCC)</u></b>	<b>Resources (Manpower in Days)</b>	<b>Schedule (In Days)</b>
Bldg. A - Administration and Bookstore		
Bldg. B. - Classroom Bldg.		
Bldg. C - Child Development Center		
Bldg. CON - Concessions Bldg.		
Bldg. D - Counseling and Classroom Bldg.		
Bldg. E - Student Services and Classroom Bldg.		
Bldg. G - Athletics Bldg.		
Bldg. H - Humanities Bldg.		
Bldg. L - Library		
Bldg. M&O - Maintenance & Operations		
Bldg. S - Safety & Security		
Bldg. SC - Science Center		
Bldg. T - Café and Health & Wellness Center		
Bldg. U - Classroom Portable Village		
Campus-wide Fire Hydrant Inspection, Testing, and Maintenance (Annual)		
<b>GRAND TOTAL YR 1</b>		

<b><u>Centennial Education Center (CEC)</u></b>	<b>Resources (Manpower in Days)</b>	<b>Schedule (In Days)</b>
CEC Portable - All	-	
Campus-wide Fire Hydrant Inspection, Testing, and Maintenance (Annual)	-	
<b>GRAND TOTAL YR 1</b>		

<b><u>Digital Media Center (DMC)</u></b>	<b>Resources (Manpower in Days)</b>	<b>Schedule (In Days)</b>
DMC Bldg.- All	-	
Campus-wide Fire Hydrant Inspection, Testing, and Maintenance (Annual)	-	
<b>GRAND TOTAL YR 1</b>	-	

<b><u>District Operations Center (DOC)</u></b>	<b>Resources (Manpower in Days)</b>	<b>Schedule (In Days)</b>
DMC Bldg.- All	-	
Campus-wide Fire Hydrant Inspection, Testing, and Maintenance (Annual)	-	
<b>GRAND TOTAL YR 1</b>	-	

<b><u>Orange County Sheriff's Regional Training Academy (OCSRTA)</u></b>	<b>Resources (Manpower in Days)</b>	<b>Schedule (In Days)</b>
OCSRTA Bldg.- All	-	
Campus-wide Fire Hydrant Inspection, Testing, and Maintenance (Annual)	-	
<b>GRAND TOTAL YR 1</b>	-	

## **Required Testing, Inspection, and Maintenance Schedule**

### **Santa Ana College, Santiago Canyon College, Centennial Education Center**

1. Quarterly tests occur in March, June, September, and December of every year.
2. Semi-Annual tests occur in June and December.
3. Annual fire protection testing occurs at the end of the Fall Semester starting mid-December (2 weeks). Planned repairs (excluding emergency repairs) may occur in the month of January before the start of the Spring Semester in February.
4. Select annual fire protection testing may also occur during Spring Break, which occurs in the second week of April (1 week).
5. Site testing of Fire Hydrant Equipment occurs between June and August.

### **District Operations Center, Digital Media Center, and Orange County Sheriff's Regional Training Academy**

6. Quarterly tests to occur in March, June, September, and December of every year.
7. Semi-Annual tests to occur in June and December.
8. Annual fire protection testing occurs at the end of the Fall Semester starting on last week of December (1 week). Planned repairs (excluding emergency repairs) may occur in the month of January before the start of the Spring Semester in February.
9. Select annual fire protection testing occurs during Spring Break, which occurs in the second week of April (1 week).
10. Site testing of Fire Hydrant Equipment occurs between June and August.

*The schedule is subject to change based on the District's operational requirements.*

**ATTACHMENT A-8 PROPOSAL FORMS**

A-8-1 Proposal Certifications

A-8-2 Prevailing Wage and Related Labor Requirements Certification

A-8-3 Insurance Document & Endorsement

A-8-4 Workers' Compensation Certification

A-8-5 Contractor's Certification Regarding Drug-Free Workplace Certification

A-8-6 Contractor's Certification Regarding Alcoholic Beverage and Tobacco Use

A-8-7 Criminal Background Investigation/Fingerprinting Certification

A-8-8 Local Hire and Local Business Information

**ATTACHMENT A-8-1 PROPOSAL CERTIFICATIONS**

Contractor Name. \_\_\_\_\_

TO RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT:

The undersigned submits this Proposal for District-Wide Fire Protection System Testing, Inspection, Monitoring, and Maintenance, RFQ/RFP #1920-263.

1. **Fire Protection System Services.** The proposed charges for Fire Protection System Services is set forth in Attachment A-4 hereto.
2. **Fire Protection Maintenance Services.** The proposed pricing to complete Fire Protection Maintenance services and Fire Protection Repair Services is set forth in Proposal Attachment A-4.
3. **RFQ/RFP Requirements.** By submitting this Proposal, the Contractor acknowledges its receipt and review of the RFQ/RFP and all addenda thereto. The Contractor acknowledges its understanding of the RFQ/RFP requirements and requirements for completing the Fire Protection System Services pursuant to the Contract. **Receipt of the RFQ/RFP and all addenda to the RFQ/RFP must be acknowledged by initials of the Contractor’s authorized employee in the following; failure to do so will result in the District’s rejection of this Proposal and the Contractor’s RFQ/RFP Response for non-responsiveness.**

\_\_\_\_\_ Receipt of RFQ/RFP is acknowledged

\_\_\_\_\_ Receipt of Addenda Nos. \_\_\_\_\_ is acknowledged

4. **Contractor DIR Contractor Registration.** The Contractor is a DIR Registered Contractor; the Contractor’s DIR Contractor Registration Number is: \_\_\_\_\_.
5. **Contractor CSLB License(s).** The Contractor is licensed as a Contractor by the Contractors’ State License Board as a C-10 Electrical Contractor; the Contractor’s CSLB License No. is: \_\_\_\_\_.
6. **Contractor CSLB License(s).** The Contractor is licensed as a Contractor by the Contractors’ State License Board as a C-16 Fire Protection Contractor; the Contractor’s CSLB License No. is: \_\_\_\_\_.
7. **Contractor Notifier Certification.** The Contractor is certified to perform work on the Notifier Fire and Emergency Communication System.
8. **Contractor UL Listed Supervising Monitoring Station.** The Contractor has a certified UL Listed Supervising Monitoring Station Acknowledgement and Confirmation.
9. By submitting this Proposal, the Contractor confirms that it has a full and complete understanding of the Fire Protection System Maintenance Services required by the RFQ/RFP and the Contract. The Contractor confirms that it is duly certified, licensed and otherwise qualified to complete the Fire Protection System Maintenance Services subject to the RFQ/RFP. The individual executing this Proposal on behalf of the Contractor is authorized to execute this Proposal Certification on behalf of the Contractor and to bind the Contractor to the foregoing Proposal.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Typed or written name)

\_\_\_\_\_  
(Title)

**ATTACHMENT A-8-2 PREVAILING WAGE AND RELATED LABOR  
REQUIREMENTS CERTIFICATION**

Contractor Name. \_\_\_\_\_

TO RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT:

The undersigned submits this Proposal for the District-Wide Fire Protection System Testing, Inspection, Monitoring, and Maintenance, RFQ/RFP #1920-263.

I hereby certify that I will conform to the State of California Public Works Contract requirements regarding prevailing wages, benefits, on-site audits with 48-hour notice, payroll records, and apprentice and trainee employment requirements, for all Work on the Project including, without limitation, the requirement that it and all of their Subcontractors are registered pursuant to Labor Code section 1771, et seq.

\_\_\_\_\_  
(Company's Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Typed or written name)

\_\_\_\_\_  
(Title)

**ATTACHMENT A-8-3 INSURANCE DOCUMENTS & ENDORSEMENTS**

Contractor Name. \_\_\_\_\_

TO RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT:

The undersigned submits this Proposal for District-Wide Fire Protection System Testing, Inspection, Monitoring, and Maintenance, RFQ/RFP #1920-263.

The following insurance endorsements and documents must be provided to the Rancho Santiago Community College District and fully comply with the requirements set forth in the Contract.

- 1. General Liability Insurance.** Certificate of Insurance with all specific insurance coverages set forth in the Contract, proper Services description, designation of the District as the Certificate Holder, a statement that the insurance provided is primary to any insurance obtained by the District and minimum of 30 days' cancellation notice. Contractor shall also provide required additional insured endorsement(s) designating all parties required in the General Conditions. The additional insured endorsement shall be an ISO CG 20 10 (04/13), or an ISO CG 20 38 (04/13), or their equivalent as determined by the District in its sole discretion.

Incidents and claims are to be reported to the insurer at:

Attn:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title) (Department)

\_\_\_\_\_  
(Company)

\_\_\_\_\_  
(Street Address, City, State, Zip Code)

\_\_\_\_\_  
(Telephone Number)

- 2. Workers' Compensation/ Employer's Liability Insurance.** Certificate of Workers' Compensation Insurance meeting the coverages and requirements set forth in the Contract, minimum of 30 days' cancellation notice, proper Services description, waiver of subrogation and any applicable endorsements.

Incidents and claims are to be reported to the insurer at:

Attn:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title) (Department)

\_\_\_\_\_  
(Company)

\_\_\_\_\_  
(Street Address, City, State, Zip Code)

\_\_\_\_\_  
(Telephone Number)



**3. Automobile Liability Insurance.** Certificate of Automobile Insurance meeting the coverages and requirements set forth in the Contract, minimum 30 days' cancellation notice, any applicable endorsements and a statement that the insurance provided is primary to any insurance obtained by the District.

Incidents and claims are to be reported to the insurer at:

Attn:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title) (Department)

\_\_\_\_\_  
(Company)

\_\_\_\_\_  
(Street Address, City, State, Zip Code)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Typed or Written Name)

\_\_\_\_\_  
(Title)

**ATTACHMENT A-8-4 WORKERS' COMPENSATION CERTIFICATION**

Contractor Name. \_\_\_\_\_

TO RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT:

The undersigned submits this Proposal for District-Wide Fire Protection System Testing, Inspection, Monitoring, and Maintenance, RFQ/RFP #1920-263.

Labor Code section 3700 in relevant part provides:

Every employer except the State shall secure the payment of compensation in one or more of the following ways:

1. By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this state.
2. By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to its employees.
3. For any county, city, city and county, municipal corporation, public district, public agency, or any political subdivision of the state, including each member of a pooling arrangement under a joint exercise of powers agreement (but not the state itself), by securing from the Director of Industrial Relations a certificate of consent to self-insure against workers' compensation claims, which certificate may be given upon furnishing proof satisfactory to the director of ability to administer workers' compensation claims properly, and to pay workers' compensation claims that may become due to its employees. On or before March 31, 1979, a political subdivision of the state, which, on December 31, 1978, was uninsured for its liability to pay compensation, shall file a properly completed and executed application for a certificate of consent to self-insure against workers' compensation claims. The certificate shall be issued and be subject to the provisions of Section 3702.
4. I am aware of the provisions of section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the Work of the Contract.

In accordance with Article 5 (commencing at Section 1860), Chapter 1, Part 7, Division 2 of the Labor Code, the above certificate must be signed and submitted with the Trade Contractor's bid.

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Typed or Written Name)

\_\_\_\_\_  
(Title)

**ATTACHMENT A-8-5 CONTRACTOR'S CERTIFICATE REGARDING DRUG-FREE  
WORKPLACE CERTIFICATION**

This Drug-Free Workplace Certification form is required from the successful Bidder pursuant to Government Code sections 8350 et seq., the Drug-Free Workplace Act of 1990. The Drug-Free Workplace Act of 1990 requires that every person or organization awarded a contract or grant for the procurement of any property or service from any state agency must certify that it will provide a drug-free workplace by doing certain specified acts. In addition, the Act provides that each contract or grant awarded by a state agency may be subject to suspension of payments or termination of the contract or grant, and the contractor or grantee may be subject to debarment from future contracting, if the contracting agency determines that specified acts have occurred.

The District is not a "state agency" as defined in the applicable section(s) of the Government Code, but the District is a local agency and public school district under California law and requires all contractors on District projects to comply with the provisions and requirements of Government Code sections 8350 et seq., the Drug-Free Workplace Act of 1990. Contractor shall certify that it will provide a drug-free workplace by doing all of the following:

Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the person's or organization's workplace and specifying actions which will be taken against employees for violations of the prohibition;

Establishing a drug-free awareness program to inform employees about all of the following:

The dangers of drug abuse in the workplace.

The person's or organization's policy of maintaining a drug-free workplace.

The availability of drug counseling, rehabilitation, and employee-assistance programs.

The penalties that may be imposed upon employees for drug abuse violations.

Requiring that each employee engaged in the performance of the contract or grant be given a copy of the statement required above, and that, as a condition of employment on the contract or grant, the employee agrees to abide by the terms of the statement.

1. I, the undersigned, agree to fulfill the terms and requirements of Government Code section 8355 listed above and will publish a statement notifying employees concerning (a) the prohibition of controlled substance at the workplace, (b) establishing a drug-free awareness program, and (c) requiring that each employee engaged in the performance of the contract be given a copy of the statement required by section 8355(a), and requiring that the employee agree to abide by the terms of that statement.

2. I also understand that if the District determines that I have either (a) made a false certification herein, or (b) violated this certification by failing to carry out the requirements of section 8355, that the Contract awarded herein is subject to termination, suspension of payments, or both. I further understand that, should I violate the terms of the Drug-Free Workplace Act of 1990, I may be subject to debarment in accordance with the requirements of section 8350 et seq.

3. I acknowledge that I am aware of the provisions of Government Code sections 8350 et seq. and hereby certify that I will adhere to the requirements of the Drug-Free Workplace Act of 1990.

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Typed or Written Name)

\_\_\_\_\_  
(Title)

**ATTACHMENT A-8-6 CONTRACTOR'S CERTIFICATE REGARDING ALCOHOLIC BEVERAGE AND TOBACCO-FREE CAMPUS POLICY**

Contractor Name. \_\_\_\_\_

TO RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT:

The undersigned submits this Proposal for District-Wide Fire Protection System Testing, Inspection, Monitoring, and Maintenance, RFQ/RFP #1920-263.

The Contractor agrees that it will abide by and implement the District's Alcoholic Beverage and Tobacco-Free Campus Policy, which prohibits the use of alcoholic beverages and tobacco products, of any kind and at any time, on District-owned or leased buildings, on District property and in District vehicles.

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Typed or Written Name)

\_\_\_\_\_  
(Title)

**ATTACHMENT A-8-7 CRIMINAL BACKGROUND INVESTIGATION /  
FINGERPRINTING CERTIFICATION**

Services \_\_\_\_\_ between Rancho Santiago Community College District (the District or the Owner) and \_\_\_\_\_ (Contractor) (the Contract or the Services). These Services may involve work around or in the vicinity of minor students, pupils, or children (Minor Pupils), and therefore Contractor is required to submit this form to the District in compliance with Education Code section 45125.1 and other applicable law.

The undersigned does hereby certify to the Board of Trustees of the District that: (1) He/she is a representative of the Contractor, (2) He/she is familiar with the facts herein certified, (3) He/she is authorized and qualified to execute this certificate on behalf of the Contractor; and (4) That the information in this Criminal Background Investigation / Fingerprinting Certification is true and correct.

1. The Contractor has complied with the fingerprinting requirements of Education Code section 45125.1 with respect to all Contractor's employees who may have contact with District pupils in the course of providing services pursuant to the Contract, and the California Department of Justice (DOJ) has determined (per the DOJ process for Applicant Agencies described more fully on their website, located at: <http://oag.ca.gov/fingerprints/agencies>) that none of those employees have been convicted of a felony, as that term is defined in Education Code section 45122.1. A complete and accurate list of the Contractor's employees who may come in contact with District pupils during the course and scope of the Contract is attached hereto; and/or

The Contractor's responsibility for background clearance extends to all of their employees coming into contact with District pupils regardless of whether they are designated as employees or acting as independent contractors of the Contractor.

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Typed or Written Name)

\_\_\_\_\_  
(Title)

**ATTACHMENT A-8-8 LOCAL HIRE AND LOCAL BUSINESS INFORMATION**

(To be Submitted Upon Request)

Contractor Name. \_\_\_\_\_

The Rancho Santiago Community College District is interested in furthering opportunities for Local Hires and Local Businesses and the Board of Trustees has established a goal of 50% participation of “Local Hires” and 25% participation of “Local Businesses” for various capital construction projects. It is the intent of the District to not only meet these goals, but to exceed them. As used in this Exhibit, “Local Hire” and “Local Business” is defined as follows:

“Local Hire” means an individual who resides in the following zip codes: 92602, 92606, 92610, 92612, 92614, 92618, 92620, 92626, 92627, 92660, 92675, 92676, 92679, 92688, 92701, 92703, 92704, 92705, 92706, 92707, 92708, 92780, 92782, 92802, 92805, 92806, 92807, 92808, 92840, 92843, 92861, 92862, 92865, 92866, 92867, 92868, 92869, 92883, or 92887. Local Hire shall also mean a “veteran” as defined in Military and Veterans Code section 980, who possesses a current and valid DD Form 214 card. Local Hire shall also mean any current or former student that the District determines is or was enrolled as a student at one of the District’s colleges.

“Local Business” means a business that has its principal headquarters or permanently staffed regional office and that has held a business license within the zip codes listed above for Local Hire for a minimum of three months prior to the date the Consultant submits a response to this RFQ. Local Business shall also mean any state or nationally certified minority-owned, women-owned, or disabled veteran business that has performed work for the District or other public agency within the zip codes listed above for Local Hire during the past four years. Local Business shall also mean a business that participates in an internship program that is currently approved or recognized by the District. The Consultant may also apply to obtain District approval of its internship program. Local Business shall also mean any Consultant that uses apprentices from a District approved apprenticeship program.

Please complete questions below:

*(Use additional sheets for each Subconsultant)*

- 1. Firm is a Minority Business Enterprise (MBE)  Yes  No
- 2. Firm is a Women Business Enterprise (WBE)  Yes  No
- 3. Firm is a Disabled Veteran Business Enterprise (DVBE)  Yes  No

*If “yes” for items 1-3 above, provide a copy of certification.*

- 4. Firm is a Veteran Owned Business  Yes  No  
*If “yes” to 4, provide DD214 Form/Card*

- 5. This business participates in or provides opportunities for internship programs:  Yes  No

*If “yes”, state type of internship program(s) offered:* \_\_\_\_\_

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**Rancho Santiago Community College District**

6. List ALL Team Members who are considered a Local Hire. Check the applicable box(es), if any, pertaining to each individual.

<b>Team Member (First and Last Name)</b>		<b>Zip Code (for Local Residents Only)</b>	<b>Local Resident*</b>	<b>RSCCD Student**</b>	<b>Veteran</b>	<b>Intern</b>
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

*\*\* A RSCCD student is an individual who is or was enrolled in one or more classes at any of these campuses (Santa Ana College, Centennial Education Center, Digital Media Center, Orange County Sheriff's Regional Training Academy, Santiago Canyon College or Orange Education Center).*

If selected, the Contractor agrees it will use Local Hires and Local Businesses to the extent possible or if the opportunity arises at any time the Consultant is providing services pursuant to this RFQ/RFP and the final contract entered into with the District. The District may request information or documents to confirm participation by a Local Hire or Business and Consultant agrees to comply with any reasonable requests.

Company: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHMENT A-9 SUPPLEMENTAL CONDITIONS**

Article 1 – Covid 19 - Contractor shall, at all times, comply with all federal, state, and local directives, ordinances, laws, health orders, and regulations including, but not limited to, OSHA and Cal-OSHA concerning COVID-19. Contractor shall provide to the District, no later than ten (10) days after award of contract, all protocols and procedures that will be in place during construction to ensure prevention of the spread of coronavirus (SARS-CoV-2). Measures implemented shall at a minimum follow Cal OSHA’s Safety and Health Guidance, COVID-19 Infection Prevention in Construction as well as implement the following:

- 1.1 At any time, the Contractor receives notice that one of their employees test positive for Covid 19, Contractor must immediately notify Director of Facility Planning, District Construction and Support Services and the District Representative.
- 1.2 Maintain a daily attendance log of all workers and visitors on site.

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Typed or Written Name)

\_\_\_\_\_  
(Title)



**Rancho Santiago Community College District**

**EXHIBIT B-RSCCD ACTIVE FIRE PROTECTION SYSTEMS SUMMARY**

<b>Campus</b>	<b>Building ID</b>	<b>Bldg. Name</b>	<b>Fire Alarm System (FA)</b>	<b>FA Plans</b>	<b>Fire Sprinkler System</b>	<b>FS Plans</b>	<b>System Summary</b>
SAC	A	Chavez Hall	Fire Alarm	Included	Sprinklered	Included	Addressable fire alarm with automatic wet pipe fire sprinkler system and two system risers. The MDF room contains a FM 200 fire suppression system.
SAC	B4-B8	Portable Classrooms	Fire Alarm	Included	Not Sprinklered	N/A	Addressable fire alarm.
SAC	B10-B11	MCHS Administration Portables	Fire Alarm	Included	Not Sprinklered	N/A	Addressable fire alarm.
SAC	B33	Continuing Education Portable	Fire Alarm	Included	Not Sprinklered	N/A	Addressable fire alarm.
SAC	B15-B31	MCHS 2-story Portables	Fire Alarm	Included	Sprinklered	Included	Addressable fire alarm with automatic fire sprinkler system.
SAC	C	Fine Arts	Fire Alarm	Included	Partially Sprinklered	Included	Addressable fire alarm with manual wet pipe fire sprinkler system. Sprinklers located inside (1) Storage Closet.
SAC	D	Dunlap Hall	Fire Alarm	Included	Not Sprinklered	N/A	Addressable fire alarm with dry pipe system and two system standpipe risers in hallways and stairs. Fire hose cabinets on all floors.
SAC	E	Fitness Center	Fire Alarm	Included	Not Sprinklered	N/A	Addressable fire alarm system.
SAC	F	Locker Building and Pool Building	Fire Alarm	Included	Sprinklered	Included	Addressable fire alarm with automatic wet pipe fire sprinkler system at Locker Bldg. Fire Alarm at Pool Bldg (no sprinklers).
SAC	G	Gym	Fire Alarm	Included	Sprinklered	Included	Addressable fire alarm with manual wet pipe fire sprinkler system and two system standpipes risers with fire hose cabinets.
SAC	H	Hammond Hall	Fire Alarm	Included	Partially Sprinklered	Included	Addressable fire alarm with manual wet pipe fire sprinkler system and one system riser. Fire sprinkler only at (2) Storage Closets.
SAC	HSB	Health Sciences Building	Fire Alarm	Included	Sprinklered	Included	Addressable fire alarm with automatic wet pipe fire sprinkler system.

## Rancho Santiago Community College District

SAC	I	Classroom Bldg.	Fire Alarm	Included	Sprinklered	Included	Addressable fire alarm with automatic wet pipe fire sprinkler system.
SAC	J	Auto/Diesel	Fire Alarm	Included	Sprinklered	Included	Addressable fire alarm with automatic wet pipe fire sprinkler system.
SAC	JSC	Johnson Student Center	Fire Alarm	Included	Sprinklered	Included	Addressable fire alarm with automatic wet pipe fire sprinkler system.
SAC	K	Welding	Fire Alarm	Included	Sprinklered	Included	Addressable fire alarm with automatic wet pipe fire sprinkler system.
SAC	K115	Weld/Auto Classroom Portable	Fire Alarm	Included	Not Sprinklered	N/A	Addressable fire alarm.
SAC	L	Library	Fire Alarm	Included	Partially Sprinklered	Included	Addressable fire alarm. One fire standpipe riser with manual system. Fire sprinklers located inside (1) Storage Closet.
SAC	M	Planetarium	Fire Alarm	Included	Not Sprinklered	N/A	Addressable fire alarm.
SAC	N	Music	Fire Alarm	Included	Fire Hose	N/A	Addressable fire alarm with standpipe and fire hose cabinets.
SAC	O	Central Plant and 950 (Electrical Bldg.)	Fire Alarm	Included	Sprinklered	Included	Addressable fire alarm with automatic wet pipe fire sprinkler system at Bldg. O and addressable fire alarm at Bldg. 950.
SAC	P	Phillips Hall	Fire Alarm	Included	Partially Sprinklered	Included	Addressable fire alarm with automatic wet pipe fire sprinkler system and one system standpipe riser and fire hose cabinets. Sprinklers located at the performance areas and staging areas.
SAC	Q	Concession - Between Baseball and Softball field on the South side.	Fire Alarm	Included	Not Sprinklered	N/A	Addressable fire alarm.
SAC	R	Russell Hall	Fire Alarm	Included	Partially Sprinklered	Included	Addressable fire alarm with manual wet pipe fire sprinkler. Fire hose cabinets on three floors. Fire sprinklers located inside corridors.
SAC	S	Administration	Fire Alarm	Included	Not Sprinklered	N/A	Addressable fire alarm.
SAC	SC	Science Center	Fire Alarm	Included	Sprinklered	Included	Addressable fire alarm with automatic wet pipe fire sprinkler system.

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SAC	T	Technical Arts	Fire Alarm	Included	Sprinklered	Included	Addressable fire alarm with fire hose cabinet. Sprinkler in (2) Storage closets and fire hose cabinets.
SAC	V	Early Child Education Center	Fire Alarm	Included	Ansul kitchen fire suppression system.	N/A	Addressable fire alarm with an Ansul kitchen fire suppression system.
SAC	VL	Village (100-300) Portables	Fire Alarm	Included	Not Sprinklered	N/A	Addressable fire alarm.
SAC	W	Kinesiology	Fire Alarm	Included	Partially Sprinklered	Included	Addressable fire alarm with automatic wet pipe fire sprinkler system and one standpipe riser. Sprinklers located inside (1) Storage Closet and (1) office only.
SAC	X	Security office	Fire Alarm	Included	Standpipe system with fire hose cabinet	N/A	Addressable fire alarm and standpipe riser. No sprinklers. The building houses the campus main fire alarm control panel.
SAC	Z	Z-M&O	Fire Alarm	Included	Not Sprinklered	N/A	Addressable fire alarm
SAC	G114	Exterior Weight room NE corner of Football Field	Fire Alarm	Included	Not Sprinklered	N/A	This is an exterior out building. Addressable fire alarm system.
SAC	900	Exterior Restroom SE of Soccer field	Fire Alarm	Included	Not Sprinklered	N/A	Exterior out building. Addressable fire alarm system.
SAC	910	Exterior Restroom SW of Foot Ball field	Fire Alarm	Included	Not Sprinklered	N/A	Exterior out building. Addressable fire alarm system.
SAC	920	Exterior Storage NW of Soccer Field	Fire Alarm	Included	Not Sprinklered	N/A	Exterior out building. Addressable fire alarm system.
SAC	930	Exterior Storage NE of Football Field	Fire Alarm	Included	Not Sprinklered	N/A	Exterior out building. Addressable fire alarm system.
SAC	940	Exterior Restroom West of Soccer Field	Fire Alarm	Included	Not Sprinklered	N/A	Exterior out building. Addressable fire alarm system.
SCC	A	Administration/St udent Services	Fire Alarm	Included	Not Sprinklered	N/A	Addressable fire alarm.
SCC	B	Classroom Bldg.	Fire Alarm	Included	Not Sprinklered	N/A	Addressable fire alarm.
SCC	C	Child Development Center	Fire Alarm	Included	Ansul kitchen fire suppression system.	N/A	Addressable fire alarm. The building has an Ansul kitchen fire suppression system.

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SCC	C	Child Development Center Modular	Fire Alarm	Included	Not Sprinklered	N/A	Addressable fire alarm.
SCC	CON	Concessions	Fire Alarm	Included	Not Sprinklered	N/A	Addressable fire alarm. Stand-alone building located next to softball fields.
SCC	D	Classroom Bldg.	Fire Alarm	Included	Sprinklered	Included	Addressable fire alarm with wet pipe fire sprinkler system.
SCC	E	Student Services Bldg. /Classroom Bldg.	Fire Alarm	Included	Sprinklered	Included	Addressable fire alarm with wet pipe fire sprinkler system.
SCC	G	Athletics Bldg.	Fire Alarm	Included	Sprinklered	Included	Addressable fire alarm with wet pipe fire sprinkler system.
SCC	H	Humanities	Fire Alarm	Included	Sprinklered	Included	Addressable fire alarm with wet pipe fire sprinkler system. The data room (MDF) has a FM 200 dry chemical fire suppression system with a pre-action fire sprinkler system.
SCC	L	Library	Fire Alarm	Included	Sprinklered	Included	Addressable fire alarm with wet pipe fire sprinkler system.
SCC	M&O	Maintenance and Operations	Fire Alarm	Included	Sprinklered	Included	Addressable fire alarm with wet pipe fire sprinkler system.
SCC	S	Safety and Security Bldg.	Fire Alarm	Included	Not Sprinklered	N/A	Addressable fire alarm. This building houses the campus main fire alarm control panel and annunciator.
SCC	SC	Science Center	Fire Alarm	Included	Sprinklered	Included	Addressable fire alarm with wet pipe fire sprinkler system.
SCC	T	Health and Wellness Center	Fire Alarm	Included	Not Sprinklered	N/A	Addressable fire alarm.
SCC	U	U-Village Portables	Fire Alarm	Included	Not Sprinklered	N/A	Addressable fire alarm.
DMC	DMC	Digital Media Center	Fire Alarm	Included	Sprinklered	Included	Addressable fire alarm with wet pipe fire sprinkler system.
DOC	DOC	Digital Media Center	Fire Alarm	Included	Not Sprinklered	Included	Addressable fire alarm with wet pipe standpipe and fire hoses on four floors. The building houses one fire water booster pump and controller. The building is not sprinklered.
OCRSTA	OCRSTA	Orange County Regional Sheriff's Training Academy	Fire Alarm	Included	Sprinklered	Included	Addressable fire alarm with wet pipe fire sprinkler system.
OCRSTA	OCRSTA	Orange County Regional Sheriff's	Fire Alarm	Included	Sprinklered	Included	Addressable fire alarm with wet pipe fire sprinkler system.

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		Training M&O Bldg.					
CEC	A	Bldg. A	Fire Alarm	Included	Not Sprinklered	N/A	Addressable fire alarm
CEC	B	Bldg. B	Fire Alarm	Included	Not Sprinklered	N/A	Addressable fire alarm
CEC	C	Bldg. C	Fire Alarm	Included	Ansul kitchen fire suppression system.	N/A	Addressable fire alarm. The building houses an Ansul kitchen fire suppression system.
CEC	D	Bldg. D	Fire Alarm	Included	Not Sprinklered	N/A	Addressable fire alarm
CEC	E	Bldg. E	Fire Alarm	Included	Not Sprinklered	N/A	Addressable fire alarm.
CEC	F	Bldg. F	Fire Alarm	Included	Not Sprinklered	N/A	Addressable fire alarm
CEC	G	Bldg. G	Fire Alarm	Included	Not Sprinklered	N/A	Addressable fire alarm

**EXHIBIT C1-C6 SITES**

External exhibits to this document include the following Site Drawings:

1. **Exhibit C1-FA SAC Fire Alarm DWGS**  
The fire alarm drawings for Santa Ana College
2. **Exhibit C1-FS SAC Fire Sprinkler DWGS**  
The fire sprinkler drawings for Santa Ana College
3. **Exhibit C1-FH SAC Fire Hydrant DWG**  
All fire hydrant locations at Santa Ana College
4. **Exhibit C2-FA SCC Fire Alarm DWGS**  
The fire alarm drawings for Santiago Canyon College
5. **Exhibit C2-FS SCC Fire Sprinkler DWGS**  
The fire sprinkler drawings for Santiago Canyon College
6. **Exhibit C2-FH SCC Fire Hydrant DWG**  
All fire hydrant locations at Santiago Canyon College
7. **Exhibit C3-FA DMC Fire Alarm DWGS**  
The fire alarm drawings for the Digital Media Center
8. **Exhibit C3-FS DMC Fire Sprinkler DWGS**  
The fire sprinkler drawings for the Digital Media Center
9. **Exhibit C4-FA DOC Fire Alarm DWGS**  
The fire alarm drawings for the District Operations Center
10. **Exhibit C5-FA OCSRTA Fire Alarm DWGS**  
The fire alarm drawings for the Orange County Sheriff's Regional Training Academy
11. **Exhibit C5-FS OCSRTA Fire Sprinkler DWGS**  
The fire sprinkler drawings for the Orange County Sheriff's Regional Training Academy
12. **Exhibit C6-FA CEC Fire Alarm DWGS**  
The fire alarm drawings for the Centennial Education Center

**EXHIBIT D SITE MAPS**

**2. Exhibit D Campus Site Maps**

- Santiago Canyon College (SCC)
- District Operations Center (DOC)
- Santa Ana College (SAC)
- Digital Media Center (DMC)
- Centennial Education Center (CEC)
- Orange County Sheriff's Regional Training Academy (OCSRТА)