Indiana Department of Natural Resources

PREVENTATIVE MAINTENANCE SERVICES
BID/CONTRACT SPECIFICATIONS
SECURITY, FIRE PROTECTION, AND LIFE SAFETY SYSTEMS
Revised 10/13/2023

PART 1 – BID REQUIREMENTS

A. Specifications herein will be incorporated with the State of Indiana *Professional Services Contract Template* (found at https://www.in.gov/idoa/state-purchasing/contract-administration/contract-forms-manuals-and-templates/) to create the full **DNR Preventative Maintenance Service Contract**. Prior to submitting their completed *Request for Quotation (RFQ)* bid packet, Contractors are responsible for reviewing all clauses in the template and discussing any desired modifications with the DNR Purchasing Buyer.

B. Prior to bidding, it is the responsibility of each Contractor to thoroughly familiarize themselves with:
- the location(s) of the proposed site(s),
- the tools, materials, parts, and labor necessary to execute the required services,
- each site's seasonal start-up/shut down timing, maintenance histories, and active equipment warranties, and
- the existence of any deferred maintenance items.

C. Prior to bidding, and/or as soon as it is known throughout the life of the contract, the Contractor shall notify the State, in writing, of any deferred maintenance, or obsolete equipment, parts or components, that are not maintainable under the terms of the contract. Contractors may perform site visits, if desired, prior to submitting bid proposals to inspect and evaluate all equipment relevant to the contract. If notification of non-maintainable equipment occurs prior to the bid due/open date, then the State will inform other bidders accordingly of the disposition of those items, by addendum of these specifications. If no such notification by the Contractor is given, then the Contractor shall be responsible, at no additional charge to the State, for the preventative maintenance services for all items, regardless of condition, as set forth in this contract.

D. At a minimum, pricing which shall be included in the Contractor's bid are the following: all overhead, profit, equipment, materials, vehicles, tools, overtime, travel expenses, and labor costs for crews performing the scheduled service visits.

PART 2 – GENERAL REQUIREMENTS

A. Failure of the Contractor to meet all terms and conditions in the final, executed contract will result in termination of the contract.

B. Contractor shall perform an initial site inspection separate from and prior to any pre-scheduled service visits. During this initial inspection, the Contractor shall:
- Discuss with the property manager and the operators of equipment, or their designees, any maintenance problems encountered historically,
- Become aware of manufacturer servicing recommendations and any existing equipment warranties,
- Develop a maintenance protocol, and
- Return to proper condition any system that is discovered not to be in proper operation, as defined by equipment maintenance manuals and/or this contract's specifications, and

- Review onsite operations and preventative maintenance documentation (e.g. manufacturer's maintenance recommendations, conditions reports, inspections, etc.) and provide any relevant maintenance documents that may be missing.

C. It is the responsibility of the Contractor to verify the system equipment and any included appurtenant devices/systems during the initial inspection and, prior to beginning work, provide a written assessment of system equipment and appurtenant devices/systems, including any necessary correction or update to the provided Schedule A (see **PART 9 – SCHEDULE A**).

D. The State shall provide the Contractor with a reasonable means of accessing the equipment covered by this contract. The Contractor shall be free to start and stop all primary equipment critical to the operation of the systems listed herein as arranged with the site's property manager or their designee.

E. In the event a system is altered, or if any equipment is added or deleted, the specifications and contract shall be amended by the State as required to reflect these changes.

F. The Contractor shall be liable for damage to property or injury to persons directly resulting from accidents caused by the performance or non-performance of its obligations under this contract.

PART 3 – EMERGENCY SERVICES

A. Contractor may be called upon by the State to provide emergency services related to the systems and equipment identified within the scope of this contract. Emergencies shall be considered as additional to, and outside of, the specifications, terms, and conditions, outlined by this preventative maintenance services contract and its related purchase order. Emergency services are defined as work requested by the State which is outside of the dates identified in the planned maintenance schedule submitted by the Contractor and in exception to the conditions and requirements outlined in the contract's technical specifications.

B. Emergency calls may occur outside of normal business hours, including evenings, weekends, or holidays, and may necessitate the incurrence of overtime to maintain proper operation of the systems listed herein. The Contractor shall respond by phone to an emergency call within thirty (30) minutes and provide onsite service within a timeframe agreed upon with the site's property manager or their designee. If the Contractor is unable to respond timely, or is unable to provide the requested emergency service, then the site's property manager may opt to contact another vendor.

C. Emergency calls shall be invoiced by the Contractor separately from any planned costs allowable under this preventative maintenance services contract.

PART 4 – CODE REQUIREMENTS AND MANUFACTURER INSTRUCTIONS

A. Contractor shall perform the work under this contract in accordance with the requirements of manufacturer recommendations, industry standards, and all Federal, State and Local codes govern the requirements of the services. In case of conflicts between State and Local codes and regulations, State codes and regulations shall prevail.

B. Contractor shall immediately notify the State, in writing, if they observe that these contract specifications are at variance with or in conflict of the service instructions of any manufacturer in any respect.

C. If the Contractor performs any work contrary to State Building Rules and Regulations, ordinances, or any manufacturer's printed instructions, then the Contractor shall bear all costs resulting from such non-compliance.

PART 5 – SCHEDULING SERVICE VISITS

A. All work pursuant to the preventative maintenance services contract shall be performed Monday through Friday, between the hours of 8 am and 5 pm (local site time), unless otherwise authorized in advance by the site's property manager or their designee. On each scheduled day of service, prior to performing any work or inspections, the Contractor's personnel shall report to the site's office to inform the site's property manager or their designee of their arrival.

B. Each preventive maintenance service visit shall be pre-scheduled and directed from a maintenance management program initiated and maintained by the Contractor.

C. A scheduled visit is defined as the contiguous number of work hours or days required to inspect and service the identified equipment outlined in or implied as covered in the scope of this specification and contract. This, however, does not limit the Contractor from scheduling as many inspections or service calls as deemed practical and necessary to keep all equipment in satisfactory operating condition.

D. Scheduled visits may not begin until the contract and its related purchase order have been fully executed and approved. The Contractor's preventative maintenance schedule shall be submitted to the site's property manager or their designee, at least seven (7) days prior to the first visit. This schedule shall specify the following:

- Dates of scheduled preventive maintenance service visits per building or equipment
- Description of service to be performed during each visit
- Listing of the service report/work order document(s) that will be submitted by the Contractor after each service visit

E. Once the Contractor's maintenance schedule has been submitted and approved, no deviation from the scheduled date(s) of service shall be permitted without prior approval from the site's property manager or their designee.

F. Any required call-back maintenance within ten (10) calendar days of a scheduled maintenance visit shall be considered a continuation of the visit service period and not considered as a separate emergency visit. Call backs on failed equipment which has not received the required service within the service period shall be considered as covered expenses within this contract and shall not be charged to the State.

G. No additional fees shall be charged to the State for time spent by the Contractor's personnel awaiting the arrival of additional coworkers or the delivery of tools, materials, parts, or equipment, nor will additional fees be charged for multiple visits resulting from contractor deficiencies including, but not limited to, inexperienced personnel, incorrect or temporary installation of parts/equipment, or poor workmanship.

H. If the Contractor does not appear for a preventative maintenance service visit on the scheduled date(s) and has not made any prior reasonable attempt to reschedule the date(s), then payment shall not be approved for that maintenance period.

PART 6 – SERVICE DOCUMENTATION

A. Immediately upon conclusion of a scheduled preventative maintenance or emergency service visit, the Contractor shall provide the site's property manager or their designee with a legible service report or work order, including any checklist(s) or notes. If, for some reason, the property manager or their designee cannot be located at the conclusion of the service visit, then the service report/work order shall be provided via email or US Mail by the Contractor directly to the site within three (3) business days after the visit.

B. Service reports/work orders shall state what work was performed on what equipment, as well as the location, the technician's name, the wrench time for each item, and a list of all parts and materials used during performance of the preventative maintenance service visit.

C. The State shall sign the provided service report/work order and retain one (1) copy. Failure to supply a complete, legible, and acceptable service report/work order will constitute an incomplete service visit.

PART 7 – PAYMENT

A. Payment shall follow all terms and conditions outlined within the preventative maintenance services contract and/or the associated purchase order.

B. The contract pricing base bid shall be payable in arrears.

C. Invoices resulting from preventative maintenance service or emergency visits shall be provided directly to the site's property manager or their designee either at the conclusion of the service visit or via email or US Mail no later than seven (7) business days after the conclusion of the service visit. The State shall require the Contractor to update or adjust the invoice date on any invoices not provided in a timely manner.

D. Invoices will not be processed until any necessary post-service visit inspections by the State have been completed.

PART 8 – SUMMARY OF WORK

A. Contractor shall provide sufficient means and methods, including experienced and qualified personnel, to keep all equipment covered by these specifications operating properly.

B. Contractor shall be able to program and service the control systems specific to the site(s) and equipment included in this agreement and shall be responsible for the procurement of any software required to perform this function.

C. Work shall be performed on major items of equipment listed in **PART 9 – SCHEDULE A** at the site(s) indicated on this bid/contract, plus any appurtenant devices/systems that are related to the listed equipment covered by this contract.

D. This preventative maintenance services program shall include the systematic inspections, service, repair, part replacements, call-back service, testing, cleaning and adjustments, as specified herein, to maintain all **Security, Fire Protection, and Life Safety Systems** in accordance with manufacturer specifications, industry standards, building codes, and State expectations. This includes, but is not limited to, the major pieces of equipment shown on the Schedule A (see **PART 9 – SCHEDULE A**), and appurtenant devices and systems that are related to the listed equipment. Coverage shall include:

1. Monitoring of Security and Fire Alarm Systems
2. Fire Control and Fire Suppression (Sprinklers) Systems and Fire Doors
3. Restaurant Kitchen Hood Fire Suppression Systems
4. Emergency Lights

E. The Contractor shall make **four (4) pre-scheduled service visits per year**, conducted Quarterly, and perform all necessary preventive maintenance service and repairs as required by these specifications.

Fire Alarm and Security Systems:

1. Central monitoring service for the Security and Fire Alarm systems. The monitoring service shall provide for notification of fire, police, and Department of Natural Resources personnel. The specific requirements will be determined by the site's property manager or their designee.

2. In addition to the other specifications included herein, Contractor shall test the entire system for operation in accordance with the schedules listed in NFPA 72. When automatic testing is performed at least weekly by a remotely monitored fire alarm control unit specifically listed for the application, then the manual testing may be extended to annually.

3. Submit service reports regarding work completed and/or to be completed on a quarterly basis to the site's property manager or their designee. Contractor shall not limit or disable building fire and security systems during execution of work without permission of the site's property manager or their designee, and must provide notice at least 24 hours in advance to the site's property manager or their designee of any anticipated disruption of service resulting from work performed by the Contractor.

Restaurant Fire Suppression Systems:

1. Installed fire-extinguishing systems, hood, and duct kitchen grease extraction systems.

2. Dry chemical, wet chemical, and CO2 fire extinguishing systems shall be inspected, serviced, hydrostatic tested, recharged, cleaned, fusible links changed, and tagged at least semi-annually. Maintenance shall be in accordance with the manufacture's listed maintenance manual. Fixed temperature sensing elements of the fusible metal alloy type shall be replaced semi-annually.

3. Servicing of the kitchen fume hoods must be performed at a time that is convenient to the staff. Contractor must coordinate a time to conduct the test one (1) week prior to the service. This test is to be performed semi-annually.

    a. Inspect, test (repair/adjust as required) alarms, appliance shutdowns, and other associated equipment for proper operation.

b. Inspect and check all expellant gas containers by pressure or weight against required minimums (recharge as required).

c. Inspect and check dry chemical containers by pressure and weight against required minimums. Weigh all dry chemical cylinders at time of inspection.
d. Inspect and test dry chemical agent in the storage container to determine the existence of lumps. Dry chemical shall be maintained in a free-flowing powdery condition or replaced. Dry chemical agent will be replaced every six (6) years regardless of condition.
e. Visually check dry chemical storage containers by hydrostatic test date, dry chemical chambers, auxiliary pressure containers, valve assemblies, hoses and fittings, check valves, directional valves, manifolds, nozzles for operation, cleanliness, and proper alignment. Install blow caps as required.
f. All wet chemical cylinders shall be inspected for pressure and weight against required minimums. Weigh all wet cylinders at time of inspection.
g. Inspect piping for leaks as required.
h. Inspect, clean, and align nozzles as required.
i. Fusible links of proper fixed temperature shall be replaced semi-annually. Said fusible link will be replaced with one dated of current year. (Link will be installed in such a way that the date can be read without turning the link). Old link will be given to the site's property manager or their designee at the time of replacement.
j. Inspect nozzle/piping supports to ensure they are properly secured.
k. Dry chemical, wet chemical, and CO2 systems shall be properly sealed, tagged, and the date, condition, and the names of the person(s) and company performing the inspection shall be noted on the tag.
l. Dry chemical, wet chemical, and CO2 systems shall be restored to proper operating positions immediately after the inspection is completed by the Contractor. Inspect and test alarms, appliance shutdown devices, and other associated equipment for proper operation.
m. Weigh all CO2 cylinders and note the date of last hydrostatic test. If cylinder shows loss in net contents of more than 10%, then the cylinder shall be immediately refilled or replaced. CO2 cylinders are required to hydrostatic test every five (5) years.
n. Check all piping and hoses for leaks and/or deterioration.
o. Inspect, clean, and align nozzles and replace indicator bulbs on systems as required.
p. Fusible links of proper fixed temperature shall be replaced semi-annually. Said fusible link shall be replaced with current year. Old link will be given to the site's property manager or their designee at the time of replacement.
q. Systems shall be properly sealed and tagged, and the names of the person(s) and company performing the service, and the condition of the system, shall be properly annotated on the tag.
r. Contractor shall restore the system to proper operating position immediately after inspection is completed.
s. Inspection form provided by the Contractor shall have the dates of the last six (6) yearly service and hydrostatic test dates annotated.

4. Inspection shall be completed within five (5) consecutive workdays after Contractor starts the task. All inspections shall be coordinated with the site's property manager or their designee prior to start. Inspections reports shall be furnished to the site's property manager or their designee. Any required repairs, hydrostatic testing, weight test, or recharging shall be noted in this report.

5. The above work shall be performed on the above installed systems by a Contractor who is certified by the manufacturer.

6. Testing of the high-limit switch on deep-fat fryers protected by the fixed fire extinguishing system. NFPA requires the high-limit switch be tested semi-annually.

7. Contractor shall certify the high-limit switch is properly functioning. Specifications for testing:
    a. Turn on deep-fat fryer (must contain grease/oil) and set thermostat to 475 degrees.
    b. Use a temperature probe attached to either an analog or digital readout meter and insert the probe into the grease/oil to test the performance of high-limit switch.
    c. The high-limit switch shall engage at a temperature not to exceed 475 degrees. If temperature exceeds the maximum 475 degrees and the high-limit switch does not engage, then the high-limit switch shall be deemed as defective.
    d. A defective high-limit switch shall be tagged by the technician performing the test. The tag used for this purpose shall be red in color and must contain the names of the company and technician, the date tested, the reason for the failure, and be signed by the technician.
    e. The Certification Tag to indicate a properly functioning high-limit switch shall be green in color and must contain the names of the company and technician, the date tested, and the equipment condition.
    f. All tags shall be of the type that can slide into a holder already in place. Broken or missing holders shall be replaced by the Contractor.

8. Test to be conducted semi-annually coincidental with testing of the fixed system.

9. Contractor to service residential installed dry chemical fire extinguisher systems in the event a system should discharge or fail. Service shall consist of the following:
    a. Make required repairs if a system discharges or becomes inoperative. If a fusible link must be replaced, the replacement link shall be a five (5) year type. Link shall be installed so that the date can be readily seen without having to turn it over.
    b. Adjustment of the cabling tension shall comply with manufacturer specifications. Once cabling is adjusted, safety pin must be removable from the safety position in the head without forcing the removal. Contractor shall remove all safety pins from the assembly and return them to the site's property manager or their designee.
    c. Cylinder shall be weighed, and the gauge checked to assure the needle is in the target area. After this is completed, cylinder shall be returned to the system assembly and rearmed.
    d. All nozzles shall be checked for cleanliness and any problems or replacements required shall be brought to the attention of the site's property manager or their designee.
    e. A test shall be conducted with the test switch to ascertain that the electric or gas is automatically shut down. During this test, an audible sound with flashing strobe shall activate. Contractor shall ascertain that the audible sound and strobe works on all systems. If found defective, then report it to the site's property manager or their designee.

Fire Sprinkler Systems:

1. A main drain test shall be conducted annually at each system riser.
2. Visually inspect condition of sprinkler heads, piping, hangers, control valve piping, control valves and hangers. Annually, make a complete report of any sprinkler heads that are loaded, corroded, or over fifty (50) years old, or any sagged piping that may require leveling with new hangers to attempt to eliminate winter trouble.
3. Annually inspect, test, and operate post-indicator valves. Remove top and lubricate target, glass sliding section for serviceability of operation. If target is not legible, then clean, paint letters, repair, or replace. If glass is foggy, then repair or replace.
4. Inspect, test, lubricate, and operate screw and yoke valves to insure serviceability. Either annually or as often as needed, tighten packing glands if required.

5. Either annually or as often as needed, inspect and clean water and air seats on each of the dry pipe valves, properly prime, and reset. Low point drains (dry pipe systems) shall be exercised prior to freezing or as often as needed.

6. Upon completion of test or maintenance, the systems shall be restored to operating condition and a complete report submitted to the Property Manager.

Wet Sprinkler Systems:

1. Make a 2" drain test on each wet system annually. Record the pressure and report any unusual results to the Fire Chief or Supervisor Fire Inspectors. Annually test alarm devices and antifreeze solution.
2. Quarterly, operate load mechanical water motor alarms.
3. Quarterly, visually inspect all valves to see that they are in the proper position.
4. Quarterly, inspect all wet pipe gauges and dry pipe gauges (pre-action and deluge system).
5. Quarterly, the fire pump shall be inspected, and the churn tested. Test flow annually.
6. Quarterly, visually inspect the condition of sprinkler heads, piping, hangers, control valve piping, control valves (valves larger than 11/2" should be locked in the fully open position) and hangers, exercise water supply valves.
7. Annually, make a complete report of any sprinkler heads that are loaded, corroded, or over fifty (50) years old, or any sagged piping that may require leveling with new hangers to attempt to eliminate winter trouble.
    a. Tighten bolts and nuts
    b. Packing glands and valves.
    c. Repair minor water and air leaks.
    d. Lubricate
    e. Make minor adjustments as needed.

Water Storage Tank:

1. Quarterly, inspect condition of the exterior of the tank, water temperature and quality, control valves, water level, and air pressure.
2. Semi-annually, test water level alarms.
3. Semi-annually, drain silt accumulation, and annual check operation of control valves in accordance to NFPA 25 12.4.2.2.
4. The Contractor shall not be required to make safety tests, install new devices, or make modifications to any equipment to comply with recommendations or directives of insurance companies, governmental bodies or for other reasons.

Emergency and Exit Lights:

1. Quarterly, perform inspections to determine proper functioning of all emergency lights and exit signs located within the buildings covered under this agreement (NFPA 101 5-10.1.2).
2. Annual inspections to include a 90-minute load test for battery operated units (NFPA 5-9.2.1).

PART 9 – SCHEDULE A

For each site covered by this contract, the **Schedule A** provides the following:

- Contact information for the IDNR site's property manager or their designee
- Inventory of equipment to be serviced, including its location at the site, description, manufacturer, and other known identifying information
- List of equipment warranties with expiration dates

The Schedule A shall be updated by the Contractor throughout the life of the contract.

The Schedule A document(s) relevant to this contract are attached to these specifications on the following page(s).