

PROJECT FACT SHEET
FIRE ALARM SYSTEMS
University of Central Florida (All Campuses)

The University of Central Florida has a need to retain several companies to provide the design, repair and installation of fire alarm systems. These companies may be used over the time period of this contract to replace existing or provide new fire alarm systems on the UCF campus. Design and construction projects up to \$1,000,000 construction cost, or services for which the fee for professional services is less than \$200,000.

Project Description: provide product data, physical samples, design documents, specifications, and warranty services for the design, installation, repairs and maintenance of fire alarm systems. Companies must have the ability to provide designs and installations for a complete and functional system without any scope “by others” – companies must each act as the single point of contact and bear contractual responsibility for all related scope of work.

INSTRUCTIONS:

The University of Central Florida wishes to enter into an open-ended contract with multiple companies for a period of one year, with an option to renew for four additional one-year periods. The University has the right to amend the terms of the contract at each annual renewal. All firms applying must be licensed as fire alarm Contractors/Vendors in the State of Florida by the Florida Department of Business and Professional Regulation at the time of application and, if a Corporation, registered to operate in the State of Florida by the Department of State, Division of Corporations. The selected firms’ minimum bonding capacity shall be \$1,000,000.

When an individual project arises, the Contractor/Vendor will be provided a detailed description of the project scope (plans and specifications, when applicable) and asked to provide a cost proposal for the complete design and installation of the fire alarm system to the designated UCF Project Manager. The cost of the work will include all costs related to completing the work, plus a proposed percentage fee for overhead and profit, which will be negotiated for each individual project. The Contractor/Vendor will be required to seek competitive bids for all subcontracted work, which will be included as part of the cost. Upon approval of the cost, the UCF Project Manager will submit a requisition to the University Purchasing Division, which, in turn, will issue a Purchase Order to the Contractor for the work.

All systems installed must meet the UCF fire alarm standards (attached). Deviations to these standards will not be considered and installers who cannot provide systems to these standards will be disqualified.

Contractors/Vendors desiring to apply shall submit **only electronic submissions**, to be uploaded at: <https://ucf.bonfirehub.com/opportunities/19318> comprising:

1. a letter of interest; letter must include a statement that they can design and install fire alarm systems that are compliant with the UCF fire alarm standards.
2. a copy of the firm's current Contractors License from the appropriate governing board;
3. a list of completed jobs over the last year, with contract value, contact name, and telephone number of the client;
4. narratives to address items listed in the Selection Criteria, as listed below; and
5. a letter from the firm's bonding company showing bonding capacity and bond rating.

Please note that only ONE (1) file can be uploaded for each requested document above.

Detailed submissions instructions can be downloaded from the link shown above.

Applications that do not comply with all instructions may be disqualified.

No oral communications shall be binding as a change to this Project Fact Sheet (PFS). Interpretation of the wording of this PFS shall be solely that of UCF, and that interpretation shall be final. UCF may respond to questions deemed by the University to be material in nature.

It shall remain the responsibility of the firms participating in this solicitation to check the website regarding any addendums and Notices of Change.

As required by University of Central Florida Regulations 7.102.22, a Contractor/Vendor may not submit a proposal for this project if it is on the convicted vendor list for a public entity crime committed within the past thirty six (36) months. The selected Contractor/Vendor must warrant that it will neither utilize the services of, nor contract with, any supplier, subcontractor, or contractor in excess of \$15,000.00 in connection with this project for a period of thirty six (36) months from the date of their being placed on the convicted vendor list.

SELECTION CRITERIA

Companies will be evaluated on the following:

1. The most recent version of the Contractor's Form. Do not alter the form.
2. **Past Performance.** Provide information on five (5) projects that are similar in size, complexity, and scope to what may be performed under the contract with UCF. Clearly articulate within each of the 5 projects information regarding:

- a. similarity in size and complexity;
- b. similarity in function;
- c. services provided and systems installed
- d. initially scheduled completion dates and actual completion dates;
- e. original budget and final budget;
- f. owner's contact information;
- g. date completed; and
- h. names of proposed team members who worked on each project and roles that the proposed team members played.

3. **Ability to Take on Additional Work.**

- a) Reflect your current workload and staffing
- b) Describe how UCF's workload will be fulfilled.

4. **Experience and Ability.** Describe your firm's experience and ability:

- a. Design and/or installation of projects similar to that to be performed for UCF;
- b. working with public, higher education clients and their Standards and processes;
- c. knowledge of related codes;
- d. bonding capacity;
- e. cost control;
- f. quality control;
- g. completing projects on time and within budget.

5. **Personnel.** Provide bios for the project executive/principal, superintendent, project manager, consultants, and/or any other personnel that you believe are critical to the success of the work to be performed. Also discuss the qualifications required of your workforce.

6. **References.** Provide contact information for three professional references.

7. **Location.** Provide the address of your main office, any regional/local offices you have, and provide details of what services and personnel you have at those locations.

8. **Safety and Security.** Describe your policies, planning, and practices related to safety and security. **Note:** Criminal background checks, E-verification, and drug free workplace verification must be provided by the Contractor/Vendor for all employees and sub-contractors. Picture ID cards will be worn at all times workers are on the job.

9. **QA/QC.** Describe your firm's approach to Quality Assurance/Quality Control.

10. **SDVOSB and MWBE.** Describe how your firm employs and uses Service Disabled Veteran-Owned Small Business (SDVOSB) and Minority and Women-Owned Business Enterprise (MWBE) and whether your firm is certified and by what agency.

11. Conflict Avoidance and Resolution.

- a. Describe your firm's practices to avoid and resolve conflict.
- b. Describe three (3) occasions when a conflict occurred that was attributable to your company, discuss how it was resolved, discuss what lessons were learned, and new procedures that you have implemented to avoid similar conflicts on future projects.

12. **Quality of installation and products:** Provide information on the quality of the installations and products of past projects that are in compliance with "UCF fire alarm standards." Documentation can be provided through photographs, Owner testimonials/references, or other means.

GENERAL INFORMATION

1. All applicants will be notified of the results of the short-listing in writing. Finalists will be informed of interview dates and times, and finalists will be provided with additional information, if applicable.
2. The Selection Committee will make a recommendation to the University President. All finalists will be notified in writing of the President's action. Upon approval by the President, negotiations will be conducted in accordance with Section 287.055, Florida Statutes.
3. Selection Committee Team Members have elected not to meet with firms prior to interviews.