

PROJECT FACT SHEET
FIRE ALARM CONTRACTOR CONTINUING SERVICE
University of Central Florida (All Campuses)

The University of Central Florida (UCF) announces the solicitation of contractor services in the discipline of fire alarm contractors on projects that have a construction budget of less than \$8,021,250. These limits are subject to periodic revision and will be updated over time to match the most current version of the Board of Governors' Regulations. Prospective applicants should verify applicable thresholds at the time of submission.

Description: Provide product data, physical samples, design documents, specifications, and warranty services associated with the design, installation, repair, testing, inspection, and maintenance of complete and functional fire alarm systems. Unless otherwise specified for an individual project, all work shall carry a warranty of not less than one (1) year from final acceptance.

Firms must have the capability to provide a complete fire alarm system without relying on “by others” scope. Each firm shall serve as the single point of contact and shall assume contractual responsibility for all work and services required to provide a complete, functional, and code-compliant fire alarm system, including any work performed by subcontractors or other third parties.

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 in the State of Florida by the Department of Business and Professional Regulation as a Certified Alarm System Contractor I (EF) or Certified Electrical Contractor (EC) under Chapter 489, Part II, Florida Statutes, 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. Each selected firm shall have a minimum single-project bonding capacity of \$2,000,000.

Work under this contract is assigned through individual purchase orders, frequently on compressed schedules and within occupied, operational campus facilities. Selected firms should be prepared to mobilize promptly, plan and coordinate shutdowns and phasing around active building use, maintain the safety of building occupants throughout construction, and manage more than one project at a time.

Projects being implemented may border or be within occupied areas, and projects will in many cases need to be phased to allow partial occupancy during construction. Projects may include minor amounts of adjacent finish work, which the Contractor may subcontract while remaining responsible for that work as the single point of contact. ALL

projects will need to ensure the safety of students, faculty, and staff. Projects may be located on University of Central Florida or UCF-affiliated properties.

UCF will determine, at its sole discretion, which of its selected Contractors will be invited to propose on each individual project. Contractor is required to provide quotes for all such projects requested by UCF. If Contractor does not intend to submit a quote on a certain project, justification must be provided to UCF. UCF shall take non-responsiveness into consideration when awarding future work and determining whether contract options will be exercised.

A not-to-exceed percentage fee for overhead and profit will be established in the agreement. This fee will be effective for the life of the contract. When an individual Project arises, the Contractor will be provided a detailed description of the Project scope (plans and specifications when applicable) and asked to provide to the designated UCF Project Manager a cost proposal for completing the work. The cost of the work will include all costs related to completing the work plus the agreed upon percentage fee for overhead and profit. The Contractor will be required to seek competitive bids for all subcontracted work with a value over \$5,000 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 Division 28 of the UCF Design, Construction, and Renovation Standards, current edition (V2026-1 as of this advertisement), available at <https://fp.ucf.edu/wp-content/uploads/resources/Standards%20and%20Requirements/Design%20Construction%20and%20Renovation%20Standards%20V2026-1.pdf>. Proposals taking exception to these standards will not be considered, and firms that cannot provide systems meeting these standards will be disqualified. Any variance on an individual project must be requested and approved through UCF's standards variance process.

NOTE: The Selection Committee may reject all proposals and stop the selection process at any time. The University also reserves the right to cancel the project at any time.

INSTRUCTIONS:

Carefully review the Contract posted with this advertisement at <https://www.fp.ucf.edu/vendors/current-advertisements/>. Submitting a proposal for this project constitutes complete agreement with, and acceptance of, the terms and conditions contained within these documents. **NO changes will be accepted.**

Fire Alarm Contractors desiring to apply shall submit **only electronic submissions**, to be uploaded at: <https://ucf.bonfirehub.com/opportunities/258898>, comprising:

- A. a letter of interest;

- B. a copy of the firm's current contractor license from the appropriate governing board and, if applicable, a copy of the corporation's registration;
- C. a list of each fire alarm control panel manufacturer and product line for which the firm is a factory-authorized dealer, distributor, or service provider (for example, Honeywell/FCI, Simplex), with a current letter of authorization from each manufacturer confirming the firm's authorized status and service territory;
- D. a completed contractor form;
- E. a letter from the firm's bonding company reflecting its current bonding capacity and rating;
- F. the firm's experience modification rate (EMR) for safety performance for the most recent three (3) years;
- G. a list of completed jobs over the last year, with contract value, contact name, and telephone number of the client;
- H. Provide up to three (3) professional reference letters from the five (5) completed projects listed under Past Performance. Reference letters should describe your performance on the projects. References may not be from UCF projects or personnel; and
- I. narratives to address items listed in the Selection Criteria, as listed below.

Please note that only ONE (1) file can be uploaded for the entire project submission.

Pages must be numbered consecutively. Proposals must not exceed 25 pages (excludes cover page and tabs). Fonts must be a minimum 10-point font when printed full size. Points may be deducted from proposals exceeding the 25-page limit.

Detailed submission instructions can be downloaded from the link shown above. Applications that do not comply with all instructions may be disqualified.

Application materials will not be returned.

No oral communications shall be binding as a change to the Advertisement or Project Fact Sheet. Interpretation of the wording of this Project Fact Sheet 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 Planning, Design and Construction website (<https://www.fp.ucf.edu/vendors/current-advertisements/>) regarding any addendums and Notice of Change.

As required by Section 287.133, Florida Statutes, a contractor 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 36 months. The selected contractor must warrant that it will neither utilize the services of, nor contract with, any supplier, subcontractor, or consultant in connection with this project for a period of 36 months from the date of their being placed on the convicted vendor list.

SELECTION CRITERIA

Companies will be evaluated on the following:

1. **Past Performance.** Provide information on five (5) projects that are similar in project type, size, and scope to what may be performed under this contract with UCF, with an emphasis on projects at or below the construction budget threshold and projects completed within occupied operational facilities. Projects that are not relevant in project type, size, and scope will receive no points. Clearly articulate each of the five projects:
 - a. similarity in project type, size, cost, and scope;
 - b. the owner's contact information (name, title, email, phone);
 - c. names of proposed team members who worked on each project who will also be assigned to this contract;
 - d. representative pictures of the project;
 - e. construction duration (month/year of construction start, month/year of owner occupancy, and month/year of final completion), and whether the project was completed ahead of schedule, on schedule, or behind schedule;
 - f. the owner's original construction cost and the final construction cost at final completion, with an explanation of any discrepancies due to owner-added scope, unforeseen conditions, errors and omissions, or other causes.
2. **Experience and Ability.** Describe your firm's experience and ability:
 - a. performing fire alarm work similar to that to be performed for UCF, including installation, programming, inspection, testing, commissioning, troubleshooting, and maintenance of fire alarm and life-safety systems, including networked, voice evacuation, and mass notification systems and their integration with central monitoring. State which work you self-perform and which work you subcontract;
 - b. your factory authorization on each fire alarm platform identified in your submission, including the number of technicians holding current manufacturer training on each platform and your access to the manufacturer's programming software, licensing, and replacement parts;

- c. working in occupied, operational facilities, including your approach to planning and coordinating fire alarm system shutdowns, impairments, temporary measures (including fire watch and notification of the UCF Fire Marshal), phasing, testing, and restoration to minimize disruption and maintain continuity of building operations and life-safety protection;
 - d. working with public, higher education clients and their standards and processes;
 - e. understanding and applying applicable fire alarm, fire and life-safety, building, and electrical codes and standards; and
 - f. providing accurate cost estimates and pricing for individual projects.
3. **Capacity and Responsiveness.** Because this is a continuing contract, describe:
- a. your typical time to mobilize on a new project after a notice to proceed;
 - b. your ability to perform multiple UCF projects concurrently, and how you would staff and prioritize them;
 - c. the depth of your licensed and qualified workforce available to UCF (for example, the number of fire alarm technicians and qualified personnel you can assign); and
 - d. your capability and typical response time for after-hours and emergency fire alarm work.
4. **Safety.** Describe your safety program and performance:
- a. provide your experience modification rate (EMR) for the most recent three (3) years;
 - b. provide your OSHA recordable incident rate (TRIR) and Days Away, Restricted, or Transferred (DART) rate for the most recent three (3) years;
 - c. describe your company's safety practices applicable to fire alarm installation, testing, inspection, maintenance, and service work, including electrical safety, NFPA 70E requirements as applicable, lockout/tagout procedures, ladder/lift safety, work in occupied buildings, and training and verification of qualified personnel;
 - d. disclose any OSHA citations or serious safety incidents in the most recent three (3) years and the corrective actions taken; and
 - e. confirm your ability to meet UCF's site requirements. Criminal background checks and E-Verify verification must be provided for all employees and subcontractors, and picture ID cards must be worn at all times workers are on the jobsite.
5. **Personnel.** Provide bios for the following team members, clearly indicating their relevant experience, education, and licenses, certifications, and credentials, and describe each member's availability to support this contract:
- a. executive/principal;
 - b. project manager;
 - c. superintendent/general foreman;
 - d. Lead Fire Alarm Technician; and
 - e. Technician/Inspector

6. **Location.** Provide the address of your main office and any regional or local offices. Provide details of the services and personnel you have at each location and describe how your locations support timely response across all UCF campuses.
7. **Pricing and Cost Transparency.** Describe your approach to pricing projects, under the cost-of-work plus fixed overhead-and-profit fee structure described above, including how you develop and verify cost proposals, how you solicit and document competitive subcontractor bids, and how you provide cost transparency and supporting documentation to the owner. Do not submit fee percentages or rates with your proposal; describe your approach and methodology.
8. **Conclusion.** Describe what differentiates your team from your competition and what uniquely qualifies your company for this continuing fire alarm work.

GENERAL INFORMATION

1. All applicants will be notified of the results of the short-listing in writing. Finalists will be informed of the interview dates and times and will be provided with additional project information, if available.
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.
3. UCF Team Members may not discuss the project with interested firms during the entire selection process.