

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 \$4,000,000 construction cost, or services for which the fee for professional services is less than \$500,000.

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.

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 Contractors 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 \$4,000,000.

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 the UCF fire alarm standards Division 28 <https://fp.ucf.edu/wp-content/uploads/resources/Standards%20and%20Requirements/Design%20Construction%20and%20Renovation%20Standards%20v2024-3.pdf>. Deviations to these standards will not be considered and installers who cannot provide systems to these standards will be disqualified.

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/resources/contract-documents/>. 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/172249>, comprising:

- A. a letter of interest;
- B. a completed University of Central Florida "Contractor Form"
- C. a copy of the Contractor firm's current license from the appropriate governing board. All applicants must be licensed and insured to practice as Contractors in the State of Florida at the time of application. Corporations must be registered to operate in the State of Florida by the Department of State, Division of Corporations, at the time of application.
- D. a list of completed jobs over the last two (2) years, with contract value, type of fire alarm system, contact name, and telephone number
- E. narratives to address items listed in the Selection Criteria, as shown 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 30 (excludes cover page and tabs). Points may be deducted for proposals exceeding the 30-page limit.

Detailed submissions 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 University of Central Florida Regulations 7.102.22, 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 thirty-six (36) months. The selected Contractor 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. **Past Performance.** Past performance will be demonstrated by providing information on five (5) projects that are similar in size, complexity, and scope that may be performed under this contract with UCF. Projects that are submitted that are not relevant in project type, size, and scope will receive no points.
 - a. similarity in size, and scope;
 - b. services provided and systems installed
 - c. initially scheduled completion dates and actual completion dates;
 - d. original construction cost at time of Bid (the exact amount per the contractor's contract) and final construction cost at time of project completion (the exact amount per the final payment application; including additive change orders and including owner direct purchases); provide an explanation for any discrepancies including any error/omissions;
 - e. names and roles of proposed team members who actively worked on each past performance project; and
 - f. owner's contact information (name, title, phone, email)

2. **Ability to Take on Additional Work.** Describe your current workload and staffing. Describe how this project will be staffed, thorough quality control of contract documents, compliance with UCF Standards, and successful construction administration.

3. **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. providing accurate cost estimates, and change order avoidance; and
 - d. managing and performing numerous projects at the same time.
4. **Bonding Capacity.** Provide a letter from your bonding company, reflecting your current bonding capacity and rating.
5. **Personnel.** Provide bios for the
 - a. project executive/principal
 - b. superintendent
 - c. project manager
6. **References.** Provide up to three (3) professional reference letters from the five (5) completed projects listed in section 2. Reference letters should describe your performance on the projects. References may not be from UCF personnel.
7. **Location.** Provide the address of your main office and any regional/local offices you have. Provide details of what services and personnel you have at each location. Indicate which office(s) the personnel leading this project will be operating from.
8. **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.
9. **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.
10. **Job-specific Qualifications.**
 - a) Describe your experience working within occupied classroom, labs and office facilities. Describe what measures you have used to keep from disrupting business.

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.