



REQUEST FOR PROPOSAL

FLC 27201 Fire Alarm Inspection and Testing

**Due Date: November 12, 2026
2:00pm Mountain Standard Time**

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I. PURPOSE OF THE REQUEST FOR PROPOSAL

A. Statement of Need

Fort Lewis College seeks a qualified contractor to inspect, test, and document campus fire alarm systems in compliance with NFPA 72 and applicable codes. The contractor must complete scheduled testing, verify system performance, coordinate elevator testing, identify deficiencies, and submit required reports to the College, the local fire department, and the IROL system.

B. Institutional Background

Fort Lewis College is located in Durango, Colorado. The College is committed to accessible and high-quality baccalaureate education, and our hallmarks are remarkably close relationships between students and faculty, the freedom of intellectual exploration, and the challenge of experiential learning all while keeping students at the center. Our roughly 3,300 students come from 47 states, 20 countries, and 173 American Indian tribes and Alaskan Native villages. With its rich cultural heritage, Fort Lewis College is a great place to learn and work. Fort Lewis College is a member of the Council of Public Liberal Arts Colleges and is accredited by the Higher Learning Commission of North Central Associations of College and Schools.

C. Goals / Scope of Work

1. Purpose

Fort Lewis College (FLC) seeks qualified contractors to provide annual inspection, testing, and reporting services for campus fire alarm systems. The intent of this contract is to ensure all fire alarm systems remain in serviceable condition and comply with the requirements of **NFPA 72, National Fire Alarm and Signaling Code**, applicable state and local codes, and manufacturer recommendations.

The contractor shall furnish all labor, supervision, materials, equipment, tools, and transportation necessary to perform the services described herein.

The original term of the contract will be three (3) years. The College has the option to renew the maintenance contract or any portion thereof for up to two (2) annual renewals. Written notice of continuation or termination of the maintenance contract will be given to the Contractor sixty (60) days before the end of the contract period. If the Contractor does not wish to accept the continuation, written notice must be given to the College at least forty-five (45) days prior to the end of the maintenance period.

2. Required Services

The contractor shall inspect, test, and document the performance of all fire alarm systems identified in the

annual building testing schedule. Services shall include, but not be limited to, the following:

System Inspection and Evaluation

- Inspect each fire alarm system to verify it is operational and maintained in satisfactory condition in accordance with NFPA 72 requirements.
- Identify environmental or site conditions that may adversely affect system performance.
- Review any changes or modifications made to fire alarm systems since the previous inspection.
- Review changes in building occupancy, operations, or conditions that may impact system performance.
- Inspect the overall condition of fire alarm control panels and associated equipment.

Device Testing

- Test smoke detectors and heat detectors in accordance with manufacturer specifications and NFPA 72 requirements.
- Inspect and test fire alarm control panels and remote annunciator panels.
- Inspect and test annunciators and alarm zones through both visual verification and functional activation.
- Inspect and record battery condition and voltage readings.
- Inspect and test waterflow switches, tamper switches, and low-pressure supervisory devices.
- Inspect and test all supervised control valves and switches.
- Inspect output relays and verify activation.
- Verify receipt of all alarm, trouble, and supervisory signals by the Central Station Monitoring provider.
- Perform functional testing of duct smoke detectors for equipment shutdown, startup, HVAC interfaces, and smoke control functions.
- Inspect and test all peripheral devices currently connected to the fire alarm systems.

Elevator Interface Testing

In addition to the three scheduled testing periods, the contractor shall perform a separate testing session dedicated to elevator interface functions. Testing shall be coordinated with Fort Lewis College and the College's elevator service provider to verify proper fire alarm and elevator recall operation.

Building Inventory Fire Alarm
Systems

Manufacture	FACP Model	Remote Annunciator	Elevator Recall	Manual Pull Station	Photo Detector	Heat Detector	Duct Detector	Beam Detector	Paddle Switch	Pressure Switch	Tamper Switch	CO Detectors	
Berndt Hall	Simplex	4100U	1	2	36	112	54	22	0	5	0	9	
Animas	Simplex	4100U	1	1	15	258	18	7	0	0	0	0	
Art	Simplex	4100ES	1	0	8	25	5	4	0	1	0	2	
Bader A	Simplex	4100ES	1	0	7	45	5	10	1	1	0	2	
Bader B	Simplex	4100ES	1	0	4	36	4	0	1	1	0	1	
Bader C	Simplex	4100ES	1	0	5	49	4	0	1	1	0	1	
Camp	Simplex	4010	1	0	11	114	5	0	0	0	0	0	
CCAFC (Campbell)	Simplex	4010	0	0	8	37	10	2	0	1	0	2	
Centennial A	Simplex	4010	1	0	14	69	28	0	0	0	0	0	
Centennial B	Simplex	4010	1	0	14	69	28	0	0	0	0	0	
Centennial C	Simplex	4010	1	0	14	69	28	0	0	0	0	0	
Centennial Service	Simplex	4010	0	0	3	5	3	0	0	0	0	0	
Chapel	Simplex	4010	0	0	1	5	0	0	0	0	0	0	
Chemistry	Simplex	4100U	1	1	13	116	3	5	0	5	0	5	
Concert	Simplex	4100ES	1	1	13	20	1	9	0	6	0	7	
Cooper	Simplex	4100ES	1	0	11	157	2	3	0	1	0	2	24 *CO
Crofton	Simplex	4020	1	0	9	114	10	0	0	0	0	0	
CSWS	Simplex	4100ES	1	0	1	76	10	29	0	7	0	9	
EBH	Simplex	4020	0	1	11	100	6	4	0	3	0	5	
Escalante	Simplex	4010	1	0	11	116	5	0	0	0	0	0	
Geology Field Lab	Simplex	4010	0	0	4	11	2	0	0	0	0	0	
Jones Hall	Simplex	4100ES	1	0	9	61	10	5		1	0	2	
Kroeger	Simplex	4100ES	1	0	3	10	3	2	2	0	0	0	
Mears	Simplex	4100+	1	0	9	211	104	0	0	0	0	0	
Noble	Simplex	4100ES	1	0	9	22	3	2	0	3	0	5	
Nursing	Simplex	4100ES	1	0	3	3	2	0	0	2	2	2	
Pine Hall	Simplex	4100ES	1	0	4	30	2	0	0	0	0	0	
PPS East	Simplex	4100ES	0	0	9	23	31	0	0	0	0	0	
PPS West	Simplex	4020	0	0	12	10	26	0	0	3	0	4	
Reed	Simplex	4100ES	1	1	18	168	30	5	1	1	0	2	
Schlessman / Whalen Gym	Simplex	4100ES	1	0	15	14	4	21	7	3	1	7	
Sitter Hall	Simplex	4100ES	1	0	0	0	0	0	0	0	0	0	
Skyhawk Station	Simplex	4100ES	1	0	12	29	5	4	0	1	0	1	
SLC (Student Life Center)	Simplex	4100+	1	1	11	39	11	3	0	5	0	8	
Snyder A	Notifier	Honeywell	1	0	4	51	5	0	0	1	2	13	
Snyder B	Notifier	Honeywell	1	0	3	46	4	0	0	1	0	1	
Snyder C	Simplex	4100ES	1	0	4	45	8	0	0	1		2	
Sports Performance	Simplex	4100ES	1	0	6	26	13	9	4	2	0	3	
SUN (Student Union North)	Simplex	4100U	1	2	1	10	9	19	0	4	0	13	

SUS (Student Union South)	Simplex	4100U	1	2	1	15	9	11	0	3	2	11	
Theater	Simplex	4100ES	1	0	7	7	1	0	0	1	0	1	
Water Services	Simplex	4010ES	0	0	2	0	3	0	0	0	0	0	
West Hall	Simplex	4100ES	1	1	13	158	13	1	0	4	0	5	
Totals			35	13	368	2581	527	177	17	68	7	125	

*CO = Carbon
monoxide detector
*ION = IO
N detector

*Device counts are approximate to the best of the customers knowledge.

3. Contractor Qualifications

The contractor shall:

- Provide qualified personnel experienced in fire alarm inspection, testing, and maintenance.
- Maintain a minimum of one technician on-site holding a current **NICET Level II Certification** (or higher) in Fire Alarm Systems.
- Assign a lead technician who shall remain consistent throughout the contract term whenever possible to ensure continuity and familiarity with campus systems.
- Own and utilize a fully functional SOLO testing system and all accessories necessary to test devices located up to thirty-five (35) feet above finished floor elevation.
- Possess and utilize the appropriate beam detector test equipment necessary to perform code-compliant testing of beam-type smoke detectors.

4. Testing Schedule

Testing shall be performed during designated campus shutdown and break periods. Proposed dates for the initial contract year are:

Testing Period	Approximate Dates
Session 1	January 4–8, 2027
Session 2	May 3–7, 2027
Session 3	May 10–14, 2027
Elevator Testing Session	May 17–21, 2027

Similar timeframes are anticipated for subsequent contract years and will be confirmed annually by FLC. All testing shall be conducted during normal business hours, Monday through Friday, between **7:00 a.m. and 4:30 p.m.**

5. Reporting Requirements

The contractor shall submit completed inspection and testing reports within **ten (10) calendar days** following completion of each testing session.

Reports shall be submitted electronically to the designated FLC Technical Contact.

Each report shall include, at a minimum:

- Building name and work order number provided by FLC.

- Device location.
- Device address.
- Confirmation of completed testing.
- Voltage readings where applicable.
- Description of all deficiencies, failures, and code violations.
- Building, room number, and specific location of any deficient equipment.
- Recommended corrective actions.

Reports must identify any equipment, components, or conditions that fail to comply with:

- NFPA 72 requirements;
- Manufacturer recommendations; and
- Applicable local, state, and federal regulations.

The contractor shall use current FLC building names and nomenclature in all reports and documentation. Building names should also be updated to current names on reports if necessary.

Examples include:

- Miller Hall → Skyhawk Station
- Aquatics Center → Sports Performance Center
- Gymnasium → Schlessman Hall

Additional naming updates will be provided by FLC as necessary.

6. Deliverables

The successful contractor shall provide the following deliverables:

1. Complete inspection and testing of all fire alarm systems during the assigned testing periods.
2. Coordinate separate elevator interface testing with Fort Lewis College and the College's elevator service provider.
3. Submit building-specific inspection reports within ten (10) calendar days after each testing session.
4. Submit all required inspection and deficiency reports to the local fire department and through the IROL system, including failed devices, code violations, and recommended corrective actions.
5. Provide documentation confirming successful signal transmission to the central monitoring station.
6. Use current Fort Lewis College facility names and work order references in all reports. Submit all invoices to Tommy Frederico at Frederico_T@fortlewis.edu.

7. Deficiency Corrections

The annual inspection contract shall be limited to inspection, testing, and reporting services unless otherwise authorized in writing by FLC. Upon receipt of inspection reports, Fort Lewis College reserves the right to determine whether corrective work will be performed:

- By Fort Lewis College personnel;
- By the annual inspection contractor under a separate authorization; or
- By another qualified contractor.

II. FLC CONTACT INFORMATION

Question deadline is October 23, 2026 at 4:00pm (MDT). Any questions regarding the RFP should be submitted via www.bidnetdirect.com/Colorado.

All questions and answers become public information and will be posted on www.bidnetdirect.com/Colorado for all vendor access.

III. Proposal Submission

A. Due Date

All material must be electronically submitted via www.bidnetdirect.com/Colorado no later than Due Date: November 12, 2026 2:00pm (MDT).

B. Schedule

The following is an estimate of the project timeline:

October 7, 2026	RFP Available to Vendors
October 20, 2026 2:00PM MST	Optional Pre-bid Meeting
October 23, 2026	Question Period Closes 4:00 PM (MDT)
October 29, 2026	Final Addenda Issued
November 12, 2026	Due Date for Proposals 2:00 PM (MDT)
November 13 – November 18, 2026	Evaluation Period
November 19 – November 20, 2026	Informal clarification/questions meeting, if needed
December 1, 2026	Anticipated Notification of Intent to Award

Optional Pre bid-meeting is October 20, 2026 at 2:00 pm (MDT).

Location: Fort Lewis College, 1000 Rim Drive, Durango, CO 81301, Physical Plant Building, Projects Conference Room.

All questions and answers become public information and will be posted on bidnetdirect.com/Colorado for all vendor access.

C. Submission

All Proposals must be submitted in electronic format, via www.bidnetdirect.com/colorado.

Award of the contract resulting from this RFP will be based upon the responsive vendor whose offer will be the most advantageous to Fort Lewis College in terms of:

- Cost
- Conformance to the RFP format and process
- Vendor Stability
- Vendor ability to meet the schedule of events timeframe
- References of establishments similar in size and area

Fort Lewis College reserves the right to:

- Reject any or all offers and discontinue the RFP process without obligation or liability to any potential vendor
- Accept other than the lowest priced offer
- Award a contract on the basis of initial offers received, without discussions or requests for best and final offers
- Negotiate a best and final offer after the award
- Award more than one contract or vendor

Vendor's proposals shall be submitted in several parts as set forth below. The Vendor will confine its submission to those matters sufficient to define its proposal and to provide an adequate basis for Fort Lewis College's evaluation of the Vendor's proposal.

Vendor's proposals in response to this RFP may be incorporated into the final agreement between Fort Lewis College and the selected Vendor(s). The submitted proposals are suggested to include each of the following sections:

1. Executive Summary
2. Company Background
3. Scope, Approach, Samples and Methodology
4. Proposed Schedule
5. Pricing
6. Acknowledgement of Fort Lewis College's contract and special provisions
7. References

The detailed requirements for each of the above-mentioned sections are outlined below.

1. Executive Summary

This section will present a high-level synopsis of the Vendor's responses to the RFP. The Executive Summary should be a brief overview of the engagement and should identify the main features and benefits of the proposed products and services.

2. Company Overview

Provide the following for your company:

- Official registered name (Corporate, D.B.A., Partnership, etc.), Dun & Bradstreet Number, Primary and Secondary SIC numbers
- Address
- Main telephone number
- Website URLs
- Key contact name, title, address (if different from above address), direct telephone and email
- Person authorized to contractually bind the organization for any proposal against this RFP
- Describe emergency response services including availability of staff and response time.
- Provide a list of hourly rates for each level of tradesmen, including regular time, overtime rates, and emergency service.
- Contractor shall furnish with their bid a list of current customers of comparable size and usage as that of the College. Provide a minimum of three references by name and contact information. Such information will be used in determining the Contractor's ability to perform the maintenance services as requested and will affect the awarding of the contract.
- Contractor shall furnish with their bid a brief description of their company size and the availability of qualified technicians who can provide the required services. Include specific information and certifications for the local technicians who will be responsible for the College.
- Brief history, including year established and number of years your company has been offering services

3. Scope, Approach, Samples, and Methodology

This section should include acknowledgement to the proposed scope as well as any additional details proposed.

4. Proposed Schedule

Proposed timeline to implement all aspects of the scope of work.

5. Pricing

Provide the proposed pricing structure, including annual costs and proposed invoicing schedule. Prices must remain firm and fixed for the first year. Any subsequent annual increase must be justified and comply with the escalation terms specified in this RFP. Reimbursable expenses, including meals, lodging, and travel to and from the College, are not allowed. Also, describe the proposed invoicing schedule and process.

6. Fort Lewis College Contract and Special Provisions

A Fort Lewis College Contract, meeting the requirements of the Colorado Office of the State Controller policies and laws of Colorado, will be required. The contract may be reviewed and signed by the Colorado Attorney General and Representatives of Fort Lewis College. A model contract can be viewed at:

<http://www.fortlewis.edu/SampleFLCContract>

In this section, specifically acknowledge the use of a Fort Lewis College Contract and Special Provisions as first in the order of contract precedence. Provide any additional contract language, addendums, or agreements you would require. The Fort Lewis College Contract and Special Provisions document are non-negotiable. **Please note: Fort Lewis College fiscal rules prohibit Fort Lewis College from indemnifying any company, and all contracts must use Colorado as the choice of law.**

Any RFP responses which do not comply with this section will be rejected.

Insurance Requirements for Contractors:

Contractor shall, at its expense, procure and maintain insurance on all of its operations, with carriers acceptable to Owner, and in amounts acceptable to Owner and as required, including the following coverages and minimum limits of liability:

1. Workers' Compensation and Employer's Liability insurance.

Workers' Compensation Limits: Statutory

Employer's Liability Limits: \$100,000/\$500,000/\$100,000

2. Comprehensive General Liability or Commercial General Liability insurance covering all operations:

Limits:

General Aggregate \$2,000,000

Products and Completed Operations Aggregate \$2,000,000

Personal and Advertising Injury \$1,000,000

Each Occurrence \$1,000,000

3. Automobile Liability insurance, including coverage for all owned, hired and non-owned automobiles.

Limits:

Combined Single Limit \$1,000,000

4. Umbrella \$1,000,000

All insurance coverages shall be in amounts and for durations acceptable to Owner. Contractor shall name Owner as an additional insured under the General Liability policy including products/completed operations and Business Auto policy. Coverage shall be primary over any other valid and collectible insurance. Waiver of Subrogation shall apply to all policies in favor of the

Owner. Contractor shall provide certificates of insurance to Owner. The certificates of insurance shall provide that there will be no failure of renewal, cancellation nor reduction of coverage without thirty (30) days prior written notice to Owner.

7. References

Provide at least three (3) references from government or commercial organizations. For each reference, include the organization's name, contact information, and the products or services provided.

