

PROJECT: INSPECTION, SERVICING AND REPLACEMENT OF PORTABLE FIRE EXTINGUISHERS AT VARIOUS STATE OF HAWAII DEPARTMENT OF DEFENSE FACILITIES, OAHU

RE: STATEMENT OF WORK / PROJECT REQUIREMENTS

A. General Scope of Work:

1. The scope of work shall include the annual inspection, servicing (e.g. testing, maintenance, and refilling) and replacement of the portable fire extinguishers listed on the Offer Form, at the facilities noted. The inspection and servicing of the fire extinguishers shall be in accordance with the fire extinguisher manufacturer's standards, applicable code requirements, and these project specifications.
2. Any additional work required to correct deficiencies identified during the annual inspections performed under this project shall be included and addressed as a Variable Quantity Unit Price Item change (refer to Offer Form).
3. Pre-Bid site visits/meetings will not be conducted.

B. Project Specifications:

1. In addition to the manufacturer's specifications and applicable code requirements, the service technician shall inspect and service the extinguishers in accordance with the following:
 - a. NFPA 10 – Standard for Portable Fire Extinguishers Systems and manufacturer's guidelines.
2. Inspections of the portable fire extinguishers shall be accomplished by Service Technician(s) in possession of the required licensing and/or certification, as specified in NFPA 10 and NFPA 1962, to perform these inspections.
3. Inspection tags affixed to fire extinguishers units shall be updated. Writing shall be clear and legible.
4. A list of the Point-of-Contact (POC) for each building will be provided to the Contractor one (1) week after awarding the project.
 - a. The Contractor shall coordinate access to the site and building with each POC a minimum of five (5) working days prior to the proposed on-site inspect/work start date.
5. The Contractor is cautioned that fire extinguishers may be located on multiple floors within each building and shall account for this condition in their bid.
 - a. A list of the known fire extinguishers, their locations, ID number, and known deficiencies/maintenance requirements will be provided to the Contractor within one (1) week after the award of the project.
6. If fire extinguishers are removed from the facility and moved off-site for servicing, they shall be replaced with temporary extinguishers of at equivalent type, class and weight.
7. New Fire Extinguishers
 - a. The new fire extinguishers shall match size and type of the existing fire extinguishers being replaced. NOTE: Extinguishers located in walkways, halls, corridors, passageways, or aisles shall not protrude more than four (4) inches in conformance with the Americans with Disabilities Act Accessibility Guidelines Section 4.4.

- b. UL-Listed Products: New fire extinguishers shall be UL-Listed with UL listing mark for type, rating, and classification of extinguishers.
 - 1) Fire extinguishers shall bear the UL label. In lieu of such label, a written certificate from a Nationally recognized testing agency adequately equipped and competent to perform such services may be submitted stating that the items have been tested and that the units conform to the requirements specified herein, including methods of testing of the specified agencies.
 - c. Manufacturer: Provide fire extinguisher as manufactured by Larsen's Manufacturing Co., Potter-Roemer, JL Industries, Inc. or approved equal.
 - d. Installation: Extinguishers shall be installed securely in place in accordance with the manufacturer's recommended installation procedures.
 - e. Cleaning: Wipe all surfaces clean and free from soil, fingerprints, etc. after installation.
8. Submittals:
- a. Service Record:
 - 1) Upon completion of the inspection, a fully-written Service Record shall be completed for each building and submitted to the Project Contact Person. The Service Record shall include (at a minimum) the following information for each extinguisher:
 - a. Descriptive location of extinguisher (e.g. "in hallway outside room 232")
 - b. Serial #
 - c. Brand (Make)
 - d. Size
 - e. Extinguisher Type
 - f. Mfg. Date
 - g. Date of Inspection
 - h. Type of Inspection
 - i. Discrepancies discovered, required corrective action, and estimated cost for corrective action
 - j. Servicing performed (e.g. testing, maintenance, and refilling) in accordance with the Offer Form
 - k. Future Maintenance Due Dates
 - 2) Submit one (1) hard-copy of the report to the following:

State of Hawaii
 Department of Defense
 Engineering Office
 3949 Diamond Head Road
 Building 306A, Room 228
 Honolulu, Hawaii 96816
 Project Contact Person: Mr. Scott Okumura, Engineering Technician
 - 3) Submit electronic PDF version via email to: scott.m.okumura@hawaii.gov
 - b. Manufacturer's Product Data (for new fire extinguishers): Provide one (1) hard copy and electronic PDF version of the manufacturer's technical product data and installation instructions for new extinguishers provided under this project.

- c. Proposed Work Schedule: Submit a proposed work schedule, based on the inspection and servicing times noted below, to the Project Contact Person for approval before work is started.

C. Time:

1. Once started, the work shall be performed in an expeditious manner, without interruption, to completion.
2. The proposed work schedule shall be submitted within two (2) weeks after the award of the project. A Notice to Proceed will be issued based on this work schedule.
3. The annual inspection of the extinguishers noted on the Offer Form shall be completed within thirty (30) calendar days of the Notice to Proceed.
4. Servicing (e.g. testing, maintenance, and refilling) and installation of new extinguishers shall be completed within ninety (90) calendar days of the Notice to Proceed.
5. The work to address and correct deficiencies identified during annual inspection shall be completed within one-hundred and twenty (120) calendar days of the Notice to Proceed.

CI. Use of Premises and Work Restrictions:

1. On-Site Work:
 - a. The facilities will be open and available for the Contractor to perform the work from Monday through Friday, 8:00 am to 4:00 pm, excluding State and Federal Holidays. Night, weekend and overtime work is not allowed.
 - b. The Contractor shall coordinate, schedule and perform the work and operations in such a manner so as to minimize inconveniences, hazards and disturbances to the building's occupants, patrons and daily operations, and to ensure their safety.
 - c. Maintain safe access and egress around the areas of work at all times.
2. Contractor Attire and Conduct:
 - a. Proper attire (in good taste) and safety equipment shall be worn at all times.
 - b. The Contractor and its employees shall wear shirts identifying the Contractor's company and shall also maintain photo identification on their person at all times.
 - c. The Contractor is cautioned that the facilities are occupied by Department of Defense personnel. In addition, the Contractor's employees and those of their subcontractors shall be respectful and on their best behavior while on the premises. The Contractor shall remove employees exhibiting disrespectful behavior from the project site at the request of the Project Contact Person.
 - d. The use of radios or stereos by the Contractor's employees is expressly prohibited.
3. Parking:
 - a. Coordinate parking for the Contractor's employees with the facility POC.
 - b. Maintain access to loading areas.
 - c. Access to building entrances shall not be blocked.

- d. Obey local rules and regulations governing safety, parking and traffic circulation.
- 4. Storage and Staging:
 - e. No storage of materials and equipment inside of the building will be allowed unless permitted by the facility POC.
 - 1) If storage within the building is permitted by the facility POC, the Contractor shall maintain full responsibility for the items stored. The State shall not be liable for injury, losses or damages incurred by the Contractor.
- 5. Refuse:
 - a. Use of the facilities solid waste container(s) is prohibited.
- 6. Security:
 - a. The Contractor shall restrict its activities to the areas of work and shall at no time enter other areas unless granted permission by the facility POC.
 - b. Comply with the ban on smoking and other use of tobacco products, alcoholic beverages and other illegal substances at all times.
- 7. Sanitation:
 - a. The Contractor will be allowed the use of the facility's restrooms as long as this privilege is not abused. An example of abuse is the lavatories are found soiled with debris, grease, sealant, etc. Frequently soiled fixtures will be cause to terminate the use of the facility's restrooms and the Contractor will then be responsible to find sanitary facilities outside of the building.
- 8. Work Under Other Contracts
 - a. Separate Contract: The State may execute a separate contract for certain work at the project site that was not known at the time Offers were submitted.
 - b. Cooperate fully with separate Contractors so work on those contracts may be carried out smoothly, without interfering with or delaying work under this contract.

E. Other Conditions and Requirements:

- 1. CAMPAIGN CONTRIBUTIONS BY STATE AND COUNTY CONTRACTORS PROHIBITED. If awarded a contract in response to this solicitation, offeror agrees to comply with HRS §11-355, which states that campaign contributions are prohibited from a State and County government contractor during the term of the contract if the contractor is paid with funds appropriated by the legislative body between the execution of the contract through the completion of the contract.
- 2. REQUIREMENT FOR CONTRACTORS LICENSING CLASSIFICATIONS. Due to the nature of the work contemplated, bidder must possess a valid State of Hawaii Contractor's license in the appropriate classification.
 - a. General Engineering Contractors holding an "A" license and General Building Contractors holding a "B" license are reminded that due to the Hawaii Supreme Court's January 28, 2002 decision in Okada Trucking Co., Ltd. V. Board of Water Supply, et al., 97 Haw. 450 (2002), they are prohibited from undertaking any work, solely or as part of a larger project, which would require the General Contractor to act as a specialty Contractor in any area in which the General Contractor has no license.

- b. Bidders are solely responsible to review the project requirements, determine the appropriate licenses required, and ensure that they possess and that the Subcontractor(s) listed in their OFFER FORM possess the necessary specialty licenses to perform the work for this project. See Statement of Work for detailed minimum license requirements.

END OF SECTION