



**LUZERNE COUNTY COMMUNITY COLLEGE  
REQUEST FOR PROPOSAL  
FIRE PROTECTION SERVICES**

**Section I. INTRODUCTION**

Luzerne County Community College is seeking proposals from qualified Companies/Individuals to provide Fire Protection Services - Fire Alarm System Annual Inspections and Certifications and Portable Fire Extinguisher Inspection and Maintenance. This document is a Request for Proposal (RFP) for the services described below and does not obligate LCCC to accept responses from eligible Companies/Individuals. The RFP establishes minimum requirements a Company/Individual must meet in order to be eligible for consideration as well as information to be included in the Company's/Individual's proposal.

Carefully examine the specifications, conditions and limitations. The selection of the successful Company/Individual will be made based on LCCC's evaluation and determination of the relative ability of each Company/Individual to deliver quality service in a cost-effective manner. The following specific criteria will be evaluated and must be addressed in the proposal:

- 1 Company/Individual History and Organization
- 2 Cost Proposal and Invoicing
- 3 Insurance
- 4 References

LCCC is not obligated to accept the lowest proposal and reserves the right to reject any and all proposals or amend the scope of the project. All of the Companies/Individuals must be duly licensed or otherwise have the ability to perform work in accordance with all governing local authorities and to the satisfaction of those authorities.

**Notice of the Purchasing and Conflict of Interest Policies in place at Luzerne County Community College ("LCCC"):**

Each owner/operator/individual/officer submitting a proposal or for whom a proposal is being submitted on behalf of the owner (each being referred to as a "Provider") to LCCC certifies that they are not a spouse, child, parent, sibling (each being referred to as an "Immediate Family Member") of any LCCC employee or Board of Trustee member at LCCC who owns more than a one (1%) percent ownership interest in the Provider/Provider's business.

If the Provider is an Immediate Family Member, according to College Policy and Procedure, disclosure must be made, and LCCC may decline entering into a business relationship with the Provider. Disclosure shall be made in writing at the time of submitting the proposal to the Director of Purchasing.

Violations of any of the policies or procedures may result in rejection of the proposal. Additionally, LCCC may have the right to recover damages suffered by LCCC in obtaining an alternative proposal, which damages may include, but are not limited to, consequential damages and reasonable attorney's fees.

Copies of these policies and procedures are available from LCCC upon request.

Under the Right To Know Law, the College is required to post to the PA Treasury Website all documents (BPO, PO, contract or agreement) for transactions valued at \$5,000.00 and above.

For a complete copy of LCCC's Title IX Policy and LCCC's Nondiscrimination Policy, please go to <https://www.luzerne.edu/about/titleix.jsp>

## **II. SUBMISSION OF PROPOSALS**

Responses to this RFP are due by Noon on February 24, 2025. Late submittals will be rejected. All proposals are to be sealed, labeled with the subject of the proposal, and addressed to:

Luzerne County Community College  
Purchasing Director, Mr. Len Olzinski  
521 Trailblazer Drive  
Nanticoke, PA 18634  
Phone: 570-740-0370

The proposal submission may be mailed or delivered to the above address. Any questions regarding this RFP may be addressed to: Douglas K. Fawbush, Director of Campus Safety and Security at 570-740-0305 or [dfawbush@luzerne.edu](mailto:dfawbush@luzerne.edu)

## **Section III. CONTRACT TERM**

One (1) encompassing contract including both scope of services or two (2) separate contracts (one contract per scope of services) will be awarded. The term of the contracts shall be for a three (3) year period, commencing on July 1, 2025 and then for three (3) consecutive years thereafter, unless terminated by either party with thirty (30) days written notice. An optional (2) year renewal to June 30, 2030, will be considered upon mutual agreement.

## **Section IV. SCOPE OF SERVICES**

### 1. Fire Alarm System Annual Inspections and Certifications:

The purpose of this portion of the RFP is to assist Luzerne County Community College (LCCC) in providing annual fire alarm system inspection and tests, as required by NFPA-72 for all buildings located on the LCCC main campus which is located at 521 Trailblazer Drive, Nanticoke, PA., and LCCC's Health Sciences Building and Culinary Arts Buildings which are located in Downtown Nanticoke, and the Public Safety Training Institute (PSTI) which is located adjacent to the College's main campus facilities.

The successful respondent shall supply the following services:

Provide annual testing of fire detection equipment in 17 buildings on and off campus (including PSTI, Health Sciences and Culinary Arts Buildings). Test all devices and provide documentation of results for the following estimated number of devices as per NFPA72 requirements for three (3) consecutive years,

- 17 EST System3 master panels and power supplies, including standby batteries
- 563 EST SIGA smoke detectors
- 126 EST duct detectors
- 24 EST heat detectors
- 168 EST pull stations
- 311 Sounder strobe units
- 251 Strobe-only units
- 62 EST SIGA Control Modules

Contractor is responsible to verify exact count of devices.

Testing may be done twice a year with 50% of devices tested each time for a total of 100% annual test. LCCC will make every effort to provide scheduling assistance at a time when areas and buildings are accessible.

**Site Walk-Through**

A site walk-through will be available by request. Respondents are required to contact the Campus security office to schedule a walk-through to determine any additional information that may be required to accurately respond to the RFP, with direct inquiries being made to Douglas K. Fawbush, Director of Safety & Security, at (570) 740-0305 between the hours of 8:00 AM and 3:00 PM, Monday through Friday.

**Quality Assurance**

It is the responsibility of the successful respondent to monitor quality control over third-party suppliers, manufacturers, products, services, site conditions, and workmanship in order to produce work of the highest quality. The successful respondent shall be required to confer with authorized College personnel for final approval.

**2. Portable Fire Extinguisher Inspection and Maintenance:**

The purpose of this portion of the RFP is to assist Luzerne County Community College (LCCC) in providing portable fire extinguisher inspection and maintenance services to - includes visual inspection, hydrostatic testing, recharging as needed, repairing as needed, all involved labor and certification tags for all portable fire extinguishers on the College’s main Campus, located in Nanticoke, PA. All servicing must be in strict accordance with current NFPA 10 standards.

The College currently has approximately 200 portable fire extinguishers in service located in 73 different buildings on campus. They are by type:

Type ABC	173
Type BC	3
CO2	11
Halon	19

The Company shall be required to recharge fire extinguishers to full weight as needed, tighten all hoses and connectors, use only authorized replacement parts and make note of any repairs or parts replacements on the repair tag.

**V. INSTRUCTIONS**

Responding Companies/Individuals must address the following subjects in their proposal:

**1. Company/Individual History and Organization**

Provide a brief history including brief biographical information regarding the personnel who would be directly responsible for the service.

**2. Cost Proposal and Invoicing**

Provide rates per scope of services and any and all associated fees corresponding with the scope of services described in Section IV. If you are only able to provide pricing on (1) one scope of service. Please indicate “no proposal” for the other scope of service.

**3. Insurance (Companies/Contractors only, does not apply to individuals)**

The successful provider shall carry and maintain, with respect to any work or service to be performed at LCCC facilities, insurance written by a responsible insurance carrier, to provide for the following:

- Workers' Compensation as required by applicable statute and Employer's Liability Insurance.
- Commercial General Liability Insurance in the amount of \$1,000,000 listing the College as additional insured
- Automobile Liability
- Include a copy of Certificate of Insurance including limits with the response.

**4. References**

Provide at least three (3) client references whose facilities are comparable in size and profile to Luzerne County Community College. Include company name, address, contact person and contact number.

Luzerne County Community College would like to thank you in advance for your interest in participating in this request for proposal. If for some reason you are unable to submit a proposal to the College, please let us know the reason so you will remain on our active bidders list for the future. Fax to 570-740-0525.

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You can also e-mail your reason for non-participation to lolzinski@luzerne.edu so that we can keep it in our file.

To : Vendor

From: Len Olzinski – Director of Purchasing

Re : Background Clearance Requirement

Date : September 23, 2019

Please see the following information regarding Background Clearance Requirements. Your immediate attention to this matter is requested.

**Project:** PA Act 153 - Background Clearance Requirement

Act 153 – The Pennsylvania state legislature sought to strengthen protections for children in the PA Child Protective Services Law. The law went into effect on December 31, 2014 and now requires colleges and universities to obtain background clearances for any individual having routine interaction with children at the college or in a college-sponsored program, activity, or service. This requirement applies to college employees, volunteers, independent contractors, and students. This law requires mandatory reporting of suspected child abuse directly to the PA Department of Human Resources.

All Contractors will be required to obtain the three (3) mandatory background clearances: 1) PA Criminal Background, 2) PA Child Abuse History, and 3) FBI Cogent Clearance Fingerprinting.

These clearances must be provided for all contractor representatives/employees who will be on the campus of Luzerne County Community College (“College”) to perform the work awarded. If you are unable to obtain these state required background checks, you will be ineligible to perform work at the College.

Below are the following required clearances and instructions to obtain them.

1. **Act 34 - PA Criminal Background** (On-line)

Results are usually instantaneous. Make sure you hit “yes” to get a copy.

<https://epatch.state.pa.us/>

Cost \$22

2. **Act 151 - PA Child Abuse History** (On-line)

Results are mailed or can be viewed and printed at the website.

Google Chrome - <https://www.compass.state.pa.us/cwis>

Cost \$8

3. **Act 114 - FBI Fingerprinting** - Identogo (On-line)

Register on-line by selecting Digital Fingerprinting. Enter the Service Code 1KG756.

<https://www.identogo.com/locations/pennsylvania>

Estimated cost - \$22.60

ACKNOWLEDGEMENT OF CLEARANCES

Company Name : \_\_\_\_\_

Address : \_\_\_\_\_

City, State, ZIP : \_\_\_\_\_

Phone # : \_\_\_\_\_

Fax # : \_\_\_\_\_

Please sign and date that you understand the enclosed letter and hold a clear background check in accordance with the law for each employee/representative of your organization that comes to the College Campus (es) including our dedicated centers. Please fax back this Acknowledgement of Clearances form to the Purchasing Office at 570-740-0525 or mail to Purchasing Office, 1333 S. Prospect St., Nanticoke PA. 18634

The College will keep this form on file. You may be requested at any time to provide proof of clearances for each employee/representative on the College campus.

Authorized Signature:

Date:

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Printed Name/ Title

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