



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
RJCMNT006

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
JOHN ABBOTT 304-558-2544

VENDOR

*709001300 02 304-746-4081
 SIMPLEX GRINNELL
 2800 7TH AVE 102

 CHARLESTON WV 25312-1727

SHIP TO

REG'L JAIL & CORR'L AUTH'Y
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
01/22/2009				

BID OPENING DATE: 02/04/2009 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001		EA		990-42		
<p>FIRE AND SAFETY SERVICES</p> <p>OPEN-END CONTRACT TO PROVIDE SPRINKLER INSPECTION AND TESTING SERVICES FOR THE WEST VIRGINIA REGIONAL JAIL FACILITY AUTHORITY, PER THE ATTACHED SPECIFICATIONS.</p> <p>EXHIBIT 1</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS, AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2)</p>						

RECEIVED
 2009 FEB -4 PM 1:16
 WV PURCHASING DIVISION

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE <i>Robert L. ...</i>	TELEPHONE 304-746-4081	DATE 2/4/2009	
TITLE PSR	FEIN 58-2608861	ADDRESS CHANGES TO BE NOTED ABOVE	

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

GENERAL TERMS & CONDITIONS
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
5. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this Contract may be deemed null and void, and terminated without further order.
14. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **WEST VIRGINIA ALCOHOL & DRUG-FREE WORKPLACE ACT:** If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free work place policy in compliance with the West Virginia and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in case of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130



State of West Virginia
 Department of Administration
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304-558-2544

AUCTION

*709001300 02 304-746-4081
SIMPLEX GRINNELL
2800 7TH AVE 102

CHARLESTON WV 25312-1727

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<p>SUCCESSIVE ONE (1) YEAR PERIODS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM WITH THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK).</p> <p>INSURANCE: SUCCESSFUL VENDOR SHALL FURNISH PROOF OF COVERAGE OF COMMERCIAL GENERAL LIABILITY INSURANCE PRIOR TO ISSUANCE OF THE CONTRACT. UNLESS OTHERWISE SPECIFIED IN THE BID DOCUMENTS, THE MINIMUM AMOUNT OF INSURANCE COVERAGE REQUIRED IS \$250,000.</p> <p>WORKER'S COMPENSATION: VENDOR IS REQUIRED TO PROVIDE A CERTIFICATE FROM WORKER'S COMPENSATION IF SUCCESSFUL.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p> <p>REV. 9/98</p> <p style="text-align: center;">NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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<p>DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED: SEALED BID</p> <p>BUYER: JOHN ABBOTT-----</p> <p>RFQ. NO.: RJCMNT006-----</p> <p>BID OPENING DATE: 02/04/2009-----</p> <p>BID OPENING TIME: 1:30 PM-----</p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: ----- <i>304-746-4089</i></p> <p>CONTACT PERSON (PLEASE PRINT CLEARLY): ----- <i>Bob Peters</i></p>						

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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
***** THIS IS THE END OF RFQ RJCMNT006 ***** TOTAL:						14,700.06
						# Quarterly Testing is required per NFPA 25

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SCOPE:

The Contractor will provide all Labor, Material, Equipment, Supervision, and other incidentals to provide thorough Inspection and Testing of the Sprinkler Systems for nine (9) West Virginia Regional Jail Facilities located throughout West Virginia. This will include, but is not limited to, sprinkler riser, tamper switch, flow switches, piping and connections, and sprinkler heads in all locations. The controlled inspection and testing will be conducted in accordance with NFPA (National Fire Protection Association) code and standards. Testing and Inspection will take place as often as recommended in accordance with NFPA code and WV State Law.

OBJECTIVES:

- Insure the nine (9) West Virginia Regional Jail Facilities listed are functioning in accordance with NFPA (National Fire Protection Association) codes and standards and West Virginia State Fire Marshals codes.
- Insure Life Safety equipment is working as designed to protect the well being of the occupants of the building.

CONTRACTOR QUALIFICATIONS:

Experience: The Contractor shall possess at least two (2) years experience working in Inspection and Testing of Sprinkler System Equipment and provide proof of the proper certification to perform the work specified in this Request for Quotation.

Personnel conducting the work on behalf of the vendor must be certified by the NFPA and the West Virginia State Fire Board Authority. A hard copy of this certification must be available within seven working days upon request.

Bidding Contractor must comply with all requirements set forth by NFPA codes and standards, and West Virginia State Code for inspection and Testing of Sprinkler Systems.

The Contractor shall submit within seven working days upon request, a statement signed by a company officer listing the following information:

- A record of any citations issued by Federal, State, or Local Regulatory Authorities relating to Inspection and Testing Services;
- A statement that explains any litigation or arbitration proceedings related to the contractor/personnel's performance of a contract for inspection and testing services;
- A statement as to whether any procurement laws in the State of West Virginia would affect the potential award of a contract to the contractor for this project;

GUIDELINES:

The controlled inspection and testing will be conducted in accordance with all NFPA codes and standards regarding Inspection and Testing (NFPA 25).

SERVICE LOCATIONS: See Attached List.

Note: The information included on the Facility Information and Location Sheet is for the Contractor's information only. The facilities are designed in a podular manner. Each housing unit, or "pod", of the jail is divided into eight separate sections of eight or sixteen cells to accommodate the inmate population. Each section has a day room and each pod includes two secure outdoor recreation areas. The facility also has a gym and administration area. The contractor is responsible for verifying all information to his/her satisfaction. A pre-bid visit may be scheduled before 1/9/2009, by contacting the Facility Administrator listed on the attached Location Sheet. No change orders or additions to the bid price will be accepted due to the inaccuracy of the information provided on these sheets.

Award of Contract: Multiple awards may be made for this contract due to the location of the facilities. The West Virginia Regional Jail Authority with the approval of the Department of Administration, Purchasing Division, has the right to accept all or a portion of the bid amount. The cost for each building/facility shall include all Labor, Material, Equipment, Supervision, and other incidentals to provide Testing and Inspection Services for that building/facility.

Time Frame of Service Visits: Testing and Inspection will take place at least once a year or as often as recommended in accordance with NFPA code and West Virginia State Law. The Contractor shall coordinate all visits with the facility Administrator and Maintenance personnel. The contractor shall perform Inspections and Testing between the hours of 8:00 am and 4:00 pm.

The testing Contractor will inform the agency of any repairs needed to comply with NFPA and State codes and standards. The vendor will then submit a quote to the agency for approval prior to such repair. The quote needs to include the cost of parts, labor and any incidentals associated with the repair.

Safety and Health: The working environment is an operational regional jail facility and inspection and testing must be conducted in accordance with all West Virginia Regional Jail Authority protocol for working within an operational facility. The Contractor shall observe all safety precautions throughout the performance of this contract.

FACILITY INFORMATION AND LOCATIONS

The location and size of each facility is as follows;

2 – Pod Facilities

- CENTRAL REGIONAL JAIL
300 Days Drive
Sutton, WV 26601
Contact: Shannon Markle, Administrator
(304) 765-7904
- POTOMAC HIGHLANDS REGIONAL JAIL
#13 Dolan Drive
Augusta, WV 26704
Contact: Mike Lawson, Administrator
(304) 496-7854

3 – Pod Facilities

- SOUTH CENTRAL REGIONAL JAIL
1001 Centre Way
Charleston, WV 25309
Contact: John McKay, Administrator
(304) 558-1336
- SOUTHWESTERN REGIONAL JAIL
Earl Ray Tomblin Industrial Park
13 Gaston Caperton Drive
Holden, WV 25625
Contact: Vicki Greene, Administrator
(304) 239-3032
- SOUTHERN REGIONAL JAIL
1200 Airport Road
Beaver, WV 25813
John King, Acting Administrator
(304) 256-6726
- EASTERN REGIONAL JAIL
94 Grapevine Road
Martinsburg, WV 25405
Contact: Lewis Barlow, Administrator
(304) 267-0045

- TYGART VALLEY REGIONAL JAIL
400 Abby Road
Belington, WV 26250
Contact: Mike Martin, Administrator
(304) 637-0382

4 – Pod Facilities

- NORTH CENTRAL REGIONAL JAIL
#1 Lois Lane
Greenwood, WV 26415
Contact: George Trent, Administrator
(304) 873-1384
- WESTERN REGIONAL JAIL
One O'Hanlon Place
Barboursville, WV 25504
Larry Parsons, Administrator
(304) 733-6821

* NFPA 25 states that water flow devices such as pressure switches are to be tested quarterly
 Copies of code are attached

RJCMNT006 - BID FORM

Description	Quarterly Annual Inspection	Price
Central Regional Jail	4 +	\$ 1500.00
Potomac Highlands Regional Jail	4 +	\$ 1500.00
South Central Regional Jail	4 +	\$ 1500.00
Southwestern Regional Jail	4 +	\$ 1500.00
Southern Regional Jail	4 +	\$ 1500.00
Eastern Regional Jail	4 +	\$ 1500.00
Tygart Valley Regional Jail	4 +	\$ 1500.00
North Central Regional Jail	4 +	\$ 2100.00
Western Regional Jail	4 +	\$ 2100.00
Failure to use this form may result in disqualification		TOTAL \$ 14,700.00

Bidder / Vendor Information:

Name:

SimplexGrinnell

Address:

2800 7th Ave. Suite 102

Charleston WV 25312

Phone# :

304-746-4281

Email Address:

rpeters@simplexgrinnell.com

Contract Coordinator Information:

Name:

Bob Peters

Address:

Same as above

Phone# :

Email Address:



VENDOR PREFERENCE CERTIFICATE

Certification and application* is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37. (Does not apply to construction contracts). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

- 1. **Application is made for 2.5% resident vendor preference for the reason checked:**
 Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,
 Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,
 Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,
- 2. **Application is made for 2.5% resident vendor preference for the reason checked:**
 Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
- 3. **Application is made for 2.5% resident vendor preference for the reason checked:**
 Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
- 4. **Application is made for 5% resident vendor preference for the reason checked:**
 Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,
- 5. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**
 Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,
- 6. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**
 Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (*West Virginia Code*, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: Simplex Grinnell

Signed: Robert A. Pika

Date: 2/4/09

Title: PSR

*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.

STATE OF WEST VIRGINIA
Purchasing Division**PURCHASING AFFIDAVIT****VENDOR OWING A DEBT TO THE STATE:**

West Virginia Code §5A-3-10a provides that: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

PUBLIC IMPROVEMENT CONTRACTS & DRUG-FREE WORKPLACE ACT:

If this is a solicitation for a public improvement construction contract, the vendor, by its signature below, affirms that it has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the **West Virginia Code**. The vendor **must** make said affirmation with its bid submission. Further, public improvement construction contract may not be awarded to a vendor who does not have a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the **West Virginia Code** and who has not submitted that plan to the appropriate contracting authority in timely fashion. For a vendor who is a subcontractor, compliance with Section 5, Article 1D, Chapter 21 of the **West Virginia Code** may take place before their work on the public improvement is begun.

ANTITRUST:

In submitting a bid to any agency for the state of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the state of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the state of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the state of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership or person or entity submitting a bid for the same materials, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

LICENSING:

Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

CONFIDENTIALITY:

The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.

Under penalty of law for false swearing (**West Virginia Code** §61-5-3), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

Vendor's Name: Sindex Grinnell
Authorized Signature: Robert D. [Signature] Date: 2/4/09

NFPA 25

**Inspection, Testing,
and Maintenance of**

**Water-Based
Fire Protection
Systems**

2002 EDITION



**An International
Codes and Standards
Organization**

Table 5.1 Summary of Sprinkler System Inspection, Testing, and Maintenance

Item	Activity	Frequency	Reference
Gauges (dry, preaction, and deluge systems)	Inspection	Weekly/monthly	5.2.4.2, 5.2.4.3
Control valves	Inspection	Weekly/monthly	Table 12.1
Alarm devices	Inspection	Quarterly	5.2.6
Gauges (wet pipe systems)	Inspection	Monthly	5.2.4.1
Hydraulic nameplate	Inspection	Quarterly	5.2.7
Buildings	Inspection	Annually (prior to freezing weather)	5.2.5
Hanger/seismic bracing	Inspection	Annually	5.2.3
Pipe and fittings	Inspection	Annually	5.2.2
Sprinklers	Inspection	Annually	5.2.1
Spare sprinklers	Inspection	Annually	5.2.1.3
Fire department connections	Inspection	Quarterly	Table 12.1
Valves (all types)	Inspection		Table 12.1
Alarm devices	Test	Quarterly/semiannually	5.3.3
Main drain	Test	Annually	Table 12.1
Antifreeze solution	Test	Annually	5.3.4
Gauges	Test	5 years	5.3.2
Sprinklers — extra-high temperature	Test	5 years	5.3.1.1.1.3
Sprinklers — fast response	Test	At 20 years and every 10 years thereafter	5.3.1.1.1.2
Sprinklers	Test	At 50 years and every 10 years thereafter	5.3.1.1.1
Valves (all types)	Maintenance	Annually or as needed	Table 12.1
Obstruction investigation	Maintenance	5 years or as needed	13.2.1, 13.2.2
Low point drains (dry pipe system)	Maintenance	Annually prior to freezing and as needed	12.4.4.3.3

5.1.1 Valves and Connections. Valves and fire department connections shall be inspected, tested, and maintained in accordance with Chapter 12.

5.1.2 Impairments. The procedures outlined in Chapter 14 shall be followed where an impairment to protection occurs.

5.1.3 Notification to Supervisory Service. To avoid false alarms where a supervisory service is provided, the alarm receiving facility shall be notified by the owner or designated representative as follows:

- (1) Before conducting any test or procedure that could result in the activation of an alarm
- (2) After such tests or procedures are concluded

5.1.4 Records. Records shall be maintained in accordance with Section 4.3.

5.2* Inspection.

5.2.1 Sprinklers.

5.2.1.1* Sprinklers shall be inspected from the floor level annually.

5.2.1.1.1 Sprinklers shall not show signs of leakage; shall be free of corrosion, foreign materials, paint, and physical damage; and shall be installed in the proper orientation (e.g., upright, pendent, or sidewall).

5.2.1.1.2 Any sprinkler shall be replaced that has signs of leakage; is painted, corroded, damaged, or loaded; or in the improper orientation.

5.2.1.1.3 Glass bulb sprinklers shall be replaced if the bulbs have emptied.

5.2.1.1.4* Sprinklers installed in concealed spaces such as above suspended ceilings shall not require inspection.

5.2.1.1.5 Sprinklers installed in areas that are inaccessible for safety considerations due to process operations shall be inspected during each scheduled shutdown.

5.2.1.2* Unacceptable obstructions to spray patterns shall be corrected.

5.2.1.3 The supply of spare sprinklers shall be inspected annually for the following:

- (1) The proper number and type of sprinklers
- (2) A sprinkler wrench for each type of sprinkler

5.2.2* Pipe and Fittings. Sprinkler pipe and fittings shall be inspected annually from the floor level.

5.2.2.1 Pipe and fittings shall be in good condition and free of mechanical damage, leakage, corrosion, and misalignment.

5.2.2.2 Sprinkler piping shall not be subjected to external loads by materials either resting on the pipe or hung from the pipe.

5.2.2.3* Pipe and fittings installed in concealed spaces such as above suspended ceilings shall not require inspection.

5.2.2.4 Pipe installed in areas that are inaccessible for safety considerations due to process operations shall be inspected during each scheduled shutdown.

5.2.3* Hangers and Seismic Braces. Sprinkler pipe hangers and seismic braces shall be inspected annually from the floor level.

5.2.3.1 Hangers and seismic braces shall not be damaged or loose.

5.2.3.2 Hangers and seismic braces that are damaged or loose shall be replaced or refastened.

5.2.3.3* Hangers and seismic braces installed in concealed spaces such as above suspended ceilings shall not require inspection.

5.2.3.4 Hangers installed in areas that are inaccessible for safety considerations due to process operations shall be inspected during each scheduled shutdown.

5.2.4 Gauges.

5.2.4.1* Gauges on wet pipe sprinkler systems shall be inspected monthly to ensure that they are in good condition and that normal water supply pressure is being maintained.

5.2.4.2 Gauges on dry, preaction, and deluge systems shall be inspected weekly to ensure that normal air and water pressures are being maintained.

5.2.4.3 Where air pressure supervision is connected to a constantly attended location, gauges shall be inspected monthly.

5.2.4.4* For dry pipe or preaction systems protecting freezers, in accordance with Figure A.5.2.4.4 the air pressure gauge near the compressor shall be compared weekly to the pressure gauge above the dry pipe or preaction valve. When the gauge near the compressor is reading higher than the gauge near the dry pipe valve, the air line in service shall be taken out of service, and the alternate air line opened to equalize the pressure. The air line taken out of service shall be internally inspected, have all ice blockage removed, and shall be reassembled for use as a future alternate air line.

5.2.5 Buildings. Annually, prior to the onset of freezing weather, buildings with wet pipe systems shall be inspected to verify that windows, skylights, doors, ventilators, other openings and closures, blind spaces, unused attics, stair towers, roof houses, and low spaces under buildings do not expose water-filled sprinkler piping to freezing and to verify that adequate heat [minimum 4.4°C (40°F)] is available.

5.2.6 Alarm Devices. Alarm devices shall be inspected quarterly to verify that they are free of physical damage.

5.2.7* Hydraulic Nameplate. The hydraulic nameplate for hydraulically designed systems shall be inspected quarterly to verify that it is attached securely to the sprinkler riser and is legible.

5.2.8 Hose Connections. Hose connections and hose shall be inspected in accordance with the requirements of Chapter 6 and Chapter 12.

5.3 Testing.

5.3.1* Sprinklers.

5.3.1.1* Where required by this section, sample sprinklers shall be submitted to a recognized testing laboratory acceptable to the authority having jurisdiction for field service testing.

5.3.1.1.1 Where sprinklers have been in service for 50 years, they shall be replaced or representative samples from one or

more sample areas shall be tested. Test procedures shall be repeated at 10-year intervals.

5.3.1.1.1.1 Sprinklers manufactured prior to 1920 shall be replaced.

5.3.1.1.1.2 Sprinklers manufactured using fast-response elements that have been in service for 20 years shall be tested. They shall be retested at 10-year intervals.

5.3.1.1.1.3* Representative samples of solder-type sprinklers with a temperature classification of extra high 163°C (325°F) or greater that are exposed to semicontinuous to continuous maximum allowable ambient temperature conditions shall be tested at 5-year intervals.

5.3.1.1.1.4 Where sprinklers have been in service for 75 years, they shall be replaced or representative samples from one or more sample areas shall be submitted to a recognized testing laboratory acceptable to the authority having jurisdiction for field service testing. Test procedures shall be repeated at 5-year intervals.

5.3.1.1.1.5 Dry sprinklers that have been in service for 10 years shall be tested or replaced. If maintained and serviced, they shall be retested at 10-year intervals.

5.3.1.1.2* Where sprinklers are subjected to harsh environments, including corrosive atmospheres and corrosive water supplies, on a 5-year basis, sprinklers shall either be replaced or representative sprinkler samples shall be tested.

5.3.1.1.3 Where historical data indicates, longer intervals between testing shall be permitted.

5.3.1.2* A representative sample of sprinklers for testing per 5.3.1.1.1 shall consist of a minimum of not less than 4 sprinklers or 1 percent of the number of sprinklers per individual sprinkler sample, whichever is greater.

5.3.1.3 Where one sprinkler within a representative sample fails to meet the test requirement, all sprinklers represented by that sample shall be replaced.

5.3.1.3.1 Manufacturers shall be permitted to make modifications to their own sprinklers in the field with listed devices that restore the original performance as intended by the listing, where acceptable to the authority having jurisdiction.

5.3.2* Gauges. Gauges shall be replaced every 5 years or tested every 5 years by comparison with a calibrated gauge. Gauges not accurate to within 3 percent of the full scale shall be recalibrated or replaced.

5.3.3* Alarm Devices.

5.3.3.1 Water-flow devices including, but not limited to, mechanical water motor gongs and pressure switch type shall be tested quarterly.

5.3.3.2* Vane-type waterflow devices shall be tested semiannually.

5.3.3.3* Testing the water-flow alarms on wet pipe systems shall be accomplished by opening the inspector's test connection.

5.3.3.3.1 Where freezing weather conditions or other circumstances prohibit use of the inspector's test connection, the bypass connection shall be permitted to be used.