



Fire Suppression Services Incorporated  
3802 South 2300 East, Millcreek, UT 84109. Ph (801) 277-6464

### For Divisions:

- Estimators
- 28-Alarm Group
- 21-Chemical Suppression Group
- 10-Extinguisher & Cabinet Group
- 21-Hood Cleaning Group
- 21-Hood Suppression Installation Technicians
- 33-11-19 Fire Suppression Utility Water Distribution Piping
- 21-Sprinkler Inspectors
- 21-Sprinkler Technicians

### Be Advised:

As of 2014 one cannot install Antifreeze in new construction; **neither** glycol **nor** glycerin, per State Fire Marshal. State is moving toward an increase in the use Dry Systems by 2022.

### Owner/General requires:

Bid, Financials, Contract, Insurance, Design, Company Info (Lead Technician etc.) within thirty days of the Notice of Intent To Award.

Owner also requires the Finals documentation

### Bid

A pricing document from EACH Division is required. Along with:

- A breakdown of number/type of parts.
- Number of staff and
- Number of hours PER staff unit.

### Financial

**Bidders should be prepared for, and will be required to furnish to the owner within 24 hours after the bid opening, the following:**

A financial statement, preferably audited, including your organization's latest balance sheet and income statement showing the following items:

- Current Assets (e.g., cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials inventory and prepaid expenses).
- Net Fixed Assets.
- Other Assets.
- Current Liabilities (e.g., accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued salaries, and accrued payroll taxes).
- Long-term Liabilities (e.g., notes or mortgages payable).
- Equity Accounts (e.g., capital, capital stock, authorized and outstanding shares par values, earned surplus and retained earnings).
- Name and address of firm preparing attached financial statement, and date.
- The financial statement for the identical organization named above of this document must be included;
- If not, explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent-subsidiary).
- State whether or not the organization's whose financial statement is attached will act as guarantor of the contract for construction.



Fire Suppression Services Incorporated

3802 South 2300 East, Millcreek, UT 84109. Ph (801) 277-6464

## PreQual

1. A set of pdf's that are found in PreQual.zip, they are:
  - Acord25 PREQUAL.pdf
  - Code Compliant tag.pdf
  - Company Info.pdf
  - EMR-201Y-mmm.pdf. At least THREE years of.
  - FSS Division numbers.pdf
  - References.pdf
  - Resume-Holbrook-B.pdf
  - Terms & Conditions.pdf
  - W9 Executed.pdf
2. Notes2Owner.zip:
  - Notes2Owner-I FSS requirements -BRIEF.pdf
  - Notes2Owner-II HVLV and Maint -DETAIL.pdf
  - Notes2Owner-III Lead Times.pdf
  - Notes2Owner-IV Close Out.pdf

## NoItA

We then should receive a Notice of Intent to Award. This may occur after bid submittal.

## Submittals

Owner/General must then receive all the above listed in the PreQual section, within 30 days of the award, along with:  
An Acord25 with the Owner added, along with Additional Insured (Replacing the BLANK that was in the prequal.zip)  
Ask the General what phrasing is required on the Acord25; Advise FSS-PM

## Execute Contract

We will then receive a Contract which Owner or General has SIGNED. Watch out for Payment Terms: we are net 15 or 60 Days.

We must review and discuss/negotiate and modify where necessary & send back to Owner/General.

We will then receive a SIGNED modified Contract

We review, and sign.

Then as both sides have signed it becomes a FULLY EXECUTED Contract.

A Fully EXECUTED Contract means that both parties have signed & initialed it. (Notary may need to witness)

Owner/General must then receive:

- A Schedule of Values (for the G702-703). Use the Application for Payment form suffixed: SOV
- Hydraulic Calculations,

The water flow on the Div-31/33 flush-test must be at the flow pressure as stipulated in the hydro-calculations, and must appear on the first drawing page of the Fire Installation drawing/permit set.

We must:

Setup:

- A. Job a sheet/open a 'Job' with each & every supplier. (see folder *Jobname*>Suppliers)
- B. Set up at State Construction Registry <https://secure.utah.gov/scr/>
  - a. Preliminary Notice
  - b. Register for Commencement.

Or use:

- c. Wasatch Lien Service for UT.



### Equipment

Fire Suppression Services Incorporated  
3802 South 2300 East, Millcreek, UT 84109. Ph (801) 277-6464

d. CRF for other states (WY etc)

See Folder Contract>Response to Award

#### C. Employee validations

- a. Drug tests
- b. Driver Record
- c. Licenses checks
- d. Background checks.
- e. OSHA Certifications
- f. AWP Certs

D. Order AWPs: Scissor/Boom

E. Refractometer.

F. Hilti Fire Caulking Certs

### Finals

MSDS Sheets for the respective chemicals we supply to the sight

And ...

Copies of:

- Clean, Approved Stamped by PE & AHJ drawing set to be kept on site
- Green-Line all-trades meeting drawing on site at meetings
- Red-Line progress Drawing on site
- Final As-Built drawing to Owner on completion (Full Size three (3) copies)
- Permit/Approvals/Documents from AHJ scheduled by Div-31/33:
  - Underground Trench Inspection before covering work
  - Thrust Block inspection
  - Flush Test
- Bacteria Inspection Document of Satisfactory Completion
  - Drinking Water Analysis
- Hydrostatic Line Pressure (pump-up) Test data & results doc. (use the Rice EL-1A pump)
- Submittal/Specification sheets for all installed equipment (including FACP, FE & FEC)
- Manufacturers Operations & Maintenance manuals AKA:O&M's

At the end of the job, we must supply:

- Punch Lists checked off
- Hands-on & Lecture TRAINING
- An invitation to the local Fire Crew to visit site to view the fittings, valves, FDC & Riser Location.
- Training Manuals (3 hard copies)
- Dated Attendance Record of Attendee's at Training Course signed by each attendee

Copy of AHJ Survey Report for:

- Kitchen hood suppression system AHJ Pass
- BFP-FDC-Drain-Tamper-Riser-Head Box
- Building Sprinklers Wet AHJ Final Acceptance Test
- Data Room Pressure-seal test data & pass

Originals of

- HydroCalcs/Flow Curves and data as performed/by PE including:
  - Fittings used
  - Water Supply Curve



## Equipment

Fire Suppression Services Incorporated  
3802 South 2300 East, Millcreek, UT 84109. Ph (801) 277-6464

- Pressure & Flow Summary
- Hazen-Williams Friction calculations for water.
- BACKFLOW ASSEMBLY TEST FORM from Our Inspector: Heath or Kent/Heath
  - In the bid folder Div-21
- Riser Hydraulic calc card attached to the riser, (data from our designer, we fill out the card)
- Inventory list (plastic coated) of heads, type & quantity, placed in Head box.
- Tags & or Stickers or Labels on ALL:
  - Flow & tampers
  - Risers
  - Head box logo sticker & sprinkler head inventory card.
  - Stand-pipes
  - FE & FEC's
  - Hood System Cabinet & Hood (stickers)
  - Pull Stations
  - Doors (Riser Room Fire Alarm Inside)
  - Identify Pipe – label pipe work
- Refer Division 21
  - OPERATIONS & MAINTENANCE MANUALS; Identification of Pipe-Work;
  - Training of Maintenance Staff and other personnel; Warranty.
- Collect site red-line/Green-Line drawings & send to PE and
  - Collect 3 copies of As-Built drawings, full size, stamped by PE.
  - Give to Owner/General. Pdf's go into 'PlanRoom' on Compact Disc.

Example content of an O & M we might collate:

- Section 01** – Project Team
- Section 02** – Supplier Details
- Section 03** – General Description of Installation
- Section 04** – Electrical Centres and Mains Distribution (Switchgear)
- Section 05** – Power Services Installation
- Section 06** – Lighting and Emergency Lighting Installation
- Section 07** – Telecommunication Services Installation
- Section 08** – Fire Detection and Alarm Services Installation
- Section 09** – Security Services Installation
- Section 10** – Mechanical Services Installation
- Section 11** – Lightning Protection Installation
- Section 12** – Test Results & Completion Certificates
- Section 13** – Spare Parts
- Section 14** – Operating & Maintenance Procedures
- Section 15** – As Installed Drawings

Copy of:

- NFPA 25-201x.pdf
- Warranty (SIGNED by FSS President)
- Warranties from manufacturers
  - Documenting that all Equipment & manufacturer warranties are transferred to the Owner
- Pictures showing progress.
- Reports
- Change Orders,, Change Order Log
- RFI's AND Transmittals



Fire Suppression Services Incorporated  
3802 South 2300 East, Millcreek, UT 84109. Ph (801) 277-6464

### Alarm Teams require:

#### Labels

Number of the telephone line that is being terminated at the alarm panel for the remote monitoring company.  
No voice mail service on either the primary or the secondary POTS line.

#### Preferred Brands:

Vigilant & Silent Knight, Then: GE, Edwards,

#### Tools

Hammer Drill. Pull Sticks

Klieg Lights: Winter Nov-Feb. it is dark inside, from 18:00 to 08:00

Heaters in winter

#### Suppliers:

**Remote Monitoring Company is:** Emergency 24. AKA: CMS or Central Monitoring Service

**Phone number:** 1 800 877-3624 & you will need authorisations

**NB:** Cellular service Connect24 also sends to E24.

#### Vehicles

Incomplete

#### Punch List

##### Electrical:

1. [ ] Verify that all electrical panels are labeled and have no open spaces
2. [ ] Verify the emergency lighting coverage throughout areas of egress and areas of assembly over 50
3. [ ] Verify generator operation within 10 seconds of power failure if required
4. [ ] Verify smoke detector placement *{NO detectors within 3 feet of any HVAC diffuser}*
5. [ ] Verify that magnetic hold open devices allow doors to close on alarm activation
6. [ ] Verify that magnetic locking or security devices fail open on alarm or loss of power
7. [ ] You should also have your approved plans onsite for review
8. [ ] Verify that all exits provide egress to a public way

##### Fire Alarm Panel:

1. [ ] Conduct a 24-hour battery test
  - a. [ ] *{Power to the fire alarm panel MUST be disconnected 24 hours prior to this test unless otherwise indicated}*
  - b. [ ] Test requires that batteries are able to carry the full current load of the alarm system for at least 5 minutes after being disconnected from power for 24 hours
  - c. [ ] Test all horn/strobe units and pull stations
2. [ ] Test for open circuit and ground fault problems within the system
3. [ ] Verify that devices are labeled and that a map of devices is posted at the alarm panel
4. [ ] Verify that a monitoring company monitors the alarm system if required
5. [ ] You should also have your approved plans onsite for review
6. [ ] Verify that all exits provide egress to a public way

##### HVAC:

1. [ ] Verify that systems over 2,000 CFM have air return duct detectors and shutdown on alarm activation
2. [ ] Verify operation of all fire and smoke dampers including access panels to these devices
3. [ ] Verify that all exits provide egress to a public way



Fire Suppression Services Incorporated  
3802 South 2300 East, Millcreek, UT 84109. Ph (801) 277-6464

**FE & FEC Teams require:**

**Preferred Brands:**

- Activar-JL Industries for Ambassador cabinets
- Badger Advantage or for extinguishers
- Flag by Pyrochem (Tyco)

**Tools**

**Suppliers:**

- Activar-JL Industries
- Kidde

DRAFT



Fire Suppression Services Incorporated  
3802 South 2300 East, Millcreek, UT 84109. Ph (801) 277-6464

### Hood Suppression Teams require:

- Plumbing & Mechanical Specifications
- Cooking Appliance locations
- Labels
- Nozzle & Position under hood.

Klieg Lights: Winter Nov-Feb. it is dark inside, from 18:00 to 08:00  
Heaters in winter

### Preferred Brands:

Range Guard

### Tools

### Suppliers:

Kidde

### Punch List

1. [ ] Inspect and verify function of kitchen hood extinguishing systems
2. [ ] Verify fire extinguisher coverage including a type “K” extinguisher in commercial kitchens where required
3. [ ] Verify location and operation of exit signs
4. [ ] Verify that all hoods and extinguishers are Tagged[ ], Stickered & Labeled [ ]
5. [ ] Verify that all pull stations provide correct trip operation.
6. [ ] Verify pull station/s labeled.
7. [ ] Verify that all exits provide egress to a public way
8. [ ] You should also have your approved plans onsite for review



Fire Suppression Services Incorporated  
3802 South 2300 East, Millcreek, UT 84109. Ph (801) 277-6464

## Sprinkler Teams require:

### Preferred Brands:

De-Walt, Milwaukee, Rigid  
Labels  
Keys for Lock-Boxes

### Tools

- 1) Baker Scaffold with outriggers
- 2) Hammer Drill
- 3) AWP
  - a) Scissor
  - b) Boom
- 4) Fork lift
- 5) HydroStatic Pump
  - a) Rice Pump: We have two.
  - b) Marathon Pump
    - i) P/N M3 Mod FVB56V17D133
- 6) Compressor
- 7) Battery Operated/portable:
  - i) Impact Drill & Drill Bits
  - ii) Reciprocating Saw
  - iii) Band Saw
- 8) Pipe Threading machine/s: Rigid
- 9) Roll-Grover, Fixed & Portable
- 10) Klieg Lights: Winter Nov-Feb. it is dark inside, from 18:00 to 08:00
- 11) Heaters in winter

### Suppliers

A-Core Concrete Cutters  
Bolt & Nut Supply  
CES&R Certified Reprographics  
Designer (SFPS or equivalent)  
Ferguson Fire & FAB  
Hertz (AWP)  
HD Supply  
Hilti (Note FSS has a discount card)  
Mesco  
Potter Roemer

### Vehicles

Shuttle Bus,  
Shasta as converted office,  
Box Truck, require:  
Gasoline card  
License & Registration tags, plates, lights  
Generator, HVAC fridge, microwave  
Oil, Water, brakes



Fire Suppression Services Incorporated  
3802 South 2300 East, Millcreek, UT 84109. Ph (801) 277-6464

Need desk chair/s table.

Screen, computer, keyboard, mouse, printer, hub, modem, internet connection setup to DC1SLCaccts; printer paper.

Red Pen

### Punch List

#### Fire Sprinklers System:

1. [ ] Main Drain Test:
  - a. [ ] Record the static and residual pressures available at the sprinkler riser.
2. [ ] Inspector's Test:
  - a. [ ] Evaluate the time delay for activation of the fire alarm system and verify the activation of the water motor gong or electric bell upon water flow
3. [ ] Test the tamper switches on the riser
4. [ ] Evaluate the sprinkler head coverage throughout building
5. [ ] Provide documentation of the "Underground" test, the "Above ground" test and materials certificates
6. [ ] Verify that there is a box with the correct number and type of spare sprinkler heads and a wrench available
7. [ ] Verify that the FDC Cap(s) are in place
8. [ ] Verify that the hydraulic calculation sticker is attached to the system riser and that the main drain test values fall within the hydraulic calculations of the system
9. [ ] Verify that the Main Drain and Inspector test valves are labeled
10. [ ] Verify that all exits provide egress to a public way

### Estimators

AutoCAD/Takeoff

Matrix or Cost Estimating Software

### Job-Cost