



**UNIVERSITY OF
BALTIMORE**

**Office of Procurement and
Materials Management**

Solicitation #UB-25-SB-14 Fire Extinguisher Inspection, Maintenance and Replacement

Issue Date: THURSDAY, FEBRUARY 20, 2025

Deadline for Questions: TUESDAY, FEBRUARY 25, 2025 by 2:00PM

Bid Due Date: FRIDAY, MARCH 7, 2025 at 2:00PM

Procurement Issuing Office: UNIVERSITY OF BALTIMORE
Office of Procurement
1420 N. Charles Street
Baltimore, MD 21201

SPECIAL ACCESS: Anyone requiring special assistance in obtaining a copy of the solicitation, in attending a pre-bid conference or in delivering a bid are Invited to contact the Buyer listed above at least 48 hours in advance.

Table of Contents

SECTION I. SOLICITATION SUMMARY

- A. Summary Statement
- B. Issuing Office
- C. Questions
- D. Delivery of Proposals
- E. Term of Contract
- F. General Information
- G. Acceptance of Terms and Conditions

SECTION II. SCOPE OF WORK

- A. Background
- B. Specifications
- C. Scope of Work
 - 1. Purpose
 - 2. Fire Extinguisher Inventory List
 - 3. Annual Inspections
 - 4. Replacement and New Installations of Fire Extinguishers
 - 5. Parts and Repairs
 - 6. Disposal of Waste Materials
- D. Response Requirements

SECTION III. ATTACHMENTS AND APPENDICES

- A. Company Profile Form
- B. Price Form
- C. Contractor Experience/ Reference Form
- D. Acknowledgment of Receipt of Addenda Form (Provided under a separate cover)
- E. Sample Contact (Provided under a separate cover)
- F. Solicitation Terms and Conditions (Provided under a separate cover)
- G. Fire Extinguisher Locations (Provided under a separate cover)

Fire Extinguisher Inspection, Maintenance and Replacement

SECTION I. SOLICITATION SUMMARY

A. SOLICITATION SUMMARY

The purpose of this solicitation is to obtain a qualified contractor to provide services to the University that include but not limited to: onsite annual inspections, testing, preventative maintenance, repairs and replacement of all the University of Baltimore's portable fire extinguishers. Services shall comply and maintain compliance of all local, state, federal, requirements, regulations, laws, codes and ordinances of the local fire marshals.

B. ISSUING OFFICE

Stacey Brooks
University of Baltimore
Office of Procurement
1420 N. Charles Street
Baltimore, Maryland 21201
410-837-1559
sbrooks@ubalt.edu

The sole point of contact at the University for purposes of this IFB is the issuing office. Any questions with regard to any aspect of this Invitation for Bids must be directed to Stacey Brooks in writing.

C. QUESTIONS

Questions, request for clarification, additional information and inquiries must be submitted in writing. All questions, requests, additional information and inquiries must be submitted at [Solicitation Questions](#) on or before **Wednesday, February 22, 2025, 1:00 p.m.** Inquiries will receive a written reply via an Addendum.

All Questions must be sent via a Word attachment to the Issuing Office. Should an Offeror find discrepancies in the Solicitation documents or be in doubt as to the meaning or intent of any part thereof, the Offeror must, prior to the question deadline listed in the Solicitation, request clarification in writing from the Issuing Office, who will issue a written Addendum to the Solicitation. Requests shall include the solicitation number and name.

Oral explanations or instructions will not be binding, only written Addenda will be binding. Any Addenda and all responses resulting from these requests will be sent via email to the initial receiver's email. The Offeror shall acknowledge the receipt of all addenda in the Acknowledgement of Receipt of Addenda Form using Attachment D. This acknowledgement of the receipt must be included with your response.

D. DELIVERY OF PROPOSALS

Proposals must be submitted to the Issuing Office electronically by the due date and time using the link provided by the Issuing Office. Only proposals received at [Proposal Submission](#) will be considered.

Proposal documents are to be submitted as an attachment in PDF format (no zipped files). By providing the proposal to the University electronically, the Offeror grants the University the unlimited right to

generate additional electronic and/or paper copies for distribution for the purposes of review, evaluation and archive.

Late proposals will not be considered. The date and time of the submission is time stamped by email and shall be the official date and time of submission to Procurement.

E. TERM OF CONTRACT

The initial contract term will be on or about July 1, 2025 through June 30, 2027. The University reserves the right to renew the contract for up to eight (8) additional, separately exercisable, 12-month periods, with the same contract terms and conditions at the pricing finalized at contract award. The total contract value shall not exceed \$199,000. The contractor's rates must be guaranteed for a minimum of two (2) years.

F. GENERAL INFORMATION

Proposals must be made in the official name of the firm or individual under whom business is conducted and must be signed by a duly authorized person.

Each offeror must furnish all information required by this solicitation. Please see response requirements below.

This solicitation creates no obligation on the part of UBalt to award the contract or to compensate Offeror for proposals preparation expenses.

UBalt reserves the right to award a contract based the upon the proposals received.

G. ACCEPTANCE OF TERMS AND CONDITIONS

By submitting a proposal in response to this solicitation, the firm accepts the terms and conditions set forth in this solicitation, Attachment S, Solicitation Terms and Conditions and Attachment C, Sample Contract.

END OF SECTION I

Fire Extinguisher Inspections, Maintenance and Replacement

SECTION II. SCOPE OF WORK

A. BACKGROUND

The University of Baltimore provides innovative education in law, business, public affairs and the applied arts and sciences to serve the needs of a diverse population. A public university, the University of Baltimore (UBalt) offers excellent teaching and a supportive community for undergraduate, graduate and professional students in an environment distinguished by academic research and public service. The University:

- makes excellence accessible to traditional and nontraditional students motivated by professional advancement and civic awareness
- establishes a foundation for lifelong learning, personal development and social responsibility
- combines theory and practice to create meaningful, real-world solutions to 21st-century urban challenges
- is an integral partner in the culture, commerce and future of Baltimore and the region.

The University of Baltimore is one of 12 institutions that encompass the University System of Maryland, the nation's 12th largest university system. The University of Baltimore offers career-focused graduate, doctoral and undergraduate programs and certificates in law, business, public affairs and the applied arts and sciences. UBalt's institutional vision is to become a living-learning laboratory at the center of the Baltimore renaissance.

The University is located within Baltimore's cultural district, centered on Mt. Royal Avenue and Maryland Avenue, just two miles north of Baltimore's Inner Harbor. UBalt is located at the center of the city's transportation hub, with easy access to the Light Rail, train station and bus routes. For more information about UBalt, visit www.ubalt.edu/institutionalresearch.

B. MINIMUM QUALIFICATIONS

The Contractor must provide proof of the following, see Response Requirements:

- Be a registered vendor with Maryland Office of State Fire Marshall (OSFM).

C. SCOPE OF WORK

1. PURPOSE

The purpose of this solicitation is to obtain a qualified contractor to provide services to the University that include but not limited to: onsite annual inspections, testing, preventative maintenance, repairs and replacement of all the University of Baltimore's portable fire extinguishers. Services shall comply and maintain compliance of all local, state, federal, requirements, regulations, laws, codes and ordinances of the local fire marshals.

The University has the following fire extinguishers:

- a. **Class A** extinguishers will put out fires in ordinary combustibles, such as: wood and paper.
- b. **Class B** extinguishers are for use on flammable liquids like grease, gasoline and oil.
- c. **Class C** extinguishers are suitable for use only on electrically energized fires.

- d. **Carbon Dioxide** extinguishers extinguish fire by taking away the oxygen element of the fire triangle and also removing the heat with a very cold discharge.
- e. **Water Class K** fires have certain similarities to Class B fires (those fueled by petroleum products), due to the fact that they both involve flammable liquids.
- f. **Dry Chemical** fire extinguishers extinguish the fire primarily by interrupting the chemical reaction of the fire triangle.

The resulting contract shall be an **indefinite quantity contract**. The University makes **no guarantees** of the minimum or maximum number of fire extinguishers to be serviced under any resulting contract. The University may utilize all, one or two of the positions detailed in this solicitation under any resulting contract.

2. FIRE EXTINGUISHER INVENTORY LIST

University of Baltimore											
Office of Procurement											
Fire Extinguisher Inventory											
Solicitation No.:	SOLICITATION UB-25-SB-14										
Solicitation Title:	Fire Extinguisher Inspection, Maintenance and Replacement										
Building Name	Building Location	Sq. Ft.	Fire Extinguisher						Total		
			Class A/B/C				Carbon Dioxide Class B/C			Water Class K	
			2.5 lbs	5 lbs	10 lbs	20 lbs	5 lbs	10 lbs		6 LTR	
Academic Center	1420 N. Charles Street	217,711		39	12	1	6	1		59	
Angleos Law Building	1401 N. Charles Street	192,000		1	69			2		72	
Bogolomony Library	1420 Maryland Avenue	65,000		10			6			16	
Business Center	11 W. Mt. Royal Avenue	118,113		1	28					29	
Charles Royal Building	1319 N. Charles Street	17,500		11						11	
UB Foundation Building	1130 N. Charles Street	8,563		10						10	
Learning Commons	1415 Maryland Avenue	119,108		8	16			1		25	
Liberal Art Policy (LAP) Building	10 W. Preston Street	66,768		5	17					22	
Student Center	21 W. Mt. Royal Street	60,123			14					14	
5 West Chase Street Building	5 W. Chase Street	9,201		1	10					11	
Maryland Avenue Garage	1120 Maryland Avenue	6 Floors/ 300 Spaces		1	3	24				28	
UB Police Vehicles	N/A	N/A		4						4	
UB Stock	N/A	N/A		3	1		2		2	8	
Totals				1	96	191	1	14	4	2	309

3. ANNUAL INSPECTIONS shall include but are not limited to:

- Check to ensure extinguishers are in designated location; (If missing, Contractor must make a note for replacement)
- Check and note obstructions, access and visibility issues
- Check extinguisher operating instructions and nameplate are legible and facing outward
- Weigh each extinguisher to determine fullness
- Examine for physical damage, corrosion, missing parts, leakage and clogged nozzle
- Check conditions of discharge hose and nozzle

- Check pressure gauge or fullness indicator is reading within acceptable, operable range
- Check pull pin for proper operation
- Replace tamper seal
- Make sure HMIS label is in place
- Tag each unit as proof of inspection and to indicate that it conforms to OSFM code requirements
- Replace and maintain dry chemical extinguishers
- Provide an inspection report of findings for the University's review within 30 calendar days
- Provide repair proposals for any deficiencies noted during the inspection within 30 days
- Report shall include a notation of age of extinguisher for tracking year of replacement
- Provide a detailed list of expired or failed extinguisher with 30 calendar days

Annual inspections are conducted once a year in June, or as determined by the University. For all annual fire extinguisher inspections, the contractor shall return an inspection report noting the location of each fire extinguisher inspected by the contractor and the type of extinguisher inspected at that location within 30 calendar days. The report shall include a notation of the age of the fire extinguisher for tracking year of replacement and provide a detailed list of expired or failed extinguishers.

- a. Contractor shall provide an inspection report for any deficiencies noted during the inspection for UBalt's representative review within 30 calendar days. The report shall include a list of fire extinguishers that needs repair, replacement or service prior to the service being performed. All services must be approved by the University.
- b. Contractor shall provide testing for fire extinguishers. Contractor shall replace and maintain dry refillable chemical extinguishers that require a 12-year hydrostatic test every six (6) years. All fire extinguishers that require to be refilled must be replaced. **NOTE:** When hydrostatic testing is performed, the six- year requirement begins from that date.
- c. Contractor shall not perform any work until UBalt's provides prior written approval. Contractor shall obtain prior written approval from UBalt for all new or replaced fire extinguishers. Contractor shall invoice the University for replacement and new installment of fire extinguishers outside of the inspection period.

4. FIRE EXTINGUISHER REPLACEMENT OR NEW INSTALLATION

All extinguishers in need of replacement or new installation shall be installed at designated locations. University's Fire Extinguisher Locations and Inventory. All replacement fire extinguishers must be new and not used or refurbished. The fire extinguishers must be in accordance with the guidelines set forth in National Fire Protection Association (NFPA) Code 101: Life Safety & Code 10: Standard for Portable Fire Extinguishers – 2018 edition and/or current versions and Maryland OSFM code enforcement regulations. Upon request, the University may purchase additional fire extinguishers for our inventory.

The contractor shall:

- Provide a one (1) year warranty for all newly purchased or replaced fire extinguishers.
NOTE: Warranties shall survive and shall not be deemed waived upon expiration of the contract or termination of the contract.
- Provide the University with a written quote prior to the replacement or installation of fire extinguishers. Upon the University's approval, the Contractor may proceed with the work. The Contractor shall invoice the University for replacement and new installments of fire extinguishers outside the annual inspection.

5. PREVENTIVE MAINTENANCE/FIRE EXTINGUISHER PARTS AND REPAIRS

All repairs occurred outside of the annual inspection. The Contractor must:

- a. Receive written approval from the Ubalt's representative prior to the repair work being performed.
- b. Notify and coordinate all site visitations and access with designated Ubalt's representative before any repair work is performed.
- c. Inform Ubalt's representative of all fire extinguisher safety related issues.
- d. Provide an invoice of parts purchased. The University will reimburse the contractor for parts purchased. Parts will be charged as a pass-through cost. The invoice should also include the labor cost if it is outside of the annual inspection.

6. DISPOSAL OF WASTE MATERIALS

All waste materials generated by the contractor performing work under this contract will be disposed of off-site by the contractor at the contractor's expense. Disposal of all materials must comply with all local, state and federal guidelines, regulations and requirements. No materials are permitted to be disposed of at the University.

D. RESPONSE REQUIREMENTS

In order to be considered for selection offeror must submit a complete response to this solicitation. Offeror shall return all attachments filled out as required.

The contractor shall provide the following:

- a. Company Profile Form, Attachment A. The company must have five (5) years' experience providing fire extinguisher inspections, testing, maintenance, repair and replacement services for a commercial building.
- b. Price Proposal, Attachment B. Include a maximum percent per annum increase.
- c. Contractor Experience/Reference Form, Attachment C. Provide the company's license number to verify the company is active and currently registered with Maryland Office of State Fire Marshall (OSFM).
- d. Acknowledgment Receipt of Addenda, Attachment D. (if any)
- e. Certificate of Insurance, see the Sample contract language for the Insurance Requirements.

END OF SECTION II

Attachment A

COMPANY PROFILE

COMPANY NAME: _____

ADDRESS OF COMPANY: _____

DATE OF INCORPORATION: _____ STATE OF INCORPORATION: _____

PHONE NUMBER: _____ TOLL FREE PHONE NUMBER: _____

FAX NUMBER: _____ EMAIL ADDRESS: _____

Is the company registered with the Maryland Office of Fire Marshall: Yes or No
If yes, provide the Certification No. _____

LOCATION OF BRANCH OFFICE(S) WHICH WILL SERVICE UNIVERSITY: _____

TYPE AND SIZE OF CUSTOMERS SERVICED: _____

TYPE OF SERVICES PROVIDED: _____

OF YEARS IN BUSINESS: _____

OF YEARS IN BUSINESS UNDER PRESENT NAME: _____

OTHER OR FORMER NAMES UNDER WHICH YOUR ORGANIZATION HAS OPERATED:

TYPE OF ORGANIZATION (I.E: CORPORATION, PARTNERSHIP, INDIVIDUAL, JOINT VENTURE):

NAME OF PRINCIPAL(S) AND TITLE(S):

BRIEF HISTORY OF COMPANY: _____

END OF FORM



Price Form

Issued By: University of Baltimore Department of Procurement 1420 North Charles Street Baltimore, MD 21201 Attn: Stacey Brooks Telephone: (410)837-1559 e-mail: sbrooks@ubalt.edu	RFQ Number: UB-25-SB-14 Date Issued: February 21, 2025 Quotation Due Date and Time: February 24, 2025 at 2:00PM
To: Contractors	Period of Performance: July 1, 2025 – June 30, 2027

Contractor shall include the fee to provide the Annual Inspection Services by unit and the total fee. The unit fee shall be the fee/price used to calculate future quantities.

Please enter your quotation for the items specified below. The University shall not pay any expenses incurred in the preparation or submission of any quotation. The University reserves the right to accept any or all items of any quotation, in whole or in part and to reject any or all quotations. Should the University seek additional services, the hourly rate is for services occurred outside of the annual inspection period.

Item No.	Fire Extinguisher Class	Qty	Inspection Fee per Unit	Total Inspection Fee (maintenance)
1.	Class A/B/C 2.5 lbs.	1		
2.	Class A/B/C 5 lbs.	96		
3.	Class A/B/C 10 lbs.	191		
4.	Class A/B/C 20 lbs.	1		
5.	Carbon Dioxide 5 lbs.	14		
6.	Carbon Dioxide 10 lbs.	4		
7.	Water Class K	2		
8.	Dry Chemical	0		
	TOTAL	309		

Contractor shall provide their hourly rate for charges to repair, replace or install new fire extinguishers during times they are not performing their annual inspection.

TECHNICIAN HOURLY RATE: \$ _____ (for services for replacements, repairs or preventive maintenance outside of the time inspections are performed)
 MAXIMUM PERCENT PER ANNUM INCREASE: _____%

The undersigned agrees to furnish any and all items for which prices are offered at the price set opposite each item, in compliance with the specifications, terms and conditions of this solicitation, delivered to the destination point(s) within the period of performance specified above or within the number of days specified after date of order. The undersigned certifies that the firm submitting this quotation is not debarred from participating in contracts in the State of Maryland or excluded from federal contract awards and has accepted all terms and conditions included herein.

TO BE COMPLETED BY THE FIRM OFFERING A QUOTE		
NAME AND ADDRESS OF QUOTER _____ _____	SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION _____	DATE OF QUOTATION _____
FEI Number: _____	SIGNER'S NAME AND TITLE	TELEPHONE No.

Contractor Experience / Reference Form

Offerors shall provide references for three (3) current clients indicating the Name of the contract, Contact name, address, phone number, and email address. Indicate the contract term and contract value.

Contract Name: _____ Contact Name: _____

Address: _____ Phone: _____

Email address: _____

Term of Contract: _____ Value of Contract: _____

Contract Name: _____ Contact Name: _____

Address: _____ Phone: _____

Email address: _____

Term of Contract: _____ Value of Contract: _____

Contract Name: _____ Contact Name: _____

Address: _____ Phone: _____

Email address: _____

Term of Contract: _____ Value of Contract: _____

Contract Name: _____ Contact Name: _____

Address: _____ Phone: _____

Email address: _____

Term of Contract: _____ Value of Contract: _____

END OF FORM