

# Scope of Work: Fire Safety Test, Inspection and Monitoring

## TECHNICAL SPECIFICATIONS FOR TEST, INSPECTION, AND MONITORING CONTRACT PROCUREMENT

This document details the operational duties, technical testing specifications, and facility requirements necessary to maintain the fire protection and safety systems at the specified locations. It serves as a simplified, vendor-neutral framework for soliciting future service contracts.

**Procurement Requirement:** The facility is explicitly soliciting bids for a fixed **two (2) year contract term** covering all baseline inspections, diagnostic testing, and system monitoring outlined below.

### 1. Covered Locations & General Service Terms

#### **Location A: Sheppard Pratt of Cumberland**

10100 Country Club Road, Cumberland, MD 21502

#### **Location B: Thomas B Finan Center**

10102 Country Club Road, Cumberland, MD 21502

**Service Hours:** All routine inspections and testing must be performed during normal business hours: Monday through Friday, 7:00 AM to 5:00 PM.

### 2. Technical Scope of Work by Facility

#### **Facility 1: Sheppard Pratt of Cumberland**

The vendor is required to perform recurring inspection, testing, and monitoring for the following equipment inventory:

##### **Fire Alarm System & Devices (Annual Inspection and Test)**

- **Control Equipment:** (1) Main Control Panel, (2) NAC Panels.
- **Initiating & Supervisory Devices:** (12) Duct Detectors, (17) Manual Pull Stations, (6) Heat Detectors, (47) Smoke Detectors, (3) Flow Switches, (6) Tamper Switches.
- **Notification & Output Devices:** (37) Audio/Visual Devices, (36) Strobes, (6) Door Holders.

##### **Water-Based Sprinkler Systems (Quarterly Inspection and Test)**

- **Systems Covered:** (3) Wet Sprinkler Systems.
- **Required Tests:** Functional testing of Flow Switches, Inspector's Tests, Tamper Switches, and Main Drain Tests.

## System Monitoring

- **Central Station Monitoring:** 24/7 monitoring of (1) Fire Alarm System.
  - **Cellular Communications:** Operational maintenance and cellular monitoring of (1) existing Cellular Dialer.
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## Facility 2: Thomas B Finan Center

The vendor is required to perform recurring inspection, testing, and monitoring for the following equipment inventory:

### Fire Alarm System & Devices (Annual Inspection and Test)

- **Control Equipment:** (1) Main 640 Control Panel, (9) NAC Panels, (2) Annunciator Panels.
- **Initiating & Supervisory Devices:** (24) Duct Detectors, (76) Manual Pull Stations, (13) Heat Detectors, (220) Smoke Detectors, (14) Tamper Switches.
- **Notification & Output Devices:** (116) Strobe Devices, (245) Chime/Strobe Devices, (1) Bell Device, (76) Door Holders.
- **Specialized Testing:** Annual Elevator Recall testing.

### Water-Based Sprinkler Systems (Quarterly Inspection and Test)

- **Systems Covered:** (8) Wet Sprinkler Systems.
- **Required Tests:** Functional testing of Flow Switches, Inspector's Tests, Tamper Switches, and Main Drain Tests.

### Commercial Kitchen Suppression (Semi-Annual Inspection and Test)

- **Systems Covered:** (1) Kitchen Hood System tested on a semi-annual basis.

### Portable Fire Extinguishers (Annual Inspection and Test)

- **Required Services:** Annual tagging and basic inspection of all facility fire extinguishers.

| *Note: Deeper maintenance—such as recharging, parts replacement, and hydrostatic testing—should be*  
| *dynamically completed during the annual walkthrough as needed.*

### System Monitoring (and Test)

- **Central Station Monitoring:** 24/7 monitoring of (1) Fire Alarm System.

### 3. General Vendor Obligations & Limitations

- **Functional Limits:** Testing and inspection services are designed solely to determine system functionality at the time of performance. Standard contract pricing excludes routine maintenance, systemic repairs, part replacements, or compliance design analyses.
- **Reporting:** Vendor must itemize suggested improvements noticed during testing in accordance with National Fire Protection Association (NFPA) Guidelines.
- **Excluded Areas:** Areas that are locked, concealed, or deemed safety hazards (such as unfloored, poorly lit, or unsafe attics) are explicitly excluded from inspection.

### 4. Hospital Operational Responsibilities

To ensure the vendor can successfully execute these duties, the facility assumes the following operational responsibilities:

- **System Readiness & Access:** Provide unobstructed, safe physical access to all programmatic devices wired to the main panels. Maintain the system in an active, engaged state.
- **Pre-Test Coordination:** Prior to any live test, notify the local fire department, alarm monitoring provider, and all building tenants/occupants.
- **Third-Party Coordination:** Schedule and coordinate the simultaneous presence of the Elevator Servicing Company and a 3rd Party Inspector during the Annual Fire Alarm Inspection to successfully execute the Elevator Recall tests (required for the Thomas B Finan Center). Co-facilitate access with door or mechanical contractors if roll-down doors or smoke dampers require resetting.
- **Documentation:** Provide the service vendor with up-to-date "as-built" system drawings (including post-installation modifications).
- **Infrastructure Provisions:**
  - Provide stable 120VAC power and (2) active phone lines on standard RJ31X jacks directly adjacent to the control panels for communication link-up.
  - Provide sufficient and accessible external drainage capacity to handle the full water discharge generated during quarterly sprinkler flow testing.
  - Maintain heated enclosures (above 40°F) for all sprinkler valve areas.
  - Manage weekly/monthly routine draining of dry pipe low-point drum drips to prevent system freeze damage.