



CONTRACT NO. MFP-2025

**PREVENTIVE MAINTENANCE, INSPECTION, TESTING, AND REPAIR OF FIRE
PROTECTION SYSTEMS AND FIRE ALARM SYSTEMS AT VARIOUS
DEPARTMENT OF ENVIRONMENTAL PROTECTION FACILITIES**

**Pre-Bid Meeting
10/21/26
10:00 AM**

Scan the QR Code



After scanning, enter all requested information. The completed list will be posted in PASSPort.
Contract Number: MFP-2025

Outline:

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- Working Hours & Sign-In
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Qualifications and Experience

- Minimum of three (3) years of experience for the Contractor or its personnel, performing Work similar in scope and magnitude as described in Specifications.
- Provide at least three (3) contracts, whether completed or currently in effect, with scopes and magnitudes similar to the Work described in Specification. Contract description, term, dollar amount, name and address of contracting agency or firm, name of agency/firm's contact person including title and phone number is also required.
- Provide a copy of all applicable licenses, permits, certificates, etc., of the appropriate type, classification, etc. that are required to perform the Work under this Contract.
- Refer to Specifications section D-1.4 Qualifications and Experience for all requirements.

Scope of Work

The Work under this Contract is to provide all necessary labor, parts, materials and equipment for the preventive maintenance, inspection, testing, and repair of fire protection systems and fire alarm systems at various DEP facilities.

1. Preventive Maintenance/Inspections/Testing:

There are fifteen (15) line items in this contract that fall under the category of Inspection, Testing, and Maintenance (ITM). These ITMs vary in complexity and have specific NFPA-25 and -72 standard references to be followed:

- Monthly Fire Pump Inspection and Testing at SMHQ
- Annual Fire Pump Inspection, Testing, and Maintenance at SMHQ
- Quarterly Sprinkler & Standpipe Inspection and Testing at SMHQ
- Quarterly Sprinkler Inspection and Testing at RC New Siphon
- Annual Sprinkler & Standpipe Inspection, Testing, and Maintenance at SMHQ

Scope of Work, cont.

- Annual Sprinkler Inspection, Testing, and Maintenance at RC New Siphon
- Annual Winterization of Dry Sprinkler at SMHQ
- 3-Year Sprinkler Inspection and Testing at SMHQ
- 5-Year Standpipe Inspection and Testing at SMHQ
- 5-Year Sprinkler Inspection and Testing at SMHQ
- 5-Year Sprinkler Inspection and Testing at RC New Siphon
- Semi-Annual Fire Alarm Inspection and Testing at SMHQ
- Semi-Annual Fire Alarm Inspection and Testing at RC New Siphon
- Annual Fire Alarm Inspection and Testing at SMHQ
- Annual Fire Alarm Inspection and Testing at RC New Siphon

Scope of Work, cont.

3. Repairs:

The Contractor shall furnish all necessary labor, parts, materials and equipment to troubleshoot and perform repair work on defective equipment to keep them within operating codes and standards. This repair work shall include, but is not limited to, the replacement of defective electrical and mechanical components, or upgrading of components.

Repair work may be conducted on-site, or at a third-party vendor or manufacturer's shop, as required to return equipment to service.

The Contractor shall use their best efforts to ensure that all equipment are continuously operational.

Location of Work

- The locations where work may be performed under this Contract are:
 - **SMHQ** – 356 Flushing Avenue, Brooklyn, NY 11205
 - **RC New Siphon** – 50 Front Street, Staten Island, NY 10304

List of Equipment

- SMHQ
 - Sprinkler System
 - 1119 sprinkler heads of assorted orientations
 - Fire pump equipment – pumps, controllers, motor
 - 6 main drain valves
 - 4 inspector’s test valves
 - 20 control valves
 - Alarm System – 185 total devices
 - Fire alarm control panel and remote annunciator
 - 14 power supply units
 - 18 ceiling mounted smoke detectors
 - 10 HVAC duct mounted smoke detectors

List of Equipment, cont.

- 3 ceiling mounted heat detectors
- 10 carbon monoxide detectors
- 30 interface modules
- 16 load relays
- 16 manual pull stations
- 76 notification appliances
- RC New Siphon
 - Sprinkler System
 - 26 sprinkler heads of assorted orientations
 - 1 main drain valve
 - 2 inspector's test valves
 - 3 control valves

List of Equipment, cont.

- Alarm System – 32 total devices
 - Fire alarm control panel
 - 9 ceiling mounted smoke detectors
 - 1 ceiling mounted heat detector
 - 12 interface modules
 - 3 manual pull stations
 - 6 notification appliances

Contract Term

The contract is a three (3) year contract with one (1) One-year Renewal option:

- Anticipated Contract Period from: 12/2026
- Anticipated Contract Period to: 12/2029

All terms and conditions of this Contract shall apply throughout the contract period.

Working Hours & Sign-In

- “Normal Operation Hours” are defined as 7:00 AM to 3:00 PM on Mondays through Fridays, exclusive of holidays. Holidays include the following: New Year’s Day, Martin Luther King Jr. Day, Presidents Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran’s Day, Thanksgiving Day and Christmas Day.
- “Off Hours” are defined as 3:00 PM to 7:00 AM on Mondays through Fridays, on the holidays listed above and on weekends.
- The Contractor and Subcontractor personnel shall sign an access log upon entering and exiting the sites, if applicable.

Emergency Contact and Response Time

- The Contractor shall maintain a twenty-four (24) hour, seven (7) day a week service/emergency “call in line” utilizing a NYC area code or a toll-free telephone that is staffed by technically qualified personnel.
- The DEP Project Manager will notify the Contractor by telephone and/or email that a service call is required. The DEP Project Manager will follow up by issuing a Work Order which will identify the Site location, type of Work Order, equipment and/or the nature of the problem.

Table of Response Times

Work Order	Arrival at Work Site
Regular Work Order <i>Issued between 7:00 AM and 3:00 PM Monday through Thursday</i>	Between 7:00 AM and 11:00 AM the next business day
Regular Work Order <i>Issued after 3:00 PM Monday through Thursday</i>	Between 11:00 AM and 3:00 PM the next business day
Regular Work Order <i>Issued anytime on Friday</i>	Between 7:00 AM and 11:00 AM the next business day
Emergency Work Order <i>Issued anytime</i>	Within four (4) hours of receiving a Work Order and/or phone call from the DEP Project Manager or designee

Local Law 1 M/WBE Program Requirements

The following M/WBE Participation Goals have been established for this contract:

- M/WBE firms must be certified by NYC Small Business Services. A directory of City Certified Firms is available on SBS website at www.nyc.gov/buycertified
- PASSPort will now require information related to the MWBE requirements to be submitted along with the bid/proposal. Additionally, there is a new Schedule B document. The revised Schedule B provides detail about how to enter the required information into PASSPort.
- The Contractor will be required to submit Quarterly M/WBE reports in order to track progress towards meeting the goal.
- 0% MWBE participation goal for this contract.

Local Law 1 M/WBE Program Requirements, cont.

- The Contractor should also continue good faith efforts to seek opportunities for M/WBE participation during the life of the contract even if proposed M/WBE goals have been achieved
- Note that under the City's M/WBE Program, suppliers do not count towards a Prime's M/WBE Utilization
- Prime contractors that do not comply with LL-1 M/WBE goals on this contract are subject to penalties including, but not limited to, liquidated damages and a poor performance evaluation in PASSPort

Subcontractor Approval

- All subcontractors must be approved by DEP prior to the start of subcontractors commencing work.
- Subcontractor approval requests are submitted in PASSPort; the physical Subcontractor Approval Form (SAF) is no longer required. Subcontractor approval is required for all subcontractors regardless of tier. Subcontractors cannot start work without any approval.
- Contractor can submit subcontractor approval request before contract is registered, but subcontractor should not be paid by prime contractor until final approval is granted by DEP.
- Subcontractor approval is not needed for a supplier that strictly delivers equipment, goods or materials and leaves the project site after the delivery is made. For the purposes of ACCO subcontractor approval, a vendor is not considered a supplier if in addition to providing equipment, goods or materials, they also provide other services **on or off site** to the project, including but not limited to installation, maintenance, or consulting services.
- Subcontractor approval is required for every new subcontractor and on contract renewals.

Prevailing Wage

- This contract is subject to prevailing wage requirements under Article 8 - LL220 of the NYS Labor Law.
- Workers must be paid the prevailing wage and supplement rates that are in effect (for each trade) at the time the work is performed
- NYC Comptroller's current certified payroll report forms (last updated September 2019) and DEP Employee Sign-In Sheets are required for all trade work performed under this contract.
- The prevailing wage titles anticipated under this Contract include but are not necessarily limited to: Plumber, Electrician – Alarm Technician.
- To view the most recent Schedules, click on the link below:

[NYC Comptroller Prevailing Wage Schedules](#)

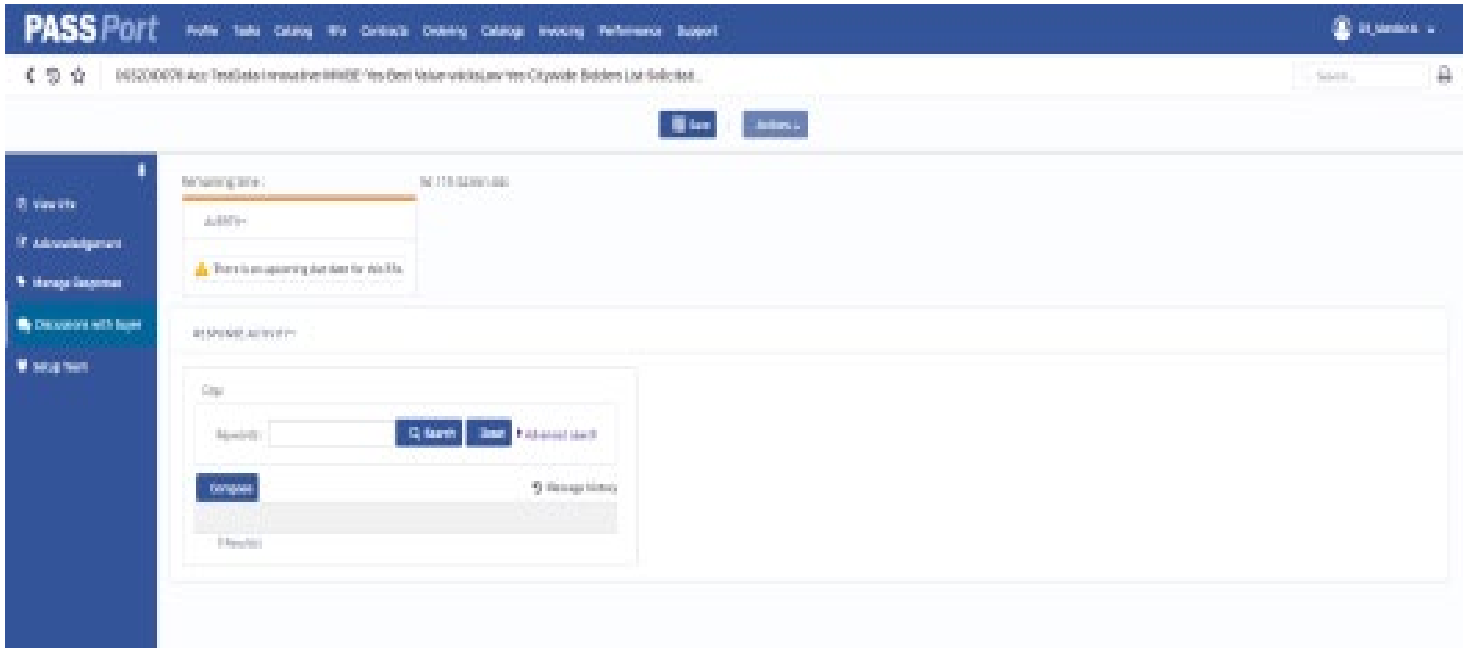
Registration with NYS Department of Labor

- Effective December 30, 2024, all bids and proposals for construction projects must include a copy of the bidder or proposer's certificate of registration with the New York State Department of Labor (DOL). This requirement stems from Section 220-i of the Labor Law. Information on the DOL registration process and the portal to register can be found on the DOL's Contractor and Subcontractor [website](#).
- This is required on all projects that are subject to Article 8. Failure to include the certificate with your bid will result in the bid being found Non-Responsive.

Key Dates

- Contract Release Date: 10/14/26
- Pre-Bid Meeting Date: 10/21/26
- Deadline for Questions: 10/28/26
- Bid Submission Due Date: 11/10/26

***Questions should be submitted in PASSport under the tab “Discussion with Buyer”
From there, you can upload your questions and concerns pertaining to this Contract***



PASSPort Discussion Forum Tab

- The Discussion with buyer tab is a forum to communicate directly in PASSPort with the RFx contracting agency after you have decided to respond to the RFx (i.e. clicked “Participate in RFx” button).
- PASSPort maintains and can display a record of all interactions between you and the agency.
- Indicate the Type of message you would like to send by selecting a category from the drop-down.
- Add a Subject line.
- Indicate the agency contact To whom you are sending this message by selecting from the drop-down menu.
- Compose your message in the textbox.
- Click the “Send” button to submit your message.

PASSPort

- All Bids/Proposals/Questions must be submitted in PASSPort
- For assistance in using PASSPort contact the MOCS at:
 - [MOCS Service Desk](#)

PASSPort Helpful Links

[PASSPort CBT Training](#)

[Vendor Enrollment Video](#)

[Vendor Account Management PDF](#)

[Contract Registration for Vendors](#)

[PASSPort User Materials - MOCS \(nyc.gov\)](#)

[E-Course Finding and Responding to RFx](#)

[User Manual Finding and Responding to RFx](#)

Questions?

