



Washtenaw Community College  
Purchasing Department - Room SC 326  
Bid # 6871 Annual Fire Inspections  
Bid Issued On: June 18, 2026  
**Bid Due Date: June 29, 2026 at 2:00 p.m. EDT**

4800 E. Huron River Drive  
Ann Arbor, MI 48105-4800  
Phone (734) 677-5231  
Fax (734) 677-5414

This is an invitation to participate in Washtenaw Community College (WCC) Request for Sealed Bid (RFB) 6871 Annual Fire Inspections. If you are interested in participating, please review all RFB solicitation documents thoroughly before responding.

Bid 6871 is a request for contract pricing for annual inspection, service, and replacement of fire detection and suppression systems beginning July 1, 2026 thru June 30, 2027, with an option to extend up to three (3) additional twelve (12) month periods. The scope of this bid may include, but is not limited to, the products and services listed in **Schedule A – Pricing Spreadsheet**, and **Schedule B – Device Inventory**.

Response to this RFB confirms an understanding that this is *not* a contract or offer of business by the College. This Request for Bid in no manner obligates the College to the eventual purchase of any products or services described, implied, or which may be offered, until confirmed by written agreement, and may be terminated by the College without penalty or obligation at any time prior to the signing of an agreement, contract, or purchase order.

WCC is a public college. Please include any educational discounts or rebates available. We are also a member of E & I, US Communities, NJPA, MI Deal, REMC, NIGP, NIPA, and NAEP. If someone in your company coordinates pricing for one of these groups, please forward this invitation to them to complete.

Questions are to be emailed to Don Harrison, Purchasing Agent at [pur@wccnet.edu](mailto:pur@wccnet.edu) by **06/24/26 @ 2:00 p.m. EDT**. All emails must reference the bid number and title shown above. Answers to questions received by the deadline will be posted to the WCC Purchasing website (<http://www.wccnet.edu/departments/purchasing/>) no later than **06/26/26 @ 2:00 p.m. EDT**.

These questions and answers, as well as any additional information, will only be posted on the WCC Purchasing website. It is the vendor's responsibility to check the website for all questions, answers, addendums and additional information.

Refer to the **Instructions and Conditions for Sealed Bids** for detailed information regarding how to submit a response to this RFB. Bid responses are due via email by 06/29/2026 at 2:00 p.m. EDT.

### **Pre-bid Meeting / Site Visit**

- A. A site visit is required, and bids will not be accepted from bidders who have not inspected the construction site to obtain first-hand knowledge of existing conditions.
- B. A pre-bid meeting will be conducted at the start of the scheduled site visit.
- C. Each bidder shall inspect the site and become familiar with existing conditions and limitations of the site and construction, means of access to the site and to work areas, relationship of existing and new work, and other conditions which might affect the proper performance and completion of the work.
- D. No allowance will be made after bid opening for errors through failure to properly estimate the effect of the existing conditions and limitations on the scope and/or cost of the work.
- E. Successful bidder will be denied any application for extra payments for conditions which can be determined by visually examining the site.
- F. Bidder's representative shall report to the Owner's Representative and register his name, phone number, and name of the company, signing in as verification of his site visit.



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G. The scheduled site visit is as follows:

**Date:** June 22, 2026  
**Time:** 9:00 a.m.  
**Location:** Damon Flowers Building  
Washtenaw Community College, Ann Arbor, MI

H. The Owner is not obligated to offer any other times to conduct site visits.

I. Figured dimensions shown on the Contract Documents are for reference purposes only. The Contractor is required to verify and confirm all dimension in the field and report any discrepancies to the Owner's Representative immediately. Contractor's request for additional payment, additional time, or reconsideration of their bid will be denied if the claim is based on reliance on the figured dimensions shown on the Contract Documents only.

## **SPECIFICATIONS:**

### **Suppression System Inspection:**

Wet systems inspection shall conform to NFPA 25 standards for the inspection, testing, and maintenance of all water-based fire protection systems and annual backflow system inspections.

### **Special Hazard Fire Suppression System Inspection:**

Viking Total Pac Model E-1 Pre-action system shall be inspected, tested, and maintained semi-annually in accordance with NFPA standards. System is located in the Student Center.

### **Kitchen Hood Suppression:**

Kitchen hood suppression wet chemical system shall be inspected, tested, and maintained at the semiannually frequency as indicated by NFPA 17 and 17A standard pertaining to inspection, maintenance, recharging and hydrostatic Testing

### **Fire Alarm System Inspection:**

Inspections will be done annually in accordance to NFPA 72 guidelines. All components of the fire alarm systems will be inspected, including smoke detectors, tampers, heat detectors, control panels, horns, lights, flow valve alarms, and remote zone annunciator panels.

### **Inspection Reports:**

Any deficiencies shall be reported within 48 hours to the Director of Environmental Safety. Full reports shall be as hard copy and an electronic version with 45 days. Compliance books shall be maintained by the winning vendor. Each of the following buildings will have a separated binder on inspections and follow up work needed and completed.

Technical Industrial Building, Health & Fitness Center, Gunder Myran, Crain Liberal Arts Building, Great Lakes Building, Occupational Educational Building, Business Educational Building, Morris



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Lawrence Building and Student Center Building. Remaining building will be kept in one remaining binder.

**Inspection Time Frames:**

- Annual fire extinguisher inspections must occur during the College's winter break in December.
- Annual sprinkler inspections will be completed in May or August between semester break.
- Annual Fire Alarm Detection inspections will be completed in August before Fall Semester.
- Inspections may be performed at any time, 24/7, during that specified period without disturbance to College classes and/or activities.
- The College may change inspections times, if needed. All work must be coordinated with the Director of Environmental Safety

**Fire Extinguisher Inspection:**

Inspections will be done annually in accordance to NFPA 10 guidelines (2022). Vendor will provide the annual inspection charge per extinguisher. The College has approximately 625 - 650 various types of fire extinguishers throughout campus buildings.

**Fire Extinguisher Replacement / Purchase:**

Vendor will provide the pricing for reconditioned / refilled and new fire extinguishers. The price must include delivery, installation, and any wall brackets, as necessary. All extinguishers must be commercial grade. Vendor must be able to conduct hydrostatic testing as a condition of award.

**Service Calls:**

Within this service agreement the vendor will provide up to 24 hours a year of tech service time. Vendor will provide service rates at the beginning of the service agreement year. If during the inspection process, vendors identify repairs that need to be made, the College may request that the vendor complete the repairs based on a time and materials quote. Any repairs will need prior written approval from the College.

**Subcontractors:**

The use of subcontractors requires prior written approval from the College.



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## **INSTRUCTIONS AND CONDITIONS FOR SEALED BIDS**

Bids will be received via email by the Purchasing Department of Washtenaw Community College until **2:00 p.m. EDT, 06/29/2026**. The public opening for Bid 6871 will be held electronically via the link below:

**Public Opening – 6871 Annual Fire Inspections**  
June 29, 2026 at 2:30 p.m. EDT

### **Join Zoom Meeting**

<https://wccnet-edu.zoom.us/j/85979605002?pwd=F71QrDbqr5vTtjYQVn1oFsK6iIZdvC.1>

### **Meeting chat link**

<https://wccnet-edu.zoom.us/launch/jc/85979605002>

**Meeting ID:** 859 7960 5002  
**Passcode:** 495764

**Submission:** Vendor shall submit one completed copy of Bid 6871 – Schedule A – Pricing Spreadsheet and one copy of the Vendor Acknowledgements signature page, completed and signed by an authorized representative.

**Specifications:** Specifications referring to brand names and model number are given for reference. Samples of items, when required, must be furnished free of expense. If not destroyed by tests, upon request, samples will be returned at no expense to the College. Samples must be received on or before bid opening time and date.

**Prices and Notations:** Prices **must** be returned on the bid forms supplied. Failure to do so will void your bid. All prices and notations must be typed or written in ink. Prices shall be for new items only. Used, reconditioned, or refurbished items will not be accepted. No erasures are permitted. Mistakes may be crossed out, corrections entered and initialed in ink by the person signing the bid. Exclude all Federal, State and Municipal Sales and Excise taxes. Exemption certificates will be furnished upon request. Bids must be signed by an authorized official or employee of the firm. Obligations assumed by such signature are binding upon the firm.

**Delivery:** Bids shall be quoted F.O.B. Destination with all transportation charges prepaid. F.O.B. Destination means delivered to the College Receiving Department and will include all charges for packing, draying, etc.

**Bonds:** Bid Bonds, Performance Bonds, and Labor and Material Bonds will be required only if specified on the attached specification sheets. Bid Bonds shall be in the amount of five percent (5%) of the bid. Performance and Labor and Material Bonds shall each be in the amount of one hundred percent (100%) of the bid.

**Compliance:** Bidders must comply with all state and federal laws and regulations applicable to any goods and services provided to the College.

**Award:** The WCC Purchasing Department reserves the right to award by item, group of items or total bid; to reject any and all bids in whole or in part; and to waive any informality or technical defects if, in the judgment of the Purchasing Agent, the best interest of the College will be so served. In determination of award, the qualifications of the bidder, the conformity with the specifications of articles or services to be supplied, and the delivery time will be considered. Care will be exercised in making split awards so as not to penalize vendors by awarding less than minimum shipping weights.



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Procurement of goods and services for Washtenaw Community College shall be accomplished in such a manner as to provide fair opportunity for all businesses to participate in the procurement process. This shall be accomplished without sacrifice of quality, in the best interest of the College, and within the authority vested in the Purchasing Agent to make the final decision on award of the contracts or purchase orders. group, such as Spanish American, American Indian, Eskimos/Aleuts, Black American or Oriental American.

**Inspection:** All articles are subject to inspection and testing. In the event any articles are found defective in material, workmanship or otherwise fail to meet the requirements of the bid within a period of thirty (30) days, the College shall have the right to reject such articles and request immediate replacement. Rejected articles will be held for pick-up by the bidder or will be returned at bidders' expense for handling, packing, and transportation.

**Default:** Default is defined as the failure of the bidder to fulfill the obligations of the bid, including but not limited to failure to deliver as specified or the unauthorized substitution of articles bid and specified on the purchase order. In the event of default, the College may cancel the contract or purchase order and procure the articles or services from other sources, and place the bidder defaulting on the disapproved list for a period of not less than six months.

**Non-Discrimination Clause:** Washtenaw Community College does not discriminate on the basis of race, sex, color, religion, national origin, age, handicap, height, weight, marital status, or veteran status in provision of its educational opportunities or employment opportunities and benefits. WCC does not discriminate on the basis of sex or handicap in the educational programs and activities which it operates, pursuant to the requirements of Title IX of the Education Amendments of 1972, Public Act 453, Section 504 of the Rehabilitation Act of 1973, and Public Act 220 respectively. This policy extends to both employment by and admission to the College and the procurement policies of the College. Inquiries concerning Title IX and Section 504 should be directed to the Office of the Dean of Enrollment and Student Services; Room 221B, Student Center Building, Washtenaw Community College, Ann Arbor, MI 48106 973-3536. Charges of violation of the above policy also should be directed to the College Affirmative Action Officer in Human Resource Management, Room 120, Business Education Building.

**Terms and Conditions of Purchase:** Payment terms are Net 30. Bid submissions shall be subject to, and governed by the College's Terms and Conditions available here <https://www.wccnet.edu/about/purchasing/bids-rfp.php> as a condition of award, and are hereby incorporated herein as a substantive part of the Bid documents. In the event there is any conflict or inconsistency between the Terms & Conditions referenced in the RFB documents and those included in a Supplier's Bid response, Supplier's quote, or Terms & Conditions listed on vendor's website, the Terms & Conditions of the RFB documents shall govern. Bid submissions must include all terms and conditions of sale and shall be subject to negotiation. A purchase order signed by an authorized agent of the College must accompany a fully executed complete and final agreement to constitute acceptance of offer and offer terms and conditions of sale.



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**VENDOR ACKNOWLEDGEMENTS**

By virtue of submittal of a bid, the Vendor acknowledges:

- That all of the requirements of this Bid have been read and understood.
- That the College’s INSTRUCTIONS AND CONDITIONS FOR SEALED BIDS have been read and understood.
- That compliance with the Specifications/Qualifications and Instructions and Conditions will be assumed by the College if not otherwise noted in submittal.
- That Vendor is not delinquent on the repayment of any Federal debt.
- That Vendor is presently not debarred, suspended, proposed for debarment, declared ineligible, not voluntarily excluded from covered transactions by any Federal department or agency.
- Any responses, materials, correspondence, or documents provided to the College are subject to the State of Michigan Freedom of Information Act and may be released to third parties in compliance with that Act.
- The individual signing below has authority to enter into this on behalf of Vendor.
- Vendor, through the signature below of its agent, hereby offers to provide the requested products/services at the prices identified under the terms and conditions stated and incorporated into this RFB.

This offer remains open for sixty (60) days.

DATE: \_\_\_\_\_

VENDOR’S LEGAL NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIPCODE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_