

INVITATION FOR BIDS (IFB)  
**Bidder shall return this cover page with their Bid Documents**

Issue Date: November 6, 2023  
Title: Term Contract for Fire Extinguisher Inspection & Services

IFB#LU214-23-007  
Commodity Code: 93634

Issuing Agency: COMMONWEALTH OF VIRGINIA  
Longwood University  
Materiel Management & Purchasing  
201 High Street, Eason Hall, Room 215B  
Farmville, Virginia 23909

**OPTIONAL PRE-BID CONFERENCE:**  
2:00 p.m. November 15, 2023  
Eason Hall, Room 223  
Longwood University  
Farmville, Virginia

Location Where Work Will Be Performed: Longwood University, Farmville, Virginia

Period of Contract: From January 15, 2024 through January 14, 2025. Optional Four (4) Successive One (1) Year Renewals.

**Sealed Bids Will Be Received Until: December 7, 2023 at 2:00 p.m. local time** at the address above for furnishing the goods/services described herein and then opened in public and read aloud in Eason Hall, Room 223. **Bids shall be date/time stamped upon receipt by the University.**

All Inquiries For Information Should Be Directed To: Ryan A. Ferebee, Director of Materiel Management & Purchasing at FAX (434) 395-2246 or Email [materielmanagement@longwood.edu](mailto:materielmanagement@longwood.edu) using ATTACHMENT A – Written Pre-Bid Question Form. **Questions are due by 12:00 Noon on November 28, 2023. No questions will be accepted after the due date/time.**

**BIDS SHALL BE MAILED OR HAND DELIVERED DIRECTLY TO THE ABOVE ISSUING AGENCY. Note: If you use an express service, they may say Farmville/Longwood is a next day delivery location from your location; bidder should ensure the service guarantees desktop delivery by 2:00 p.m. before using this delivery method.**

In Compliance With This Invitation For Bids And To All The Conditions Imposed Herein, The Undersigned Offers And Agrees to Furnish the Services at the Price(s) Indicated On Bid Form.

State Corporation Commission (SCC) ID#: 01696251 or statement why bidder is not required to have a SCC ID# must be furnished with your bid or it will be found nonresponsive.

eVA Member ☒ Yes ☐ No  
eVA Vendor ID#: E325619  
eVA registration information is on page 6 of the General Terms and Conditions.

Check all that apply: Small Business ☒ Micro ☐  
Minority-Owned ☐ Woman-Owned ☒  
DSBSD Certificate No. 10837  
Expiration Date 04 / 08 / 24

**Contractor shall be a registered eVA vendor by the date/time bids are due to receive award. Bidder must include cost of eVA transaction fee in their bid.**

**NAME AND ADDRESS OF FIRM:**

Fire & Safety Equipment Co. Inc.  
P.O. Box 939  
Concord VA Zip 24538

Date: 12/5/2023  
By: Delores DeMuth  
(Signature in Ink)  
Name: Delores DeMuth  
(Please Print)

E-mail: ddemuth@fireandsafety.com  
Telephone: 434 993-2425  
(Toll Free if available)

Title: Secretary  
Fax: 434 993-2679  
(Toll Free if available)

IFB#LU214-24-007

Term Contract for Fire Extinguisher Inspection & Services

**ATTACHMENT E – ALTERNATE PRICING SCHEDULE (ZONES OTHER THAN ZONE 7)**

ZONE # 2 & 3  
 (Insert Zone # from Zone Map)\*

\*If Contractor is submitting alternate pricing for multiple Zones that is the same for each Zone, list all Zone numbers above. If submitting alternate pricing for multiple Zones that is different for each Zone, submit a separate **ATTACHMENT E – ALTERNATE PRICING SCHEDULE** for each Zone.

The Contractor agrees to provide services in compliance with Section III. SCOPE OF WORK/DESCRIPTION OF ITEMS (SPECIFICATIONS), GENERAL TERMS AND CONDITIONS and SPECIAL TERMS AND CONDITIONS contained herein at the rates below:

**Part A: Five/Six Year Maintenance and Recharging Cost for each size extinguisher (New O-ring/gasket to be included in cost)**

Type Extinguisher	Size Extinguisher	Recharging Cost (each)
ABC	2.5#	\$ 15. <sup>00</sup>
ABC	5#	\$ 22. <sup>00</sup>
ABC	10#	\$ 25. <sup>00</sup>
CO2	10#	\$ 20. <sup>00</sup>
CO2	15#	\$ 25. <sup>00</sup>
Class K	2-½ gallon	\$ 120. <sup>00</sup>
Class A (H2O)	2-½ gallon	\$ 10. <sup>00</sup>
SUB TOTAL PART A		\$ 237. <sup>00</sup>

**Part B: Hydrostatic Test Cost for each size extinguisher (to include recharge cost and O-ring/gasket)**

For the purposes of submitting prices, bidder shall consider the extinguisher to be empty and include the price of product according to the size of the extinguisher.

Type Extinguisher	Size Extinguisher	Hydrostatic Test Cost (each)
ABC	2.5#	\$ 25. <sup>00</sup>
ABC	5#	\$ 32. <sup>00</sup>
ABC	10#	\$ 35. <sup>00</sup>
CO2	10#	\$ 30. <sup>00</sup>
CO2	15#	\$ 35. <sup>00</sup>
Class K	2-½ gallon	\$ 130. <sup>00</sup>
Class A (H2O)	2-½ gallon	\$ 20. <sup>00</sup>
SUB TOTAL PART B		\$ 307. <sup>00</sup>

**Part C: Inspection Cost: (Monthly cost for each size fire extinguisher – Based on 11 months)**

Type Extinguisher	Size Extinguisher	Inspection Cost (each)
ABC	2.5#	\$ 2. <sup>20</sup>
ABC	5#	\$ 2. <sup>20</sup>
ABC	10#	\$ 2. <sup>20</sup>
CO2	10#	\$ 2. <sup>20</sup>
CO2	15#	\$ 2. <sup>20</sup>
Class K	2-½ gallon	\$ 2. <sup>20</sup>
Class A (H2O)	2-½ gallon	\$ 2. <sup>20</sup>
SUB TOTAL PART C		\$ 15. <sup>40</sup>

**Part D: Yearly Inspection Cost: (Cost for each size fire extinguisher for Combo Annual and Monthly Service – 12<sup>th</sup> month only)**

Type Extinguisher	Size Extinguisher	Inspection Cost (each)
ABC	2.5#	\$ 2. <sup>20</sup>
ABC	5#	\$ 2. <sup>20</sup>
ABC	10#	\$ 2. <sup>20</sup>
CO2	10#	\$ 2. <sup>20</sup>
CO2	15#	\$ 2. <sup>20</sup>
Class K	2-½ gallon	\$ 2. <sup>20</sup>
Class A (H2O)	2-½ gallon	\$ 2. <sup>20</sup>
SUB TOTAL PART D		\$ 15. <sup>40</sup>

**Total (Part A + B + C + D)**      \$ 574.<sup>80</sup>