Revised
SRS Conducting Fire Alarm Tests SOP

February 11, 2020

APPROVED BY:

James W Dark   2-24-2020

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Nathaniel Hughes, Mgr., Risk Mgmt, Ins & Claims: SRS   Date

Carla P. Domenici   2-25-20

Carla P. Domenici, Director, SRS   Date
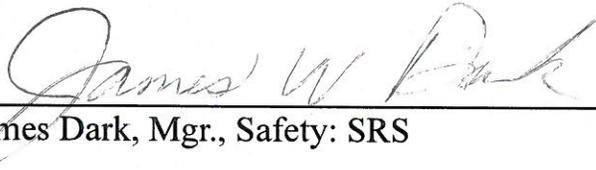
SAFETY & RISK SERVICES

Department of Safety and Risk Services (SRS)
MSC07 4100,1 University of New Mexico
Albuquerque, NM 87131-0001
Phone: (505)277-2753 Fax: (505)277-9006
Website: srs.unm.edu

1. Fire Alarm Quotes

   a. Alarm Master List
      i. No later than 6 months before starting testing for the selected area(s), a list of all UNM buildings with fire alarms shall be obtained. This list can be found in the S-Drive under S:\Student Group\Fire Safety\Fire Safety Spreadsheets\Quotes\Master Lists + Older Quotes\Master Lists and is labeled "Fire Alarm Project Master List – Updated 2019". Once obtained, this list shall be reviewed to ensure all the information is current.
      ii. Ensuring correct information can be done in two ways:
         1. Update whenever a recognized change occurs; this can be through correcting information found after conducting a test, or if otherwise told
         2. Noting any current or future fire alarm upgrades/modification projects as this may interfere with alarm testing and/or require a building to be skipped if it is under demolition where the alarm system is removed or being remodeled

   b. Requesting Quotes
      i. No later than 5 months to the start of testing, quote requests shall be sent to UNM's contracted companies (see Appendix A for quote request format/guidance). These quotes shall include all areas and include all relevant information that may impact the price and inspection
      ii. Vendors shall be given three weeks after the send date to respond to quote request(s)
      iii. Once all vendors respond with their quotes, each building shall be individually assigned based on price comparison between all vendors, unless otherwise stated
      iv. For quote comparison, a master sheet with every building and each bidding company shall be used to easily distinguish between pricing

   c. Order Forms
      i. No later than 4 months before upcoming testing, order forms shall be processed for each building following SRS SOP's; this includes any order form for the fire alarm testing vendor along with any support that may be needed
      ii. The master list contains information regarding if elevator testing or suppression is needed

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2. Scheduling Upcoming Tests

    a. Vendor Scheduling
        i. No later than 4 months before upcoming tests, schedule a meeting between SRS and each vendor to go over awarding the buildings and scheduling the actual tests
        ii. No later than 2 days before meeting with each vendor, create a preliminary schedule around UNM holidays, breaks, midterms, and finals; it is important that we do not schedule alarms when the university is closed for a holiday, and it is important that we do not disrupt midterms or finals
        iii. On the same day that everything is scheduled, email the vendors with a list of buildings, dates, and times that they are needed for; confirm that they have received the email
        iv. Two weeks before each month starts:
            1. Email each fire alarm test vendor with the list of buildings that they are responsible for to confirm that everything is still set for the upcoming month
            2. Once they confirm, then send out final confirmation emails regarding "Fire and Suppression" "Fire and Elevator", and "Fire, Suppression, and Elevator"; this way, each company knows where they are supposed to be and can plan accordingly, and we do not mistakenly book a vendor that we do not need

    b. UNM IT Alarms
        i. After confirming the master schedule with the vendors, submit IT Alarm tickets with the building, date, and time span that the alarm will take place in, asking that the fire alarm be put in test mode
        ii. No later than 2 weeks before each month, send out the upcoming IT Alarm tickets for that month to IT Alarms to make sure that they are aware of the upcoming test dates and to let them know of any updates for the testing

    c. Internal Scheduling
        i. No later than 2 days after scheduling with the fire alarm testing vendors, send out calendar invites to all applicable stakeholders, area managers, IT Alarms, UNMPD, and appropriate SRS staff
        ii. No later than two weeks before each test, send out a confirmation via the email option of the calendar notification to remind the stakeholders, area managers, IT Alarms, UNMPD, and appropriate SRS staff of the upcoming alarm

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3. Alarm Testing

    a. Before Test
        i.   Acquire fire alarm panel keys
        ii. Call/text IT Alarms the morning of the test to ensure the building is placed in test mode
        iii. Call UNMPD and notify them of testing information along with your credentials and information
        iv. Checkout appropriate grand-master keys from the lock shop for access to building and rooms
        v.   Once on sight, notify head building contact as a courtesy
        vi. Identify the main fire panel as well as power supply sources that may need to be disabled
        vii. Note any deficiencies on the main panel before testing

    b. During Testing
        i.   While conducting audio/visual test of the system, use this opportunity to conduct fire drill (which is based on a separate SRS Fire Drill SOP); conduct a building walkthrough to check horns and strobes at the same time
        ii. Ensure that the fire drill audit form is filled out at the conclusion of the drill, horn, and strobe test
        iii. After the system is reset and the drill is silenced, ensure that the vendor disables the notification devices appropriately so that the building alarm is not set off again
        iv. While walking with the vendors to access rooms/areas, be watchful of any issues and what the vendor tests; for example, do not test smokes/heats connected to pre-action fire suppression systems or clean agent systems without coordinating with the proper party; this will set the systems off otherwise

UNM Annual Fire Alarm Testing
Areas 1, 2, 3, and 4 Alarm System Tests
[date sending this out]

The following is a request for proposals for UNM's annual fire alarm system testing. Many of UNM's buildings & facilities have been identified as containing multiple/different types of fire alarm systems that need to be properly tested per NFPA-72 1999 Codes and Standards.

Key Information Area 1:

Area-1 contains thirty-five (35) buildings that require annual fire alarm testing. Each of the buildings comprises different fire alarm type systems such as: EST, Siemens, Notifier, Edwards, Gamewell, Harrington, Firelite and Simplex. Several buildings also contain an array of different interfacing systems that will require vendor/contractor coordination to ensure complete and proper fire alarm testing; such systems include HVAC, Elevators, Fire Suppression Systems, Pre-Action Fire Suppression Systems, and Clean Agent Fire Suppression Systems. Safety and Risk Services (SRS) will lead coordination efforts with other interfacing groups to ensure the fire alarm vendor/contractor is able to access and test all devices associated with the fire alarm system. SRS personnel will accompany the fire alarm vendor during inspection/testing to ensure access to all areas in facility are provided.

Fire Alarm System	Building Number	Building Name	Square Footage
EST (Addressable)	10	Scholes Hall	3,841
Gamewell (Conventional)	20/20 A	Internal Audit/Veteran's	3,841
EST (Addressable)	48	Dane Smith Hall	99,961
Notifier (Addressable)	51	University House	7,037
Notifier (Addressable)	144	Yale Parking Structure	292,180
Notifier (Addressable)	150	Institute for Social Research	2,856
EST (Addressable)	167	Central Campus Substation	2,141
Notifier (Addressable)	183	John and June Perovich Business Center	85,561
EST (Addressable)	194	Chilled Water Plant	29,717
Simplex (Addressable)	204	Service Building (PPD & OCP)	39,944
Gamewell (Conventional)	217	KNME – TV Studio	20,672

Fire Alarm System	Building Number	Building Name	Square Footage
Simplex (Addressable)	218	Bratton Hall (Law School)	148,535
Notifier (Addressable)	233	Warehouse	6,539
ESL (Conventional)	230	New Mexico Law Center	11,800
Simplex (Addressable)	233	Safety and Risk Services	13,458
Firelite (Addressable)	258	Continuing Education South Wing	31,221
ESL (Conventional)	259	Continuing Education	33,617
Gamewell (Conventional)	262	University Services	19,469
Siemens (Addressable)	277	Child Care Center	5,068
Notifier, EST, Firelite	301 (A – X)	University Stadium Buildings	57,997
Faraday (Conventional)	307	Athletics (Colleen J Maloof Administration Building)	36,120
Notifier (Addressable)	308	Tow Diehm Athletic Facility	61,439
	309 B	Dale Hubbard Baseball Clubhouse	
	311	Tennis Bubble A&B	57,384
Pyrotronics (Conventional)	331	Crystal Growth Facility	5,284
Edwards (Conventional)	332	Science and Technology Park (Park Center)	14,311
EST (Addressable)	333	New Mexico Engineering Research Institute	28,343
Notifier (Addressable)	334	Technology Commercialization Center	13,602
Spectronics (Conventional)	337	Advanced Materials Laboratory (UNM/SNL)	54,375
Notifier (Addressable)	338	Center for High Tech Materials (CHTM)	62,462
Notifier (Addressable)	339	Office of Light Lab Facility	69,503
Siemens (Addressable)	341	Manufacturing Tech & Training Center (MTTC)	58,314
Notifier (Addressable)	344	UNM Press	45,181
Simplex (Addressable)	346	Student Support & Success Center	66,667
Firelite (Addressable)	353	Stadium Maintenance Building	6,000

**Buildings without square footage noted can be inspected on request to determine square footage

Smoke Evacuation Systems:

The following buildings are equipped with smoke evacuation systems as part of UNM Area-1 Scope of Work. Periodic testing criteria outlined in NFPA 92B 8.4 shall apply to smoke evacuation system testing in the buildings identified below. Please include a "line-item" bid price to perform smoke evacuation system test with fire alarm test in quote and also a "line-item" bid price for fire alarm test without testing of smoke evacuation systems. If a smoke evacuation system test cannot be performed as part of the fire alarm system test for the buildings identified below, please indicate this on proposal.

System/Building List

Fire Alarm System	Bldg #	Building Name	Sq Ft
EST (Addressable)	48	Dane Smith Hall	99,961
Simplex (Addressable)	218	Bratton Hall (Law School)	148,535
Spectronics (Conventional)	337	Advanced Materials Laboratory (AML)	54,375
Simplex (Addressable)	346	Student Support and Success Center	66,667

Smoke Detector Sensitivity Test:

The following building will require smoke detector sensitivity testing to be included in finalized report to SRS. If a smoke sensitivity test cannot be performed as part of the fire alarm system test for the building identified below, please indicate this on proposal.

System/Building List

Fire Alarm System	Bldg #	Building Name	Sq Ft
Siemens (Addressable)	277	Child Care Center	5,068

High Reach Smoke/Heat Detectors:

The following buildings have various smoke/heat detection positioned in high reach locations. The use of long reach poles will be necessary to access devices.

System/Building List

Fire Alarm System	Bldg #	Building Name	Sq Ft
EST (Addressable)	48	Dane Smith Hall	99,961
EST (Addressable)	194	Chilled Water Plant	29,717
Notifier (Addressable)	344	UNM Press	45,181

**Building 344 is an open-bay high-storage warehouse (1/2 of facility)

Key Information Area 2:

Area-2 contains twenty-four (24) buildings that require annual fire alarm testing. Each of the buildings comprises different fire alarm type systems such as: EST, Siemens, Notifier, Edwards, Gamewell, Harrington, Firelite and Simplex. Several buildings also contain an array of different interfacing systems that will require vendor/contractor coordination to ensure complete and proper fire alarm testing; such systems include HVAC, Elevators, Fire Suppression Systems, Pre-Action Fire Suppression Systems, and Clean Agent Fire Suppression Systems. Safety and Risk Services (SRS) will lead coordination efforts with other interfacing groups to ensure the fire alarm vendor/contractor is able to access and test all devices associated with the fire alarm system. SRS personnel will accompany the fire alarm vendor during inspection/testing to ensure access to all areas in facility are provided.

Fire Alarm System	Building Number	Building Name	Square Footage
EST (Addressable)	10	Scholes Hall	3,841
EST (Addressable)	200	Domenici Center for Education Building B/C	102,644
EST (Addressable)	201	School of Medicine Building #2	18,241
Siemens (Addressable)	205	Research Incubator Building	29,150
Notifier (Addressable)	211	Basic Medical Sciences	179,527
Notifier (Addressable)	215	Multi-Disciplinary Research Facility	17,938
Notifier (Addressable)	226	Surge Building	20,418
EST (Addressable)	227	Clinical and Translational Sciences Center	109,553
EST (Addressable)	228	Nursing and Pharmacy	96,279
Simplex (Addressable)	229	Cancer Research Facility	82,867
EST (Addressable)	234	Health Sciences Center Library and Informatics	66,221
EST (Addressable)	248	Family Practice Center	57,914
Notifier (Addressable)	249	Novitiski Hall	28,173
Notifier (Addressable)	253	Biomedical Research Facility	108,465
Siemens (Addressable)	256	Telecommunications	1,150
Notifier (Addressable)	260	Pete & Nancy Domenici Hall	76,902
Notifier (Addressable)	264	Diabetes Control & Complications Trial	929
Notifier (Addressable)	266	Health Sciences & Services Building	57,332
Siemens (Addressable)	284	UNM Cancer Center	205,057
Notifier (Addressable)	288	UNM Dental Clinic	16,653
Siemens (Addressable)	289	Innovation, Discovery & Training Complex	87,582
Edwards (Conventional)	332	Science and Technology Park	14,311
Siemens (Addressable)	424	Integrity Building	13,382
Edwards (Conventional)	750	Woodward Center	24,117

**Buildings without square footage noted can be inspected on request to determine square footage.

Key Information Area 3:

Area-3 contains twenty-six (26) buildings that require annual fire alarm testing. Each of the buildings comprises different fire alarm type systems such as: EST, Siemens, Notifier, Edwards, Gamewell, Harrington, Firelite and Simplex. Several buildings also contain an array of different interfacing systems that will require vendor/contractor coordination to ensure complete and proper fire alarm testing; such systems include HVAC, Elevators, Fire Suppression Systems, Pre-Action Fire Suppression Systems, and Clean Agent Fire Suppression Systems. Safety and Risk Services (SRS) will lead coordination efforts with other interfacing groups to ensure the fire alarm vendor/contractor is able to access and test all devices associated with the fire alarm system. SRS personnel will accompany the fire alarm vendor during inspection/testing to ensure access to all areas in facility are provided.

Fire Alarm System	Building Number	Building Name	Square Footage
Notifier (Addressable)	53	Zimmerman Library	269,737
Notifier (Addressable)	54	McKinnon Hall	64,772
	55	Collaborative Teaching and Learning Center (CTLB)	25,890
EST (Addressable)	56	Mesa Vista Hall	112,644
Edwards (Conventional)	57	Economics	21,415
EST (Addressable)	59	Johnson Center	295,072
Simplex (Addressable)	64	Technology & Education Center	41,453
Firelite (Addressable)	65	Education Administration	32,138
Simplex (Conventional)	66	Simpson Hall	9,894
	67	Education Classrooms	22,790
Edwards (Conventional)	68	Masley Hall	15,249
	69	Kiva	4,245
EST (Addressable)	70	Manzanita Center	9,254
Siemens (Addressable)	73	Student Health Center	42,128
Notifier (Addressable)	76	Anderson School of Management	22,933
Notifier (Addressable)	77	La Posada	42,719
Edwards (Conventional)	78	Social Sciences	32,920
Gamewell (Conventional)	85	Student Services Center/University Advisement	94,534
EST (Addressable)	87	Anderson Graduate School	56,646
EST (Addressable)	153	Information Technologies Building	46,392
EST (Addressable)	156	Onate Hall	40,976
EST (Addressable)	158	Robert Hartung Building	24,399
Notifier (Addressable)	162	Tamarind Institute	16,519
Edwards (Conventional)	176	Cogeneration Plant	4,503
EST (Addressable)	195	Pearl Hall	110,882
EST (Addressable)	198	Cornell Parking & Visitors Center	163,515

**Buildings without square footage noted can be inspected on request to determine square footage.

Key Information Area 4:

Area-4 contains twenty-three (36) buildings that require annual fire alarm testing. Each of the buildings comprises different fire alarm type systems such as: EST, Siemens, Notifier, Edwards, Gamewell, Harrington, Firelite and Simplex. Several buildings also contain an array of different interfacing systems that will require vendor/contractor coordination to ensure complete and proper fire alarm testing; such systems include HVAC, Elevators, Fire Suppression Systems, Pre-Action Fire Suppression Systems, and Clean Agent Fire Suppression Systems. Safety and Risk Services (SRS) will lead coordination efforts with other interfacing groups to ensure the fire alarm vendor/contractor is able to access and test all devices associated with the fire alarm system. SRS personnel will accompany the fire alarm vendor during inspection/testing to ensure access to all areas in facility are provided.

Fire Alarm System	Building Number	Building Name	Square Footage
Firelite (Conventional)	2	Engineering & Science Computer Pod	7,423
ESL (Convetional)	4	Carlisle Gymnasium	37,545
Gamewll (Conventional)	9	Marron Hall	27,475
Notifier (Addressable)	11	Anthropology/Maxwell Museum	57,693
Edwards (Conventional)	12	Anthropology Annex	9,321
Notifier (Addressable)	14	Science and Math Learning Center (SMLC)	61,840
Notifier (Addressable)	15	Hibben Center for Archaeology Research	37,922
EST (Addressable)	16	Bandelier Hall West	15,513
Notifier (Addressable)	21	Castetter Hall	153,358
Notifier (Addressable)	22	Clark Hall	81,350
Notifier (Addressable)	23	Mitchell Hall	49,904
Notifier (Addressable)	24	Northrop Hall	76,709
Notifier (Addressable)	34	Logan Hall	55,268
EST (Addressable)	35	Regener Hall	23,479
EST (Addressable)	46	Electrical & Computer Engineering/Centennial Library	166,330
Simplex (Addressable)	60	Student Union Building	161,508
Harrington (Addressable)	62	Center for the Arts	372,779
Notifier (Addressable)	79	Ortega Hall	52,631
EST (Addressable)	81	Humanities	67,828
Notifier (Conventional)	82	Woodward Lecture Hall	38,396
EST (Addressable)	83	Ceria	69,775
Firelite (Addressable)	84	Art	73,741
EST (Addressable)	102	Bookstore	50,691
Notifier (Addressable)	103	Hodgin Hall	19,648
Simplex (Conventional)	104	Sara Raynolds Hall	3,366
Notifier (Addressable)	105	Art Annex	15,326
Notifier (Addressable)	112	Centennial Engineering Center	144,288
	114	PAIS	148,717

Notifier (Addressable)	115	Communication & Journalism	33,973
Notifier (Addressable)	116	Ford Utilities Center	57,821
Edwards (Conventional)	119	Farris Engineering Center	67,319
Notifier (Addressable)	121	Nuclear Engineering Laboratory	5,807
Simplex (Conventional)	122	Mechanical Engineering	74,322
Notifier (Addressable)	123	Mattox Sculpture Center	32,066
Notifier (Addressable)	126	High Performance Computing Center	41,439
ESL (Conventional)	OW	Outtakes West	

**Buildings without square footage noted can be inspected on request to determine square footage

Project Requirements:

- Vendor will conduct fire alarm inspection/testing tasks only. Any repairs requiring immediate attention will be documented and communicated to SRS representatives immediately.
- Any deficiencies noted during the fire alarm inspection/testing will be forwarded to SRS in the form of a report including fire system inspection and testing forms and provided a copy of the fire alarm control panel report to SRS at the conclusion of the inspection/test.
- Vendor shall provide to SRS the completed fire alarm inspection/testing report within **ten (10) business days** of inspection/test completion.
- Vendor/Contractor is required to perform fire alarm inspection/testing per the following criteria:
  - Control Equipment: Building systems connected to supervising station:
    - Functions, fuses, interface equipment, lamps & LEDs
    - Primary (main) power supply and transponders
  - Batteries-fire alarm systems
  - Control unit trouble signs
  - Emergency voice/alarm communications equipment
  - Remote annunciators
  - Initiating devices
    - Duct smoke detectors
    - Electromechanical releasing devices
    - Fire extinguishing system(s) or suppression system(s) switches
    - Fire alarm (pull stations)
    - Heat detectors
    - All smoke detectors-functional
    - Fire-gas and other detectors
  - Interface equipment
  - Special hazard equipment
  - Alarm notification devices
    - Audible devices
    - Audible textual notification appliances
    - Visible devices
  - Supervising station fire alarm system-transmitters
    - DACT, DART
- Vendor/Contractor is required to be licensed through New Mexico Construction Industries Division (CID).

- Vendor/Contractor will be responsible for purchasing parking permits during site visits and conducting fire alarm inspections/testing.
- Vendor/Contractor will be responsible for providing all equipment necessary for fire alarm panel inspection/testing including man lifts or rental equipment.
- All work must comply with the University of New Mexico's Term Contract as well as all federal, state and local regulations.
- All invoices for fire alarm inspection/testing will be descriptive to include:
    - Service performed (itemized list of service with prices and tax included)
    - Service date range
    - Building number and building name
    - Unique invoice number
    - Bill to: UNM Accounts Payable (AP) (P.O. Box 4548, Albuquerque, NM 87131)
    - Sold to: UNM SRS (1801 Tucker St. NE, Albuquerque, NM 87131)
    - SRS point of contact – Manager of Safety
    - Individual invoice per single building (no grouping of buildings on invoices)
    - PO# issued by UNM AP
- All invoices will be delivered electronically to UNM AP at fsssrs@unm.edu.
- Testing of fire alarm systems may be scheduled outside of normal business hours and may include holidays and/or weekends.

Specific Information Regarding Bid Process for Fire Alarm Testing:

- Upon transmittal of UNM Scope of Work for Area-1 Fire Alarm Annual Testing, Vendor/Contractor will have fifteen (15) business days to respond for request for quotes; please submit proposals by [three weeks after date on first page] 5:00 PM MST.
- Although not required, SRS highly recommends vendors/contractors to conduct a pre-bid walkthrough of UNM buildings listed in this Request for Proposal prior to submission of bid. SRS will make time upon request to accommodate vendor walkthrough of any building listed in Request for Proposal. Alternatively, copies of previous year fire alarm tests are also available for review upon request.
- Vendor/Contractor must provide individual proposal per building with unique project/proposal number legible.
- SRS reserves the right to award bids, cancel tests, or adjust schedules as necessary.

SRS Point of Contact:

Project Lead/ Scheduler:
James Dark   Viktor Gough
Manager of Safety   Professional Intern
Safety and Risk Services   Safety and Risk Services
Phone: 505-277-2585   Phone: 505-277-0818
jdark@unm.edu   vgough@unm.edu

Scope of Work: Fire Alarm Inspection/Testing

- Vendor will conduct fire alarm inspection/testing tasks only. Any repairs requiring immediate attention will be documented and communicated to SRS representatives immediately; any repairs requiring a specific vendor shall be noted and the appropriate vendor shall come out to recertify that the systems work.

- Any deficiencies noted during the fire alarm inspection/testing will be forwarded to SRS in the form of a report including fire system inspection and testing forms and provided a copy of the fire alarm control panel report to SRS at the conclusion of the inspection/test.

- Vendor shall provide to SRS the completed fire alarm inspection/testing report within ten (10) business days of inspection/test completion.

- Vendor is required to perform fire alarm inspection/testing per the following criteria:

  - Control Equipment: Building systems connected to supervising station
    - Functions, fuses, interface equipment, lamps & LEDs
    - Primary (main) power supply and transponders
  - Batteries within each fire alarm system
  - Smoke evacuation testing (where applicable)
  - Control unit trouble signs
  - Emergency voice/alarm communications equipment
  - Remote annunciators
  - Initiating devices
    - Duct smoke detectors
    - Electromechanical releasing devices
    - Fire extinguishing system(s) or suppression system(s) switches
    - Fire alarm pull stations
    - Heat detectors
    - All smoke detectors-functional
    - Fire-gas and other detectors
  - Interface equipment
  - Special hazard equipment
  - Alarm notification devices
    - Audible devices
    - Audible textual notification appliances
    - Visible devices
  - Supervising station fire alarm system-transmitters
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- Vendor/Contractor is required to be licensed through New Mexico Construction Industries Division (CID). Vendors/Contractors are to provide proper Licensing/Certification information and certificates for Technicians, Supervisors or any other employees who are, or will be performing the testing (including a Certificate of Fitness from the State Fire Marshal's Office). All certification must comply with NFPA-72 1999 Edition Codes and Standards and copies will be filed at SRS for documentation purposes and compiling historical data. Vendors/Contractors are required to submit copies of technician certifications annually to SRS to ensure licensing/certifications are current.

- Vendor/Contractor will be responsible for purchasing parking permits during site visits and conducting fire alarm inspections/testing.

- Vendor/Contractor will be responsible for providing all equipment necessary for fire alarm panel inspection/testing including man lifts or rental equipment.

- All work must comply with the University of New Mexico's Term Contract as well as all federal, state and local regulations.

- All invoices for fire alarm inspection/testing will be descriptive to include:
    o Service performed (itemized list of service with prices and tax included)
    o Service date range
    o Unique invoice number
    o Bill to: UNM Accounts Payable (AP) (P.O. Box 4548, Albuquerque, NM 87131)
    o Sold to: UNM SRS (1801 Tucker St. NE, Albuquerque, NM 87131)
    o SRS point of contact – Manager of Safety at SRS
    o Individual invoice per single building (no grouping of buildings on invoices)
    o PO# issued by UNM AP

- All invoices will be delivered electronically to UNM AP at acctspay@unm.edu.

- Courtesy copies of all invoices will accompany completed fire alarm inspection/testing report and are to be provided to SRS electronically within <u>ten (10) business days</u> after each fire alarm inspection/testing completion.

- Vendor is required to provide at least two techs to work on each building. The exemption being if SRS gives approval for one tech on small buildings.

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Specific Information Regarding Bid Process for Fire Alarm Testing:

- Upon transmittal of UNM Scope of Work for Areas 1, 2, 3, and 4, Fire Alarm Annual Testing, Vendor/Contractor will have <u>nine (9) business days</u> to respond for request for quotes.

- Although not required, SRS <u>highly recommends</u> for vendor/contractor to coordinate through project scheduler for a pre-bid walkthrough of UNM buildings listed in Scope of Work prior to submission of bid.

- Vendor/Contractor must provide individual proposal per building with unique project/proposal number legible.

- Project per proposal will be awarded after all bids are in.