

**ADDENDUM No. 1 TO #36-CNPFS-0825**  
**Request for Proposal – Fire Suppression Services**  
**Due Date: Tuesday, June 24, 2025 @ 2:00PM CST**

ADDENDUM NO. 1 – DATE ISSUED: 06/13/2025

To all Potential Vendors:

In RFP #36-CNPFS-0825, issued May 26, 2025, Clarifications/Additional Information/Changes to the Original Bid Package below. IDEA Public Schools has updated the Timeline, Scope of Work and Pricing Sheet.

See changes below and on separate Attachment S.

**Timeline:**

**Original Bid Due Date and Time:**

Tuesday, June 17, 2025 @ 2:00PM CST

**Updated Bid Due Date and Time:**

Tuesday, June 24, 2025 @ 2:00PM CST

**Scope of Work:** added fire extinguisher inspections and maintenance and hydrostatic testing. See below in red.

- i) **Fire Suppression System Inspection and Maintenance**
  - a) Frequency: Semi-annual inspections (or as required by local fire codes).
  - b) Tasks include:
    - (a) Inspecting nozzles, piping, and control heads.
    - (b) Verifying correct positioning and operation of detection lines and manual pull stations.
    - (c) Ensuring system interlocks with gas and electrical shutoffs function properly.
    - (d) Testing system actuation and functionality.
    - (e) Replacing fusible links and tagging equipment per code.
- ii) **Kitchen Exhaust Vent Hood and Duct Cleaning**
  - a) Frequency: Quarterly, semi-annually, or annually (depending on cooking volume and code requirements).
  - b) Tasks include:
    - (a) Cleaning the entire hood system.
    - (b) Removing grease and flammable residues.
    - (c) Inspecting and cleaning exhaust fan motors, belts, and housing.
    - (d) Ensuring access panels are present and functional for duct cleaning.
    - (e) Before-and-after photo documentation of cleaning.
    - (f) Providing cleaning certificates for health/fire inspection.

iii) **Fire Extinguisher ABC and K-Type Inspection and Maintenance**

- a) Frequency: Inspection - Annually (or as required by local fire codes); Maintenance – Every 1, 3, 5, or 6 years depending on the type

b) Tasks include:

Inspection:

- (a) Remove and inspect hose and nozzle for obstructions or cracks
- (b) Check for damage to cylinder and valve
- (c) Weigh the extinguisher to verify proper agent volume
- (d) Conduct a mechanical parts check (handle, pin, lever)
- (e) Record maintenance on tag with technician's license number
- (f) Replace O-rings or seals if necessary

Maintenance:

- (g) Discharge contents
- (h) Inspect internal parts for corrosion, clogging, or damage
- (i) Replace the agent (recharge)
- (j) Reassemble, pressurize, and test

iv) **Hydrostatic test**

- a) Frequency: Every 5, 6, or 12 years (depending on extinguisher type)

b) Tasks include:

- (a) Test the cylinder's structural integrity by filling it with water and pressurizing it
- (b) Recharge or replace as needed

v) **Site Assessment**

- a) Conduct a detailed site visit to evaluate existing kitchen layout, cooking appliances, exhaust hoods, and current fire protection measures.

vi) **Permit and Code Compliance**

- a) Obtain and submit all necessary permits from local authorities.

vii) **System Installation**

- a) Ensure all components (nozzles, fusible links, tanks, detection lines) are properly installed and or replaced per manufacturer and code specifications.

viii) **Testing**

- a) Perform functional and pressure testing of the system after maintenance and cleaning both the fire suppression system and the vent hood system to ensure functionality, safety, and code compliance.

ix) **Training and Documentation**

- a) Provide on-site training for kitchen staff on system operation and emergency procedures.
- b) Deliver manuals, maintenance schedules, and warranty documents.
- c) Provide deficiency reports with corrective action recommendations.

x) **Warranty and Maintenance**

- a) Include a minimum 1-year warranty on parts and labor.

xi) **Emergency Repairs/ On-Call Services**

a) Optionally include:

- (a) Hourly rates or terms for unscheduled emergency services.
- (b) Response time within 24 hours for emergency services.

- xii) Vendors must submit a fixed-price list of all parts and materials typically used in the inspection, maintenance, repair, and refilling of fire suppression systems.

**Attachment S** has been updated to include the number of fire extinguishers for A.W. Brown. The price sheet now reflects the inspection and maintenance of fire extinguishers, hydrostatic testing, and includes a section at the bottom for emergency service rates.