



Fire Suppression Services Incorporated
3802 South 2300 East, Salt Lake City, UT 84109. Ph (801) 277-6464

Employee Training Manual

Contract Terminology

Bid

Bid

Summary

A Bid Proposal is an explanation of the services or products offered at an estimated cost to a company.

When the bid proposal is unsolicited, there is no contractual agreement between the bid recipient and its author.

If the proposal is submitted in response to a request for proposal (RFP), it can be accepted as a bid later in the contracting process.

Structure-Layout

The bid form is often divided into four sections:

1. Submitting company's contact information,
2. Project details,
3. Bid details,
4. Essential notes.

Experienced companies require vendors to prepare two copies of the bid form in advance of the submission.

Upon receipt of the bid response, both copies are stamped with the time and date received, and signed by a duly authorized representative of the tendering firm.

One copy is attached to the submission, and the other returned to the vendor.

This bid form is then part of the overall package, providing proof of receipt, should there be a dispute later on.

Layout

The layout of a Bid Document Page is as follows:

1. Font

The FONT for all Fire Suppression Services documents will be in "Times New Roman". The Body text "12pt"
The Paragraph outlining should use the "Legal Style"

2. Company Letterhead:

- | | |
|-------------------------------|--|
| 2.1. Registered Logo | FSSlogo.png |
| 2.2. Full Registered name | Fire Suppression Services Incorporated |
| 2.3. Corporate Address | 3802 South 2300 East, Salt Lake City Utah 84109-3124 |
| 2.4. Main office phone number | (801) 277-6464 |
| 2.5. Fax number | (801) 278-2199 |
| 2.6. Watts line (toll-free) | (800) 273-6465 |
| 2.7. Website if you have it. | www.fs-ut.cxm |
| 2.8. Tax ID (TIN) | 87-047 3806 |

Authors note: The Corporation Fire Suppression Services does NOT have an owner. No Corporation does! Under the Corporation Act, it is illegal and dangerous to claim you are 'the owner'. You can claim you are an 'officer' of a Corporation, if you have been elected. Usually Corporate Officers have titles like CEO-Chief Executive Officer; CIO-Chief Information Officer; CFO-Chief Financial Officer; CCO-Chief Compliance Officer; President; Vice President etc.

Like all Corporations in the world, it does have Corporate officers who are subject to the whims of its' stock holders. Stock holders own a piece of the stock of the Corporate Body

Ref: http://en.wikipedia.org/wiki/Corporate_law_in_the_United_States

3. Titling

3.1. The Bid Document must be headed:

3.2. **Construction Bid Proposal For:**



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Bid

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And the sub heading should be the division and section/s you are bidding in to.

This company, **Fire Suppression Services Incorporated** has a number of 'divisions'. They are Portable Fire Extinguishers & Cabinets, Hood System Suppression Installation & Steam Cleaning; Sprinkler Installation; and the corresponding Service & Inspection departments. The American Institute of Architects and all major contractors follow the Construction Specification Institute of North America (meaning US and Canada) Master Format Standard Numbering System. So in order to present a professional and knowledgeable appearance to those we bid in to, we must use the same format. The Division numbers and their titles that apply to our company are as follows:

Div 10 Specialties

Section 44 Fire Protection Specialties ALL subsections including:
subsection 13 Fire Protection Cabinets, &/or
subsection 16 Fire Extinguishers

Division 21 Fire Suppression Systems

section 10 Water-based Fire Suppression Systems
section 11 Facility Fire-Suppression
subsection 16 Facility Fire Hydrants
subsection 19 Fire Department Connections
section 13 Fire Suppression Sprinkler Systems
subsection 13 Wet Pipe Sprinkler System, &/or
subsection 16 Dry-pipe Sprinkler System, &/or
subsection 19 Preaction Sprinkler System, &/or
subsection 23 Combined Dry-Pipe and Pre-action Sprinkler Systems &/or
subsection 26 Deluge Fire Suppression Sprinkler System, &/or
subsection 36 Antifreeze Sprinkler System
subsection 39 Foam-Water Systems
section 22-00 Clean Agent Fire Extinguishing System
section 30-00 Fire Pumps
section 31-00 Fire Pumps -centrifugal

Division 23 Heating, Ventilating, and Air Conditioning (HVAC)

subsection 38 Ventilation Hoods
sub-subsection 13 Commercial Kitchen Hoods

(Author's note: For the precise numbering, refer to the Master Format Numbers and Titles pdf in this folder.

Ref: csinet.org & masterformat.com)

Division 28 Fire Detection & Alarm ALL sections

Division 31 Earthwork

section 23 Excavation & Fill
sub-subsection 33 Trench & Backfill to supply underground utility water to sprinkler riser

Division 33 Utilities

section 11 Water Utility Distribution Piping
sub-subsection 19 Fire Suppression Utility Water Distribution Piping

- 3.3. Bid Number: use your numbering system, must be consecutive, monitor very closely.
3.4. Date: yyyy-mm-dd this changes if it is resubmitted!
3.5. Expires: 30/60/90 days from Proposal Due Date.
3.6. Project Name: (from the RFP)
3.7. Total Bid Price: \$111,111.22
3.8. Contact name: *yourName*



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3.9. Contact Phone: *yourPhone best if you use (801) 277-6464*

4. Cover Letter:

To be continued

5. Body:

5.1. List: Inclusions Items & describe the item. Refer to an attached photo-cutsheet.

- 5.1.1. Pipe
- 5.1.2. Pump, fdc
- 5.1.3. Switch, bfp
- 5.1.4. Alarm
- 5.1.5. Labour

5.2. List Exclusion Items

- 5.2.1. Elbows
- 5.2.2. Tees
- 5.2.3. Wire
- 5.2.4. Design & Submittals
- 5.2.5. Permits
- 5.2.6. Bond
- 5.2.7. Environmental Assessment and Approval

5.3. Essential Notes

- 5.3.1. This section should provide information that forms part of the bid that is subject to change. Such as information about potential delays in project start time, due to strikes or material unavailability.

Body:

Summary:

This should list your total bid broken out. Detail items for the various departments, and overheads.

We propose to furnish labor and materials for the following work at the new Hotel Chain Suite.

Install a Fire Suppression Sprinkler System fully compliant with NFPAxxx and Local Code requirements for:

- each floor in order to protect the premises and its various sections.

Install a Chemical Fire Suppression System fully compliant with NFPAxxx and Local Code requirements for:

- the PBX and IT Data rooms.

Install a Chemical Fire Suppression System fully compliant with NFPAxxx and Local Code requirements for:

- the Kitchen Cooking equipment.

The System will have the following components:

- 1.1
- 1.2 etc.

Our price for performing this work is \$111,111.22. A detailed cost breakdown is attached.

This Proposal excludes the pricing for any bonding-surety-insurance, and excludes Design, Submittals and Permitting, which are covered in a separate Proposal. (Numbered: xxx-xx-xxx)

As soon as we have your approval, we can begin work on this job for you.

6. Breakdown:

Individual quantities and rates



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Contract Terminology

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7. **Qualifications:**

List the important qualifications of Fire Suppression Services Inc.

8. **Benefits:**

Sell FSS, to the Contractor/Owner. And remember, it is not what you Sell, it's how you TELL 'em the price.

9. **Brief Summary of Client References**

Choose only those relevant to THIS project and of equivalent dollar value.

Also Keep in mind:

Terms & Conditions

Bond

Fire Suppression Services Incorporated Bid/Proposal & the ensuing Contract must reflect NO RETAINAGE on BOND (100% paid on gaining the Bond). This is because as soon as the Bond is issued, the Surety must be paid the full price of Issuance and the Agent must be paid the Commission for Underwriting, within five days with seasoned funds or the bond is automatically cancelled (expires).

Permit/Design/Submittals

Fire Suppression Services Incorporated Bid Proposal & ensuing Contract must ALSO reflect NO RETAINAGE on Permit/Design/Submittals (100%). We do not have our own Licensed Project Engineer (PE). They must be paid upon submittal, in full, because the Design becomes the property of the 'Owner' and must be free of all Liens, and must be reflected as such in the final Punch-List.

A copy of Fire Suppression's Terms & Conditions exists in the >Companies>Common folder as two files: Paragraphs to add to your bid.docx AND as Terms & Conditions.pdf. Choose one.