

Request for Proposal: Sprinkler System Inspections

Introduction

The Amelia-Nottoway Technical Center (ANTC) is soliciting proposals from qualified contractors for the inspection, testing, and maintenance of fire sprinkler systems, as required by the Code of Virginia for Virginia Public Schools. This Request for Proposal (RFP) outlines the scope of work, proposal requirements, and evaluation criteria.

Background

The Amelia-Nottoway Technical Center is a public education facility serving the counties of Amelia and Nottoway. Ensuring the safety of our students and staff is paramount, and a fully functional fire sprinkler system is a critical component of our safety protocols. Regular inspections and maintenance are mandated by state regulations to ensure compliance and operational readiness.

Scope of Work

The selected contractor will be responsible for providing comprehensive inspection, testing, and maintenance services for all fire sprinkler systems at the Amelia-Nottoway Technical Center. This includes, but is not limited to:

- **Annual Inspections:** Conduct annual inspections of all sprinkler systems in accordance with NFPA 25 standards and the Code of Virginia.
- **Quarterly Inspections:** Perform quarterly inspections as required.
- **Five-Year Inspections:** Complete internal pipe inspections every five years.
- **Testing:** Conduct all required flow tests, alarm tests, and other operational tests.
- **Maintenance:** Perform minor repairs and adjustments as necessary during inspections to ensure proper system functionality. Any major repairs requiring additional parts or extensive labor must be quoted separately and approved by ANTC.
- **Reporting:** Provide detailed inspection reports, including any deficiencies found, recommended repairs, and a timeline for corrective actions. All reports must be submitted to ANTC within 30 days of the inspection.

- **Documentation:** Maintain accurate records of all inspections, tests, and maintenance performed.

Contractor Qualifications

Proposing contractors must meet the following minimum qualifications:

- Possess all necessary state and local licenses and certifications for fire sprinkler system inspection and maintenance in Virginia.
- Have a minimum of five years of experience providing similar services to public schools or commercial facilities of comparable size.
- Maintain adequate insurance coverage, including general liability and worker's compensation.
- Provide a list of at least two references from clients for whom similar services have been provided within the last three years.

Proposal Requirements

Interested contractors should submit a comprehensive proposal that includes the following:

1. **Company Profile:**
 - Legal company name, address, and contact information.
 - Description of company history and experience relevant to fire sprinkler system services.
 - Copies of all relevant licenses and certifications.
 - Proof of insurance coverage.
2. **Proposed Services:**
 - Detailed outline of the services to be provided, including inspection schedules and methodology.
 - Description of how the contractor will ensure compliance with NFPA 25 and the Code of Virginia.
3. **Pricing Proposal:**
 - Itemized cost for annual, quarterly, and five-year inspections.
 - Hourly rates for additional maintenance and repair services not covered under the standard inspection.
 - Any other applicable fees or charges.
4. **References:**
 - A list of three client references, including client name, contact person, phone number, and email address.
5. **Project Timeline:**

- Proposed timeline for initiating services upon contract award.

Submission Instructions

Proposals must be submitted electronically to Megan Tanner at tanner.megan@nottowayschools.org by **3:00 pm at November 13, 2025 EDT**. Late proposals will not be considered.

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

Criterion	Weight
Contractor Qualifications and Experience	30%
Scope of Services and Methodology	30%
Pricing Proposal	25%
References	15%

ANTC reserves the right to accept or reject any and all proposals, to waive informalities, and to award the contract in the best interest of the Technical Center. A contract will be awarded to the responsive and responsible offeror whose proposal is determined to be the most advantageous to ANTC, taking into consideration the evaluation factors set forth in this RFP.

Questions

All questions regarding this RFP must be submitted in writing via email to Megan Tanner at tanner.megan@nottowayschools.org by **November 10, 2025**. Responses to all questions will be shared with all prospective bidders.

We look forward to receiving your proposals and partnering with a qualified contractor to ensure the safety and compliance of our fire sprinkler systems.

Amelia-Nottoway Technical Center

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