



To: All Vendors Bidding on The College of New Jersey
Fire Extinguisher Annual/Monthly Inspection, Maintenance, & Service

From: Lauren Manning
Finance & Business Services

Date: April 8, 2025

ADDENDUM NO. 1

ISSUE DATE: April 8, 2025

REFERENCE: The College of New Jersey
Fire Extinguisher Annual/Monthly Inspection, Maintenance, & Service
Bid No. AB250016

Date of Original Bidding Documents: March 24, 2025

INTENT: This Addendum forms a part of the Contract Documents and modifies the original Bidding Documents and Prior Addenda if any, as identified above.

VENDOR QUESTIONS:

Question 1: Are the monthly inspections to be just a visual?

Response: The fire extinguishers must be inspected, maintained, tested, and serviced as per the National Fire Protection Association (NFPA) standard. The requirements are detailed in NFPA 10, Standard for Portable Fire Extinguishers.

Question 2: Clarify Annual Maintenance.

Response: The fire extinguishers must be inspected, maintained, tested, and serviced as per the National Fire Protection Association (NFPA) standard. The requirements are detailed in NFPA 10, Standard for Portable Fire Extinguishers.

Question 3: Is July to be the month that they are tagged during the monthly?

Response: The annual maintenance, and tagging, of all fire extinguishers is expected to be completed during the month of July each year.

Question 4: Is the cost of the monthly and the annual maintenance & tagging to be combined and put as the total cost on the cost sheet in the first column under **ANNUAL MAINTENANCE & TAGGING**.

Response: The annual maintenance and tagging will be conducted in July, as such the monthly inspection is only required during the remaining 11 months (August through June)

CLARIFICATIONS:

1. A large portion of the College's stock of fire extinguishers were purchased recently. To create a more consistent budget year to year, the 6-year maintenance and/or hydrostatic testing may be requested to be conducted earlier than otherwise required, for a certain number of fire extinguishers. The goal is to have about 1/6 of the entire stock due for the 6-year maintenance or hydrostatic testing each year.
2. If requested by the College, the Vendor shall provide information about compliance requirements and best practices. Such as, locations that currently have a fire extinguisher where one is not required or locations that are missing a required fire extinguisher of a particular size or type, based on the particular hazard. This may include kitchens, vehicles (including golf carts or similar), or other locations throughout the campus.

ATTACHMENTS:

UPDATED COST SHEET TO INCLUDE ADDITIONAL SCOPE OF WORK WHICH INCLUDES STORAGE OF SPARE FIRE EXTINGUISHER INFORMATION AND COST.

1. Vendor shall indicate on the updated cost sheet, if they can provide storage for TCNJ-owned spare fire extinguisher at their location, and if there is a cost associated with this. The Vendor will use this stock to swap out any fire extinguishers, as is necessary, at TCNJ. The Vendor will maintain this stock of fire extinguishers in a current state of readiness (i.e. tagged, inspected monthly, and current with any service/maintenance requirements (e.g. 6-year maintenance, hydrostatic testing, etc.), etc.). The Vendor will not otherwise use these fire extinguishers for any other purpose than to fulfill the scope of the TCNJ contract. TCNJ will maintain a portion (about 30 fire extinguishers) of its spare stock on campus. Please be sure to include the revised Cost Sheet with your bid submission.

END OF ADDENDUM NO. 1



Fire Extinguisher Annual/Monthly Inspection, Maintenance, & Service Cost Sheet

Bid Number: _____

Requesting Dept: EHS

Date Issued: _____

Fiscal Year: FY 2026 (through FY 2028)

Company Name: _____

Contact Name & Information: _____

Cost Sheet:

- Please review all the specifications on the previous page(s) and complete the following cost sheet in its entirety. Please read all the information carefully for the details. Any deviations from the specifications during this process, if in the opinion of the College, departs from the original specifications, may be grounds for disqualification of your proposal.

Annual Maintenance, Service, Testing:

- Cost, per fire extinguisher, to conduct the annual maintenance and tagging, as well as required servicing and testing, of each of the fire extinguishers on the campus of TCNJ (approx. 1,500)

FY2026 (July 1, 2025 to June 30, 2026)

Fire Extinguisher Type	Size	Cost (per fire extinguisher)				
		Annual Maintenance & Tagging	Recharge	Complete 6-Year Maintenance	Complete 5/12-Year Hydro. Test	New Fire Extinguisher (see note)
Class ABC Dry Chem.	5-lb	\$	\$	\$	\$	\$
Class ABC Dry Chem.	10-lb	\$	\$	\$	\$	\$
Class ABC Dry Chem.	20-lb	\$	\$	\$	\$	\$
Class BC Dry Chem.	10-lb	\$	\$	\$	\$	\$
Class BC Dry Chem.	20-lb	\$	\$	\$	\$	\$
Class BC CO ₂	10-lb	\$	\$		\$	\$
Class K Wet Chem.	6-liter	\$	\$		\$	\$
Class D	30-lb	\$	\$	\$	\$	\$
Parts (over cost)	%					

FY2027 (July 1, 2026 to June 30, 2027): Same as previous? _____

("Yes", completion of this table is not necessary; "No", complete this table in its entirety)

Fire Extinguisher Type	Size	Cost (per fire extinguisher)				
		Annual Maintenance & Tagging	Recharge	Complete 6-Year Maintenance	Complete 5/12-Year Hydro. Test	New Fire Extinguisher (see note)
Class ABC Dry Chem.	5-lb	\$	\$	\$	\$	\$
Class ABC Dry Chem.	10-lb	\$	\$	\$	\$	\$
Class ABC Dry Chem.	20-lb	\$	\$	\$	\$	\$
Class BC Dry Chem.	10-lb	\$	\$	\$	\$	\$
Class BC Dry Chem.	20-lb	\$	\$	\$	\$	\$
Class BC CO ₂	10-lb	\$	\$		\$	\$
Class K Wet Chem.	6-liter	\$	\$		\$	\$
Class D	30-lb	\$	\$	\$	\$	\$
Parts (over cost)	%					

FY2028 (July 1, 2027 to June 30, 2028): Same as previous? _____

("Yes", completion of this table is not necessary; "No", complete this table in its entirety)

Fire Extinguisher Type	Size	Cost (per fire extinguisher)				
		Annual Maintenance & Tagging	Recharge	Complete 6-Year Maintenance	Complete 5/12-Year Hydro. Test	New Fire Extinguisher (see note)
Class ABC Dry Chem.	5-lb	\$	\$	\$	\$	\$
Class ABC Dry Chem.	10-lb	\$	\$	\$	\$	\$
Class ABC Dry Chem.	20-lb	\$	\$	\$	\$	\$
Class BC Dry Chem.	10-lb	\$	\$	\$	\$	\$
Class BC Dry Chem.	20-lb	\$	\$	\$	\$	\$
Class BC CO ₂	10-lb	\$	\$		\$	\$
Class K Wet Chem.	6-liter	\$	\$		\$	\$
Class D	30-lb	\$	\$	\$	\$	\$
Parts (over cost)	%					

New Fire Extinguisher Notes:

- The College is in the process of standardizing its fire extinguisher stock, as existing fire extinguishers need to be replaced.
- Provide cost for the preferred fire extinguisher: For 10-lbs, it's Amerex B456 ABC Dry Chemical Fire Extinguisher, with hook type wall bracket. For other size/type fire extinguishers, preferred is Amerex, or similar, with a hook type wall bracket. Do not include installation costs here.

Monthly Inspection:

- Lump sum monthly cost to inspect ALL of the fire extinguishers on the campus of TCNJ (approx. 1,500)

Cost Per Month (FY2026, 7/1/25 to 6/30/26)	Cost Per Month (FY2027, 7/1/26 to 6/30/27)	Cost Per Month (FY2028, 7/1/27 to 6/30/28)
\$	\$	\$

Swapping of Fire Extinguishers:

- Should a fire extinguisher be found that fails the monthly inspection or is missing, the Contractor shall obtain a fire extinguisher from the College's existing stock of spare fire extinguishers, and swap out the failed one or replace the missing one. Do not include any cost(s) to install a bracket or cabinet.

Cost Per Fire Extinguisher (FY2026, 7/1/25 to 6/30/26)	Cost Per Fire Extinguisher (FY2027, 7/1/26 to 6/30/27)	Cost Per Fire Extinguisher (FY2028, 7/1/27 to 6/30/28)
\$	\$	\$

Installation of Fire Extinguisher Wall Bracket:

- Cost to properly (securely) install a fire extinguisher wall bracket (not a cabinet). Do not include the cost of a new fire extinguisher here.

Cost Per Bracket Installation (FY2026, 7/1/25 to 6/30/26)	Cost Per Bracket Installation (FY2027, 7/1/26 to 6/30/27)	Cost Per Bracket Installation (FY2028, 7/1/27 to 6/30/28)
\$	\$	\$

Storage of Spare Fire Extinguisher:

- Vendor is able to properly store approximately 150 TCNJ-owned fire extinguisher: _____
- Cost to properly store approximately 150 TCNJ-owned fire extinguishers at the Vendor's location, and maintain them in a state of readiness (i.e. tagged, inspected monthly, and current with any service/maintenance requirements).

Cost to Store Approx. 150 Fire Extinguisher (FY2026, 7/1/25 to 6/30/26)	Cost to Store Approx. 150 Fire Extinguisher (FY2027, 7/1/26 to 6/30/27)	Cost to Store Approx. 150 Fire Extinguisher (FY2028, 7/1/27 to 6/30/28)
\$	\$	\$

All shipping and handling, labor, mileage/fuel, and other charges must be included in the total costs provided. The College is F.O.B. Destination and is Tax Exempt.

Bidder's signature: _____