



MEMORANDUM OF AGREEMENT FOR NON-PUBLIC WORK SERVICES

(\$50,000 OR LESS)

Northwest Fire Systems – Whatcom Transportation Authority

October 7, 2026

Kevin Hays
Northwest Fire Systems
22645 83rd Ave S, Bldg. D
Kent, WA 98302

Re: Memorandum of Agreement for Non-Public Work Services (\$50,000 or Less)

Dear Kevin:

This Memorandum of Agreement for Non-Public Work Services (\$50,000 or Less) ("Agreement") confirms that Whatcom Transportation Authority ("WTA") has contracted with Northwest Fire Systems ("Contractor") to do the following Scope of Work:

Contractor to perform annual fire alarm and fire sprinkler systems testing and inspections at 1530 Cornwall Ave building, 4011 Bakerview Spur, 4194 Cordata Pkwy, and 205 E. Magnolia St. All work is pursuant to State DES Contract #27323. **For further details, see Exhibit A attached hereto and incorporated by this reference.**

Contractor shall be paid the lump sum, not-to-exceed amount of **\$13,936.00** inclusive of any applicable Washington state sales and use tax. The Contractor will be paid on the basis of invoices submitted for work satisfactorily completed. Changes, additions or modifications to this Agreement will only be binding if they are memorialized in a written document signed by both parties.

Contractor shall provide a current Certificate of Insurance on an ACORD form or its equivalent evidencing the following minimum coverages and limits:

- Commercial General Liability (CGL): \$1,000,000 per occurrence; \$2,000,000 in the aggregate.
- Automobile Insurance: \$1,000,000 combined single limit per accident.
- Workers Compensation: Statutory Amount
- Professional Liability: \$1,000,000 in the aggregate. *This coverage is required for Task Orders for professional services only.*

CGL limits **may be** met through any combination of primary, umbrella, or excess coverage. Contractor's CGL policy shall:

- a) Be primary and not seek contribution from a insurance maintained by WTA;



- b) Include a waiver of subrogation; and
- c) Name WTA as an additional insured.

Endorsements or policy language evidencing the above coverages shall be referenced in and attached to Contractor's Certificate of Insurance.

Contractor shall defend, indemnify and hold harmless WTA from all liabilities arising out of Contractor's negligent acts or omissions in performing the work under this Agreement. If such liabilities arise out of the concurrent negligence of Contractor and WTA, then Contractor's obligations under this clause shall apply only to the extent of Contractor's negligence. CONTRACTOR WAIVES IMMUNITY UNDER THE WASHINGTON STATE INDUSTRIAL INSURANCE ACT, TITLE 51 RCW, FOR THE LIMITED PURPOSE OF EFFECTUATING ITS OBLIGATIONS TO WTA UNDER THIS CLAUSE WITH REGARD TO ANY CLAIMS ASSERTED AGAINST WTA BY CONTRACTOR'S EMPLOYEES.

Please sign and complete the "Agreed and accepted by" portion below and return to WTA with a copy of the insurance certificate and necessary endorsements before you begin the project. Thank you for your cooperation. WTA looks forward to working with you.

Sincerely,

C Campen RIC
WTA Department Director

10-12-2026
Date

Agreed and accepted by:

[Signature]
Authorized Signature

Printed Name: KEVIN HAYS

Title: ACCOUNT MANAGER

Date: 10/08/2026

INSPECTION AND TESTING AGREEMENT
FOR
DES 27323 - WTA Bakerview

Site and Contact Information

Job Location (hereinafter called "Site")	DES 27323 - WTA Bakerview	Owner/Property Management Company (hereinafter called "Owner")	WTA
Address:	4011 Bakerview Spur Bellingham WA 98226	Address:	4011 Bakerview Spur Bellingham WA 98226
Contact Name:	Cindy Campen	Contact Name:	Cindy Campen
Phone:	360-788-9361	Phone:	360-788-9361
Email:	cindyc@ridewta.com	Email:	cindyc@ridewta.com
Scheduling Contact:	Name: Cindy Campen Email: cindyc@ridewta.com	Phone:	360-788-9361

Is a PO# Required for payment? _____

On this **September 14, 2026** WTA, hereinafter called Customer and Northwest Fire Systems hereinafter called Contractor, enter into an agreement for inspection/test of equipment and/or system located at above stated Site. All pricing is valid for 90 days from the date above.

Other Site Information

Lock Box: Location _____ Code: _____

Will our techs need badging, keys, or escorts while on-site? _____

Normal Working hours: _____ Days of the week: _____

Preferred Day / Time of the month for Annual Testing? _____ / _____
(i.e. 1st of month, Middle of Month, End of Month) AM PM

Are there specific hours or restrictions on when audibles are triggered? _____

Is there a passcode to put the Fire Alarm in ByPass / test mode? _____

Are there special requirements for Certificate of Insurance (COI)? _____

Your Team

Service Sales: Kevin Hays

Your account manager will help you with all questions, concerns, verifications and clearances regarding the initial plan for delivery of the scope of work and the pricing thereof.

Phone: 206.786.7307 Email: khays@nwfiresystems.com

Service Coordinator : Nicole Pixlee

Your service coordinator assists in the coordination, scheduling and invoicing of all scheduled site visits. She can be reached at our general office line anytime during business hours for questions or comments.

Phone: (206) 772-7502 Email: npixlee@nwfiresystems.com

Service Manager: Clark Potter

Your service manager is available to ensure all aspects of the project are being handled by the staff according to your wishes and Northwest Fire Systems policy. He will be available to answer your questions at any time.

Phone: (206) 772-7502 Email: cpotter@nwfiresystems.com

Agreement Term and Cost

Renewal and Payment terms fall under DES #27323 terms and conditions

Agreement Term Dates:

9/14/2026

through

9/14/2027

Owner shall pay Contractor net thirty (30) days of receiving their invoice. *A \$250.00 job cancellation fee will apply if you cancel within 48 hrs. of the inspection Appointment.

Pricing:

(As a part of our requirements as a licensed contractor, submittal of reports showing the results of the testing and inspections being performed must be submitted by us to the appropriate authority having jurisdiction [see General Specifications below] Some jurisdictions use a third party service for report submittal which includes fees. These fees can be difficult to forecast therefore they are NOT included in the pricing below and will be added to the total when the work is invoiced.)

Annual Fire Sprinkler	\$3,493
Quarterly/Semi-Annual Fire Sprinkler Test	\$0
Annual Backflow Preventer	\$532
Fire Pump	\$0
Standpipe	\$0
Private Hydrant	\$0
Fire Alarm	\$5,221
Fire Monitoring	
Elevator/Stairwell Shaft Pressurization	\$0
\$7 Per Annual Fire Extinguishers	\$0
Semi-Annual Kitchen Hood Test	\$0
Semi-Annual Kitchen Hood Cleaning	\$0
Semi-Annual Clean Agent Suppression System	\$0
AHJ Reporting Fee	\$160
Other	\$0

**TOTAL ANNUAL PLANNED MAINTENANCE
AMOUNT**

\$9,405

*New monitoring accounts will be subject to a one-time fee assessed at the time of new account set-up. This fee will be billed along with the first-year's invoice.
*If the site is located within Seattle city limits, an annual fee will be assessed in accordance with Seattle city code based on the size of building and # of accounts.

DES Service Labor Rates

An additional component of our Planned Maintenance Agreement you will receive additional service at a DES rate. These rates will be provided upon customer's request each new year. For your reference, the current preferred service labor rates (2024) are as follows:

Normal Business Hours:

Monday – Friday 7am - 4:00pm = Prevailing Wage + 150% \$95 Truck Charge, and a 2 hour minimum service.

Overtime Hours:

Monday – Friday 4:00pm – 7am and Saturday 7am – 4:00pm = Prevailing Wage + 252% per hour, \$95 Truck Charge, and a 2 hour

Double Time Hours:

Saturday 4:00pm – 7am any time on Sunday and All Northwest Fire Systems Published Holidays, Prevailing Wage + 330%, \$95 Truck Charge, and a 2 hour minimum service.

If you find this Agreement, along with the terms and conditions attached, acceptable and you are authorized to sign, please complete the below section, retain a copy for your files and return one original signed agreement to our office. We will contact you regarding scheduling for the site upon receipt of executed agreement.

NORTHWEST FIRE SYSTEMS, LLC.

22645 83rd Ave. S Bldg. D
Kent, WA 98032
Phone: (206) 772-7502
Fax: (206) 772-7504
Mobile phone: 206.786.7307
Email: khays@nwfiresystems.com

Accepted By:

Company: _____
Address: _____
Phone: _____
Fax: _____
Email: _____

Signature: *Kevin Hays*

Signature: _____

By: Kevin Hays
Title: Service Sales
Date: September 14, 2026

By: _____
Title: _____
Date: _____

List of Equipment to be tested and/or inspected per the Scope of Work found below

QTY	FIRE SPRINKLER EQUIPMENT	MONTH DUE	QTY	MONITORING	MONTH DUE
3	ANNUAL WET SPRINKLER SYSTEM			DIAL-TONE (U-DACT) FIRE ALARM MONITORING	
2	ANNUAL DRY SPRINKLER SYSTEM			AES RADIO FIRE ALARM MONITORING	
	OLDER DRY SYSTEMS			BURGLAR ALARM MONITORING	
	DRY SPRINKLER SYST. WINTERIZATION			ELEVATOR MONITORING	
	PRE-ACTION SPRINKLER SYSTEM			EMERGENCY PHONE MONITORING	
	DELUGE SPRINKLER SYSTEM			MEDICAL RESPONSE (PERS)	
	ANNUAL SECTIONAL CONTROL VALVE			PANIC BUTTON	
	ANNUAL TAMPER SWITCH		QTY	SHAFT PRESSURIZATION	MONTH DUE
	ANNUAL FLOW SWITCH			ELEVATOR SHAFT PRESSURIZATION	
	ANTIFREEZE SPRINKLER LOOP			STAIRWELL SHAFT PRESSURIZATION	
QTY	QRTLY/SEMI-ANNUAL FIRE SPRINKLER	MONTH DUE		NUMBER OF FLOORS IN BUILDING	
	QUARTERLY WET SPRINKLER SYSTEM		QTY	BACKFLOW PREVENTER	MONTH DUE
	SEMI-ANNUAL WET SPRINKLER SYS				
	QUARTERLY DRY SPRINKLER SYSTEM		4	FIRE SYSTEM BACKFLOWS	
	SEMI-ANNUAL DRY SPRINKLER SYS			DOMESTIC (PREMISE ISO) BKFLWS	
	QUARTERLY PRE-ACTION SPKR SYS			IRRIGATION BACKFLOWS	
	SEMI-ANNUAL PRE-ACTION SPKR			OTHER BACKFLOWS	
	QUARTERLY DELUGE SPRINKLER SYS		QTY	KITCHEN HOOD EQUIPMENT	MONTH DUE
	SEMI-ANNUAL DELUGE SPKR SYSTEM			KITCHEN HOOD SEMI-ANNUAL TEST	
	QUARTERLY SECTIONAL CTRL VALVE			KITCHEN HOOD SEMI-ANNUAL TEST (LARGE HOOD)	
	SEMI-ANNUAL SECTIONAL CTRL VALVE		QTY	FIRE PUMP	MONTH DUE
	QUARTERLY TAMPER SWITCH				
	SEMI-ANNUAL TAMPER SWITCH			ANNUAL FIRE PUMP	
	QUARTERLY FLOW SWITCH			ANNUAL TEST HEADER	
	SEMI-ANNUAL FLOW SWITCH			ANNUAL TEST HEADER ON ROOF	
QTY	FIRE ALARM EQUIPMENT	MONTH DUE		ANNUAL TEST LOOP	
1	FIRE ALARM CONTROL PANELS		QTY	SPECIAL HAZARDS GAS SYSTEMS EQUIPMENT	MONTH DUE
	AMPLIFIER PANELS				
	POWER BOOSTERS			SUPPRESSION SYSTEM PANEL	
	REMOTE LED ANNUNCIATORS			SUPPRESSION SYSTEM SMOKE DETECTOR	
	REMOTE GRAPHIC PANEL			SUPPRESSION SYS SMOKE (ABOVE CEILING)	
	REMOTE FAN CONTROL PANEL			SUPPRESSION SYS SMOKE (UNDERFLOOR)	
	PC WORKSTATION			SUPPRESSION SYSTEM AV	
	PRINTER			SUPPRESSION SYSTEM PULL STATION	
	PRE-ACTION RELEASING PANEL			SUPPRESSION SYSTEM ABORT SWITCH	
	VESDA CONTROL PANELS		QTY	EMERGENCY GENERATORS	MONTH DUE
	BATTERIES				
100	SMOKE DETECTORS			AUTOMATIC TRANSFER SWITCH	
	ABOVE CEILING OR UNDERFLOOR SMOKE DET			CONTROLLER PANEL	
55	HEAT DETECTORS			FUEL TANK	
	BEAM DETECTORS			ANNUAL SEQUENCE TEST	
	DUCT DETECTORS			ANNUAL LOAD BANK TEST	
	FIRE/SMOKE DAMPERS			ANNUAL SERVICE	
	MECHANICAL DAMPERS		QTY	STANDPIPE	MONTH DUE
19	PULL STATIONS				
	VESDA END OF LINE			COMBO STANDPIPE	
	AUTO DOOR RELEASE			DRY STANDPIPE	
	AUTO DOOR UNLOCK			WET STANDPIPE	
	FIRE FIGHTER PHONES AND/OR JACKS		QTY	PRIVATE HYDRANT	MONTH DUE
	VISUAL NOTIFICATION DEVICE				
66	AUDIBLE NOTIFICATION DEVICE			ANNUAL PRIVATE HYDRANT	
75	AUDIBLE/VISUAL NOTIFICATION DEVICE		QTY	OTHER	MONTH DUE
1	ELEVATOR RECALL				
	EMERGENCY LIGHTS			<WRITE IN EQUIPMENT OR TEST/INSP>	
	FIRE DOOR			<WRITE IN EQUIPMENT OR TEST/INSP>	
QTY	FIRE EXTINGUISHER EQUIPMENT	MONTH DUE		<WRITE IN EQUIPMENT OR TEST/INSP>	
				<WRITE IN EQUIPMENT OR TEST/INSP>	
	ANNUAL FIRE EXTINGUISHER INSPECT			<WRITE IN EQUIPMENT OR TEST/INSP>	
	OTHER			<WRITE IN EQUIPMENT OR TEST/INSP>	

ADDITIONAL INFORMATION:

General Specifications

All inspections and tests shall be performed by properly trained, licensed/certified and experienced fire protection technicians. Each of our Inspector Technicians goes through proper training and testing procedures to ensure that they are capable of servicing the Customer's Sites according to both NFPA and the local Authority Having Jurisdiction's requirements. We require all of our fire sprinkler Inspectors to hold a NICET II in water based systems as well as the State of Washington's required Inspector Testing Technician or ITT Card (this is a new code as of January 2009). In addition to the ITT Card, they must hold at minimum the Seattle License/s for the applicable inspection and test and we encourage them to have as much training as possible. These licenses include but are not limited to the FA-1 for fire alarm, the SC-1 for smoke control and shaft pressurization, the AS-1 for fire sprinklers in any building, the FP-1 for fire pumps, the STP-1 for standpipes, the E-3 for Halon/Clean Agent suppression systems, the E-4 for kitchen hood systems and the FEX-1 for fire extinguishers.

All inspections and tests shall be performed in accordance with the NFPA and the Site's Authority Having Jurisdiction unless stated otherwise below in the additional Scope of Work. *Please verify with your insurance company as well as to what they will require. This may differ slightly from the requirements of the AHJ.*

All inspections and tests shall occur during normal business hours (Monday - Friday 7am - 4:30pm) unless stated otherwise below in the additional Scope of work.

Pricing this agreement is based on the actual number of devices to be tested as set forth in the Scope of Work and noted in the Equipment To Be Tested. If the actual number of devices found on site is different than the number set forth in the Scope of Work, the price will be adjusted accordingly.

Northwest Fire Systems assumes that we will be provided with free and unincumbered access to the site in it's entirety and that maintenance staff has a general knowledge of the facility and location of all necessary building systems and devices.

Any parts needed and/or repairs that are found during the tests and routine maintenance will be quoted and billed for separately unless stated otherwise in the additional Scope of Work below. If approval is given by the proper individual, some repairs can be done while on site. See the preferred service rates above.

Each day of inspections, a NWFS inspector technician will check in with the Site representative before starting the inspection. The inspector technician will briefly go over the scope of work and make sure that the building and it's occupants are prepared for the inspection and test to occur. If the inspections and tests are scheduled for multiple days the inspector technician will share with the Site representative his/her plans as to where they will be starting and what they will be ending. Upon completion of each day, the inspector technician will also check out with the Site representative, to go over test results and findings, return any keys and/or Site equipment, and check out for the day.

During all inspections and tests, our inspector technicians will wipe down and generally clean any equipment inspected and/or tested.

All systems tested shall be properly tagged, at the conclusion of each inspection, with approved tags noting the date and technician performing the inspection.

It is assumed that parking will be provided by the customer for up to two (2) trucks for the entire duration of the testing and inspection procedure.

Provisions for scaffolding or lifts necessary to test devices at heights exceeding 20 ft have been excluded.

Inspection reports shall be filled out and shall indicate the condition of the system, at the time of the inspection and shall include all pertinent test data. Additionally, at the conclusion of the inspection, a computer generated report will be mailed with the invoice and another to the manager and/or engineer of the site. Along with the inspection report you will be supplied with a detailed description of any deficiencies found during your inspection and a proposal with a plan and price to restore your fire equipment to optimal condition.

The deficiencies noted during our tests and inspections will be derived from data compiled by a state certified technician. This technician may note items that would pertain to the codes used for design and installation of fire equipment. Although some design and/or installation discrepancies may be noted, this contract in no way implies that a complete evaluation of the design and/or installation has been made and NWFS will not be responsible for design and/or installation flaws, failures or any damages caused by such.

It is our goal to have all deficiencies that we find repaired within thirty(30) days from the inspection completion. NWFS will not perform any repairs without proper approval from Owner. **Note:** While we strive for perfection, our technicians are only human and we cannot guarantee that all deficiencies will be found that may exist.

Inspection reports will be sent to the proper Authority Having Jurisdiction after NWFS either completes noted deficiencies or before 30 days has lapsed. If NWFS is in process of repairing deficiencies and the 30 day timeline is nearing, NWFS will contact the AHJ to communicate to them the current status of the system/s.

Reports and other Resonance

As a part of our agreement to perform annual testing at your site, Northwest Fire Systems will be providing testing and inspection reports to you for your records.

It is our understanding that many customers differ in the method by which they wish to receive correspondence from us and we try to accommodate by making available the options listed below. Please select the method by which you would prefer to receive your reports by initialing on the line next to your selection below:

Standard Mail (paper only) _____

Standard Mail (bound and tabbed booklet) _____

Online via secure FTP login _____

Electronic (PDF) reports by email _____

None: Reports left onsite at the time of
inspection will suffice. _____

Fire Sprinkler Scope of Work

Before each inspection and test, verify that the fire alarm control panel is put on test with the monitoring central station to keep the fire department from unnecessarily sending a unit and also disable all audible and visual devices until that part of test.

Annually make a thorough visual inspection of system components from ground level, where possible to include checking the riser and distribution piping for mechanical damage, loose bracing or hangers, leaks, etc.

The condition of the fire department connection will be checked, including couplings, caps, gaskets, identification signs and clappers.

Annually sprinkler heads will be checked for mechanical damage, leaks, corrosion, loading, obstruction, proper type for protected area, proper heat range for area protected, and any area protected, and any other factor, which may have an affect on effectiveness. NWFS will visually inspect a minimum of 10% of each system. If NWFS determines that a more thorough inspection should be performed the Customer will be informed and that inspection will be quoted and scheduled separately from this contract.

Annually all Water and Air gauges will be checked for damage and to insure that proper pressures are held. Gauges are to be recalibrated or replaced every five(5) years. This will also be verified and noted. If they are due for this 5 year service, that will be quoted and scheduled separately from this contract.

Annually the position of all control valves will be checked. All control valves will be operated to ensure reliable condition.

Annually a flow test will be performed on all wet systems, when possible and static and residual pressure will be properly recorded.

Annually a dry trip will be performed on all dry systems. Every third year, each dry system requires a full wet trip and this will be performed at an additional fee based on our preferred hourly rate on a time and materials basis and will vary based on time of flow, resetting the valve and re-charging air into system/s unless otherwise priced within this agreement.

Annually air pressure shall be checked for proper setting. The air compressor (if applicable) shall be tested for proper operation, condition, and automatic sequencing. The oil level and belt condition shall also be checked. Condensate shall be drained from the air reservoir.

Annually all low point drain valves shall be opened temporarily to ensure clear piping and air delivery. NWFS recommends that you perform this again in the late fall before the freeze, commonly referred to as a winterization service. If winterization is included in the Scope of Work of this agreement it will be noted in the Equipment To Be Tested section. Up to three(3) low points will be drained as part of this scope. If more than three (3) low points exist this will be performed at an additional fee based on our preferred hourly rate on a time and materials basis unless otherwise priced within this agreement.

If Standpipes are included in the List of Materials, all hose valves shall be operated annually for Class I or III Standpipes and every three(3) years for Class II Standpipes. Class II Standpipe inspection and test will be performed at an additional fee based on our preferred hourly rate on a time and materials basis and will vary based on the size of the standpipe. NWFS will note due date of next 5 year service and quote that separate from this contract.

Annually all alarms shall be tested to verify proper operation, including the water motor gong, electric pressure switch alarms, and low air pressure alarms.

NFPA 25 Version 2002 requires that ALL ALARM DEVICES on the fire sprinkler systems will be tested on a quarterly basis. In the year 2005 the State of Washington adopted this edition of NFPA into State Law. Your local Authority Having Jurisdiction however, may not require any reports with exception of the annual forms. Please note the check boxes below to determine whether NWFS will be testing these on a quarterly basis following State Law or if NWFS will only be performing an annual test and the Owner is taking responsibility for the three remaining quarterly tests.

NFPA 25 requires that the Owner has a plan in effect to manage corrosion of the sprinkler system/s. NWFS takes this very seriously and recommends as part of the Owner's plan to perform two water tests to find the iron content of the water and to determine if the system has signs of Microbiologically Induced Corrosion (M.I.C.) or not. If these water sample tests are included in the Scope of Work of this contract sample test results will be included in NWFS's annual report to the Owner. Please note the check boxes below to determine whether this is part of the Scope of Work of this contract or not.

Please note: Not all Inspection and Testing contracts are created equal!

Washington State Administrative Code (51-54-003) adopts the 2009 addition of the International Fire Code (IFC). The 2009 IFC (901.6.1) adopts NFPA 25 as the standard for testing and inspection of water-based fire protection systems. NFPA 25 standards suggest testing and inspections at frequencies that may differ from your local fire Authority. Please be sure to consult with your account representative about these differences, any special requirements you may have at your facility and that the appropriate box is checked below:

☐ This Proposal's Scope of Work **shall be completed** to meet the requirements found in NFPA 25 version 2002 as required by the state of Washington and the entire schedule of services on NFPA Table 5.1 will be completed.

☐ This Proposal's Scope of Work **shall be completed** to meet **MOST** of the requirements found in NFPA 25 version 2002 including quarterly testing and inspections of appropriate equipment as listed in Table 5.1, however, the remainder of inspections will be performed by building staff.

☒ This Proposal's Scope of Work **shall be completed** to meet **only the annual testing and inspection requirements** found in NFPA 25 version 2002. All other testing is understood as being the responsibility of the building owner and **will not** be performed as a part of this agreement.

Private Fire Hydrant Scope of Work

All hydrants, mainline strainers and exposed piping shall be thoroughly inspected according to NFPA 25 requirements. All valves shall be in the following condition: (1) In the normal open or closed position, (2) Properly sealed, locked or supervised, (3) Accessible, (4) Provided with appropriate wrenches, (5) Free from external leaks and (6) Provided with appropriate identification.

All hydrants and Monitor Nozzles are to be flow tested to include being operated through it's full range and returned to it's normal position.

Backflow Preventers Scope of Work

Annually NWFS will inspect and test all *noted* Backflow Preventers listed in the Equipment to be Tested found in this Scope of Work.

Identify proper device by checking make, model, size and serial number.

Inspect the assembly for the required components for the field test procedure, i.e. upstream and downstream shutoff valves and properly located test cocks.

Observe area around the assembly for telltale signs of leakage. This should supply the tester with additional information regarding the condition of the assembly before testing procedures begin.

Perform necessary tests and note results.

In the event that a backflow device initially fails, the testing technician will disassemble and clean the internal components to determine if the device is truly malfunctioning or if the failed test is a result of a natural phenomenon such as scale or sediment compromising the valve seats (only on units that are 2 1/2" and under).

If the assembly still fails, arrangements will be made for the proper servicing and retesting of the device so as to return it to full functionality. Note: If repair can be conducted on the spot with parts on hand, technician will do so. Client will be responsible for cost of parts and a retest fee will be assessed.

Fire Pump Scope of Work

Annually NWFS will test all fire pumps noted in the Equipment to be Tested area of this Scope of work.

If the pump/s are electric, NWFS will check the starting Amperage and the Running Amperage as the pump runs for a minimum of 10 minutes during the test.

If the pump/s are diesel, NWFS will check the fuel levels to verify that it is at least 2/3 full, the batteries are charged, check the oil and coolant levels, verify there is adequate Antifreeze protection, check the fuel filter for it's last service date and then run the pump for a minimum of 30 minutes during the test.

NWFS will verify that the pump controller is in service and if so record it's voltage.

NWFS will verify that the Jockey Pump is in service.

NWFS will confirm that the pump itself is in service and that it starts from a pressure drop and we will record the cut-in and cut-out pressure.

A 300 GPM flow is to be conducted at the furthest point from pump and records will be taken for static pressure, suction pressure, discharge pressure, hose size and length, GPM, Churn suction and Churn discharge suction.

NWFS will test any Jockey pumps included in the fire pump set up.

The shaft seals will be inspected to verify they are dripping water properly.

The pressure relief valve will be checked for proper operation and the suction screens will be inspected and cleared.

NWFS will confirm that the pump/s are connected and alarming the fire alarm control panel properly and that the proper maintenance records are being kept.

During this test, NWFS will simulate power failure during peak flow to confirm that emergency/alternate power is available and functioning properly.

Fire Extinguishers Scope of Work

- Verify that they are located in their designated location, are secured properly and are the proper type.
- Verify that they are not obstructed with respect to access or visibility.
- Examine each unit for obvious physical damage, corrosion, leakage or clogged nozzles.
- Verify that the operating instructions are on the nameplate facing out on each unit.
- Verify that each unit's seals and tamper indicators are not broken or missing.
- Verify that each unit's pressure gauge readings or indicators are in the operable ranges.
- Verify that each unit's manufacture date or last maintenance date to determine if it needs to be further serviced.

If any additional service is needed, a NWFS inspector technician can perform most services same day on site. Some services will require extinguishers to be taken off site for around a week. NWFS may recommend replacement of extinguishers needing any off-site service and/or repairs.

Fire Alarm Scope of Work

Before each inspection and test, verify that the fire alarm control panel is put on test with the monitoring central station to keep the fire department from unnecessarily sending a unit and also disable all audible and visual devices until that part of test.

Annually the control panel (FACP) shall be functionally tested for proper operation, and cleaned out with canned air and the fronts wiped with a soft cloth.

Annually the back up power supply to the panel shall be tested and the panel tested for automatic switch over and trouble signaling. This is a 30 minute load test and all batteries will be tested at this time as well. Batteries are to be replaced every five(5) years or sooner if dead or if manufacture recommends.

If a generator is present, unless otherwise noted elsewhere in the Scope of Work of this contract, NWFS is not responsible for running, testing, etc. of generators. It is the Owner's responsibility to coordinate their generator service provider to be on site to perform that test.

Annually each remote annunciator panel will be functionally tested for proper operation and cleaned with a soft cloth.

Annually each initiating device is required to be tested and cleaned with canned air and a soft cloth when dirty. NWFS takes this portion of the test very serious and tests 100% of all known devices. If the Site is considered to be a high-rise, the initiating devices will be split into four quarterly inspections, thus completing the 100% test in 25% increments. Initiating devices to be tested include the following when and where present:

Smoke Detectors, Duct Smoke Detectors, Heat Detectors (Only Restorable Types), Beam Detectors and Manual Pull Stations.

Annually each auxiliary device shall be tested. If the Site is considered to be a high-rise, all of these functions will be tested during the "Sequence Test." Please see the "Equipment To Be Tested" section of the proposal to determine whether this is part of the Scope of Work of this Contract. Auxiliary devices include the following when and where present:

Fire Smoke Dampers, HVAC Controls, Elevator Recall, Fire Fighter Phone Jacks, Magnetic Door Holders and Fire Doors (NWFS is not responsible for resetting non-keyed fire doors)

In some instances, there are additional functions that are tied to the fire alarm system that need to be tested, such as security or cameras, shaft pressurization testing, smoke control testing, very early detection apparatus(VESDA) testing, etc. Please see the "Equipment To Be Tested" section of the proposal to determine whether this is part of the Scope of Work of this Contract.

All audible and visual alarm indicators shall be tested and verified for proper operation and placement.

24/7 Fire Alarm/Burglary/Elevator Monitoring Service Scope of Work

Monitoring services on chosen equipment will be performed according to state law through an approved central station and includes daily communication tests, immediate notification of our staff (or the customer) of all supervisory and trouble signals and immediate dispatch of emergency fire/police personnel for all alarms.

☐ This Proposal's Scope of Work **shall include** monitoring.

☒ This Proposal's Scope of Work **DOES NOT** include monitoring

***Please Note: Monitoring Services provided for buildings located within Seattle city limits are subject to fees according to Seattle City Code. Please consult with your account manager to discuss whether this fee is included in this agreement or billed separately.**

Kitchen Hood Suppression System Scope of Work (NFPA 17)

Semi-annually verify that the system is connected to the building fire alarm system and before each inspection and test, verify that the fire alarm control panel is put on test with the monitoring central station to keep the fire department from unnecessarily sending a unit and also disable all audible and visual devices until that part of test. NFPA requires a Semi-Annual test of all the following items:

Verify that the hood system alarm communicated to the fire alarm control panel and to the Central Station.

Verify that the hood system and the appliances that it protects have not been modified from it's approved design.

Visually inspect the hood system checking all components are properly connected, seals are good, fusible links in place and cable is tight, fuel shut off is on, pull release station is unobstructed, check gauges, etc.

All fusible links and missing caps are to be replaced and it is included in the price of the Scope.

Special Hazard Gas Systems Scope of Work (NFPA 2001)

Request that owner provide "as built" drawings, operations and maintenance manuals, and sequence of operation details as needed.

Semi-annually verify that the system is connected to the building fire alarm system and before each inspection and test, verify that the fire alarm control panel is put on test with the monitoring central station to keep the fire department from unnecessarily sending a unit and also disable all audible and visual devices until that part of test. NFPA requires a Semi-Annual test of all the following items:

Make a thorough visual inspection of the piping system and discharge nozzle connections to insure they are secure to all brackets, hangers and discharge manifold connections. Inspect nozzles to ensure that the orifices are clear and unobstructed. Check for proper position and alignment with hazard area.

All control panels shall be functionally tested for proper operation, including circuitry trouble signaling, alarm signaling and remote signaling. Test control panel for ground fault detection. Test control panel to ensure alarm initiation overrides trouble conditions. The back up power supply to the panel shall be tested and the panel tested for automatic switch over and trouble signaling.

All electrically, mechanically and manually operated releases, both local and remote, shall be functionally tested for proper operation. Manual releases shall be checked to insure they are visible and properly identified. All detection devices shall be tested for proper operation. The pre-discharge alarms and timers shall be tested for proper operation. The discharge alarms and releasing circuits shall be functionally tested for proper operation.

All audible and visual alarm indicators shall be tested for proper operation. Remote annunciators (if applicable) shall be tested for proper signaling and zone identification.

All auxiliary contact operated devices, such as door hold-ers, equipment shut down, and smoke exhaust systems shall be tested and operation verified.

Inspect cylinders, cylinder straps and outlet fittings connected to the discharge manifold for tightness and secure bracing. Agent cylinders shall be checked for proper quantity of agent as well as storage pressure. The date of the last hydrostatic test of agent cylinders shall be recorded.

Terms & Conditions

T&C's per DES Contract #27323 found here: <https://apps.des.wa.gov/contracting/27323%20Exhibit%20D%20-%20Contract%20NW%20Fire%20-%20signed.pdf>

INSPECTION AND TESTING AGREEMENT
FOR
DES 27323 - WTA Magnolia

Site and Contact Information

Job Location (hereinafter called "Site")	DES 27323 - WTA Magnolia	Owner/Property Management Company (hereinafter called "Owner")	WTA
Address:	205 E Magnolia Bellingham WA 98226	Address:	4011 Bakerview Spur Bellingham WA 98226
Contact Name:	Cindy Campen	Contact Name:	Cindy Campen
Phone:	360-788-9361	Phone:	360-788-9361
Email:	cindyc@ridewta.com	Email:	cindyc@ridewta.com
Scheduling Contact:	Name: Cindy Campen Email: cindyc@ridewta.com	Phone:	360-788-9361

Is a PO# Required for payment? _____

On this **September 14, 2026** WTA, hereinafter called Customer and Northwest Fire Systems hereinafter called Contractor, enter into an agreement for inspection/test of equipment and/or system located at above stated Site. All pricing is valid for 90 days from the date above.

Other Site Information

Lock Box: Location _____ Code: _____

Will our techs need badging, keys, or escorts while on-site? _____

Normal Working hours: _____ Days of the week: _____

Preferred Day / Time of the month for Annual Testing? _____ / _____
(i.e. 1st of month, Middle of Month, End of Month) AM PM

Are there specific hours or restrictions on when audibles are triggered? _____

Is there a passcode to put the Fire Alarm in ByPass / test mode? _____

Are there special requirements for Certificate of Insurance (COI)? _____

Your Team

Service Sales: Kevin Hays

Your account manager will help you with all questions, concerns, verifications and clearances regarding the initial plan for delivery of the scope of work and the pricing thereof.

Phone: 206.786.7307 Email: khays@nwfiresystems.com

Service Coordinator : Nicole Pixlee

Your service coordinator assists in the coordination, scheduling and invoicing of all scheduled site visits. She can be reached at our general office line anytime during business hours for questions or comments.

Phone: (206) 772-7502 Email: npixlee@nwfiresystems.com

Service Manager: Clark Potter

Your service manager is available to ensure all aspects of the project are being handled by the staff according to your wishes and Northwest Fire Systems policy. He will be available to answer your questions at any time.

Phone: (206) 772-7502 Email: cpotter@nwfiresystems.com

Agreement Term and Cost

Renewal and Payment terms fall under DES #27323 terms and conditions

Agreement Term Dates:

9/14/2026

through

9/14/2027

Owner shall pay Contractor net thirty (30) days of receiving their invoice. *A \$250.00 job cancellation fee will apply if you cancel within 48 hrs. of the inspection Appointment.

Pricing:

(As a part of our requirements as a licensed contractor, submittal of reports showing the results of the testing and inspections being performed must be submitted by us to the appropriate authority having jurisdiction [see General Specifications below] Some jurisdictions use a third party service for report submittal which includes fees. These fees can be difficult to forecast therefore they are NOT included in the pricing below and will be added to the total when the work is invoiced.)

Annual Fire Sprinkler	\$456
Quarterly/Semi-Annual Fire Sprinkler Test	\$0
Annual Backflow Preventer	\$182
Fire Pump	\$0
Standpipe	\$0
Private Hydrant	\$0
Fire Alarm	\$615
Fire Monitoring	
Elevator/Stairwell Shaft Pressurization	\$0
\$7 Per Annual Fire Extinguishers	\$0
Semi-Annual Kitchen Hood Test	\$0
Semi-Annual Kitchen Hood Cleaning	\$0
Semi-Annual Clean Agent Suppression System	\$0
AHJ Reporting Fee	\$80
Other	\$0

**TOTAL ANNUAL PLANNED MAINTENANCE
AMOUNT**

\$1,333

*New monitoring accounts will be subject to a one-time fee assessed at the time of new account set-up. This fee will be billed along with the first-year's invoice.
*If the site is located within Seattle city limits, an annual fee will be assessed in accordance with Seattle city code based on the size of building and # of accounts.

DES Service Labor Rates

An additional component of our Planned Maintenance Agreement you will receive additional service at a DES rate. These rates will be provided upon customer's request each new year. For your reference, the current preferred service labor rates (2024) are as follows:

Normal Business Hours:

Monday – Friday 7am - 4:00pm = \$135 Fire/\$180 Sprinkler per hour, \$95 Truck Charge, and a 2 hour minimum service.

Overtime Hours:

Monday – Friday 4:00pm – 7am and Saturday 7am – 4:00pm = \$185 Fire/ \$245 Sprinkler per hour, \$95 Truck Charge, and a 2

Double Time Hours:

Saturday 4:00pm – 7am any time on Sunday and All Northwest Fire Systems Published Holidays = \$225 Fire/\$300 Sprinkler per hour, \$95 Truck Charge, and a 2 hour minimum service.

If you find this Agreement, along with the terms and conditions attached, acceptable and you are authorized to sign, please complete the below section, retain a copy for your files and return one original signed agreement to our office. We will contact you regarding scheduling for the site upon receipt of executed agreement.

NORTHWEST FIRE SYSTEMS, LLC.

22645 83rd Ave. S Bldg. D
Kent, WA 98032
Phone: (206) 772-7502
Fax: (206) 772-7504
Mobile phone: 206.786.7307
Email: khays@nwfiresystems.com

Accepted By:

Company: _____
Address: _____
Phone: _____
Fax: _____
Email: _____

Signature: *Kevin Hays*

Signature: _____

By: Kevin Hays
Title: Service Sales
Date: September 14, 2026

By: _____
Title: _____
Date: _____

List of Equipment to be tested and/or inspected per the Scope of Work found below

QTY	FIRE SPRINKLER EQUIPMENT	MONTH DUE	QTY	MONITORING	MONTH DUE
1	ANNUAL WET SPRINKLER SYSTEM			DIAL-TONE (U-DACT) FIRE ALARM MONITORING	
	ANNUAL DRY SPRINKLER SYSTEM			AES RADIO FIRE ALARM MONITORING	
	OLDER DRY SYSTEMS			BURGLAR ALARM MONITORING	
	DRY SPRINKLER SYST. WINTERIZATION			ELEVATOR MONITORING	
	PRE-ACTION SPRINKLER SYSTEM			EMERGENCY PHONE MONITORING	
	DELUGE SPRINKLER SYSTEM			MEDICAL RESPONSE (PERS)	
	ANNUAL SECTIONAL CONTROL VALVE			PANIC BUTTON	
	ANNUAL TAMPER SWITCH		QTY	SHAFT PRESSURIZATION	MONTH DUE
	ANNUAL FLOW SWITCH			ELEVATOR SHAFT PRESSURIZATION	
	ANTIFREEZE SPRINKLER LOOP			STAIRWELL SHAFT PRESSURIZATION	
QTY	QRTL/SEMI-ANNUAL FIRE SPRINKLER	MONTH DUE		NUMBER OF FLOORS IN BUILDING	
	QUARTERLY WET SPRINKLER SYSTEM		QTY	BACKFLOW PREVENTER	MONTH DUE
	SEMI-ANNUAL WET SPRINKLER SYS				
	QUARTERLY DRY SPRINKLER SYSTEM		2	FIRE SYSTEM BACKFLOWS	
	SEMI-ANNUAL DRY SPRINKLER SYS			DOMESTIC (PREMISE ISO) BKFLWS	
	QUARTERLY PRE-ACTION SPKR SYS			IRRIGATION BACKFLOWS	
	SEMI-ANNUAL PRE-ACTION SPKR			OTHER BACKFLOWS	
	QUARTERLY DELUGE SPRINKLER SYS		QTY	KITCHEN HOOD EQUIPMENT	MONTH DUE
	SEMI-ANNUAL DELUGE SPKR SYSTEM			KITCHEN HOOD SEMI-ANNUAL TEST	
	QUARTERLY SECTIONAL CTRL VALVE			KITCHEN HOOD SEMI-ANNUAL TEST (LARGE HOOD)	
	SEMI-ANNUAL SECTIONAL CTRL VALVE		QTY	FIRE PUMP	MONTH DUE
	QUARTERLY TAMPER SWITCH				
	SEMI-ANNUAL TAMPER SWITCH			ANNUAL FIRE PUMP	
	QUARTERLY FLOW SWITCH			ANNUAL TEST HEADER	
	SEMI-ANNUAL FLOW SWITCH			ANNUAL TEST HEADER ON ROOF	
QTY	FIRE ALARM EQUIPMENT	MONTH DUE		ANNUAL TEST LOOP	
1	FIRE ALARM CONTROL PANELS		QTY	SPECIAL HAZARDS GAS SYSTEMS EQUIPMENT	MONTH DUE
	AMPLIFIER PANELS				
	POWER BOOSTERS			SUPPRESSION SYSTEM PANEL	
	REMOTE LED ANNUNCIATORS			SUPPRESSION SYSTEM SMOKE DETECTOR	
	REMOTE GRAPHIC PANEL			SUPPRESSION SYS SMOKE (ABOVE CEILING)	
	REMOTE FAN CONTROL PANEL			SUPPRESSION SYS SMOKE (UNDERFLOOR)	
	PC WORKSTATION			SUPPRESSION SYSTEM AV	
	PRINTER			SUPPRESSION SYSTEM PULL STATION	
	PRE-ACTION RELEASING PANEL			SUPPRESSION SYSTEM ABORT SWITCH	
	VESDA CONTROL PANELS		QTY	EMERGENCY GENERATORS	MONTH DUE
	BATTERIES				
17	SMOKE DETECTORS			AUTOMATIC TRANSFER SWITCH	
	ABOVE CEILING OR UNDERFLOOR SMOKE DET			CONTROLLER PANEL	
8	HEAT DETECTORS			FUEL TANK	
	BEAM DETECTORS			ANNUAL SEQUENCE TEST	
	DUCT DETECTORS			ANNUAL LOAD BANK TEST	
	FIRE/SMOKE DAMPERS			ANNUAL SERVICE	
	MECHANICAL DAMPERS		QTY	STANDPIPE	MONTH DUE
7	PULL STATIONS				
	VESDA END OF LINE			COMBO STANDPIPE	
	AUTO DOOR RELEASE			DRY STANDPIPE	
	AUTO DOOR UNLOCK			WET STANDPIPE	
	FIRE FIGHTER PHONES AND/OR JACKS		QTY	PRIVATE HYDRANT	MONTH DUE
	VISUAL NOTIFICATION DEVICE				
	AUDIBLE NOTIFICATION DEVICE			ANNUAL PRIVATE HYDRANT	
17	AUDIBLE/VISUAL NOTIFICATION DEVICE		QTY	OTHER	MONTH DUE
1	ELEVATOR RECALL				
	EMERGENCY LIGHTS			<WRITE IN EQUIPMENT OR TEST/INSP>	
	FIRE DOOR			<WRITE IN EQUIPMENT OR TEST/INSP>	
QTY	FIRE EXTINGUISHER EQUIPMENT	MONTH DUE		<WRITE IN EQUIPMENT OR TEST/INSP>	
				<WRITE IN EQUIPMENT OR TEST/INSP>	
	ANNUAL FIRE EXTINGUISHER INSPECT			<WRITE IN EQUIPMENT OR TEST/INSP>	
	OTHER			<WRITE IN EQUIPMENT OR TEST/INSP>	

ADDITIONAL INFORMATION:

General Specifications

All inspections and tests shall be performed by properly trained, licensed/certified and experienced fire protection technicians. Each of our Inspector Technicians goes through proper training and testing procedures to ensure that they are capable of servicing the Customer's Sites according to both NFPA and the local Authority Having Jurisdiction's requirements. We require all of our fire sprinkler Inspectors to hold a NICET II in water based systems as well as the State of Washington's required Inspector Testing Technician or ITT Card (this is a new code as of January 2009). In addition to the ITT Card, they must hold at minimum the Seattle License/s for the applicable inspection and test and we encourage them to have as much training as possible. These licenses include but are not limited to the FA-1 for fire alarm, the SC-1 for smoke control and shaft pressurization, the AS-1 for fire sprinklers in any building, the FP-1 for fire pumps, the STP-1 for standpipes, the E-3 for Halon/Clean Agent suppression systems, the E-4 for kitchen hood systems and the FEX-1 for fire extinguishers.

All inspections and tests shall be performed in accordance with the NFPA and the Site's Authority Having Jurisdiction unless stated otherwise below in the additional Scope of Work. *Please verify with your insurance company as well as to what they will require. This may differ slightly from the requirements of the AHJ.*

All inspections and tests shall occur during normal business hours (Monday - Friday 7am - 4:30pm) unless stated otherwise below in the additional Scope of work.

Pricing this agreement is based on the actual number of devices to be tested as set forth in the Scope of Work and noted in the Equipment To Be Tested. If the actual number of devices found on site is different than the number set forth in the Scope of Work, the price will be adjusted accordingly.

Northwest Fire Systems assumes that we will be provided with free and unincumbered access to the site in it's entirety and that maintenance staff has a general knowledge of the facility and location of all necessary building systems and devices.

Any parts needed and/or repairs that are found during the tests and routine maintenance will be quoted and billed for separately unless stated otherwise in the additional Scope of Work below. If approval is given by the proper individual, some repairs can be done while on site. See the preferred service rates above.

Each day of inspections, a NWFS inspector technician will check in with the Site representative before starting the inspection. The inspector technician will briefly go over the scope of work and make sure that the building and it's occupants are prepared for the inspection and test to occur. If the inspections and tests are scheduled for multiple days the inspector technician will share with the Site representative his/her plans as to where they will be starting and what they will be ending. Upon completion of each day, the inspector technician will also check out with the Site representative, to go over test results and findings, return any keys and/or Site equipment, and check out for the day.

During all inspections and tests, our inspector technicians will wipe down and generally clean any equipment inspected and/or tested.

All systems tested shall be properly tagged, at the conclusion of each inspection, with approved tags noting the date and technician performing the inspection.

It is assumed that parking will be provided by the customer for up to two (2) trucks for the entire duration of the testing and inspection procedure.

Provisions for scaffolding or lifts necessary to test devices at heights exceeding 20 ft have been excluded.

Inspection reports shall be filled out and shall indicate the condition of the system, at the time of the inspection and shall include all pertinent test data. Additionally, at the conclusion of the inspection, a computer generated report will be mailed with the invoice and another to the manager and/or engineer of the site. Along with the inspection report you will be supplied with a detailed description of any deficiencies found during your inspection and a proposal with a plan and price to restore your fire equipment to optimal condition.

The deficiencies noted during our tests and inspections will be derived from data compiled by a state certified technician. This technician may note items that would pertain to the codes used for design and installation of fire equipment. Although some design and/or installation discrepancies may be noted, this contract in no way implies that a complete evaluation of the design and/or installation has been made and NWFS will not be responsible for design and/or installation flaws, failures or any damages caused by such.

It is our goal to have all deficiencies that we find repaired within thirty(30) days from the inspection completion. NWFS will not perform any repairs without proper approval from Owner. **Note:** While we strive for perfection, our technicians are only human and we cannot guarantee that all deficiencies will be found that may exist.

Inspection reports will be sent to the proper Authority Having Jurisdiction after NWFS either completes noted deficiencies or before 30 days has lapsed. If NWFS is in process of repairing deficiencies and the 30 day timeline is nearing, NWFS will contact the AHJ to communicate to them the current status of the system/s.

Reports and other Resonance

As a part of our agreement to perform annual testing at your site, Northwest Fire Systems will be providing testing and inspection reports to you for your records.

It is our understanding that many customers differ in the method by which they wish to receive correspondence from us and we try to accommodate by making available the options listed below. Please select the method by which you would prefer to receive your reports by initialing on the line next to your selection below:

Standard Mail (paper only) _____

Standard Mail (bound and tabbed booklet) _____

Online via secure FTP login _____

Electronic (PDF) reports by email _____

None: Reports left onsite at the time of
inspection will suffice. _____

Fire Sprinkler Scope of Work

Before each inspection and test, verify that the fire alarm control panel is put on test with the monitoring central station to keep the fire department from unnecessarily sending a unit and also disable all audible and visual devices until that part of test.

Annually make a thorough visual inspection of system components from ground level, where possible to include checking the riser and distribution piping for mechanical damage, loose bracing or hangers, leaks, etc.

The condition of the fire department connection will be checked, including couplings, caps, gaskets, identification signs and clappers.

Annually sprinkler heads will be checked for mechanical damage, leaks, corrosion, loading, obstruction, proper type for protected area, proper heat range for area protected, and any area protected, and any other factor, which may have an affect on effectiveness. NWFS will visually inspect a minimum of 10% of each system. If NWFS determines that a more thorough inspection should be performed the Customer will be informed and that inspection will be quoted and scheduled separately from this contract.

Annually all Water and Air gauges will be checked for damage and to insure that proper pressures are held. Gauges are to be recalibrated or replaced every five(5) years. This will also be verified and noted. If they are due for this 5 year service, that will be quoted and scheduled separately from this contract.

Annually the position of all control valves will be checked. All control valves will be operated to ensure reliable condition.

Annually a flow test will be performed on all wet systems, when possible and static and residual pressure will be properly recorded.

Annually a dry trip will be performed on all dry systems. Every third year, each dry system requires a full wet trip and this will be performed at an additional fee based on our preferred hourly rate on a time and materials basis and will vary based on time of flow, resetting the valve and re-charging air into system/s unless otherwise priced within this agreement.

Annually air pressure shall be checked for proper setting. The air compressor (if applicable) shall be tested for proper operation, condition, and automatic sequencing. The oil level and belt condition shall also be checked. Condensate shall be drained from the air reservoir.

Annually all low point drain valves shall be opened temporarily to ensure clear piping and air delivery. NWFS recommends that you perform this again in the late fall before the freeze, commonly referred to as a winterization service. If winterization is included in the Scope of Work of this agreement it will be noted in the Equipment To Be Tested section. Up to three(3) low points will be drained as part of this scope. If more than three (3) low points exist this will be performed at an additional fee based on our preferred hourly rate on a time and materials basis unless otherwise priced within this agreement.

If Standpipes are included in the List of Materials, all hose valves shall be operated annually for Class I or III Standpipes and every three(3) years for Class II Standpipes. Class II Standpipe inspection and test will be performed at an additional fee based on our preferred hourly rate on a time and materials basis and will vary based on the size of the standpipe. NWFS will note due date of next 5 year service and quote that separate from this contract.

Annually all alarms shall be tested to verify proper operation, including the water motor gong, electric pressure switch alarms, and low air pressure alarms.

NFPA 25 Version 2002 requires that ALL ALARM DEVICES on the fire sprinkler systems will be tested on a quarterly basis. In the year 2005 the State of Washington adopted this edition of NFPA into State Law. Your local Authority Having Jurisdiction however, may not require any reports with exception of the annual forms. Please note the check boxes below to determine whether NWFS will be testing these on a quarterly basis following State Law or if NWFS will only be performing an annual test and the Owner is taking responsibility for the three remaining quarterly tests.

NFPA 25 requires that the Owner has a plan in effect to manage corrosion of the sprinkler system/s. NWFS takes this very seriously and recommends as part of the Owner's plan to perform two water tests to find the iron content of the water and to determine if the system has signs of Microbiologically Induced Corrosion (M.I.C.) or not. If these water sample tests are included in the Scope of Work of this contract sample test results will be included in NWFS's annual report to the Owner. Please note the check boxes below to determine whether this is part of the Scope of Work of this contract or not.

Please note: Not all Inspection and Testing contracts are created equal!

Washington State Administrative Code (51-54-003) adopts the 2009 addition of the International Fire Code (IFC). The 2009 IFC (901.6.1) adopts NFPA 25 as the standard for testing and inspection of water-based fire protection systems. NFPA 25 standards suggest testing and inspections at frequencies that may differ from your local fire Authority. Please be sure to consult with your account representative about these differences, any special requirements you may have at your facility and that the appropriate box is checked below:

☐ This Proposal's Scope of Work **shall be completed** to meet the requirements found in NFPA 25 version 2002 as required by the state of Washington and the entire schedule of services on NFPA Table 5.1 will be completed.

☐ This Proposal's Scope of Work **shall be completed** to meet **MOST** of the requirements found in NFPA 25 version 2002 including quarterly testing and inspections of appropriate equipment as listed in Table 5.1, however, the remainder of inspections will be performed by building staff.

☒ This Proposal's Scope of Work **shall be completed** to meet **only the annual** testing and inspection requirements found in NFPA 25 version 2002. All other testing is understood as being the responsibility of the building owner and **will not** be performed as a part of this agreement.

Private Fire Hydrant Scope of Work

All hydrants, mainline strainers and exposed piping shall be thoroughly inspected according to NFPA 25 requirements. All valves shall be in the following condition: (1) In the normal open or closed position, (2) Properly sealed, locked or supervised, (3) Accessible, (4) Provided with appropriate wrenches, (5) Free from external leaks and (6) Provided with appropriate identification.

All hydrants and Monitor Nozzles are to be flow tested to include being operated through it's full range and returned to it's normal position.

Backflow Preventers Scope of Work

Annually NWFS will inspect and test all *noted* Backflow Preventers listed in the Equipment to be Tested found in this Scope of Work.

Identify proper device by checking make, model, size and serial number.

Inspect the assembly for the required components for the field test procedure, i.e. upstream and downstream shutoff valves and properly located test cocks.

Observe area around the assembly for telltale signs of leakage. This should supply the tester with additional information regarding the condition of the assembly before testing procedures begin.

Perform necessary tests and note results.

In the event that a backflow device initially fails, the testing technician will disassemble and clean the internal components to determine if the device is truly malfunctioning or if the failed test is a result of a natural phenomenon such as scale or sediment compromising the valve seats (only on units that are 2 1/2" and under).

If the assembly still fails, arrangements will be made for the proper servicing and retesting of the device so as to return it to full functionality. Note: If repair can be conducted on the spot with parts on hand, technician will do so. Client will be responsible for cost of parts and a retest fee will be assessed.

Fire Pump Scope of Work

Annually NWFS will test all fire pumps noted in the Equipment to be Tested area of this Scope of work.

If the pump/s are electric, NWFS will check the starting Amperage and the Running Amperage as the pump runs for a minimum of 10 minutes during the test.

If the pump/s are diesel, NWFS will check the fuel levels to verify that it is at least 2/3 full, the batteries are charged, check the oil and coolant levels, verify there is adequate Antifreeze protection, check the fuel filter for it's last service date and then run the pump for a minimum of 30 minutes during the test.

NWFS will verify that the pump controller is in service and if so record it's voltage.

NWFS will verify that the Jockey Pump is in service.

NWFS will confirm that the pump itself is in service and that it starts from a pressure drop and we will record the cut-in and cut-out pressure.

A 300 GPM flow is to be conducted at the furthest point from pump and records will be taken for static pressure, suction pressure, discharge pressure, hose size and length, GPM, Churn suction and Churn discharge suction.

NWFS will test any Jockey pumps included in the fire pump set up.

The shaft seals will be inspected to verify they are dripping water properly.

The pressure relief valve will be checked for proper operation and the suction screens will be inspected and cleared.

NWFS will confirm that the pump/s are connected and alarming the fire alarm control panel properly and that the proper maintenance records are being kept.

During this test, NWFS will simulate power failure during peak flow to confirm that emergency/alternate power is available and functioning properly.

Fire Extinguishers Scope of Work

- Verify that they are located in their designated location, are secured properly and are the proper type.
- Verify that they are not obstructed with respect to access or visibility.
- Examine each unit for obvious physical damage, corrosion, leakage or clogged nozzles.
- Verify that the operating instructions are on the nameplate facing out on each unit .
- Verify that each unit's seals and tamper indicators are not broken or missing.
- Verify that each unit's pressure gauge readings or indicators are in the operable ranges.
- Verify that each unit's manufacture date or last maintenance date to determine if it needs to be further serviced.

If any additional service is needed, a NWFS inspector technician can perform most services same day on site. Some services will require extinguishers to be taken off site for around a week. NWFS may recommend replacement of extinguishers needing any off-site service and/or repairs.

Fire Alarm Scope of Work

Before each inspection and test, verify that the fire alarm control panel is put on test with the monitoring central station to keep the fire department from unnecessarily sending a unit and also disable all audible and visual devices until that part of test.

Annually the control panel (FACP) shall be functionally tested for proper operation, and cleaned out with canned air and the fronts wiped with a soft cloth.

Annually the back up power supply to the panel shall be tested and the panel tested for automatic switch over and trouble signaling. This is a 30 minute load test and all batteries will be tested at this time as well. Batteries are to be replaced every five(5) years or sooner if dead or if manufacture recommends.

If a generator is present, unless otherwise noted elsewhere in the Scope of Work of this contract, NWFS is not responsible for running, testing, etc. of generators. It is the Owner's responsibility to coordinate their generator service provider to be on site to perform that test.

Annually each remote annunciator panel will be functionally tested for proper operation and cleaned with a soft cloth.

Annually each initiating device is required to be tested and cleaned with canned air and a soft cloth when dirty. NWFS takes this portion of the test very serious and tests 100% of all known devices. If the Site is considered to be a high-rise, the initiating devices will be split into four quarterly inspections, thus completing the 100% test in 25% increments. Initiating devices to be tested include the following when and where present:

Smoke Detectors, Duct Smoke Detectors, Heat Detectors (Only Restorable Types), Beam Detectors and Manual Pull Stations.

Annually each auxiliary device shall be tested. If the Site is considered to be a high-rise, all of these functions will be tested during the "Sequence Test." Please see the "Equipment To Be Tested" section of the proposal to determine whether this is part of the Scope of Work of this Contract. Auxiliary devices include the following when and where present:

Fire Smoke Dampers, HVAC Controls, Elevator Recall, Fire Fighter Phone Jacks, Magnetic Door Holders and Fire Doors (NWFS is not responsible for resetting non-keyed fire doors)

In some instances, there are additional functions that are tied to the fire alarm system that need to be tested, such as security or cameras, shaft pressurization testing, smoke control testing, very early detection apparatus(VESDA) testing, etc. Please see the "Equipment To Be Tested" section of the proposal to determine whether this is part of the Scope of Work of this Contract.

All audible and visual alarm indicators shall be tested and verified for proper operation and placement.

24/7 Fire Alarm/Burglary/Elevator Monitoring Service Scope of Work

Monitoring services on chosen equipment will be performed according to state law through an approved central station and includes daily communication tests, immediate notification of our staff (or the customer) of all supervisory and trouble signals and immediate dispatch of emergency fire/police personnel for all alarms.

☐ This Proposal's Scope of Work **shall include** monitoring.

☒ This Proposal's Scope of Work **DOES NOT** include monitoring

***Please Note: Monitoring Services provided for buildings located within Seattle city limits are subject to fees according to Seattle City Code. Please consult with your account manager to discuss whether this fee is included in this agreement or billed separately.**

Kitchen Hood Suppression System Scope of Work (NFPA 17)

Semi-annually verify that the system is connected to the building fire alarm system and before each inspection and test, verify that the fire alarm control panel is put on test with the monitoring central station to keep the fire department from unnecessarily sending a unit and also disable all audible and visual devices until that part of test. NFPA requires a Semi-Annual test of all the following items:

Verify that the hood system alarm communicated to the fire alarm control panel and to the Central Station.

Verify that the hood system and the appliances that it protects have not been modified from it's approved design.

Visually inspect the hood system checking all components are properly connected, seals are good, fusible links in place and cable is tight, fuel shut off is on, pull release station is unobstructed, check gauges, etc.

All fusible links and missing caps are to be replaced and it is included in the price of the Scope.

Special Hazard Gas Systems Scope of Work (NFPA 2001)

Request that owner provide "as built" drawings, operations and maintenance manuals, and sequence of operation details as needed.

Semi-annually verify that the system is connected to the building fire alarm system and before each inspection and test, verify that the fire alarm control panel is put on test with the monitoring central station to keep the fire department from unnecessarily sending a unit and also disable all audible and visual devices until that part of test. NFPA requires a Semi-Annual test of all the following items:

Make a thorough visual inspection of the piping system and discharge nozzle connections to insure they are secure to all brackets, hangers and discharge manifold connections. Inspect nozzles to ensure that the orifices are clear and unobstructed. Check for proper position and alignment with hazard area.

All control panels shall be functionally tested for proper operation, including circuitry trouble signaling, alarm signaling and remote signaling. Test control panel for ground fault detection. Test control panel to ensure alarm initiation overrides trouble conditions. The back up power supply to the panel shall be tested and the panel tested for automatic switch over and trouble signaling.

All electrically, mechanically and manually operated releases, both local and remote, shall be functionally tested for proper operation. Manual releases shall be checked to insure they are visible and properly identified. All detection devices shall be tested for proper operation. The pre-discharge alarms and timers shall be tested for proper operation. The discharge alarms and releasing circuits shall be functionally tested for proper operation.

All audible and visual alarm indicators shall be tested for proper operation. Remote annunciators (if applicable) shall be tested for proper signaling and zone identification.

All auxiliary contact operated devices, such as door hold-ers, equipment shut down, and smoke exhaust systems shall be tested and operation verified.

Inspect cylinders, cylinder straps and outlet fittings connected to the discharge manifold for tightness and secure bracing. Agent cylinders shall be checked for proper quantity of agent as well as storage pressure. The date of the last hydrostatic test of agent cylinders shall be recorded.

Terms & Conditions

T&C's per DES Contract #27323 found here: <https://apps.des.wa.gov/contracting/27323%20Exhibit%20D%20-%20Contract%20NW%20Fire%20-%20signed.pdf>

INSPECTION AND TESTING AGREEMENT
FOR
DES 27323 - WTA Remote Bus Terminal

Site and Contact Information

Job Location (hereinafter called "Site")	DES 27323 - WTA Remote Bus Terminal	Owner/Property Management Company (hereinafter called "Owner")	WTA
Address:	4194 Cordata PKWY Bellingham WA 98226	Address:	4011 Bakerview Spur Bellingham WA 98226
Contact Name:	Cindy Campen	Contact Name:	Cindy Campen
Phone:	360-788-9361	Phone:	360-788-9361
Email:	cindyc@ridewta.com	Email:	cindyc@ridewta.com
Scheduling Contact:	Name: Cindy Campen Email: cindyc@ridewta.com	Phone:	360-788-9361

Is a PO# Required for payment? _____

On this **September 14, 2026** WTA, hereinafter called Customer and Northwest Fire Systems hereinafter called Contractor, enter into an agreement for inspection/test of equipment and/or system located at above stated Site. All pricing is valid for 90 days from the date above.

Other Site Information

Lock Box: Location _____ Code: _____

Will our techs need badging, keys, or escorts while on-site? _____

Normal Working hours: _____ Days of the week: _____

Preferred Day / Time of the month for Annual Testing? _____ /
(i.e. 1st of month, Middle of Month, End of Month) AM PM

Are there specific hours or restrictions on when audibles are triggered? _____

Is there a passcode to put the Fire Alarm in ByPass / test mode? _____

Are there special requirements for Certificate of Insurance (COI)? _____

Your Team

Service Sales: Kevin Hays

Your account manager will help you with all questions, concerns, verifications and clearances regarding the initial plan for delivery of the scope of work and the pricing thereof.

Phone: 206.786.7307 Email: khays@nwfiresystems.com

Service Coordinator : Nicole Pixlee

Your service coordinator assists in the coordination, scheduling and invoicing of all scheduled site visits. She can be reached at our general office line anytime during business hours for questions or comments.

Phone: (206) 772-7502 Email: npixlee@nwfiresystems.com

Service Manager: Clark Potter

Your service manager is available to ensure all aspects of the project are being handled by the staff according to your wishes and Northwest Fire Systems policy. He will be available to answer your questions at any time.

Phone: (206) 772-7502 Email: cpotter@nwfiresystems.com

Agreement Term and Cost

Renewal and Payment terms fall under DES #27323 terms and conditions

Agreement Term Dates:

9/14/2026

through

9/14/2027

Owner shall pay Contractor net thirty (30) days of receiving their invoice. ***A \$250.00 job cancellation fee will apply if you cancel within 48 hrs. of the inspection Appointment.**

Pricing:

(As a part of our requirements as a licensed contractor, submittal of reports showing the results of the testing and inspections being performed must be submitted by us to the appropriate authority having jurisdiction [see General Specifications below] Some jurisdictions use a third party service for report submittal which includes fees. These fees can be difficult to forecast therefore they are NOT included in the pricing below and will be added to the total when the work is invoiced.)

Annual Fire Sprinkler	\$0
Quarterly/Semi-Annual Fire Sprinkler Test	\$0
Annual Backflow Preventer	\$0
Fire Pump	\$0
Standpipe	\$0
Private Hydrant	\$0
Fire Alarm	\$444
Fire Monitoring	
Elevator/Stairwell Shaft Pressurization	\$0
\$7 Per Annual Fire Extinguishers	\$0
Semi-Annual Kitchen Hood Test	\$0
Semi-Annual Kitchen Hood Cleaning	\$0
Semi-Annual Clean Agent Suppression System	\$0
AHJ Reporting Fee	\$40
Other	\$0

**TOTAL ANNUAL PLANNED MAINTENANCE
AMOUNT**

\$484

*New monitoring accounts will be subject to a one-time fee assessed at the time of new account set-up. This fee will be billed along with the first-year's invoice.
*If the site is located within Seattle city limits, an annual fee will be assessed in accordance with Seattle city code based on the size of building and # of accounts.

DES Service Labor Rates

An additional component of our Planned Maintenance Agreement you will receive additional service at a DES rate. These rates will be provided upon customer's request each new year. For your reference, the current preferred service labor rates (2024) are as follows:

Normal Business Hours:

Monday – Friday 7am - 4:00pm = Prevailing Wage + 150% \$95 Truck Charge, and a 2 hour minimum service.

Overtime Hours:

Monday – Friday 4:00pm – 7am and Saturday 7am – 4:00pm = Prevailing Wage + 252% per hour, \$95 Truck Charge, and a 2 hour

Double Time Hours:

Saturday 4:00pm – 7am any time on Sunday and All Northwest Fire Systems Published Holidays, Prevailing Wage + 330%, \$95 Truck Charge, and a 2 hour minimum service.

If you find this Agreement, along with the terms and conditions attached, acceptable and you are authorized to sign, please complete the below section, retain a copy for your files and return one original signed agreement to our office. We will contact you regarding scheduling for the site upon receipt of executed agreement.

NORTHWEST FIRE SYSTEMS, LLC.

22645 83rd Ave. S Bldg. D
Kent, WA 98032
Phone: (206) 772-7502
Fax: (206) 772-7504
Mobile phone: 206.786.7307
Email: khays@nwfiresystems.com

Accepted By:

Company: _____
Address: _____
Phone: _____
Fax: _____
Email: _____

Signature: *Kevin Hays*

Signature: _____

By: Kevin Hays
Title: Service Sales
Date: September 14, 2026

By: _____
Title: _____
Date: _____

List of Equipment to be tested and/or inspected per the Scope of Work found below

QTY	FIRE SPRINKLER EQUIPMENT	MONTH DUE	QTY	MONITORING	MONTH DUE
	ANNUAL WET SPRINKLER SYSTEM			DIAL-TONE (U-DACT) FIRE ALARM MONITORING	
	ANNUAL DRY SPRINKLER SYSTEM			AES RADIO FIRE ALARM MONITORING	
	OLDER DRY SYSTEMS			BURGLAR ALARM MONITORING	
	DRY SPRINKLER SYST. WINTERIZATION			ELEVATOR MONITORING	
	PRE-ACTION SPRINKLER SYSTEM			EMERGENCY PHONE MONITORING	
	DELUGE SPRINKLER SYSTEM			MEDICAL RESPONSE (PERS)	
	ANNUAL SECTIONAL CONTROL VALVE			PANIC BUTTON	
	ANNUAL TAMPER SWITCH		QTY	SHAFT PRESSURIZATION	MONTH DUE
	ANNUAL FLOW SWITCH			ELEVATOR SHAFT PRESSURIZATION	
	ANTIFREEZE SPRINKLER LOOP			STAIRWELL SHAFT PRESSURIZATION	
QTY	QRTLY/SEMI-ANNUAL FIRE SPRINKLER	MONTH DUE		NUMBER OF FLOORS IN BUILDING	
	QUARTERLY WET SPRINKLER SYSTEM		QTY	BACKFLOW PREVENTER	MONTH DUE
	SEMI-ANNUAL WET SPRINKLER SYS			FIRE SYSTEM BACKFLOWS	
	QUARTERLY DRY SPRINKLER SYSTEM			DOMESTIC (PREMISE ISO) BKFLWS	
	SEMI-ANNUAL DRY SPRINKLER SYS			IRRIGATION BACKFLOWS	
	QUARTERLY PRE-ACTION SPKR SYS			OTHER BACKFLOWS	
	SEMI-ANNUAL PRE-ACTION SPKR		QTY	KITCHEN HOOD EQUIPMENT	MONTH DUE
	QUARTERLY DELUGE SPRINKLER SYS			KITCHEN HOOD SEMI-ANNUAL TEST	
	SEMI-ANNUAL DELUGE SPKR SYSTEM			KITCHEN HOOD SEMI-ANNUAL TEST (LARGE HOOD)	
	QUARTERLY SECTIONAL CTRL VALVE		QTY	FIRE PUMP	MONTH DUE
	SEMI-ANNUAL SECTIONAL CTRL VALVE			ANNUAL FIRE PUMP	
	QUARTERLY TAMPER SWITCH			ANNUAL TEST HEADER	
	SEMI-ANNUAL TAMPER SWITCH			ANNUAL TEST HEADER ON ROOF	
	QUARTERLY FLOW SWITCH			ANNUAL TEST LOOP	
	SEMI-ANNUAL FLOW SWITCH		QTY	SPECIAL HAZARDS GAS SYSTEMS EQUIPMENT	MONTH DUE
1	FIRE ALARM CONTROL PANELS			SUPPRESSION SYSTEM PANEL	
	AMPLIFIER PANELS			SUPPRESSION SYSTEM SMOKE DETECTOR	
	POWER BOOSTERS			SUPPRESSION SYS SMOKE (ABOVE CEILING)	
1	REMOTE LED ANNUNCIATORS			SUPPRESSION SYS SMOKE (UNDERFLOOR)	
	REMOTE GRAPHIC PANEL			SUPPRESSION SYSTEM AV	
	REMOTE FAN CONTROL PANEL			SUPPRESSION SYSTEM PULL STATION	
	PC WORKSTATION			SUPPRESSION SYSTEM ABORT SWITCH	
	PRINTER		QTY	EMERGENCY GENERATORS	MONTH DUE
	PRE-ACTION RELEASING PANEL			AUTOMATIC TRANSFER SWITCH	
	VESDA CONTROL PANELS			CONTROLLER PANEL	
	BATTERIES			FUEL TANK	
6	SMOKE DETECTORS			ANNUAL SEQUENCE TEST	
	ABOVE CEILING OR UNDERFLOOR SMOKE DET			ANNUAL LOAD BANK TEST	
6	HEAT DETECTORS			ANNUAL SERVICE	
	BEAM DETECTORS		QTY	STANDPIPE	MONTH DUE
	DUCT DETECTORS			COMBO STANDPIPE	
	FIRE/SMOKE DAMPERS			DRY STANDPIPE	
	MECHANICAL DAMPERS			WET STANDPIPE	
3	PULL STATIONS		QTY	PRIVATE HYDRANT	MONTH DUE
	VESDA END OF LINE			ANNUAL PRIVATE HYDRANT	
	AUTO DOOR RELEASE		QTY	OTHER	MONTH DUE
	AUTO DOOR UNLOCK			<WRITE IN EQUIPMENT OR TEST/INSP>	
	FIRE FIGHTER PHONES AND/OR JACKS			<WRITE IN EQUIPMENT OR TEST/INSP>	
	VISUAL NOTIFICATION DEVICE			<WRITE IN EQUIPMENT OR TEST/INSP>	
7	AUDIBLE NOTIFICATION DEVICE		QTY	<WRITE IN EQUIPMENT OR TEST/INSP>	
	AUDIBLE/VISUAL NOTIFICATION DEVICE			<WRITE IN EQUIPMENT OR TEST/INSP>	
	ELEVATOR RECALL			<WRITE IN EQUIPMENT OR TEST/INSP>	
	EMERGENCY LIGHTS			<WRITE IN EQUIPMENT OR TEST/INSP>	
	FIRE DOOR			<WRITE IN EQUIPMENT OR TEST/INSP>	
QTY	FIRE EXTINGUISHER EQUIPMENT	MONTH DUE		<WRITE IN EQUIPMENT OR TEST/INSP>	
	ANNUAL FIRE EXTINGUISHER INSPECT			<WRITE IN EQUIPMENT OR TEST/INSP>	
	OTHER			<WRITE IN EQUIPMENT OR TEST/INSP>	

ADDITIONAL INFORMATION:

General Specifications

All inspections and tests shall be performed by properly trained, licensed/certified and experienced fire protection technicians. Each of our Inspector Technicians goes through proper training and testing procedures to ensure that they are capable of servicing the Customer's Sites according to both NFPA and the local Authority Having Jurisdiction's requirements. We require all of our fire sprinkler Inspectors to hold a NICET II in water based systems as well as the State of Washington's required Inspector Testing Technician or ITT Card (this is a new code as of January 2009). In addition to the ITT Card, they must hold at minimum the Seattle License/s for the applicable inspection and test and we encourage them to have as much training as possible. These licenses include but are not limited to the FA-1 for fire alarm, the SC-1 for smoke control and shaft pressurization, the AS-1 for fire sprinklers in any building, the FP-1 for fire pumps, the STP-1 for standpipes, the E-3 for Halon/Clean Agent suppression systems, the E-4 for kitchen hood systems and the FEX-1 for fire extinguishers.

All inspections and tests shall be performed in accordance with the NFPA and the Site's Authority Having Jurisdiction unless stated otherwise below in the additional Scope of Work. *Please verify with your insurance company as well as to what they will require. This may differ slightly from the requirements of the AHJ.*

All inspections and tests shall occur during normal business hours (Monday - Friday 7am - 4:30pm) unless stated otherwise below in the additional Scope of work.

Pricing this agreement is based on the actual number of devices to be tested as set forth in the Scope of Work and noted in the Equipment To Be Tested. If the actual number of devices found on site is different than the number set forth in the Scope of Work, the price will be adjusted accordingly.

Northwest Fire Systems assumes that we will be provided with free and unincumbered access to the site in it's entirety and that maintenance staff has a general knowledge of the facility and location of all necessary building systems and devices.

Any parts needed and/or repairs that are found during the tests and routine maintenance will be quoted and billed for separately unless stated otherwise in the additional Scope of Work below. If approval is given by the proper individual, some repairs can be done while on site. See the preferred service rates above.

Each day of inspections, a NWFS inspector technician will check in with the Site representative before starting the inspection. The inspector technician will briefly go over the scope of work and make sure that the building and it's occupants are prepared for the inspection and test to occur. If the inspections and tests are scheduled for multiple days the inspector technician will share with the Site representative his/her plans as to where they will be starting and what they will be ending. Upon completion of each day, the inspector technician will also check out with the Site representative, to go over test results and findings, return any keys and/or Site equipment, and check out for the day.

During all inspections and tests, our inspector technicians will wipe down and generally clean any equipment inspected and/or tested.

All systems tested shall be properly tagged, at the conclusion of each inspection, with approved tags noting the date and technician performing the inspection.

It is assumed that parking will be provided by the customer for up to two (2) trucks for the entire duration of the testing and inspection procedure.

Provisions for scaffolding or lifts necessary to test devices at heights exceeding 20 ft have been excluded.

Inspection reports shall be filled out and shall indicate the condition of the system, at the time of the inspection and shall include all pertinent test data. Additionally, at the conclusion of the inspection, a computer generated report will be mailed with the invoice and another to the manager and/or engineer of the site. Along with the inspection report you will be supplied with a detailed description of any deficiencies found during your inspection and a proposal with a plan and price to restore your fire equipment to optimal condition.

The deficiencies noted during our tests and inspections will be derived from data compiled by a state certified technician. This technician may note items that would pertain to the codes used for design and installation of fire equipment. Although some design and/or installation discrepancies may be noted, this contract in no way implies that a complete evaluation of the design and/or installation has been made and NWFS will not be responsible for design and/or installation flaws, failures or any damages caused by such.

It is our goal to have all deficiencies that we find repaired within thirty(30) days from the inspection completion. NWFS will not perform any repairs without proper approval from Owner. **Note:** While we strive for perfection, our technicians are only human and we cannot guarantee that all deficiencies will be found that may exist.

Inspection reports will be sent to the proper Authority Having Jurisdiction after NWFS either completes noted deficiencies or before 30 days has lapsed. If NWFS is in process of repairing deficiencies and the 30 day timeline is nearing, NWFS will contact the AHJ to communicate to them the current status of the system/s.

Reports and other Resonance

As a part of our agreement to perform annual testing at your site, Northwest Fire Systems will be providing testing and inspection reports to you for your records.

It is our understanding that many customers differ in the method by which they wish to receive correspondence from us and we try to accommodate by making available the options listed below. Please select the method by which you would prefer to receive your reports by initialing on the line next to your selection below:

Standard Mail (paper only) _____

Standard Mail (bound and tabbed booklet) _____

Online via secure FTP login _____

Electronic (PDF) reports by email _____

None: Reports left onsite at the time of
inspection will suffice. _____

Fire Sprinkler Scope of Work

Before each inspection and test, verify that the fire alarm control panel is put on test with the monitoring central station to keep the fire department from unnecessarily sending a unit and also disable all audible and visual devices until that part of test.

Annually make a thorough visual inspection of system components from ground level, where possible to include checking the riser and distribution piping for mechanical damage, loose bracing or hangers, leaks, etc.

The condition of the fire department connection will be checked, including couplings, caps, gaskets, identification signs and clappers.

Annually sprinkler heads will be checked for mechanical damage, leaks, corrosion, loading, obstruction, proper type for protected area, proper heat range for area protected, and any area protected, and any other factor, which may have an affect on effectiveness. NWFS will visually inspect a minimum of 10% of each system. If NWFS determines that a more thorough inspection should be performed the Customer will be informed and that inspection will be quoted and scheduled separately from this contract.

Annually all Water and Air gauges will be checked for damage and to insure that proper pressures are held. Gauges are to be recalibrated or replaced every five(5) years. This will also be verified and noted. If they are due for this 5 year service, that will be quoted and scheduled separately from this contract.

Annually the position of all control valves will be checked. All control valves will be operated to ensure reliable condition.

Annually a flow test will be performed on all wet systems, when possible and static and residual pressure will be properly recorded.

Annually a dry trip will be performed on all dry systems. Every third year, each dry system requires a full wet trip and this will be performed at an additional fee based on our preferred hourly rate on a time and materials basis and will vary based on time of flow, resetting the valve and re-charging air into system/s unless otherwise priced within this agreement.

Annually air pressure shall be checked for proper setting. The air compressor (if applicable) shall be tested for proper operation, condition, and automatic sequencing. The oil level and belt condition shall also be checked. Condensate shall be drained from the air reservoir.

Annually all low point drain valves shall be opened temporarily to ensure clear piping and air delivery. NWFS recommends that you perform this again in the late fall before the freeze, commonly referred to as a winterization service. If winterization is included in the Scope of Work of this agreement it will be noted in the Equipment To Be Tested section. Up to three(3) low points will be drained as part of this scope. If more than three (3) low points exist this will be performed at an additional fee based on our preferred hourly rate on a time and materials basis unless otherwise priced within this agreement.

If Standpipes are included in the List of Materials, all hose valves shall be operated annually for Class I or III Standpipes and every three(3) years for Class II Standpipes. Class II Standpipe inspection and test will be performed at an additional fee based on our preferred hourly rate on a time and materials basis and will vary based on the size of the standpipe. NWFS will note due date of next 5 year service and quote that separate from this contract.

Annually all alarms shall be tested to verify proper operation, including the water motor gong, electric pressure switch alarms, and low air pressure alarms.

NFPA 25 Version 2002 requires that ALL ALARM DEVICES on the fire sprinkler systems will be tested on a quarterly basis. In the year 2005 the State of Washington adopted this edition of NFPA into State Law. Your local Authority Having Jurisdiction however, may not require any reports with exception of the annual forms. Please note the check boxes below to determine whether NWFS will be testing these on a quarterly basis following State Law or if NWFS will only be performing an annual test and the Owner is taking responsibility for the three remaining quarterly tests.

NFPA 25 requires that the Owner has a plan in effect to manage corrosion of the sprinkler system/s. NWFS takes this very seriously and recommends as part of the Owner's plan to perform two water tests to find the iron content of the water and to determine if the system has signs of Microbiologically Induced Corrosion (M.I.C.) or not. If these water sample tests are included in the Scope of Work of this contract sample test results will be included in NWFS's annual report to the Owner. Please note the check boxes below to determine whether this is part of the Scope of Work of this contract or not.

Please note: Not all Inspection and Testing contracts are created equal!

Washington State Administrative Code (51-54-003) adopts the 2009 addition of the International Fire Code (IFC). The 2009 IFC (901.6.1) adopts NFPA 25 as the standard for testing and inspection of water-based fire protection systems. NFPA 25 standards suggest testing and inspections at frequencies that may differ from your local fire Authority. Please be sure to consult with your account representative about these differences, any special requirements you may have at your facility and that the appropriate box is checked below:

☐ This Proposal's Scope of Work **shall be completed** to meet the requirements found in NFPA 25 version 2002 as required by the state of Washington and the entire schedule of services on NFPA Table 5.1 will be completed.

☐ This Proposal's Scope of Work **shall be completed** to meet **MOST** of the requirements found in NFPA 25 version 2002 including quarterly testing and inspections of appropriate equipment as listed in Table 5.1, however, the remainder of inspections will be performed by building staff.

☒ This Proposal's Scope of Work **shall be completed** to meet **only the annual testing and inspection requirements** found in NFPA 25 version 2002. All other testing is understood as being the responsibility of the building owner and **will not** be performed as a part of this agreement.

Private Fire Hydrant Scope of Work

All hydrants, mainline strainers and exposed piping shall be thoroughly inspected according to NFPA 25 requirements. All valves shall be in the following condition: (1) In the normal open or closed position, (2) Properly sealed, locked or supervised, (3) Accessible, (4) Provided with appropriate wrenches, (5) Free from external leaks and (6) Provided with appropriate identification.

All hydrants and Monitor Nozzles are to be flow tested to include being operated through it's full range and returned to it's normal position.

Backflow Preventers Scope of Work

Annually NWFS will inspect and test all *noted* Backflow Preventers listed in the Equipment to be Tested found in this Scope of Work.

Identify proper device by checking make, model, size and serial number.

Inspect the assembly for the required components for the field test procedure, i.e. upstream and downstream shutoff valves and properly located test cocks.

Observe area around the assembly for telltale signs of leakage. This should supply the tester with additional information regarding the condition of the assembly before testing procedures begin.

Perform necessary tests and note results.

In the event that a backflow device initially fails, the testing technician will disassemble and clean the internal components to determine if the device is truly malfunctioning or if the failed test is a result of a natural phenomenon such as scale or sediment compromising the valve seats (only on units that are 2 1/2" and under).

If the assembly still fails, arrangements will be made for the proper servicing and retesting of the device so as to return it to full functionality. Note: If repair can be conducted on the spot with parts on hand, technician will do so. Client will be responsible for cost of parts and a retest fee will be assessed.

Fire Pump Scope of Work

Annually NWFS will test all fire pumps noted in the Equipment to be Tested area of this Scope of work.

If the pump/s are electric, NWFS will check the starting Amperage and the Running Amperage as the pump runs for a minimum of 10 minutes during the test.

If the pump/s are diesel, NWFS will check the fuel levels to verify that it is at least 2/3 full, the batteries are charged, check the oil and coolant levels, verify there is adequate Antifreeze protection, check the fuel filter for it's last service date and then run the pump for a minimum of 30 minutes during the test.

NWFS will verify that the pump controller is in service and if so record it's voltage.

NWFS will verify that the Jockey Pump is in service.

NWFS will confirm that the pump itself is in service and that it starts from a pressure drop and we will record the cut-in and cut-out pressure.

A 300 GPM flow is to be conducted at the furthest point from pump and records will be taken for static pressure, suction pressure, discharge pressure, hose size and length, GPM, Churn suction and Churn discharge suction.

NWFS will test any Jockey pumps included in the fire pump set up.

The shaft seals will be inspected to verify they are dripping water properly.

The pressure relief valve will be checked for proper operation and the suction screens will be inspected and cleared.

NWFS will confirm that the pump/s are connected and alarming the fire alarm control panel properly and that the proper maintenance records are being kept.

During this test, NWFS will simulate power failure during peak flow to confirm that emergency/alternate power is available and functioning properly.

Fire Extinguishers Scope of Work

- Verify that they are located in their designated location, are secured properly and are the proper type.
- Verify that they are not obstructed with respect to access or visibility.
- Examine each unit for obvious physical damage, corrosion, leakage or clogged nozzles.
- Verify that the operating instructions are on the nameplate facing out on each unit .
- Verify that each unit's seals and tamper indicators are not broken or missing.
- Verify that each unit's pressure gauge readings or indicators are in the operable ranges.
- Verify that each unit's manufacture date or last maintenance date to determine if it needs to be further serviced.

If any additional service is needed, a NWFS inspector technician can perform most services same day on site. Some services will require extinguishers to be taken off site for around a week. NWFS may recommend replacement of extinguishers needing any off-site service and/or repairs.

Fire Alarm Scope of Work

Before each inspection and test, verify that the fire alarm control panel is put on test with the monitoring central station to keep the fire department from unnecessarily sending a unit and also disable all audible and visual devices until that part of test.

Annually the control panel (FACP) shall be functionally tested for proper operation, and cleaned out with canned air and the fronts wiped with a soft cloth.

Annually the back up power supply to the panel shall be tested and the panel tested for automatic switch over and trouble signaling. This is a 30 minute load test and all batteries will be tested at this time as well. Batteries are to be replaced every five(5) years or sooner if dead or if manufacture recommends.

If a generator is present, unless otherwise noted elsewhere in the Scope of Work of this contract, NWFS is not responsible for running, testing, etc. of generators. It is the Owner's responsibility to coordinate their generator service provider to be on site to perform that test.

Annually each remote annunciator panel will be functionally tested for proper operation and cleaned with a soft cloth.

Annually each initiating device is required to be tested and cleaned with canned air and a soft cloth when dirty. NWFS takes this portion of the test very serious and tests 100% of all known devices. If the Site is considered to be a high-rise, the initiating devices will be split into four quarterly inspections, thus completing the 100% test in 25% increments. Initiating devices to be tested include the following when and where present:

Smoke Detectors, Duct Smoke Detectors, Heat Detectors (Only Restorable Types), Beam Detectors and Manual Pull Stations.

Annually each auxiliary device shall be tested. If the Site is considered to be a high-rise, all of these functions will be tested during the "Sequence Test." Please see the "Equipment To Be Tested" section of the proposal to determine whether this is part of the Scope of Work of this Contract. Auxiliary devices include the following when and where present:

Fire Smoke Dampers, HVAC Controls, Elevator Recall, Fire Fighter Phone Jacks, Magnetic Door Holders and Fire Doors (NWFS is not responsible for resetting non-keyed fire doors)

In some instances, there are additional functions that are tied to the fire alarm system that need to be tested, such as security or cameras, shaft pressurization testing, smoke control testing, very early detection apparatus(VESDA) testing, etc. Please see the "Equipment To Be Tested" section of the proposal to determine whether this is part of the Scope of Work of this Contract.

All audible and visual alarm indicators shall be tested and verified for proper operation and placement.

24/7 Fire Alarm/Burglary/Elevator Monitoring Service Scope of Work

Monitoring services on chosen equipment will be performed according to state law through an approved central station and includes daily communication tests, immediate notification of our staff (or the customer) of all supervisory and trouble signals and immediate dispatch of emergency fire/police personnel for all alarms.

☐ This Proposal's Scope of Work **shall include** monitoring.

☒ This Proposal's Scope of Work **DOES NOT** include monitoring

***Please Note: Monitoring Services provided for buildings located within Seattle city limits are subject to fees according to Seattle City Code. Please consult with your account manager to discuss whether this fee is included in this agreement or billed separately.**

Kitchen Hood Suppression System Scope of Work (NFPA 17)

Semi-annually verify that the system is connected to the building fire alarm system and before each inspection and test, verify that the fire alarm control panel is put on test with the monitoring central station to keep the fire department from unnecessarily sending a unit and also disable all audible and visual devices until that part of test. NFPA requires a Semi-Annual test of all the following items:

Verify that the hood system alarm communicated to the fire alarm control panel and to the Central Station.

Verify that the hood system and the appliances that it protects have not been modified from it's approved design.

Visually inspect the hood system checking all components are properly connected, seals are good, fusible links in place and cable is tight, fuel shut off is on, pull release station is unobstructed, check gauges, etc.

All fusible links and missing caps are to be replaced and it is included in the price of the Scope.

Special Hazard Gas Systems Scope of Work (NFPA 2001)

Request that owner provide "as built" drawings, operations and maintenance manuals, and sequence of operation details as needed.

Semi-annually verify that the system is connected to the building fire alarm system and before each inspection and test, verify that the fire alarm control panel is put on test with the monitoring central station to keep the fire department from unnecessarily sending a unit and also disable all audible and visual devices until that part of test. NFPA requires a Semi-Annual test of all the following items:

Make a thorough visual inspection of the piping system and discharge nozzle connections to insure they are secure to all brackets, hangers and discharge manifold connections. Inspect nozzles to ensure that the orifices are clear and unobstructed. Check for proper position and alignment with hazard area.

All control panels shall be functionally tested for proper operation, including circuitry trouble signaling, alarm signaling and remote signaling. Test control panel for ground fault detection. Test control panel to ensure alarm initiation overrides trouble conditions. The back up power supply to the panel shall be tested and the panel tested for automatic switch over and trouble signaling.

All electrically, mechanically and manually operated releases, both local and remote, shall be functionally tested for proper operation. Manual releases shall be checked to insure they are visible and properly identified. All detection devices shall be tested for proper operation. The pre-discharge alarms and timers shall be tested for proper operation. The discharge alarms and releasing circuits shall be functionally tested for proper operation.

All audible and visual alarm indicators shall be tested for proper operation. Remote annunciators (if applicable) shall be tested for proper signaling and zone identification.

All auxiliary contact operated devices, such as door hold-ers, equipment shut down, and smoke exhaust systems shall be tested and operation verified.

Inspect cylinders, cylinder straps and outlet fittings connected to the discharge manifold for tightness and secure bracing. Agent cylinders shall be checked for proper quantity of agent as well as storage pressure. The date of the last hydrostatic test of agent cylinders shall be recorded.

Terms & Conditions

T&C's per DES Contract #27323 found here: <https://apps.des.wa.gov/contracting/27323%20Exhibit%20D%20-%20Contract%20NW%20Fire%20-%20signed.pdf>

INSPECTION AND TESTING AGREEMENT

FOR

DES-27323 WTA 1530 Cornwall Ave

Site and Contact Information

Job Location (hereinafter called "Site")	DES-27323 WTA 1530 Cornwall Ave	Owner/Property Management Company (hereinafter called "Owner")	DES-27323 WTA 1530 Cornwall Ave
Address:	1530 Cornwall Ave Bellingham, WA 98225	Address:	1530 Cornwall Ave Bellingham, WA 98225
Contact Name:	Cindy Campen	Contact Name:	Cindy Campen
Phone:	360-739-0290	Phone:	360-739-0290
Email:	cindyc@ridewta.com	Email:	cindyc@ridewta.com
Scheduling Contact:	Name: Cindy Campen Email: cindyc@ridewta.com	Phone:	360-739-0290

Is a PO# Required for payment? _____

On this **September 14, 2026** DES-27323 WTA 1530 Cornwall Ave, hereinafter called Customer and Northwest Fire Systems hereinafter called Contractor, enter into an agreement for inspection/test of equipment and/or system located at above stated Site. All pricing is valid for 90 days from the date above.

Other Site Information

Lock Box: Location _____ Code: _____

Will our techs need badging, keys, or escorts while on-site? _____

Normal Working hours: _____ Days of the week: _____

Preferred Day / Time of the month for Annual Testing? _____ /
(i.e. 1st of month, Middle of Month, End of Month) AM PM

Are there specific hours or restrictions on when audibles are triggered? _____

Is there a passcode to put the Fire Alarm in ByPass / test mode? _____

Are there special requirements for Certificate of Insurance (COI)? _____

Your Team

Service Sales: Kevin Hays

Your account manager will help you with all questions, concerns, verifications and clearances regarding the initial plan for delivery of the scope of work and the pricing thereof.

Phone: 206.786.7307 Email: khays@nwfiresystems.com

Service Coordinator : Nicole Pixlee

Your service coordinator assists in the coordination, scheduling and invoicing of all scheduled site visits. She can be reached at our general office line anytime during business hours for questions or comments.

Phone: (206) 772-7502 Email: npixlee@nwfiresystems.com

Service Manager: Clark Potter

Your service manager is available to ensure all aspects of the project are being handled by the staff according to your wishes and Northwest Fire Systems policy. He will be available to answer your questions at any time.

Phone: (206) 772-7502 Email: cpotter@nwfiresystems.com

Agreement Term and Cost

Renewal and Payment terms fall under DES #27323 terms and conditions

Agreement Term Dates:

9/14/2026

through

9/14/2027

Owner shall pay Contractor net thirty (30) days of receiving their invoice. ***A \$250.00 job cancellation fee will apply if you cancel within 48 hrs. of the inspection Appointment.**

Pricing:

(As a part of our requirements as a licensed contractor, submittal of reports showing the results of the testing and inspections being performed must be submitted by us to the appropriate authority having jurisdiction [see General Specifications below] Some jurisdictions use a third party service for report submittal which includes fees. These fees can be difficult to forecast therefore they are NOT included in the pricing below and will be added to the total when the work is invoiced.)

Annual Fire Sprinkler	\$1,303
Quarterly/Semi-Annual Fire Sprinkler Test	\$0
Annual Backflow Preventer	\$200
Fire Pump	\$0
Standpipe	\$0
Private Hydrant	\$0
Fire Alarm	\$1,020
Fire Monitoring	
Elevator/Stairwell Shaft Pressurization	\$0
\$7 Per Annual Fire Extinguishers	\$70
Semi-Annual Kitchen Hood Test	\$0
Semi-Annual Kitchen Hood Cleaning	\$0
Semi-Annual Clean Agent Suppression System	\$0
Reporting Fees	\$120
Other	\$0

**TOTAL ANNUAL PLANNED MAINTENANCE
AMOUNT**

\$2,714

*New monitoring accounts will be subject to a one-time fee assessed at the time of new account set-up. This fee will be billed along with the first-year's invoice.
*If the site is located within Seattle city limits, an annual fee will be assessed in accordance with Seattle city code based on the size of building and # of accounts.

DES Service Labor Rates

An additional component of our Planned Maintenance Agreement you will receive additional service at a DES rate. These rates will be provided upon customer's request each new year. For your reference, the current preferred service labor rates (2024) are as follows:

Normal Business Hours:

Monday – Friday 7am - 4:00pm = Prevailing Wage + 150% \$95 Truck Charge, and a 2 hour minimum service.

Overtime Hours:

Monday – Friday 4:00pm – 7am and Saturday 7am – 4:00pm = Prevailing Wage + 252% per hour, \$95 Truck Charge, and a 2 hour

Double Time Hours:

Saturday 4:00pm – 7am any time on Sunday and All Northwest Fire Systems Published Holidays, Prevailing Wage + 330%, \$95 Truck Charge, and a 2 hour minimum service.

If you find this Agreement, along with the terms and conditions attached, acceptable and you are authorized to sign, please complete the below section, retain a copy for your files and return one original signed agreement to our office. We will contact you regarding scheduling for the site upon receipt of executed agreement.

NORTHWEST FIRE SYSTEMS, LLC.

22645 83rd Ave. S Bldg. D
Kent, WA 98032
Phone: (206) 772-7502
Fax: (206) 772-7504
Mobile phone: 206.786.7307
Email: khays@nwfiresystems.com

Accepted By:

Company: _____
Address: _____
Phone: _____
Fax: _____
Email: _____

Signature: *Kevin Hays*

Signature: _____

By: Kevin Hays
Title: Service Sales
Date: September 14, 2026

By: _____
Title: _____
Date: _____

List of Equipment to be tested and/or inspected per the Scope of Work found below

QTY	FIRE SPRINKLER EQUIPMENT	MONTH DUE	QTY	MONITORING	MONTH DUE
1	ANNUAL WET SPRINKLER SYSTEM			DIAL-TONE (U-DACT) FIRE ALARM MONITORING	
	ANNUAL DRY SPRINKLER SYSTEM			AES RADIO FIRE ALARM MONITORING	
	OLDER DRY SYSTEMS			BURGLAR ALARM MONITORING	
	DRY SPRINKLER SYST. WINTERIZATION			ELEVATOR MONITORING	
	PRE-ACTION SPRINKLER SYSTEM			EMERGENCY PHONE MONITORING	
	DELUGE SPRINKLER SYSTEM			MEDICAL RESPONSE (PERS)	
	ANNUAL SECTIONAL CONTROL VALVE			PANIC BUTTON	
	ANNUAL TAMPER SWITCH		QTY	SHAFT PRESSURIZATION	MONTH DUE
	ANNUAL FLOW SWITCH			ELEVATOR SHAFT PRESSURIZATION	
	ANTIFREEZE SPRINKLER LOOP			STAIRWELL SHAFT PRESSURIZATION	
QTY	QRTLY/SEMI-ANNUAL FIRE SPRINKLER	MONTH DUE		NUMBER OF FLOORS IN BUILDING	
	QUARTERLY WET SPRINKLER SYSTEM		QTY	BACKFLOW PREVENTER	MONTH DUE
	SEMI-ANNUAL WET SPRINKLER SYS				
	QUARTERLY DRY SPRINKLER SYSTEM		2	FIRE SYSTEM BACKFLOWS	
	SEMI-ANNUAL DRY SPRINKLER SYS			DOMESTIC (PREMISE ISO) BKFLWS	
	QUARTERLY PRE-ACTION SPKR SYS			IRRIGATION BACKFLOWS	
	SEMI-ANNUAL PRE-ACTION SPKR			OTHER BACKFLOWS	
	QUARTERLY DELUGE SPRINKLER SYS		QTY	KITCHEN HOOD EQUIPMENT	MONTH DUE
	SEMI-ANNUAL DELUGE SPKR SYSTEM			KITCHEN HOOD SEMI-ANNUAL TEST	
	QUARTERLY SECTIONAL CTRL VALVE			KITCHEN HOOD SEMI-ANNUAL TEST (LARGE HOOD)	
	SEMI-ANNUAL SECTIONAL CTRL VALVE		QTY	FIRE PUMP	MONTH DUE
	QUARTERLY TAMPER SWITCH				
	SEMI-ANNUAL TAMPER SWITCH			ANNUAL FIRE PUMP	
	QUARTERLY FLOW SWITCH			ANNUAL TEST HEADER	
	SEMI-ANNUAL FLOW SWITCH			ANNUAL TEST HEADER ON ROOF	
QTY	FIRE ALARM EQUIPMENT	MONTH DUE		ANNUAL TEST LOOP	
1	FIRE ALARM CONTROL PANELS		QTY	SPECIAL HAZARDS GAS SYSTEMS EQUIPMENT	MONTH DUE
	AMPLIFIER PANELS				
1	POWER BOOSTERS			SUPPRESSION SYSTEM PANEL	
1	REMOTE LED ANNUNCIATORS			SUPPRESSION SYSTEM SMOKE DETECTOR	
	REMOTE GRAPHIC PANEL			SUPPRESSION SYS SMOKE (ABOVE CEILING)	
	REMOTE FAN CONTROL PANEL			SUPPRESSION SYS SMOKE (UNDERFLOOR)	
	PC WORKSTATION			SUPPRESSION SYSTEM AV	
	PRINTER			SUPPRESSION SYSTEM PULL STATION	
	PRE-ACTION RELEASING PANEL			SUPPRESSION SYSTEM ABORT SWITCH	
	VESDA CONTROL PANELS		QTY	EMERGENCY GENERATORS	MONTH DUE
	BATTERIES				
	SMOKE DETECTORS			AUTOMATIC TRANSFER SWITCH	
	ABOVE CEILING OR UNDERFLOOR SMOKE DET			CONTROLLER PANEL	
	HEAT DETECTORS			FUEL TANK	
	BEAM DETECTORS			ANNUAL SEQUENCE TEST	
	DUCT DETECTORS			ANNUAL LOAD BANK TEST	
	FIRE/SMOKE DAMPERS			ANNUAL SERVICE	
	MECHANICAL DAMPERS		QTY	STANDPIPE	MONTH DUE
1	PULL STATIONS				
	VESDA END OF LINE			COMBO STANDPIPE	
	AUTO DOOR RELEASE			DRY STANDPIPE	
	AUTO DOOR UNLOCK			WET STANDPIPE	
	FIRE FIGHTER PHONES AND/OR JACKS		QTY	PRIVATE HYDRANT	MONTH DUE
	VISUAL NOTIFICATION DEVICE				
	AUDIBLE NOTIFICATION DEVICE			ANNUAL PRIVATE HYDRANT	
6	AUDIBLE/VISUAL NOTIFICATION DEVICE		QTY	OTHER	MONTH DUE
	ELEVATOR RECALL				
	EMERGENCY LIGHTS			<WRITE IN EQUIPMENT OR TEST/INSP>	
	FIRE DOOR			<WRITE IN EQUIPMENT OR TEST/INSP>	
QTY	FIRE EXTINGUISHER EQUIPMENT	MONTH DUE		<WRITE IN EQUIPMENT OR TEST/INSP>	
10	ANNUAL FIRE EXTINGUISHER INSPECT			<WRITE IN EQUIPMENT OR TEST/INSP>	
	OTHER			<WRITE IN EQUIPMENT OR TEST/INSP>	

ADDITIONAL INFORMATION:

General Specifications

All inspections and tests shall be performed by properly trained, licensed/certified and experienced fire protection technicians. Each of our Inspector Technicians goes through proper training and testing procedures to ensure that they are capable of servicing the Customer's Sites according to both NFPA and the local Authority Having Jurisdiction's requirements. We require all of our fire sprinkler Inspectors to hold a NICET II in water based systems as well as the State of Washington's required Inspector Testing Technician or ITT Card (this is a new code as of January 2009). In addition to the ITT Card, they must hold at minimum the Seattle License/s for the applicable inspection and test and we encourage them to have as much training as possible. These licenses include but are not limited to the FA-1 for fire alarm, the SC-1 for smoke control and shaft pressurization, the AS-1 for fire sprinklers in any building, the FP-1 for fire pumps, the STP-1 for standpipes, the E-3 for Halon/Clean Agent suppression systems, the E-4 for kitchen hood systems and the FEX-1 for fire extinguishers.

All inspections and tests shall be performed in accordance with the NFPA and the Site's Authority Having Jurisdiction unless stated otherwise below in the additional Scope of Work. *Please verify with your insurance company as well as to what they will require. This may differ slightly from the requirements of the AHJ.*

All inspections and tests shall occur during normal business hours (Monday - Friday 7am - 4:30pm) unless stated otherwise below in the additional Scope of work.

Pricing this agreement is based on the actual number of devices to be tested as set forth in the Scope of Work and noted in the Equipment To Be Tested. If the actual number of devices found on site is different than the number set forth in the Scope of Work, the price will be adjusted accordingly.

Northwest Fire Systems assumes that we will be provided with free and unincumbered access to the site in it's entirety and that maintenance staff has a general knowledge of the facility and location of all necessary building systems and devices.

Any parts needed and/or repairs that are found during the tests and routine maintenance will be quoted and billed for separately unless stated otherwise in the additional Scope of Work below. If approval is given by the proper individual, some repairs can be done while on site. See the preferred service rates above.

Each day of inspections, a NWFS inspector technician will check in with the Site representative before starting the inspection. The inspector technician will briefly go over the scope of work and make sure that the building and it's occupants are prepared for the inspection and test to occur. If the inspections and tests are scheduled for multiple days the inspector technician will share with the Site representative his/her plans as to where they will be starting and what they will be ending. Upon completion of each day, the inspector technician will also check out with the Site representative, to go over test results and findings, return any keys and/or Site equipment, and check out for the day.

During all inspections and tests, our inspector technicians will wipe down and generally clean any equipment inspected and/or tested.

All systems tested shall be properly tagged, at the conclusion of each inspection, with approved tags noting the date and technician performing the inspection.

It is assumed that parking will be provided by the customer for up to two (2) trucks for the entire duration of the testing and inspection procedure.

Provisions for scaffolding or lifts necessary to test devices at heights exceeding 20 ft have been excluded.

Inspection reports shall be filled out and shall indicate the condition of the system, at the time of the inspection and shall include all pertinent test data. Additionally, at the conclusion of the inspection, a computer generated report will be mailed with the invoice and another to the manager and/or engineer of the site. Along with the inspection report you will be supplied with a detailed description of any deficiencies found during your inspection and a proposal with a plan and price to restore your fire equipment to optimal condition.

The deficiencies noted during our tests and inspections will be derived from data compiled by a state certified technician. This technician may note items that would pertain to the codes used for design and installation of fire equipment. Although some design and/or installation discrepancies may be noted, this contract in no way implies that a complete evaluation of the design and/or installation has been made and NWFS will not be responsible for design and/or installation flaws, failures or any damages caused by such.

It is our goal to have all deficiencies that we find repaired within thirty(30) days from the inspection completion. NWFS will not perform any repairs without proper approval from Owner. **Note:** While we strive for perfection, our technicians are only human and we cannot guarantee that all deficiencies will be found that may exist.

Inspection reports will be sent to the proper Authority Having Jurisdiction after NWFS either completes noted deficiencies or before 30 days has lapsed. If NWFS is in process of repairing deficiencies and the 30 day timeline is nearing, NWFS will contact the AHJ to communicate to them the current status of the system/s.

Reports and other Resonance

As a part of our agreement to perform annual testing at your site, Northwest Fire Systems will be providing testing and inspection reports to you for your records.

It is our understanding that many customers differ in the method by which they wish to receive correspondence from us and we try to accommodate by making available the options listed below. Please select the method by which you would prefer to receive your reports by initialing on the line next to your selection below:

Standard Mail (paper only) _____

Standard Mail (bound and tabbed booklet) _____

Online via secure FTP login _____

Electronic (PDF) reports by email _____

None: Reports left onsite at the time of
inspection will suffice. _____

Fire Sprinkler Scope of Work

Before each inspection and test, verify that the fire alarm control panel is put on test with the monitoring central station to keep the fire department from unnecessarily sending a unit and also disable all audible and visual devices until that part of test.

Annually make a thorough visual inspection of system components from ground level, where possible to include checking the riser and distribution piping for mechanical damage, loose bracing or hangers, leaks, etc.

The condition of the fire department connection will be checked, including couplings, caps, gaskets, identification signs and clappers.

Annually sprinkler heads will be checked for mechanical damage, leaks, corrosion, loading, obstruction, proper type for protected area, proper heat range for area protected, and any area protected, and any other factor, which may have an affect on effectiveness. NWFS will visually inspect a minimum of 10% of each system. If NWFS determines that a more thorough inspection should be performed the Customer will be informed and that inspection will be quoted and scheduled separately from this contract.

Annually all Water and Air gauges will be checked for damage and to insure that proper pressures are held. Gauges are to be recalibrated or replaced every five(5) years. This will also be verified and noted. If they are due for this 5 year service, that will be quoted and scheduled separately from this contract.

Annually the position of all control valves will be checked. All control valves will be operated to ensure reliable condition.

Annually a flow test will be performed on all wet systems, when possible and static and residual pressure will be properly recorded.

Annually a dry trip will be performed on all dry systems. Every third year, each dry system requires a full wet trip and this will be performed at an additional fee based on our preferred hourly rate on a time and materials basis and will vary based on time of flow, resetting the valve and re-charging air into system/s unless otherwise priced within this agreement.

Annually air pressure shall be checked for proper setting. The air compressor (if applicable) shall be tested for proper operation, condition, and automatic sequencing. The oil level and belt condition shall also be checked. Condensate shall be drained from the air reservoir.

Annually all low point drain valves shall be opened temporarily to ensure clear piping and air delivery. NWFS recommends that you perform this again in the late fall before the freeze, commonly referred to as a winterization service. If winterization is included in the Scope of Work of this agreement it will be noted in the Equipment To Be Tested section. Up to three(3) low points will be drained as part of this scope. If more than three (3) low points exist this will be performed at an additional fee based on our preferred hourly rate on a time and materials basis unless otherwise priced within this agreement.

If Standpipes are included in the List of Materials, all hose valves shall be operated annually for Class I or III Standpipes and every three(3) years for Class II Standpipes. Class II Standpipe inspection and test will be performed at an additional fee based on our preferred hourly rate on a time and materials basis and will vary based on the size of the standpipe. NWFS will note due date of next 5 year service and quote that separate from this contract.

Annually all alarms shall be tested to verify proper operation, including the water motor gong, electric pressure switch alarms, and low air pressure alarms.

NFPA 25 Version 2002 requires that ALL ALARM DEVICES on the fire sprinkler systems will be tested on a quarterly basis. In the year 2005 the State of Washington adopted this edition of NFPA into State Law. Your local Authority Having Jurisdiction however, may not require any reports with exception of the annual forms. Please note the check boxes below to determine whether NWFS will be testing these on a quarterly basis following State Law or if NWFS will only be performing an annual test and the Owner is taking responsibility for the three remaining quarterly tests.

NFPA 25 requires that the Owner has a plan in effect to manage corrosion of the sprinkler system/s. NWFS takes this very seriously and recommends as part of the Owner's plan to perform two water tests to find the iron content of the water and to determine if the system has signs of Microbiologically Induced Corrosion (M.I.C.) or not. If these water sample tests are included in the Scope of Work of this contract sample test results will be included in NWFS's annual report to the Owner. Please note the check boxes below to determine whether this is part of the Scope of Work of this contract or not.

Please note: Not all Inspection and Testing contracts are created equal!

Washington State Administrative Code (51-54-003) adopts the 2009 addition of the International Fire Code (IFC). The 2009 IFC (901.6.1) adopts NFPA 25 as the standard for testing and inspection of water-based fire protection systems. NFPA 25 standards suggest testing and inspections at frequencies that may differ from your local fire Authority. Please be sure to consult with your account representative about these differences, any special requirements you may have at your facility and that the appropriate box is checked below:

☐ This Proposal's Scope of Work **shall be completed** to meet the requirements found in NFPA 25 version 2002 as required by the state of Washington and the entire schedule of services on NFPA Table 5.1 will be completed.

☐ This Proposal's Scope of Work **shall be completed** to meet **MOST** of the requirements found in NFPA 25 version 2002 including quarterly testing and inspections of appropriate equipment as listed in Table 5.1, however, the remainder of inspections will be performed by building staff.

☒ This Proposal's Scope of Work **shall be completed** to meet **only the annual** testing and inspection requirements found in NFPA 25 version 2002. All other testing is understood as being the responsibility of the building owner and **will not** be performed as a part of this agreement.

Private Fire Hydrant Scope of Work

All hydrants, mainline strainers and exposed piping shall be thoroughly inspected according to NFPA 25 requirements. All valves shall be in the following condition: (1) In the normal open or closed position, (2) Properly sealed, locked or supervised, (3) Accessible, (4) Provided with appropriate wrenches, (5) Free from external leaks and (6) Provided with appropriate identification.

All hydrants and Monitor Nozzles are to be flow tested to include being operated through it's full range and returned to it's normal position.

Backflow Preventers Scope of Work

Annually NWFS will inspect and test all *noted* Backflow Preventers listed in the Equipment to be Tested found in this Scope of Work.

Identify proper device by checking make, model, size and serial number.

Inspect the assembly for the required components for the field test procedure, i.e. upstream and downstream shutoff valves and properly located test cocks.

Observe area around the assembly for telltale signs of leakage. This should supply the tester with additional information regarding the condition of the assembly before testing procedures begin.

Perform necessary tests and note results.

In the event that a backflow device initially fails, the testing technician will disassemble and clean the internal components to determine if the device is truly malfunctioning or if the failed test is a result of a natural phenomenon such as scale or sediment compromising the valve seats (only on units that are 2 1/2" and under).

If the assembly still fails, arrangements will be made for the proper servicing and retesting of the device so as to return it to full functionality. Note: If repair can be conducted on the spot with parts on hand, technician will do so. Client will be responsible for cost of parts and a retest fee will be assessed.

Fire Pump Scope of Work

Annually NWFS will test all fire pumps noted in the Equipment to be Tested area of this Scope of work.

If the pump/s are electric, NWFS will check the starting Amperage and the Running Amperage as the pump runs for a minimum of 10 minutes during the test.

If the pump/s are diesel, NWFS will check the fuel levels to verify that it is at least 2/3 full, the batteries are charged, check the oil and coolant levels, verify there is adequate Antifreeze protection, check the fuel filter for it's last service date and then run the pump for a minimum of 30 minutes during the test.

NWFS will verify that the pump controller is in service and if so record it's voltage.

NWFS will verify that the Jockey Pump is in service.

NWFS will confirm that the pump itself is in service and that it starts from a pressure drop and we will record the cut-in and cut-out pressure.

A 300 GPM flow is to be conducted at the furthest point from pump and records will be taken for static pressure, suction pressure, discharge pressure, hose size and length, GPM, Churn suction and Churn discharge suction.

NWFS will test any Jockey pumps included in the fire pump set up.

The shaft seals will be inspected to verify they are dripping water properly.

The pressure relief valve will be checked for proper operation and the suction screens will be inspected and cleared.

NWFS will confirm that the pump/s are connected and alarming the fire alarm control panel properly and that the proper maintenance records are being kept.

During this test, NWFS will simulate power failure during peak flow to confirm that emergency/alternate power is available and functioning properly.

Fire Extinguishers Scope of Work

- Verify that they are located in their designated location, are secured properly and are the proper type.
- Verify that they are not obstructed with respect to access or visibility.
- Examine each unit for obvious physical damage, corrosion, leakage or clogged nozzles.
- Verify that the operating instructions are on the nameplate facing out on each unit.
- Verify that each unit's seals and tamper indicators are not broken or missing.
- Verify that each unit's pressure gauge readings or indicators are in the operable ranges.
- Verify that each unit's manufacture date or last maintenance date to determine if it needs to be further serviced.

If any additional service is needed, a NWFS inspector technician can perform most services same day on site. Some services will require extinguishers to be taken off site for around a week. NWFS may recommend replacement of extinguishers needing any off-site service and/or repairs.

Fire Alarm Scope of Work

Before each inspection and test, verify that the fire alarm control panel is put on test with the monitoring central station to keep the fire department from unnecessarily sending a unit and also disable all audible and visual devices until that part of test.

Annually the control panel (FACP) shall be functionally tested for proper operation, and cleaned out with canned air and the fronts wiped with a soft cloth.

Annually the back up power supply to the panel shall be tested and the panel tested for automatic switch over and trouble signaling. This is a 30 minute load test and all batteries will be tested at this time as well. Batteries are to be replaced every five(5) years or sooner if dead or if manufacture recommends.

If a generator is present, unless otherwise noted elsewhere in the Scope of Work of this contract, NWFS is not responsible for running, testing, etc. of generators. It is the Owner's responsibility to coordinate their generator service provider to be on site to perform that test.

Annually each remote annunciator panel will be functionally tested for proper operation and cleaned with a soft cloth.

Annually each initiating device is required to be tested and cleaned with canned air and a soft cloth when dirty. NWFS takes this portion of the test very serious and tests 100% of all known devices. If the Site is considered to be a high-rise, the initiating devices will be split into four quarterly inspections, thus completing the 100% test in 25% increments. Initiating devices to be tested include the following when and where present:

Smoke Detectors, Duct Smoke Detectors, Heat Detectors (Only Restorable Types), Beam Detectors and Manual Pull Stations.

Annually each auxiliary device shall be tested. If the Site is considered to be a high-rise, all of these functions will be tested during the "Sequence Test." Please see the "Equipment To Be Tested" section of the proposal to determine whether this is part of the Scope of Work of this Contract. Auxiliary devices include the following when and where present:

Fire Smoke Dampers, HVAC Controls, Elevator Recall, Fire Fighter Phone Jacks, Magnetic Door Holders and Fire Doors (NWFS is not responsible for resetting non-keyed fire doors)

In some instances, there are additional functions that are tied to the fire alarm system that need to be tested, such as security or cameras, shaft pressurization testing, smoke control testing, very early detection apparatus(VESDA) testing, etc. Please see the "Equipment To Be Tested" section of the proposal to determine whether this is part of the Scope of Work of this Contract.

All audible and visual alarm indicators shall be tested and verified for proper operation and placement.

24/7 Fire Alarm/Burglary/Elevator Monitoring Service Scope of Work

Monitoring services on chosen equipment will be performed according to state law through an approved central station and includes daily communication tests, immediate notification of our staff (or the customer) of all supervisory and trouble signals and immediate dispatch of emergency fire/police personnel for all alarms.

☐ This Proposal's Scope of Work **shall include** monitoring.

☒ This Proposal's Scope of Work **DOES NOT** include monitoring

***Please Note: Monitoring Services provided for buildings located within Seattle city limits are subject to fees according to Seattle City Code. Please consult with your account manager to discuss whether this fee is included in this agreement or billed separately.**

Kitchen Hood Suppression System Scope of Work (NFPA 17)

Semi-annually verify that the system is connected to the building fire alarm system and before each inspection and test, verify that the fire alarm control panel is put on test with the monitoring central station to keep the fire department from unnecessarily sending a unit and also disable all audible and visual devices until that part of test. NFPA requires a Semi-Annual test of all the following items:

Verify that the hood system alarm communicated to the fire alarm control panel and to the Central Station.

Verify that the hood system and the appliances that it protects have not been modified from it's approved design.

Visually inspect the hood system checking all components are properly connected, seals are good, fusible links in place and cable is tight, fuel shut off is on, pull release station is unobstructed, check gauges, etc.

All fusible links and missing caps are to be replaced and it is included in the price of the Scope.

Special Hazard Gas Systems Scope of Work (NFPA 2001)

Request that owner provide "as built" drawings, operations and maintenance manuals, and sequence of operation details as needed.

Semi-annually verify that the system is connected to the building fire alarm system and before each inspection and test, verify that the fire alarm control panel is put on test with the monitoring central station to keep the fire department from unnecessarily sending a unit and also disable all audible and visual devices until that part of test. NFPA requires a Semi-Annual test of all the following items:

Make a thorough visual inspection of the piping system and discharge nozzle connections to insure they are secure to all brackets, hangers and discharge manifold connections. Inspect nozzles to ensure that the orifices are clear and unobstructed. Check for proper position and alignment with hazard area.

All control panels shall be functionally tested for proper operation, including circuitry trouble signaling, alarm signaling and remote signaling. Test control panel for ground fault detection. Test control panel to ensure alarm initiation overrides trouble conditions. The back up power supply to the panel shall be tested and the panel tested for automatic switch over and trouble signaling.

All electrically, mechanically and manually operated releases, both local and remote, shall be functionally tested for proper operation. Manual releases shall be checked to insure they are visible and properly identified. All detection devices shall be tested for proper operation. The pre-discharge alarms and timers shall be tested for proper operation. The discharge alarms and releasing circuits shall be functionally tested for proper operation.

All audible and visual alarm indicators shall be tested for proper operation. Remote annunciators (if applicable) shall be tested for proper signaling and zone identification.

All auxiliary contact operated devices, such as door hold-ers, equipment shut down, and smoke exhaust systems shall be tested and operation verified.

Inspect cylinders, cylinder straps and outlet fittings connected to the discharge manifold for tightness and secure bracing. Agent cylinders shall be checked for proper quantity of agent as well as storage pressure. The date of the last hydrostatic test of agent cylinders shall be recorded.

Terms & Conditions

T&C's per DES Contract #27323 found here: <https://apps.des.wa.gov/contracting/27323%20Exhibit%20D%20-%20Contract%20NW%20Fire%20-%20signed.pdf>

