



CITY OF HOUSTON
Strategic Purchasing Division
Administration & Regulatory Affairs
Department

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June 17, 2008

SUBJECT: Letter of Clarification No.2
Alarm Monitoring, Inspection, Maintenance & Telephone Services for Various Departments

REFERENCE: Invitation to Bid No.: S29-L22902

TO: All Prospective Bidders

This Letter of Clarification is issued for the following reasons:

• **To revise the above referenced solicitation as follows:**

1. Page 8, 16.0 TRAINING FOR BUILDING MANAGEMENT & SECURITY MANAGEMENT PERSONNEL, item 16.1; should be revised to read as follows: "16.1 Contractor **should shall** provide training to building management and security management personnel at each facility on how the alarm systems work, and how to properly operate the systems at no additional cost to the City. This training **should will** also be provided as requested by the City for new management personnel as changes in City personnel are made, at no additional cost to the City." Remove Page 8 and replace with attached Page 8 marked Revised – June 17, 2008.
2. Page 8, should be revised to add :**18.0 RESPONSE TIME FOR ADDITIONAL WORK REQUEST and read as follows: "18.1 The Contractor shall respond and provide all written quotes within forty-eight (48) hour from written request from the applicable Department designee for all additional work request."** Remove Page 8 and replace with attached Page 8 marked Revised – June 17, 2008.
3. Page 11, 3.0 SECURITY ALARM SYSTEMS, item 3.4.1; should be revised to read as follows: "3.4.1 Prior to commencement and after completion of work, Contractor must notify authorities having jurisdiction/**Department(s)**." Remove Page 11 and replace with attached Page 11 marked Revised – June 17, 2008.

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ALARM MONITORING, INSPECTION, MAINTENANCE & TELEPHONE RESPONSE SERVICES
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4. Page 12, 3.0 SECURITY ALARM SYSTEMS, item 3.5.1 and 3.6.1; should be revised to read as follows: “ 3.5.1 Reports of any field testing during installation shall be forwarded to the General Services Department, Security Services Management Division, Representative”. ~~And,~~ “3.6.1 The Contractor shall compile and provide to the General Services Department, Security Services Management Division,” representative two (2) complete operations manuals on the furnished security system, catalog cuts of all equipment and components, all as-built wiring diagrams, and a manufacturer’s suggested spare parts list with current pricing. In addition to the above printed materials, the Contractor shall provide instructions to the designated personnel at each facility where the system is installed in the operation of the system. Remove Page 12 and replace with attached Page 12 marked Revised – June 17, 2008.

5. Page 15, 1.0 SCOPE OF SERVICES, 1.1; should be revised to read as follows: “1.1 The Contractor is responsible for performing scheduled preventive maintenance and unscheduled repairs on fire alarm monitoring systems, as necessary, on a 24-hour per day, 365-day per year basis. The Contractor shall maintain a 24-hour emergency telephone number to be ~~contracted~~ contacted during emergencies. Contractor shall respond to emergencies within one-hour after being contacted should a fire alarm system malfunction.” Remove Page 15 and replace with attached Page 15 marked Revised – June 17, 2008.

6. Page 38, SOLID WASTE MANAGEMENT DEPARTMENT locations; should be revised to read as follows. Additionally all locations have been added/deleted to the E-bid system and will need to have a price.

SOLID WASTE MANAGEMENT DEPARTMENT

Locations	Facility	Address	Description
1	Southwest Service Center	11500 South Post Oak	Security Alarm System <u>Fire Alarm System</u>
2	Kelly Service Center	5617 Neches	Security Alarm System <u>Fire Alarm System</u>
3	Northwest Service Center	1245 Judiway	Security Alarm System <u>Fire Alarm System</u>
4	Southeast Service Center	1506 Central Street	Security Alarm System <u>Fire Alarm System</u> <u>Elevator Alarm System</u>
<u>5</u>	<u>Environmental Service Center -HHW</u>	<u>11500 South Post Oak</u>	<u>Fire Alarm System</u>
<u>6</u>	<u>Kelly Service Center- Collections</u>	<u>5614 Neches</u>	<u>Fire Alarm System</u>

7. Page 38, PUBLIC WORKS & ENGINEERING DEPARTMENT locations; should be revised to read as follows. Additionally all locations have been added/deleted to the E-bid system and will need to have a price.

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PUBLIC WORKS AND ENGINEERING DEPARTMENT

Locations	Facility	Address	Description
1		306 McGowen <u>2102 Austin Street, Houston, TX</u>	Security Alarm System Alarm Monitoring System Inspections Maintenance 1st Telephone line Monitoring (713)652- 5673 2nd Telephone line Monitoring (Still to be installed)
2	Dalton Warehouse	2700 Dalton <u>3300 Main Street, Houston, TX</u>	Security Alarm System 1-Master Alarm Control Panel 1-Command Console Center K/P 7-Door Contact Magnets Alarm Monitoring System Inspections Maintenance
3	Renwick Warehouse	7101 Renwick	Security Alarm System 1-Master Alarm Control 1-Command Console Center K/P 7-Door Contact Magnets
4	Sowden Warehouse	12025 Sowden Road <u>13211 West Houston Center Blvd, Houston, TX</u>	Security Alarm System 1-Master Control 1-Digital Keypad 6-Motion Sensors 2-Door Contacts 1-Blast Siren 1-Battery Back-Up 1-Surge Protector 1-Monotoring Connection RJ331X Fire Alarm
5	Upper Braes Warehouse, (Public Works Side Only)	13211 Old Westheimer	Fire Alarm System 1-Master Control Panel 10-Interior/Exterior Sounders 8-Door Contacts 10-Motion Sensors 2-Blast Sirens 3-Digital Keypads 13-Security Cameras 1-Surge Protector 1-Battery Back-Up

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<u>6</u>		<u>7000 Ardmore, Houston, TX</u>	<u>Alarm System</u> <u>Warehouse entry door.</u> <u>Warehouse overhead door</u> <u>Warehouse personnel door</u> <u>Motion Warehouse</u> <u>Entry glass break</u> <u>North front glass break</u> <u>North center glass break</u> <u>North rear glass break</u> <u>Door to warehouse</u> <u>Office area glass break</u> <u>Glass Break – Break room</u> <u>Restroom glass break</u> <u>South Center Warehouse glass break</u> <u>Battery storage glass break</u> <u>South front glass break</u>
<u>7</u>		<u>7004 Ardmore, Houston, TX</u>	<u>Alarm System</u> <u>Entry Door</u> <u>Entry Door Lobby PIR</u> <u>Hall PIR ENGR</u> <u>360 Motion Detectors</u> <u>Glass Break serve</u> <u>E/E Lobby #2</u> <u>Lobby glass break</u> <u>South hall PIRSOUTH HALL PIR</u> <u>Warehouse Door</u> <u>Warehouse Door #2</u> <u>Second floor E/E door</u> <u>Hall exit door</u>
<u>8</u>		<u>4200 Leeland, Houston, TX</u>	<u>Fire Alarm</u> <u>26-Smoke Detector</u> <u>16-Fire Alarm Pull Stations</u> <u>71-Alarm Strobe Lights</u> <u>1-Master Fire Alarm Control Panel: Siemens Cerberus MXL</u> <u>16-Manual Pull Stations</u> <u>1-lot-Supervisory Indicating Circuits</u> <u>3-Power Supplies: PAD2AUX</u> <u>1-lot-All Control Circuits</u> <u>1-Contact Devices</u> <u>1-Sprinkler Systems</u> <u>1-Fire Pump: IDS G4760024</u>

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<u>9</u>		<u>4200 Leeland, Houston, TX</u>	<u>Security Alarm System</u> <u>3-DX 7100 Series Digital</u> <u>Video Recorders</u> <u>1-HP Keyboard</u> <u>34-Color Cameras</u> <u>2-Pelco Monitors</u>
<u>10</u>		<u>4215 Leeland, Houston, TX</u>	<u>Fire Alarm</u> <u>1-Smoke Detector</u> <u>2-Fire Alarm Pull</u> <u>Stations</u> <u>7-Alarm Strobe Lights</u> <u>1-Remote Fire Alarm</u> <u>Control Panel: Siemens</u> <u>Cerberus MXLR</u> <u>1-Contact Devices</u>
<u>11</u>		<u>4200 Leeland Annex, Houston, TX</u>	<u>Fire Alarm</u> <u>11-Smoke Detector</u> <u>3-Fire Alarm Pull</u> <u>Stations</u> <u>14-Alarm Strobe Lights</u> <u>1-Annunciator Panels:</u> <u>Siemens Cerberus RCC-</u> <u>1</u> <u>1-Contact Devices</u>
<u>12</u>		<u>4200 Leeland UPS Bldg, Houston,</u> <u>TX</u>	<u>Fire Alarm</u> <u>4-Smoke Detector</u> <u>1-Fire Alarm Pull</u> <u>Stations</u> <u>2-Alarm Strobe Lights</u>
<u>13</u>		<u>100a Japhet, Houston, TX</u>	<u>Alarm System</u> <u>1-Fire Alarm Control</u> <u>Panel</u> <u>5-Ceiling Smoke</u> <u>Detectors</u> <u>9-Manual Pull Station</u> <u>10-Audible/Visible</u> <u>Indication Appliances</u> <u>Brand: Cerberus SXL-EX</u>
<u>14</u>	<u>Parking Management</u> <u>George R. Brown</u> <u>Convention Center</u>	<u>1001 Avenida De Las Americas</u>	<u>Security Alarm System</u> <u>Monitor Money Room</u> <u>Only</u> <u>Motion Detector in</u> <u>Money Room</u> <u>One Door contact</u> <u>2 Wireless Panic Button</u>

8. Page 31-32, GENERAL SERVICES – HEALTH & HUMAN SERVICES SEMI-ANNUAL & QUARTERLY FIRE SYSTEMS INSPECTIONS FACILITY LISTING: locations; should be revised to read as follows. Additionally all locations have been added/deleted to the E-bid system and will need to have a price.

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Locations	Facility	Work Requested	Manufacturer
1	Animal Control 2700 Evella	Semi-Annual Fire Alarm Systems Test	Fire Detection Consultants, Inc. Consultants, Inc.
2	Fifth Ward M.S.C. 4014 & 4014A Market	Semi-Annual Fire Alarm Systems Test	Kidde Douglas Div. For Daycare and Ademco Alarm Device M.F.G. for the Main Bldg.
3	Kashmere M.S.C. 4802 Lockwood	Semi-Annual Fire Alarm Systems Test	Simplex
4	Sunnyside H.C. 9314 Cullen	Semi-Annual Fire Alarm Systems Test	Standard Elec. Time Div. Of Johnson Service Co.
5	Sunnyside M.S.C. 4605 Wilmington	Semi-Annual Fire Alarm Systems Test	Zans Game Well
6	West End H.C. 190 Heights	Semi-Annual Fire Alarm Systems Test	Auto Call
7	West End M.H.C. 170 Heights	Semi-Annual Fire Alarm Systems Test	Simplex
8	Acres Homes M.S.C. 6719 W. Montgomery	Semi-Annual Fire Alarm Systems Test	Fire Detection Consultants Inc.
9	Southwest MSC 6400 High Star	Semi-Annual Fire Alarm Systems Test	
10	Northeast MSC 9720 Spaulding	Semi-Annual Fire Alarm Systems Test	
11	West End MSC 170 Heights	Semi-Annual Fire Alarm Systems Test	
12	West End Health Center 190 Heights	Semi-Annual Fire Alarm Systems Test	
13	<u>Fifth Ward MSC</u> <u>4014 Market RESERVED</u>	<u>Semi-Annual Fire</u> <u>Alarm Systems Test</u>	
14	Water Control 1828 Rankin Road	Semi-Annual Fire Alarm Systems Test	FireLarm Model 800 Control Unit Federal Signal Corp., Fenwal Ionization Smoke Detectors, Vibratone Horns, Visalert Strobe.
15	H.D.H.S 8000 N. Stadium Dr	Semi-Annual Fire Alarm Systems Test	Pyrotronics Model CP- 2HA Computer Room on 7 th Floor
16	H.D.H.S 8000 N. Stadium Dr.	Semi-Annual Fire Alarm Systems Test	Pyrotronics Model CP- 2HA Vital statistics 1 st Floor, FCI-72-15, FC-15 BCMCH -32F Serial #32514

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17	Metropolitan M.S.C. 1475 West Gray	Semi-Annual Fire Alarm Systems Test	Panel Type Simplex 4002
18	Magnolia M.S.C. 7037 Capitol	Semi-Annual Fire Alarm Systems Test	Panel Type Simplex 2001
19	Central Laboratory 1115 S. Braeswood	Semi-Annual Fire Alarm Systems Test	Panel Type Faraday MPC 2000 Fenwal 040 Halon System
20	Pollution Control 7411 Park Place	Semi-Annual Fire Alarm Systems Test	Panel Type Faraday 15240
21	Riverside Health Center 3315 Delano	Semi-Annual Fire Alarm Systems Test	Panel Type Faraday 15240
22	Lyons Health Center 5602 Lyons	Semi-Annual Fire Alarm Systems Test	Panel Type Faraday 15240
23	La Nueva Casa De Amigos 1809 N. Main	Semi-Annual Fire Alarm Systems Test	Panel Type Pyrotronics
24	Northside Health Center 8523 Arkansas	Semi-Annual Fire Alarm Systems Test	Panel Type Pyrotronics
25	John Peavy Sr. Center 3814 Market	Quarterly Fire Alarm Systems Test	Panel Type- Notifien 5000
26	Denver Harbor MSC 6402 Market	Semi-Annual Fire Alarm Systems Test	Panel Type Firevac
27	Third Ward 3611 Ennis	Semi-Annual Fire Alarm Systems Test	Panel Type Wheelock
28	Facilities Headquarters 3026 Berry Rd.	Semi-Annual Fire Alarm Systems Test	Panel Type Radionics D7024
29	South Post Oak MSC	Semi-Annual Fire Alarm Systems Test	
30	Vinson Library	Semi-Annual Fire Alarm Systems Test	
31	Southwest Environmental Center	Semi-Annual Fire Alarm Systems Test	

9. EXHIBIT BB should be revised to add the following: PARKS DEPARTMENT SECURITY ALARM AND FIRE ALARM SERVICES. Additionally all locations have been added to the E-bid system and will need to have a price.

Locations	Facility	Address	Description
<u>1</u>	<u>Burnett Bayland Community Center</u>	<u>8501 West Montgomery Street</u>	<u>Security Alarm Services Fire Alarm Services</u>
<u>2</u>	<u>Melrose Community Center</u>	<u>1001 Canino</u>	<u>Security Alarm Services Fire Alarm Services</u>
<u>3</u>	<u>Alief Community Center</u>	<u>11903 Bellaire</u>	<u>Fire Alarm Services</u>
<u>4</u>	<u>Montie Beach Community Center</u>	<u>915 Northwood</u>	<u>Fire Alarm Services</u>
<u>5</u>	<u>West Grey Community Center</u>	<u>1475 West Gray</u>	<u>Security Alarm Services Fire Alarm Services</u>

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10. EXHIBIT BB should be revised to add the following: PARKS DEPARTMENT SEMI-ANNUAL FIRE SYSTEM INSPECTION SERVICES. Additionally all locations have been added to the E-bid system and will need to have a price.

Locations	Facility	Work Requested	Manufacturer
<u>1</u>	<u>Burnett Bayland Community Center, 8501 West Montgomery</u>	<u>Semi-Annual Fire Alarm Systems Test</u>	
<u>2</u>	<u>Melrose Community Center, 1001 Canino</u>	<u>Semi-Annual Fire Alarm Systems Test</u>	
<u>3</u>	<u>Alief Community Center, 11903 Bellaire</u>	<u>Semi-Annual Fire Alarm Systems Test</u>	
<u>4</u>	<u>Montie Beach Community Center, 915 Northwood</u>	<u>Semi-Annual Fire Alarm Systems Test</u>	
<u>5</u>	<u>West Grey Community Center, 1475 W. Gray</u>	<u>Semi-Annual Fire Alarm Systems Test</u>	

- The following questions and City of Houston responses are hereby incorporated and made a part of the Invitation to Bid:

1. We have a separate existing agreement that covers the Houston Library Facilities for monitoring and inspections and would like to know if that one remains in place or does this contract replace it? That agreement is in year 1 of 5 we believe. If we are incorrect, please let us know. If that is the case, would the 40 library locations that are listed on Exhibit BB be removed from this bid?

Answer: The scope of service for the Library facilities is for Security Alarm Monitoring, Maintenance, and Inspections. Additionally, the contractor shall include Fire Alarm System Monitoring, Maintenance, and Inspections on the bid tab as this will be evaluated and a sole option of the City to exercise these services.

2. Will there be an opportunity to add any other buildings within the City of Houston in the different departments? For example, Aviation, Civic Center, Fire Department, etc.?

Answer: Yes, Per Scope of Services, Page 6, Item 6.0 Additions & Deletions, the City reserves the right to add additional locations as deemed necessary.

3. Where is the list of gear for the fire alarm devices in Health and Human Services Buildings? Page 31

Answer: Contractors are encouraged to visit the Health and Human Services locations as well as all remaining locations to identify/verify exact equipment to ensure that each contractor bids accordingly.

4. Is there any fire alarm work to perform in the Public Works and Engineering Departments? Page 38

Answer: Yes, Please reference Letter of Clarification 2, Revision Section number 7.

5. We would like to know if there can be a limit on the amount of training they need at each site. This could be a never ending amount of training calls as COH personnel change in the sites. We would suggest limiting this to more?

Answer: Two (2), 2-hour training sessions per site per contract year will be satisfactory. The Security Management Division will be the point of contact for coordinating the date, time and location of the training. For fire alarm systems the contractor will provide up to Two (2), 1-hour training sessions per site per each contract year. The City User Departments will be the point of contact for coordinating the date, time, and location of the training.

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6. On pages 31 and 32, there seem to be some duplications to the site locations. The following sites appear to be the same, but we would like to have a clarification on that. 190 Heights West End Health Center, 170 Heights West End Multi Service Center (MSC), 9720 Spaulding NE MSC, 4014 and 4014 A Market 5th Ward MSC, 6400 High Star SW MSC, 3611 Ennis 3rd Ward MSC, 1809 North Main La Nueva Casa de Amigos, 8000 North Stadium Drive Headquarters, South Post Oak MSC, Vinson Library, SW Environmental Center and 3026 Berry.

Answer: There are two West End facilities with addresses shown above. The 9720 Spaulding addresses is for the Northeast Multi-Service Center. There are two Fifth Ward facilities with addresses shown above. The address for La Nueva Casa De Amigos is 1809. The 3026 Berry Rd. is the GSD North Districts office and shops.

7. Do we provide the monitoring in the facilities that we are also providing the inspection on? We are providing inspections on 31 locations, but there is only 13 that are being monitored. Is this correct? How can we do the inspection without the monitoring since part of the inspection is to send a signal to the monitoring station?

Answer: The Security Alarm Monitoring, Maintenance and Inspections Services are to be performed at all facilities identified in the bid solicitation. The only Health Department Facility that contractor will provide Fire System monitoring at the Multi Service Centers, Health Clinics and Laboratories. The contractor should confirm exact number of facilities that have fire alarm systems that will and can be monitored. Please include the Denver Harbor MSC to be monitored.

8. Do any of these questions affect the bid date?

Answer: Per Letter of Clarification 1, the Bid Due Date has been extended to 6/26/08 at 10:30 AM.

9. Does all fire system need quarterly inspections as stated or needs semiannual as indicated in Document "BB"?

Answer: Per Exhibit BB, the Semi-Annual & Quarterly Fire Systems Inspection Facility Listing: The table identify all facilities that will require Semi-Annual Inspections and Quarterly Inspections.

10. I need to know if the response time of the alarm company if emergency service call is requires is 1 hour as stated in section 1.14 or 3 hours which is stated in section 2.8?

Answer: Per solicitation document we could not locate sections 1.14 or 2.8 as it pertains to your question. However, per Section 5.0 Service Response Time (Except for Security Alarm Signals) One (1) hour with certified technician, per Section 3.0 Security Alarm Systems Thirty (30) minutes with commissioned armed security guard, and per Section 4.0 Fire Alarm Systems, 4.3 shall be revised from 3 hours to 1 hour after being contacted should a fire alarm system malfunction. The above reference to response times refer to the time a guard or technician should arrive on site in response to an alarm. The monitoring company upon receipt of a fire alarm will immediately without any delay notify the Fire Department whose jurisdiction the property is within. Remove Page 12 and replace with attached Page 12 marked Revised – June 17, 2008.

11. I also need to know if armed officers will be required for any alarms that occur during business hours?

Answer: Yes!

12. I will also need to get a complete device count for all fire systems and the actual panel model numbers in order to calculate the time it will take to complete the annual inspections. Will the fire inspection be allowed during normal business hours or will this need to be done after hours?

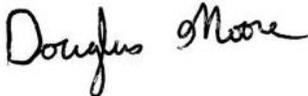
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Answer: Contractors are encouraged to visit all locations listed in solicitation to identify/verify exact equipment to ensure that each contractor bids accordingly. Any testing of the fire alarms should be performed in a manner and at a time that will not impact operations of the facility where the testing is being performed.

When issued, Letter(s) of Clarification shall automatically become a part of the bid documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. It is the responsibility of the bidders to ensure that it has obtained all such letter(s). By submitting a bid on this project, bidders shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this bid.

If you have any questions or if further clarification is needed regarding this Invitation for Bid, please contact me.

Sincerely,

A handwritten signature in black ink that reads "Douglas Moore". The signature is written in a cursive, slightly slanted style.

Douglas Moore
Division Manager
City of Houston, Strategic Purchasing Division
832-393-8724

Attached Revised Page: 8, 11, 12, & 15

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under this contract.

15.0 EXTRA CHARGES FOR ALARM PASS-CODES FORBIDDEN:

15.1 There shall be no additional charges for changing, modifying, adding, or deleting alarm pass-codes for any and all locations covered under this contract, at any time.

16.0 TRAINING FOR BUILDING MANAGEMENT & SECURITY MANAGEMENT PERSONNEL:

16.1 Contractor ~~should~~ shall provide training to building management and security management personnel at each facility on how the alarm systems work, and how to properly operate the systems at no additional cost to the City. This training ~~should~~ will also be provided as requested by the City for new management personnel as changes in City personnel are made, at no additional cost to the City.

17.0 BACKGROUND CHECKS:

17.1 The contractor will be responsible for performing nation-wide criminal background checks on all employees the contractor intends to assign to work at City of Houston facilities in order to fulfill this contract. A copy of the background check will be provided to the Security Management Division of General Services Department, at no additional cost to the City. The City reserves the right to deny access to any of contractor's employees who have felony convictions on the background check, or who may be judged as untrustworthy.

17.2 Failure to perform a nation-wide background check on every employee assigned to work at City of Houston facilities, or failure to provide those checks to Security Management Division may result in termination of this contract.

18.0 RESPONSE TIME FOR ADDITIONAL WORK REQUEST:

18. The Contractor shall respond and provide all written quotes within forty-eight (48) hour from written request from the applicable Department designee for all additional work request."

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3.0 SECURITY ALARM SYSTEMS:

3.1 Response to Security Alarm Signals

3.1.1 The Contractor's Commissioned (Armed) Security Guard will arrive within thirty (30) minutes of the security alarm signal at the department facility from which the alarm originated. The security guard shall thoroughly inspect the facility for signs of entry immediately upon arrival. If signs of entry are visible, the Houston Police Department will be notified by the security guard. The security guard will remain at the department facility until the designated Department representative secures the facility, the security system is reset, all entrances and exits are secured.

3.2 Service to the Security Alarm Systems

3.2.1 The Contractor will maintain the installed security system on an on-going basis for the duration of the contract period. The equipment labor and materials charge will include:

3.2.1.1 Replacement of all components as needed due to equipment malfunction or failure at the specified rate.

3.2.1.2 Repair of all components as needed due to equipment malfunction or failure at the specified rate.

3.3 Security System Installation

3.3.1 New systems or replacement parts (or systems) shall be installed in a workmanlike manner, in accordance with manufacturer's approved wiring diagrams. The contractor shall furnish all conduit, wiring, junction boxes, connectors, cabinets and associated miscellaneous materials necessary for the complete installation.

3.3.2 All equipment shall be designated and implied for its intended use.

3.3.3 Installation of all raceways and wiring shall be in compliance with the City and National Electrical Code. All applicable portions of the Electrical and Administrative Code of the City of Houston shall be followed implicitly, in particular with regard to material type and quality, circuitry extension from and connections to existing outlet and junction boxes, panel boards and similar appurtenances.

3.3.4 All penetrations of floor slabs and fire walls shall be fire-stopped in accordance with all local fire codes.

3.3.5 Wiring shall be color coded throughout according to National or City of Houston Electrical Code Standards with a size minimum of No. 19 AWG, and must also conform to the National Electrical Code, NFPA 70.

3.3.6 A manufacturer-trained representative shall install the system.

3.3.7 The security equipment shall be Digital Security Control Equipment or an approved equivalent.

3.4 Documents for Security System Installation

3.4.1 Prior to commencement and after completion of work, Contractor must notify authorities having jurisdiction/Department(s).

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3.4.2 Permits necessary for installation of the work shall be obtained prior to the commencement of work. All permit costs and inspections, if required, shall be included as part of the required work under this Contract.

3.4.3 The Contractor shall provide a single line riser diagram showing all equipment and type, number and sign of all Conductors. Upon completion of the installation of the Security System, the Contractor shall provide to the designated department representative, a signed written statement, substantially in the form that follows:

3.4.3.1 "The undersigned, STATE ALARM LICENSE B _____ having been engaged as the Awarded Contractor on (NAME OF CONTRACT and CONTRACT NUMBER), confirms that the Security System was installed in accordance with diagrams, instructions and directions provided to us by the equipment manufacture"

3.5 Security System Installation Field Testing

3.5.1 Reports of any field testing during installation shall be forwarded to the General Services Department, Security Services Management Division, representative.

3.5.2 Upon completion of installation, the Contractor shall test the entire system under the supervision of manufacturer-trained representative. Each individual system operation on a point-by-point basis shall be tested for its complete operation. Procedures for testing the entire security system shall be set forth with the consent of the department representative.

3.6 Training and Operating Manuals

3.6.1 The Contractor shall compile and provide to the General Services Department, Security Services Management Division representative two (2) complete operations manuals on the furnished security system, catalog cuts of all equipment and components, all as-built wiring diagrams, and a manufacturer's suggested spare parts list with current pricing. In addition to the above printed materials, the Contractor shall provide instructions to the designated personnel at each facility where the system is installed in the operation of the system.

3.7 Miscellaneous

3.7.1 The Contractor shall ensure that all systems have the correct telephone connections and that coded activities are correctly recorded.

4.0 FIRE ALARM SYSTEMS:

4.1 Fire Alarm Monitoring

4.1.1 The Contractor will provide 24-hour a day monitoring services at a central station/facility. In the event of a fire alarm signal at a Department facility, the on-site fire alarm will communicate with Contractor's Central Monitoring Station. The Contractor's Central Monitoring Station will notify the Houston Fire Department to respond to the fire alarm and will also notify the designated department representative.

4.2 The Contractor agrees to provide repair of fire alarm equipment, systems and related controls on site.

4.3 The Contractor shall maintain a 24-hour emergency telephone number to be contracted during emergencies. Contractor shall respond to emergencies within ~~3~~ 1 hour after being contacted

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**SCOPE OF WORK/SPECIFICATION PART II
FOR GENERAL SERVICES DEPARTMENT, PER EXHIBITS "B" & "BB".**

1.0 SCOPE OF SERVICES:

- 1.1 The Contractor is responsible for performing scheduled preventive maintenance and unscheduled repairs on fire alarm monitoring systems, as necessary, on a 24-hour per day, 365-day per year basis. The Contractor shall maintain a 24-hour emergency telephone number to be ~~contracted~~ contacted during emergencies. Contractor shall respond to emergencies within one-hour after being contacted should a fire alarm system malfunction.
- 1.2 Each scheduled maintenance inspection and if necessary repair visit shall include an inspection of all equipment pertaining to the fire alarm systems, certification of such and in compliance with the State of Texas rules and regulations and all applicable codes.
- 1.3 The Contractor shall provide a detailed and State of Texas approved service report for each inspection and maintenance call. One copy to be left with the Building Superintendent one copy to be retained by the Contractor. Whenever required by the State of Texas a copy of such inspection report to be forwarded to the State by the Contractor. The service report for each repair service shall include a brief description of the problem, as well as the remedies employed. The Contractor shall return all replaced parts to the City. Whenever possible the Contractor is to use original equipment manufacturer's replacement parts. The parts must be new.
- 1.4 No extra travel or trip charges will be added for any of the services provided.

2.0 CONTRACTOR'S RESPONSIBILITIES:

- 2.1 It is the Contractor's responsibility to survey each location for the purpose of identifying all Security and Fire equipment, hardware, wiring, and etc. The City's failure to list any Fire equipment, hardware, wiring, and etc. does not exclude it from coverage on the contract. All Fire Alarm equipment, hardware and wiring listed in the locations in "Exhibit BB" are to be covered in the contract.

3.0 RELATED DOCUMENTS:

- 3.1 The requirements of National Fire Protection Association Code (NFPA) 72, 1996 revision and the Texas Insurance Code and Fire Alarm Rules apply to this specification, as adopted by the State of Texas. All work shall be done within the requirements of these and any other state or local Codes.
- *3.2 In conformance to NFPA 72 paragraph 7-1.2.2, contractor must have a minimum of six (6) NICET Level 3 or 4 permanently employed personnel to be qualified to perform the services listed in this specification. Contractor must have a minimum of at least one (1) level 4 certified individual that is permanent employed by Contractor. Contractor must include copies of the Licenses for these individuals with his/her Bid package to be considered.

4.0 REQUIREMENTS:

- 4.1 The inspections & service as described shall be performed on a semi-annual basis, pre-scheduled with the City of Houston, with adequate notice to allow notification of all occupants. Inspections or service shall be required during after hours times while no occupants are present, at the City of Houston's sole discretion.
- 4.2 Inspections & Tests shall include all functional tests required by Code, whether or not

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END OF LETTER OF CLARIFICATION NO. 2