

**RFP TP22-1011;  
Alarm System Maintenance, Repair and Monitoring  
ATTACHMENT A: SCOPE OF WORK**

**1.0 SCOPE OF WORK (SOW)/TECHNICAL SPECIFICATIONS (T/S):** TPS is seeking proposals from qualified entities to meet the following requirements in providing alarm system maintenance, repair and monitoring services to the following TPS-owned properties throughout Hamilton County, Ohio:

- Park Eden 2610 Park Ave 45206-1375
- Evanston 1820 Rutland 45207-1249
- Pinecrest 3951 West 8<sup>th</sup> Street 45205-2164
- Baldwin Grove, 11111 Springfield Pk. 45246
- The Reserve on South Martin, 7363 Martin St. 45231
- West Union Square, 2942 Banning Rd, Cincinnati OH 45239
- City West, 1428 Linn Street, Cincinnati, OH 45214

**2.0 GENERAL REQUIREMENTS:** The Contractor shall submit proposals for Inspection, Testing, Maintenance, and Monitoring of TPS's properties. As part of these general requirements, TPS reserves the right to:

- Award multiple contracts to more than one Contractor at TPS's sole discretion of any combination of the above noted services for the various properties as noted in Section 2.0 if it is in its best interest to do so.
- TPS reserves the right to add or subtract properties from the RFP and any resulting contracts at TPS's sole discretion.
- TPS reserves the right to cancel inspection, testing and monitoring services at any location with 30 days notice after initial contract period.

**2.1** The Contractor(s) shall comply with all applicable federal, state and local laws, rules, regulations, ordinances and codes and obtain any licenses or permits required to provide the services under this RFP.

**2.2** The Contractor(s) shall be licensed as required by the jurisdiction in which the service is to be performed and the license shall be current and in good standing.

**2.3** The Contractor(s) shall provide uniforms and ID Badges for all employees working on TPS Properties. No employee of the Contractor will be allowed on TPS properties out of uniform or without an ID Badge.

**2.4 SERVICES TO BE PROVIDED:** The following services are to be provided as a result of a contract award for this solicitation:

**2.4.1 Inspection and Testing Services -** Fire Alarm and Security Systems shall be tested, and service tagged at the main alarm panel, at the frequency required by local, State, or Federal statute. Testing shall include but not be limited to

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all smoke detectors, manual pull devices, sprinkler systems, annunciators, visual indicators and strobes, control units, voice/alarm communication systems and other devices that may be part of the fire alarm system.

2.4.1.1 Testing of the fire alarm systems shall be performed in accordance with NFPA standards and 29 CFR 1910.164 or other NFPA code adopted by the authority having jurisdiction.

2.4.1.2 Testing frequency shall be in accordance with NFPA standard 72 and local, state, and Federal statutes.

2.4.1.3 Testing and maintenance of fire doors and dampers shall be performed in accordance with manufacturer's guidelines and NFPA standards.

2.4.1.4 A record of each inspection, test, or service shall be maintained as specified in NFPA Standards and local, State, or Federal statutes. Copies of each inspection shall be forwarded to the local, State, or Federal authorities as required by law, code or ordinance of the authority having jurisdiction. An electronic copy of each inspection, test or service shall be forwarded to the property manager within 10 business days of completion of the inspection and/or test. At a minimum the report should include, but not be limited to, each device type, location, floor, zone/point number, test results and battery conditions.

2.4.1.5 All work shall be performed on a scheduled and systematic basis. In all cases, all equipment shall be maintained to manufacturer's specifications, kept in proper working order and in compliance with all applicable codes, at all times. Contractor shall schedule inspections and tests with the individual property managers to ensure all TPS properties are in compliance.

2.4.1.6 The Contractor(s) shall notify the TPS property manager within 24 hours of any repairs required as a result of the inspection and test. If during the test any deficiencies are found the contractor should notify the property manager immediately.

**2.4.2 Annual Cleaning** – Annual cleaning and sensitivity testing must be performed, at a minimum, on 50% of the designated properties smoke detectors. 100% of smoke detectors are to be cleaned and sensitivity tested over a two (2) year period.

2.4.2.1 The Contractor(s) shall provide an electronic report of the devices that have been tested for sensitivity and cleaned. At a minimum, the report will include, but not be limited to each device type, location, floor, zone/point number, test result and sensitivity rating.

**2.4.3 Monitoring Fire Alarm Systems** – All fire alarm systems shall be monitored by a U.L. listed monitoring location.

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- 2.4.3.1 The Contractor(s) shall monitor fire alarm systems 24 hours per day, 7 days per week, and 365 days per year by trained personnel by U.L. Listed monitoring location.
- 2.4.3.2 Monitoring services will be authorized for each property by a separate purchase order. The contractor(s) shall invoice for each monitored property separately.
- 2.4.3.3 The Contractor(s) must be able to contact authorities within 60 seconds of the alarm activation and have a reliable backup source, either a second station, or a backup generator.
- 2.4.3.4 The Contractor(s) shall not install any proprietary hardware that would make it impossible for another contractor to monitor the system. Upon contract expiration or termination, the Contractor(s) shall coordinate the removal of any proprietary software with the new Contractor to ensure continued service to the property.
- 2.4.3.5 All programmable panel access codes must be set to default codes to allow any authorized vendor access to the panels. A code, other than the factory default, is acceptable as long as a listing of pass codes is provided to TPS. Final invoicing will not be paid until reprogramming has been completed.
- 2.4.3.6 The Contractor(s) shall keep detailed records of each incident. At a minimum, reports shall include day, date, time and signal (open, close test, alarm), user identification, dispatch and disposition information. This electronic generated report shall be provided to the property managers within 24 hours of any incident.
- 2.4.3.7 The Contractor(s) shall have the ability to email all trouble condition to various e-mail addresses of TPS.

### **2.4.4 Annual Full Service Maintenance**

- 2.4.4.1 The Contractor(s) will provide full coverage of panel components, parts, repair or replacement for all common space peripheral devices and batteries worn due to normal wear unless specifically excluded. All services provided must be approved by TPS, prior to start unless deemed an emergency. If the defective component is found to be obsolete and is no longer available the servicing company is only responsible for the estimated replacement cost of
- 2.4.4.2 the defective component(s). They are not responsible for upgrading all obsolete component(s).
- 2.4.4.3 Service providers will respond to all emergency calls within a 24 hour period of receiving request for service.

### **2.4.5 Panic Alarm Monitoring**

- 2.4.5.1 All panic alarm systems shall be monitored 24 hours per day, 7 days per week, and 365 days per year by trained personnel.

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- 2.4.5.2 Monitoring services will be authorized for each property by a separate purchase order. The contractor(s) shall invoice for each monitored property separately. The Contractor(s) must be able to contact authorities within 60 seconds of the alarm activation and have a reliable backup source.
- 2.4.5.3 The Contractor(s) shall not install any proprietary hardware that would make it impossible for another contractor to monitor the system. Upon contract expiration or termination, the Contractor(s) shall coordinate the removal of any proprietary software with the new Contractor to ensure continued service to the property.
- 2.4.5.4 The contractor must complete all preventive maintenance, testing, monitoring and service of all panic alarm systems.
  - 2.4.5.4.1 Contractor must compile a list of equipment, condition and create a preventive maintenance plan for each property.
- 2.4.5.5 In the event that the Panic Alarm is activated, vendor will also notify the designated TPS personnel when an alarm occurs.
- 2.4.5.6 In the event that the Panic Alarm is not functions or does not respond to testing, the contractor must send a technician to complete any needed repair up to \$2,500 within 2 hours of notification. In the event of a repair above \$2,500, the TPS designee must be notified within 24 hours of the needed repair.

**2.5 EQUIPMENT LIST BY LOCATION**

Note: The single station smoke detectors that are connected to the fire alarm system will be included in the testing.

**Park Eden**

2610 Park Ave 45206-1375

Item	Description	Units
<b>Communicator</b>	Silent Knight 5207	
<b>Panel</b>	Simplex 4020	
<b>Alarm Initiating Devices</b>	FTHD Fixed Temp Heat Detector	8
	PSD Photo Smoke Detector	74
	PSDA Pull Station-Double Action	32
	PSSA Pull Station-Single Action	2
	RRHD Rate of Rise Heat Detector	8

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	SSSD Single Station Smoke Detector	181
<b>Alarm Notification Devices</b>	A/V Audio/Visual Signal Device	41
	ANNC Annunciator	2
	AS1G Audible Signal	1

**Evanston**

1820 Rutland 45207-1249

Item	Description	Units
<b>Communicator</b>	Silent Knight 5104B	
<b>Signal Expander</b>	Silent Knight 5495	2
	Notifier FCPS	24
<b>Panel</b>	Notifier 4800	
<b>Alarm Initiating Devices</b>	DTSM Duct Smoke Detector 7	7
	MNPS Manual Pull Station 16	16
	SM01 Single Station Smoke Detector 101	101
	SM02 System Smoke Detector 13	13
	SPFS Sprinkler Flow Switch 4	4
<b>Alarm Notification Devices</b>	NAC2 Horn/Strobe Notification Appliance	37
	NAC3 Horn Only Notification Appliance	91
	NAC4 Strobe Only Notification Appliance	3

**Pinecrest**

3951 West 8th Street 45205-2164

Item	Description	Units
<b>Communicator</b>	Silent Knight 5207	
<b>Panel</b>	Simplex 4020	

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<b>Alarm Initiating Devices</b>	DSD Duct Smoke Detector	1
	FTHD Fixed Temp Heat Detector	5
	ISD Ionization Smoke Detector	121
	PSDA Pull Station-Double Action	42
	RRHD Rate of Rise Heat Detector	14
	SSSD Single Station Smoke Detector	201
<b>Alarm Notification Devices</b>	A/V Audio/Visual Signal Device	38
	ANNC Annunciator	1
	ASIG Audible Signal	143

**Baldwin Grove**

11111 Springfield Pk. 45246

Item	Description	Units
<b>Panel</b>	Honeywell QS-1	
<b>Alarm Initiating Devices</b>	DTSM Duct Smoke Detectors 8	8
	HT02 Rate of Rise Heat Detector 2	2
	MNPS Manual Pull Station 14	14
	PSD Photo Smoke Detectors 182	182
<b>Alarm Notification Devices</b>	NAC2 Horn/ Strobe Notification Appliance	24
	NAC3 Horn Only Notification Appliance	64
	VSIG Visual Only Signal	6

**The Reserve on South Martin**

7363 Martin St. 45231

Item	Description	Units
<b>Panel</b>	EST 0500	

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<b>Alarm Initiating Devices</b>	DTSM Duct Smoke Detectors	13
	HT02 Rate of Rise Heat Detector	2
	MNPS Manual Pull Station 1	13
	PSD Photo Smoke Detectors	16
<b>Alarm Notification Devices</b>	NAC2 Horn/ Strobe Notification Appliance	91
	VSIG Visual Only Signal	13

**West Union Square**

2942 Banning Rd 45239

Item	Description	Units
<b>Panel</b>	Siemens XLS	
<b>Alarm Initiating Devices</b>	Photo Smoke Detector	175
	PSSA Pull Station-Single Action	16
	Heat Detector	1
	Waterflow Switches	4
	Supervisory Switches	8
<b>Alarm Notification Devices</b>	Strobes	9
	Horn/Strobes	38

**City West**

1428 Linn St. 45214

Item	Description	Units
<b>Panel</b>	Silent Knight 5401	
<b>Alarm Initiating Devices</b>	DTSM Duct Smoke Detectors	
	HT02 Rate of Rise Heat Detector	
	MNPS Manual Pull Station 1	
	PSD Photo Smoke Detectors	1
	FLW Switch	1
<b>Alarm Notification Devices</b>	NAC2 Horn/ Strobe Notification Appliance	
	VSIG Visual Only Signal	

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**2.6 PARTS, MATERIALS AND SUPPLIES.** Parts, materials and supplies shall be itemized on the invoice. Percentage of markup shall be included on the Attachment I - Fee Submittal Form.

### **3.0 COVID-19 Requirements for Work**

If applicable, vendors entering TPS-occupied work sites (buildings, properties, etc.) must wear PPE including but not limited to a mask that covers their mouth and nose. The mask should be worn throughout the entire period of service delivery.

Contractor is to practice social distancing while on site. In addition, Contractor personnel shall be neat and wear uniforms with the company name and an ID badge. This standard of neatness means Contractor staff must appear at the job site in freshly laundered clothing.

TPS will issue badges to individual Contractor employees with their picture.

### **4.0 Performance Standards**

- 4.1** Contractor(s) shall arrive at the location ready to commence work. Contractor arrival to the location for emergency calls shall be within one (1) hour after notification by TPS, which may include nights, weekends, and holidays and within two (2) hours for all others. Contractor(s) shall call or check-in with the TPS representative who assigned the work within thirty (30) minutes of initial call or notification of need for service and provide estimated time to be on property. Failure to adhere to this standard will reduce the fee by 25%. If a contingency exists that will not allow for arrival on time, Contractor must call the TPS contact to explain to avoid the penalty
- 4.2** Failure to complete repairs properly and in accordance with industry standard will result in at \$50 penalty per incident in addition to either returning to properly complete the repairs or reducing the fees by the cost to have another contractor complete the repairs properly.
- 4.3** Failure to complete services within the agreed-upon timeframe will result in a penalty of \$25 per day in which the service is not completed unless a contingency exists in which case you must call your TPS contact and explain.
- 4.4** Contractor will ensure ability to perform all services awarded. A Contractor claiming inability to perform a service due to insufficient staffing is not acceptable. If Contractor is unable to do the work for which they submitted a quote/proposal, the Contractor's contract for that work will be cancelled in whole or that part of the contract will be inactivated and no longer considered for award.
- 4.5** In the event of a schedule conflict, vendors will service TPS first. Failure to do so will result in the vendor being sent a Notice to Cure to complete the service. If the vendor does not complete the service within the date specified on the Notice, another vendor may



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be contacted to perform the service. Per Section 2.4 of the General Terms and Conditions, three warnings (Notices) will result in vendor termination. (This situation is avoidable by arranging a schedule with the Property Manager for services.)

- 4.6 Failure to report for work in proper uniform and with an appearance and condition that is neat and professional may result in a penalty of \$15 per service.
- 4.7 Invoices are to be submitted within two weeks after completion of the service (see *Invoicing* in the General Terms and Conditions). If invoices are submitted late, the amount to be paid shall be reduced:

Number of days to submit invoice to TPS after completion of work or receipt by TPS in Yardi (whichever is later)	Performance Deduction from Invoice
<30	0%
>30	30%
>60	50%
>90	75%
>120	100% (No payment)

- 4.8 TPS may waive the fee reductions at their discretion after discussing extenuating circumstances with the Contractor. Such waiver shall be in writing at the time of the service.

**5.0 The Authority’s Motto and Gold Performance Standards**

In 2012, the Authority implemented its motto “Being an Asset to Hamilton County” in addition to establishing Gold Performance Standards which consist of the principles and values by which the Agency performs and how our partners, vendors, contractors and consultants are measured. The Gold Performance Standards are:

- |                  |                   |                       |                        |
|------------------|-------------------|-----------------------|------------------------|
| <i>Respect</i>   | <i>Timely</i>     | <i>Exceptional</i>    | <i>Initiative</i>      |
| <i>Excellent</i> | <i>Quality</i>    | <i>Accurate</i>       | <i>Integrity</i>       |
| <i>Value</i>     | <i>Creativity</i> | <i>Accountability</i> | <i>Professionalism</i> |

It is the Authority’s intent that the contractor will also adhere to these standards.

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**6.0 CONTRACT TERMS**

**6.1 Contract Term**

**6.1.1** TPS intends to enter into a one-year contract with the option, at TPS's sole discretion, to extend four one-year contracts with the successful offeror(s) selected to provide the services.

**6.2 Indefinite Quantities Contract (IQC)** TPS does not guarantee any minimum or maximum amount of work as a result of any award ensuing from this RFP, but will reserve the right to award work on an as-needed basis.

**6.2.1** Guaranteed Contract Minimum Amount and Not-to-exceed Maximum Amount: As may be further detailed herein, as the ensuing contract will be an Indefinite Quantities Contract (IQC), which, pursuant to HUD regulation, requires TPS to award the responsive and responsible contractor a Guaranteed Contract Minimum Amount (GCMA) and Not-to-exceed Maximum Contract Amount (NMCA) of work, those required minimum and maximum contract levels are: (a) GCMA: \$100; (b) NMCA: \$117,812 annually. TPS reserves the right to adjust these amounts, if in its best interest to do so, prior to contract approval.