

Addendum No. 1 to IFB 22-31



CITY OF SOMERVILLE, MASSACHUSETTS
Department of Procurement and Contracting Services
KATJANA BALLANTYNE
MAYOR

To: Prospective Bidders of IFB 22-31
Security Monitoring and Maintenance for Schools and City Buildings
From: Andrea Caruth, Deputy Chief Procurement Officer
Date: 3/23/2022
Re: Technical Specifications and Bid Opening Extension
Addendum No. 1 to IFB 22-31

****Please note: the Bid Opening Date is extended to Monday March 28th, 3PM. The zoom link provided in the bid package remains the same.****

This addendum updates the technical specifications. Failure to do so may subject the proposer to disqualification. Please acknowledge receipt of this Addendum by signing below and including this form in your bid package.

NAME OF COMPANY / INDIVIDUAL: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE/FAX/EMAIL: _____

SIGNATURE OF AUTHORIZED INDIVIDUAL: _____

ACKNOWLEDGEMENT OF ADDENDA:

Addendum #1 _____ **#2** _____ **#3** _____ **#4** _____

PART 3: TECHNICAL SPECIFICATIONS

SCOPE OF SERVICES/SPECIFICATIONS

I. INTENT

This contract is for the Lease Maintenance (including repairs), Central Station Monitoring and Guard Response of the existing intrusion alarm systems; scheduled and on-call repairs for the City of Somerville. All City owned equipment is to remain the property of the City, as presently installed. Any new equipment installation, and paid for by the City, will be the property of the City of Somerville. **The Contract term will be for one year.**

The City will retain the option right to purchase any leased equipment (at cost plus 15%), at a later date.

II. MATERIALS/PROCEDURES/REQUIREMENTS

A. EQUIPMENT

1. All equipment shall be approved by Underwriters Laboratories for the purpose of Burglar Alarm Protection
2. All wiring to conform to UL standard #681.
3. All motion detection devices to be Ultrasonic or Passive Infrared type.
4. All sound monitoring devices to be Multirguard. Multirphone detection units or acceptable equal approved by the City.
5. Contractor shall include 100% warranty on parts and labor in the event of malfunctions or from normal wear and tear which is causing malfunctions. Contractor will not include cost of replacement or repair of equipment caused by vandalism or an Act of God. The City will be responsible for the cost of any replacement or repair of damaged equipment due to vandalism or an Act of God.
- 6.

B. LENGTH OF CONTRACT

The Contract shall be for a period of one year with an option for (2) one-year extensions.

C. PROTECTION OF PERSON/PROPERTY/REGULATIONS

The contractor shall take all precautions to protect the City's property from injury and be held responsible for all employees or any person or persons, instrument or device, directly or indirectly employed by him. Any corresponding damages shall be replaced, repaired and paid for by the Contractor to the satisfaction of all parties concerned including the City of Somerville.

D. LAWS AND REGULATIONS

The Contractor shall comply with all Federal, State and Local Ordinances and Regulations Governing the type of work called for in these specifications.

E. SERVICES:

SERVICES TO BE PROVIDED

1. Monitoring and recording the normal opening and closing signals at the Central Station.
 - a. The Contractor will be responsible to notify an authorized person in the event the alarm system is not set within a ½ hour after its scheduled closing time.
 - b. The Contractor will be responsible to notify an authorized person in the event the freezer and/or boiler alarm is activated.
2. Monitoring and recording the abnormal opening and closing times along with recording the name and code number of the authorized person entering or remaining in the building.

3. Monitoring and recording all information with regard to an alarm; the time alarm originated, the police officer notified, the time the guard arrived, the School Department personnel who was notified and the time the system was re-secured.
4. Records of all events shall be retained at the Central Station for a minimum of one (1) year and shall upon request by the Owner be opened for inspection by their authorized agent.
5. Contractor will pay for the equipment needing replacement.

SYSTEMS OPERATIONS

All Systems shall be connected to the Central Station via a 2-way, 24 hour supervised radio communication link and shall transmit the following independent and different signals.

- a. Day Opening
- b. Night Closing
- c. Motion Alarms
- d. Door Alarms
- e. 2-way, 24 hour supervised radio communication link failure
- f. 24-hour boiler malfunction at the High School and Powder House.
- g. 24-hour freezer malfunction at the High School, Powder House, Argenziano, Winter Hill and East Somerville Schools.
- h. 24 low temperature supervision at all schools
- i. High temperature supervision at Somerville High School.

The existing dialer type communication shall be used to verify openings and closings.

OPERATING HOURS

The City will establish a set of operating hours to determine the periods of time during which protection is to remain in effect. Those persons having authority to re-enter the protected area, while the protection is in effect, will receive individual coded, numbered pass cards which are to be used when arranging for irregular entries.

A permanent daily record will be maintained of the hours during which the protection is usually in effect. All irregular openings will be logged along with the coded numbered pass card holder authorizing such reopening. Should anyone neglect to set the alarms, a coded numbered pass card holder would be notified so that the Owner would not go unprotected that night.

UNDER LEASE MAINTENANCE CONTRACT

1. One Scheduled preventative maintenance visit, to all building and school locations, shall be provided and to consist of one hundred percent (100%) mechanical and electrical inspection of Burglar Alarm Systems and monitoring devices under the Lease Maintenance Contract. All repairs to the leased equipment are at the expense of the Vendor. The City will pay for any repairs to City owned equipment only.
2. Trained operators must respond to emergency request for services within a two-hour time period, twenty-four hours a day, seven days a week.
3. The Vendor, under the Lease Maintenance Contract will provide all labor, parts, batteries etc., and equipment required to maintain their Burglar Alarm Systems on behalf of the City of Somerville.
4. The Vendor may not sub-contract any of the following, on behalf of the City of Somerville:
 - o Burglar Alarm System Maintenance,
 - o Repair Services,
 - o and Central Station Monitoring Services
5. All Vendor Work Orders must be signed by the DPW Superintendent of Buildings and Grounds, or his designee authorizing the work to be performed on a City Building. Any Invoices that are presented for payment, that do not have a signed work order backup, by a City designee, will not be paid by the City.

NOT UNDER LEASE MAINTENANCE CONTRACT

1. Provide estimates, when requested, for services/material not provided for under the Lease Maintenance Contract.
2. The Vendor must provide a copy of the list pricing (before any discounting) of parts and materials that will be provided to the City of Somerville, for repairs that are not covered under the Lease Maintenance Contract. All such repairs will be approved, ahead of time, by the DPW Superintendent of Buildings and Grounds. A signed work order must be provided.
3. The Vendor may not sub-contract any portion of repairs and servicing, not provided for under the Lease Maintenance Contract, unless prior approval received from the DPW Superintendent of Buildings and Grounds.

TELEPHONE LINES

The lines used as part of the Owner's regular phone system shall be used to monitor openings and closings via dialer equipment. This provides the bidder the option of utilizing telephone lines for backup to the radio transmitters. Any connection made to the Somerville Phone System shall be under the direct supervision of the Somerville Telecommunications Department.

GUARD RESPONSE

1. All Guards dispatched by the Central Station shall be uniformed, trained, bonded security guards with appropriate credentials.
2. All vehicles to be used by Guards are to be equipped with 2-way radios. Guards are to be equipped with portable units.
3. The Guard response is to be coordinated with the Somerville Police Dept.
4. Guard response should be within fifteen (15) minutes of signal transmission.

III. CENTRAL STATION

The Vendor must identify their Central Station Monitoring facility, including: the address of the facility, the # of employees at the facility, and the name of the owner of the facility. The Central Station Monitoring facility may not be sub-contracted.

1. Central Station is to be approved and listed by Underwriters Laboratories.
2. Central Station to be manned twenty-four (24) hours, seven (7) days a week.
3. Operators must be fully trained in use of Central Station equipment.
4. Central Station will maintain and provide 2-way radio Communication with the guards responding. The guards will also be equipped with two-way radios.
5. The Vendor's Central Station and Maintenance Operation facilities shall be located no more than ten (10) miles from the City of Somerville.
6. Central Station to maintain control of all standard opening and closing schedules by means of numbered passcard systems.
7. Central Station to maintain control of all authorized irregular opening and closings with name and passcard number of persons who authorized an irregular opening.
8. The Central Station will be responsible to notify an authorized person in the event the alarm system is not set within ½ hour after its scheduled closing time.
9. Central Station will be responsible to notify an authorized person, in the event a freezer, boiler or MIS system alarm is activated.
10. Central Station to submit a weekly log to the City with record of all openings and closings with name and passcard number of persons who authorized an irregular opening.
11. Central Station to maintain list furnished by the City of Somerville of contact Persons, should an alarm occur and need to notify these persons.
12. In the event of an alarm, Central Station to notify Somerville Police.

IV. LOCATIONS
A. City Buildings

1	Somerville Recreation Commission, 19 Walnut Street
2	Somerville City Hall, 93 Highland Avenue
3	City Hall Annex, 50 Evergreen Avenue
4	Central Library, 77 Highland Avenue
5	West Branch Library, 40 College Avenue (Currently offline but will be added)
6	East Branch Library, 115 Broadway
7	Somerville Youth Services, 1 Powderhouse Square
8	Old Fire House Community Center, 165 Broadway
9	Department of Public Works and Water & Sewer, 1 Franey Road
10	Traffic and Parking (2 systems), 133 Holland Street
11	Mayor's Office, 93 Highland Ave
12	City Hall MIS System, 93 Highland Ave
13	Blessing of the Bay Boathouse, 32 Shore Drive
14	45 College Ave Church
15	The Armory, 191 Highland Ave

**** Buildings on this list may be added or deleted during the term of the contract period.**

B. School Buildings

School Building	Radio Transmitter Receiver	Control	Zone
Argenziano School (2 systems Washington Street Fire/Intrusion)		2	11
Brown School 210 Willow Avenue	1	1	18
Capuano Center 150 Glen Street		1	52
Cummings School 93 School Street	1	1	17
East Somerville School 115 Pearl Street (2 Systems Fire/Intrusion)	1	2	173
Edgerley Education Center 33 Cross Street	1	1	10
Healey School 5 Meacham Street		1	62
Kennedy School 5 Cherry Street		1	74
Somerville High School 81 Highland Avenue		5	76
West Somerville Comm. School 177 Powder House Boulevard		1	24
Winter Hill School 115 sycamore Street	1	2	24

(LEASED)			
School Administration (2 systems 42 Cross Street Fire/Intrusion)		2	8

1. **Somerville Recreation Commission – 19 Walnut Street** – Equipment owned by Special Agent Systems, Inc.

- 1 Napco 1008E Control Panel
- 1 Napco Keypad
- 3 Sentrol Contacts
- 3 Motion Detectors
- 1 Low Temperature Sensor
- 1 Standby Battery
- 1 Interior Siren
- Connection to building Fire Alarm System

2. **Somerville City Hall – 93 Highland Avenue** – Equipment owned by Special Agent Systems, Inc.

- 1 Napco 3000 Control Panel
- 1 (3) Napco EZM Expansion Modules
- 1 (1) Napco expad
- 1 (2) standby batteries
- 1 Interior Electronic Siren
- 1 Siren Driver
- 5 Hold Up Buttons
- 10 Sentrol Contacts
- 1 Telguard TG-7 Full Data Cellular Transmitter
- 14 Motion Detectors
- 1 Low Temperature Sensor

3. **City Hall – MIS– 93 Highland Avenue Panel, EZM and Keypad owned by City:** all other Equipment owned by Special Agent Systems, Inc.

- 1 Napco Gem 3200 Control Panel (1) Air Flow sensor connection
- 1 Napco Gem RP1CA Keypad (1) Standby battery
- 3 Sentrol Contacts
- 2 Ademco Water Sensors
- 1 Siren
- 1 Power Out Alert Sensors
- 1 High Temperature Sensor
- 1 Ademco Waterbug Module
- 1 Siren Driver
- 1 Napco EZM Module
- 2 Motion Detectors
- 2 Hold-up Buttons

4. **City Hall Annex – 50 Evergreen Avenue: Equipment owned by Special Agent Systems, Inc.**

- 1 Napco SS 4561 Control
- 1 Napco Keypad
- 5 Sentrol Contacts
- 5 Motion Detectors
- 1 Siren (interior)
- 1 Standby Battery
- 1 Electronic Siren - Interior
- 1 Low Temperature Sensor
- Connection to building Fire System

5. **Central Library – Highland & Walnut Streets – Control Panel & Keypad owned by Special Agent Sytems, Inc – Balance owned by City of Somerville**

- 1 Napco SS4516 Control Panel
- 1 Napco Keypad
- 1 Boiler Failure Tie-In
- 1 Standby Battery
- 1 Electronic Siren - Interior
- 7 Sentrol Contacts
- 2 Motion Detectors

6. **West Branch Library – 40 College Avenue Equipment owned by Special Agent Systems, Inc.**

- 1 Napco SS4516 Control Panel
- 1 Napco Keypad
- 1 Standby Battery
- 1 Interior Electronic Siren
- 8 Motion Detectors
- 1 Low Temperature Sensor
- 5 Sentrol Contacts
- 2 HUB – 2B Buttons
- Connection to building fire system

7. **East Branch Library – 115 Broadway Equipment owned by Special Agent Systems, Inc.**

- 1 Napco SS4516 Control Panel
- 1 Napco Keypad
- 2 Sentrol Contacts
- 1 Interior Siren
- 1 Standby Battery
- 1 Low Temperature Sensor
- 1 Hold Up Button
- 2 Motion Detectors
- Connection to building Fire System

8. **Powderhouse Square – Field House Equipment owned by Special Agent Systems, Inc.**

- 1 Napco SS4516 Control Panel
- 1 Napco Keypad
- 1 Standby Battery
- 1 Siren Interior
- 1 Low Temperature Sensor
- 1 Tamper Switch
- 5 Sentrol Contacts
- 4 Motion Detectors
- Connection to building Fire System

9. **Old Fire House Community Center – 165 Broadway** – Equipment owned by Special Agent Systems, Inc.

- 1 Napco 1008 Control Panel
- 1 Napco Keypad
- 1 Low Temperature Sensor
- 1 Standby Battery
- 1 Exterior Electronic Siren
- 6 Sentrol Contacts
- 3 Motion Detectors

10. **Department of Public Works – One Franey Road** – Equipment owned by Special Agent Systems, Inc.

- 1 Napco SS 4516 Control Panel
- 1 Napco Keypad
- 6 Sentrol Contacts
- 1 Low Temperature Sensor
- 1 Standby Battery
- 1 Electronic Siren Exterior
- 5 Motion Detectors

11. **Traffic and Parking – 133 Holland Street** – Equipment owned by Special Agent Systems, Inc.

- 1 Napco 1008 Control Panel
- 1 Napco 3000 Control Panel
- 2 Napco Keypads
- 2 Interior Electronic Siren
- 1 Siren Driver
- 1 Exterior Electronic Siren
- 12 Sentrol Contacts
- 8 Hold Up Buttons
- 2 Low Temperature Sensors
- 7 Motion Detectors
- 2 Standby Batteries
- 2 Napco EZM Modules

12. **Mayor's Office: 93 Highland Ave** - Equipment owned by Special Agent Systems, Inc.

- 1 Napco Control with Standby battery
- 1 Napco on/off Touch Pad
- 1 Inside Siren
- 5 Sentrol Contact
- 5 Motion Detectors

- 1 Standby Battery
- 1 Siren Driver

13. **Blessing of the Bay Boathouse: 32 Shore Drive** Equipment owned by Special Agent Systems, Inc.

- 1 Napco 1008e control
- 1 On/off touchpad located inside entry door
- 1 Inside siren
- 6 Doors protected by magnetic contacts
- 2 PIR motion detectors

**Any Systems and/or equipment not listed in the above building locations are owned by the City of Somerville.

V. EXAMINATION OF PREMISES

The contractor shall fully acquaint himself of the existing conditions where the work is to be done. Each bidder must visit each location to determine the overall requirements and exact location of all areas to be alarmed. The contact person to arrange visits to all locations is the Superintendent of Building and Grounds, Department of Public Works, Franey Road, Somerville, MA 02145, 617-625-6600. ext. 5210.

VI. PROTECTION OF PROPERTY

The contractor shall take all precautions to protect the City of Somerville's property from injury and be held responsible for all employees or any person or persons, instrument or device directly or indirectly employed by him. Any corresponding damages shall be replaced, repaired and paid for by the Contractor to the satisfaction of all parties concerned including the City of Somerville.

VII. QUALITY OF WORKMANSHIP

All work must be done in a thorough workmanlike manner by fully qualified skilled technicians. The Contractor shall be fully qualified to do all kinds of alarm work. The City of Somerville reserves the right to judge on the quality of workmanship of those bidding based either on work performed for the City of Somerville in the past or on work performed for companies or for other cities or towns. New companies not known to the City will be required to provide references for similar work performed, before a contract will be awarded.

All bidders should note that the quality of workmanship shall be a determining factor when awarding this bid.

VIII. EXPERIENCE

The Contractor shall have been established in the Alarm Systems Field for at least five (5) years. References to be furnished upon request of the City.

IX. SERVICE

The Contractor shall have a qualified service staff to assure against unreasonable shut-downs and he shall specify the times he can be available during regular hours and emergency hours on the Proposal Sheet. The Contractor must be able to respond to an emergency call within two (2) hours of being notified by the City.

X. ESTIMATES AND SURVEYS

The Contractor shall, as required, furnish written estimates and survey problem jobs at no additional cost to the City.

XI. LAWS AND REGULATIONS

The Contractor shall comply with all Federal, State and Local laws, Regulations and Ordinances governing this type of work.

XII. REPLACEMENT COMPONENTS

The Contractor shall carry sufficient stock of O.E.M. quality parts and components.

XIII. BRAND NAMES

Brand names when used are used to determine quality rather than preference.