

**STATEMENT OF WORK
SECURITY, SURVEILLANCE, AND FIRE SYSTEMS MAINTENANCE
INVITATION TO QUALIFY (ITQ) CONTRACT**

OVERVIEW: The purpose of this Security, Surveillance, and Fire Systems Maintenance ITQ statewide contract is to qualify and responsive Contractors to provide Commonwealth agencies the ability to purchase these services and parts directly from manufacturers/Original Equipment Manufacturers (OEMs) or through their authorized dealers. In addition, Local Public Procurement Units, as defined by the Commonwealth Procurement Code, may use this contract in accordance with the COSTARS Provision contained within this document.

Staff augmentation is not permitted under this contract.

REPAIR, PREVENTATIVE MAINTENANCE, MONITORING & UPGRADES. Under this ITQ Contract, repair, preventative maintenance, monitoring and upgrades are defined in the category descriptions provided in the ITQ Categories/Definitions table. The Commonwealth has identified specific exclusions to the definitions of repair, preventative maintenance, monitoring and upgrades.

Those exclusions are as follows and are not part of the scope of services included in this ITQ Contract.

Exclusions:

- **Design/Build:** No system design services are permitted for the purposes of building, upgrading, or maintaining existing or new systems.
- **Alterations:** No repair/upgrade/preventative maintenance work which includes altering, improving, or demolishing existing systems.
- **Cabling:** No upgrade work which requires new installation of cabling. Replacement of existing cabling with the same type of cabling to repair a system is permitted.
- **Public Works Projects:** Construction, reconstruction, demolition, and/or alteration to existing or new systems. If the installation of equipment or materials alters the building, installation of equipment or materials should be considered a Publics Works Project.

UNION LABOR: The Contractor must quote Prevailing Wage Rates and use Union Labor for installation in areas/buildings that require Union labor.

ISSUING OFFICE: This ITQ is managed and administered by the Commonwealth of Pennsylvania, Department of General Services (DGS), Bureau of Procurement. All inquiries should be referred to:

Kelly Warnick, Commodity Specialist
Department of General Services
Bureau of Procurement
555 Walnut Street, 6th Floor
Harrisburg, PA 17101-1914
Telephone: (717) 214-3434
Email: kwarnick@pa.gov

QUALIFICATIONS: Contractors interested in becoming an ITQ Contractor must meet all of the following requirements. Failure to meet any of the below requirements will result in their registration being rejected.

- A. Contractor must have two (2) years of experience in the commodity code selected; and
- B. Contractor will be required to identify on **Attachment A, Manufacturer’s Represented** Manufacturer’s/OEMs which they represent. Once a supplier is qualified under this ITQ they will not be permitted to unilaterally change authorized Manufacturers Represented. Suppliers may, on an annual basis, add or remove Manufacturers 30-60 days prior to the anniversary date of their contract. DGS reserves the right to permit supplier(s) to add Manufacturers’ to their Contract as necessary to meet the needs of Commonwealth Agencies.

SERVICE CATEGORIES: Contractors will be responsible for choosing the appropriate commodity code(s) to qualify for this contract. Contractors will select the appropriate code(s) under the Business Details section of the qualification process. The Commonwealth may add additional commodity codes as the need arises. The table below lists the appropriate commodity code and description of each service category.

COMMODITY CODE	DESCRIPTION OF SERVICE CATEGORY
78140000-ITQ-161 Acceptance Testing/System Commissioning	A thorough review, inspection and testing of the performance of an entire Security, Surveillance, Fire Detection, Fire Suppression, and/or other life protection system to make sure it meets all specifications, intent of the design, operation and functional requirements, and the requirements of the end user/owner, along with any necessary, supporting documentation. This includes testing of a new installation (done outside of the contract) or a major renovation of an existing system.
86000000-ITQ-168 Training	On-site training of Commonwealth employees or designated third party employees in the operation and/or maintenance of the renovated or newly installed and constructed system. This includes providing operation and maintenance manuals, formal training classes and demonstration of operation of all equipment, as specified by using agency.
72100000-ITQ-166 Repair	Repairs are work performed on existing security, surveillance, and fire suppression systems for the purposes of a break/fix nature and include the replacement of like parts/components to return the systems to working order. This work cannot include replacement of the entire system or change or alter the system as it relates to its size, type, and capability. This includes repairs needed on an emergency basis. Parts or components that must be replaced due to inoperability may be replaced with an updated part or component if the original part or component is no longer available. Replacement Parts: that are provided in accordance with repair or preventative maintenance work under this ITQ must be equal to or better than O.E.M. specifications. Any permanent replacement of parts must be warranted per O.E.M specifications. Due to the nature of some repairs included within this ITQ Contract the Prevailing Wage Act may apply.

81110000-ITQ-165 Preventative Maintenance	Preventative Maintenance are services performed on a routine basis, such as cleaning and testing of all systems and component parts to allow the systems or equipment to continue operating in the expected manner. Due to the nature of some preventative maintenance included within this ITQ Contract the Prevailing Wage Act may apply.
81140000-ITQ-167 Testing	Routine testing of systems and all component parts to the level and frequency stipulated by the Contracting Agency. Contracting Agency shall stipulate maximum response time.
92120000-ITQ-163 Monitoring	On or Off-premise, central station monitoring of system alarms, troubles, or other events. Monitoring includes reporting of incidents by calling individuals on designated call lists and/or dispatching fire, police, or other emergency responders.
81110000-ITQ-169 Upgrades	Upgrades to existing security, surveillance and fire suppression systems are permitted to update the existing equipment. All upgrades are limited to exterior wall, floor, and ceiling installations. This includes software upgrades, installation of new cameras to existing cabling/wiring, replacement of outdated control panels, and other similar work. No new wiring or any other alteration to the building is permitted except to replace faulty or defective wiring as part of a repair as defined above. Adding on to existing systems is not permitted. Due to the nature of some upgrades included within this ITQ Contract the Prevailing Wage Act may apply.
39120000-ITQ-162 Equipment and/or Accessories w/o Installation	This category is limited to equipment and/or accessories related to the following system types which are covered under this ITQ: Fire Detection, Fire Suppression, Security Detection, CCTV, Access Control, Security Communication, Material/Substance Detection, Mass Notification, and Special (covert security) Surveillance Equipment.
93140000-ITQ-164- PHEAA Special Terms and Conditions (PHEAA Use Only)	PHEAA (PA Higher Education Assistance Agency) is a servicer under a Federal Contract with the United States Department of Education, they are required to incorporate Special Terms and Conditions into any agreement they use at one of their facilities where Federal work is being completed. If a Supplier elects to choose this category it signifies their agreement with the PHEAA Special Terms and Conditions. This category and these Terms and Conditions apply only to equipment or services, which are covered under this ITQ, and are sold to PHEAA. Any reference to the term Agreement in the PHEAA Terms and Conditions refers to a Purchase Order issued by PHEAA.

REQUEST FOR QUOTES (RFQ) PROCEDURES: If Commonwealth agencies must issue an RFQs, the agency will complete through the Commonwealth's Custom Portal, in the JAGGAER system. Contractors will respond to the RFQ in the system. The requesting agencies may require the qualified Contractors to furnish, upon request, additional documentation in the RFQ, such as resumes, certifications, references, etc. The qualified Contractors selected will receive a Purchase Order (PO) and will supply services to meet the specified requirements as indicated in the RFQ.