



ESSEX COUNTY

OFFICE OF THE MANAGER

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Daniel L. Palmer
County Manager

Linda M. Wolf
Purchasing Agent

TO: All Bidders

FROM: Linda Wolf, CPA, Purchasing Agent

DATE: November 16, 2015

SUBJECT: Addendum #2 SECURITY SYSTEM MAINTENANCE

This Addendum, issued to bid document holders of record, indicates changes to the bid documents for the *SECURITY SYSTEM MAINTENANCE* Bid Opening December 2, 2015.

Please replace the **SPECIFICATIONS** with the attached revised **SPECIFICATIONS**.

END OF ADDENDUM # 2

SPECIFICATIONS

Scope

Contractor is to provide all labor, equipment, materials, and supervision, as specified herein to inspect, test, maintain, install and repair all Security Equipment Systems in various buildings at the Essex County Government Center in Elizabethtown, N.Y.

The contract will be for one year with the option to renew for an additional two years.

Addenda will be posted on the Essex County Website, interested vendors are urged to check before submitting their bid.

Each bidder will need to complete, sign, have notarized and return the following documents with their Proposal:

- 1) Vendor Responsibility Questionnaire
- 2) Certification of Compliance With Iran Divestment Act
- 3) Non-Collusive Bidding Certification

Work Description

Contractor shall perform inspection, testing, maintenance, and installation of the Security Systems outlined in Description of Systems of these Bid Specifications.

Description of Systems

Court House – 7559 Court St, Elizabethtown

- One (1) Security Camera & Monitor – Judge’s Office
- Six (6) each: Crash Bars & Security Doors in various locations in building
- Eight (8): Key Pads in various locations in building
- One (1) Security Door – DA

County Complex – 7551 Court St, Elizabethtown

- One (1) Security System — DSS – Nine (9) Secure Doors (badge opens), One (1) Security Door
- One (1) Security Door with Access Pad – Probation
- Four (4) Security Doors –Information Systems (basement)

Mental Health – 7513 Court St, Elizabethtown

- Three (3) Secure Doors (badge opens)
- Nineteen (19) Panic Alarms

Public Health – 132 Water St, Elizabethtown

- One (1) Security Door with Access Pad

Inspections

Contractor shall provide quarterly inspections and record keeping for all security equipment county wide. This includes providing Test & Inspection Reports that details the devices tested, the location, date, and result.

It is assumed the contractor will immediately correct any issues found during inspections provided they have the necessary parts. Any issues on the security systems that cannot be corrected by the contractor that day shall be reported to the Supervisor of Buildings and Grounds prior to the contractor leaving the site. At such time, the contractor and the Supervisor of Buildings and Grounds shall agree on the appropriate course of action in resolving the issue.

Maintenance

Maintenance shall be performed to keep the system equipment operable or to make repairs. Changing the time for daylight savings shall be included in maintenance. Contractor shall provide parts and labor for repairs. All material and equipment furnished shall be new and in excellent condition. All parts shall be manufactured by the OEM or by reputable firms whose product is of a quality equal and acceptable to the original equipment manufacturers specifications. Owner reserves the right to reject any part which he/she may deem unsuitable for use.

Safety

Contractor shall adhere to all regulations of the NYS Public Employee Safety and Health (PESH), good industry safety practice, and any special safety requirements of the County of Essex.

Working Hours

All work to be performed under these specifications shall be performed during normal working hours – 7:00 a.m. to 3:30 p.m. –Monday through Friday, or as agreed to with the site contact.

The Contractor shall respond to all service call requests, with a technician on site, within four hours.

Warranty

Contractor shall guarantee all repair work performed to be free from defects in materials and labor for ninety (90) days or equipment manufacturer.

Qualifications of Contractors

The bidder shall show that he has available under his direct employment and supervision the necessary organization and facilities to properly fulfill all the services and conditions required under these specifications.

The contractor shall show that he has maintained an organization capable of performing the work

specified herein, and that said organization has been in continuous operation for at least the past three (3) years. Contractor shall submit the following information with bid:

- a) Years of operation.
- b) Names of employees in the area responsible for this contract their function in the company, title, and number of years of service with the contractor's firm.
- c) The present address of the main operating office of this organization.
- d) List sources of major replacement parts for the equipment specified herein. Indicate which of the above parts are available at your facilities.
- e) Documentation indicating technical personnel experience (5 year minimum).
- f) The Contractor shall use only skilled, competent, trained technical personnel having a minimum of five year's experience in maintaining all components of Security Systems similar to those in this specification. This experience shall include full working knowledge and troubleshooting skills pertaining to electronic control circuits and related devices of style and complexity to the units specified herein. Contractor shall have a minimum of five (5) technicians on staff who are so experienced. All technicians shall possess a NYS Security Tech License. Contractor shall complete and submit the Certification of Experience form located in these Bid Specifications, listing companies where he/she has performed similar work.