

SCOPE OF SERVICES

1.0 WORK SUMMARY

- a. Respondents are requested to submit a proposal to provide the following:
- b. Security Systems Contractor shall propose and implement security system hardware and equipment to meet the needs of the Project. General equipment requirements can be found via EXHIBIT G – Cabling Guidelines and Specifications.**
- c. Install Security Systems for El Paso Leadership Academy with device quantities and locations shown in EXHIBIT H – Project Documents and route back to respective data closet, as needed. This project has been specified a Category 6 cabling infrastructure. Security Systems Contractor to coordinate and field verify with Design-Builder the inclusion of conduit and junction boxes for installation of Security Systems. All conduit and junction boxes to be installed by Design-Builder.**
- d. Document as-built conditions and issue Record Drawings in CAD and PDF format to the Owner at the end of the project.
- e. Security Systems Contractor shall comply with all requirements provided in EXHIBIT G – Cabling Guidelines and Specifications.
- f. Contractor shall test and operationally demonstrate installed systems function to EPLA as part of final acceptance.
- g. In general, installation shall be planned and executed as follows:
 - i. Plan and coordinate all pathways with the Design-Builder on the project.
 - ii. Install pathway supports while ceilings are open during construction, sequencing work as mutually agreed with Design-Builder.
 - iii. Install all cabling from data closet to ceiling areas above each outlet box, completing this work prior to ceiling closure by Design-Builder. Cabling shall be coiled with adequate service loops and left in accessible ceiling area. Coordinate timing of actual installation activities with Design-Builder.
 - iv. After final painting by Design-Builder, drop all cables from accessible ceiling areas to outlet boxes, then commission.
 - v. Commence equipment and hardware installation in data closets upon approval by the Design-Builder and Owner.

1.1 PROJECT OVERVIEW

- a. The Contractor shall provide all materials, labor, test results, and documentation as specified by EXHIBIT G - Cabling Guidelines and Specifications.
- b. The scope of work includes all the activities needed to complete the Security Systems installation as specified in the available documentation. The Contractor shall include in the price all hours necessary to

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complete the work on time. No additional overtime shall be paid unless approved by Owner in writing ahead of time.

- c. The Contractor will be contracted and work directly for the Owner. However, the Contractor will be responsible for adhering to all Design-Builder guidelines, processes, and procedures. When relating to safety, site policies, schedule, clean-up, and other site activities the Design-Builder shall have the authority to direct the Contractor.
- d. The Contractor is responsible for conforming to City of El Paso, State of Texas, and all Federal Safety guidelines. The Contractor shall adhere to and follow the Design-Builder’s site safety guidelines as well.

1.2 SECURITY SYSTEMS CONTRACTOR RESPONSIBILITIES

- a. The Contractor shall be responsible for determining all material quantities and labor costs from all available Project Documents related to Security Systems. If the bid package provides insufficient information to develop an accurate bid response, it is the Contractor’s responsibility to request additional information.
- b. The Contractor will adhere to and abide by Design-Builder’s jobsite guidelines.
- c. The Contractor’s Project Manager shall immediately notify the Owner's Project Manager and the Design-Builder of any property damage or Contractor-related on-the-job accident or injury.

1.3 GENERAL REQUIREMENTS

- a. All pricing submitted should be best and final offer. The act of “low balling” pricing for the material or service requested herein with the intent to increase cost after awarding RFP will be grounds for disqualification.
- b. The Contractor should ensure compliance with all laws, ordinances, regulations, and labor conditions in the area of operation affecting the contract or the work. Finally, the Contractor should include in the proposal a sum to cover the cost of all items, implied or required, to attain the completed scope of work specified in this RFP and associated contract documents.
- c. All work relating to this project shall be subject to all federal, state, and local codes, ordinances and regulations regarding occupational safety and health, environmental protection, and construction standards. Nothing contained in the specifications, drawings or other contract documents shall be construed to conflict with such laws, codes, ordinances, or regulations; in the event of such conflict, any requirement imposed by law, ordinance or regulation shall be deemed controlling.

1.5 CHANGE ORDER PROCEDURE

- a. Change orders must be submitted by the Contractor in writing within three business days upon a request for additional work outside the scope of this document. A description of the proposed work plans, labor costs, and all materials required must be included in this request. Failure to provide requested change orders or failure to implement said change orders may be considered a breach of Contract.

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- b. All change orders shall be submitted to the Owner for review and approval. Change Order must be fully executed prior to commencement of any change work.

1.6 PROJECT CLOSEOUT

- a. The Owner reserves the right to inspect and approve or reject the installation before signoff. If the Owner rejects the workmanship or equipment functionality, the Contractor must repair or replace at no additional cost to the Owner.
- b. Contractor is to provide a Closeout Package in both electronic and hard copy form that includes, at minimum, the following documents:
 - 1. Design Summary
 - 2. Product Data Sheets
 - 3. Product Inventory
 - 4. Contractor and Manufacturer Warranties
 - 5. Attic Stock Transmittal

1.7 TRAINING REQUIREMENTS

- a. Contractor shall provide the Owner a minimum of 8 hours of scheduled training for the Security Systems, including programming, operation, and maintenance. Training can be scheduled separately per system type. Recommended training schedule blocks are as follows:
 - a. Surveillance System – 3 Hours
 - b. Access Control System – 4 Hours
 - c. Intercom System – 1 Hour
- b. Training shall be conducted by a qualified system technician. Any travel expenses are to be at no additional cost to the Owner.

1.8 WARRANTY REQUIREMENTS

- a. The Contractor must warrant installation of equipment and services shall be in good working order and installed in a workman like manner, shall be free of defects, and shall be installed to the manufacturer’s requirements for a period of one (1) year from the acceptance date (Warranty Period).
- b. EPLA will be entitled to any manufacturer’s guarantee or warranty in effect that covers any additional time or benefits over the requirements stated above.
- c. The Contractor must provide full maintenance logistical support, including performance of all tests, system documentation, spare parts inventory, special tools, ad test equipment required to promptly and perform the work. During the Warranty Period, the Contractor shall provide the necessary labor, parts, material, and transportation to maintain all equipment and material in good working order and in compliance with the manufacturer requirements.