

| Fire Alarm System Service and Maintenance Contract Deliverables | | | | |
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| Item Number | Deliverable | Contract Clause | Due Date | Complete Date |
| 1 | Fire Alarm System software and hardware updates as they become available. | B4, 1. | Within 30 Calendar Days of Notification of Update by the Manufacturer | |
| 2 | If a deficiency exists that is out of the scope of this contract, submit a document to the Electric Shop Supervisor explaining the deficiency and what will need to be done to rectify the deficiency | B4, 2., G. | Within one hour of identifying deficiency | |
| 3 | Update software for completed construction and renovation projects. | B4, 4.1, D, (1) | Within 30 Calendar Days of substantial completion of contractual requirements. | |
| 4 | Provide a backup copy of software. | B4, 4.1, E. | Semi-Annually | |
| 5 | Conduct annual inspections on all devices | B4, 5. | Annually | |
| 6 | Conduct semi-annual inspections on water flow devices | B4, 5. | Semi-Annually | |
| 7 | Prior notification of inspection and testing | B4, 5. | 14 working days in advance | |
| 8 | Critical deficiencies found during testing reported immediately to Engineering Electric Shop and/or COR | B4, 5. | Within one hour of identifying deficiency | |
| 9 | Immediately repair deficiency found during testing | B4, 5. | Within 24 hours of identifying deficiency | |
| 10 | Re-test after failed device or other issue has been repaired or replaced | B4, 5.1.1 | Immediately upon completion of repair or replacement | |
| 11 | Provide documentation of failure and follow-up repair and retesting | B4, 5.1.1 | Within 5 business days of completion | |
| | Prior notification to the commencement of any scheduled test or task | B4, 5.2, A. | 14 working days in advance | |
| 12 | Provide a schedule of what is to be inspected, the sequence of the inspecting, and the time frame of inspecting for each area | B4, 5.2, A. | | |
| 13 | Off hours work must be scheduled in advance | B4, 5.2, B. and G. | 14 working days in advance | |
| 14 | AHU shutdown testing must be scheduled in advance | B4, 6.4, B. | 14 working days in advance | |
| 15 | Smoke damper work must be scheduled in advance | B4, 6.5, B. | 14 working days in advance | |
| 16 | Replace all batteries every two years | B4, 6.6, B. | On or about December 15 in even-numbered years | |
| | Replace Fire Alarm System batteries no more than every two years | B4, 8. | | |

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| 17 | Submit required documentation to the COR for a record of compliance that the Central Station Monitoring Company and Auto Dialer (DACT)/ Transmission to the Fire Department has been tested and maintained per the most recent edition of NFPA 72, along with documentation required from the monitoring company per NFPA | B4, 6.1.8 | Annually | |
| 18 | Test reports filled out immediately after each test is complete | B4, 7. | Within 24 hours of completed testing | |
| 19 | Submit new master test reports to the COR | B4, 7. | Within 30 calendar days of Contract Award | |
| 20 | Submit field test reports (including documentation that the test method follows NFPA criteria) | B4, 7., B | Within 24 hours of completed testing | |
| 21 | Submit bound copies of test reports | B4, 7., C | Within 7 business days of completion of testing | |
| 22 | Return updated, current set of paper as-built drawings to COR | B4, 7., G | At the end of each work shift | |
| 23 | Manage and track all Joint Commission Fire and Life Safety standards for all buildings included in the contract, provide customized Joint Commission reports, a documentation management system, and regular Joint Commission Compliance Review Meetings, for all elements of performance, along with providing a binder for all Joint Commission test reports, the annual delivery schedule, as well as any related documentation and paperwork | B4, 7., H | Annually | |
| 24 | Submit discrepancy reports to COR summarizing all devices/systems that did not pass testing criteria | B4, 7.1 | At the end of each work shift | |
| 25 | Submit all test reports to the COR | B4, 7.2 | Within 14 calendar days from the completion of testing | |
| 26 | Provide one master test report showing each device and piece of equipment that was tested that year | B4, 7.3 | A minimum of 14 calendar days prior to the contract expiration date | |

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| 27 | Submit a signed letter stating that all equipment included in the contract has been tested according to the contract and to the requirements of the most current edition of NFPA 72 | B4, 7.3 | A minimum of 14 calendar days prior to the contract expiration date | |
| 28 | Submit a PM schedule to the COR for approval | B4, 8. | Within 14 calendar days of Contract Award | |
| 29 | Repair troubles in the system as soon as they are noticed (during testing) | B4, 8.1 | Within 24 hours of identifying trouble | |
| 30 | Submit report of repair of trouble to the Electric Shop Supervisor (COR) | B4, 8.1 | Within 3 business days | |
| 31 | Document all maintenance services using a service invoice receipt and submit | B4, 8.1 | Within 14 calendar days of completion of the work | |
| 32 | Provide a list of recommended spare devices and parts for inventory | B4, 8.2 | Within 7 business days of Contract Award | |
| 33 | Update as-built drawings for completed construction and renovation projects. | B4, 10., D. | Within 30 Calendar Days of substantial completion of project | |
| 34 | Update master device list from as-built drawings and keep list up to date | B4, 10., E. | On-going basis | |
| 35 | Provide fully updated set of as-built drawings | B4, F. | Quarterly | |
| 36 | Correct malfunctions | B4, 11. | Within 24 hours of the knowledge of the malfunction | |
| 37 | Non-emergency call response, respond and report to the site | B4, 12., A. | Normal business hours. Calls on a Friday may be addressed the following Monday. | |
| 38 | VA declared emergency call response, respond and report to the site | B4, 12., B. | Within 2 hours of receipt of an emergency call | |
| 39 | Provide a list of non-automated phone numbers that will be used to provide notification of emergency service | B4, 12, B. | At the time of Contract Award | |
| 40 | Fire Alarm System is not out of service for any period greater than 4 hours or more | B4, 12., I. | Fire Alarm System is not out of service for 4 or more hours | |
| 41 | Provide an itemized list of labor, showing the number of hours, the pre-agreed upon hourly rate, and the parts used where the VA is responsible for charges after any applicable service | B4, 13. | Within 24 hours of service that identifies work for which the VA is responsible for charges (work not under contract) | |
| 42 | After completion of any service, report back to Building 6 and furnish a written job sheet report or work ticket of service performed. Report shall describe the conditions causing the problem and actions taken to make corrections | B4, 13. | At the completion of each test or maintenance service, prior to leaving the site after a service call | |

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| 43 | Provide written and verbal report to Electric Shop Foreman of any devices or systems that were found to not operate properly. Advise of what device or system is malfunctioning and the location of that device or system which will need to be repaired immediately. | B4, 13. | At the completion of each test or maintenance service, prior to leaving the site after a service call | |
| 43 | All contracting personnel have mandatory VA safety training and are badged prior to working at the Medical Center | B4, 15. | Employee training and badging completed prior to working on-site | |
| 44 | Submit Fire Alarm Systems equipment Operating and Maintenance Manuals to the Electric Shop Supervisor (COR) | B4, 16. | Within 30 calendar days of Contract Award | |
| 45 | Provide a materials list of system components with the addresses and telephone numbers of the manufacturer and the local supplier for the items | B4, 16. | Within 30 calendar days of Contract Award | |