

Fire Alarm System Service and Maintenance Contract Deliverables

Item Number	Deliverable	Due Date	Complete Date
1	Fire Alarm System software and hardware updates as they become available.	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	Within one hour of identifying deficiency	
3	Update software for completed construction and renovation projects.	Within 30 Calendar Days of substantial completion of contractual requirements.	
4	Provide a backup copy of software.	Semi-Annually	
5	Conduct annual inspections on all devices	Annually	
6	Conduct semi-annual inspections on water flow devices	Semi-Annually	
7	Prior notification of inspection and testing	14 working days in advance	
8	Critical deficiencies found during testing reported immediately to Engineering Electric Shop and/or COR	Within one hour of identifying deficiency	
9	Immediately repair deficiency found during testing	Within 24 hours of identifying deficiency	
10	Re-test after failed device or other issue has been repaired or replaced	Immediately upon completion of repair or replacement	
11	Provide documentation of failure and follow-up repair and retesting	Within 5 business days of completion	
	Prior notification to the commencement of any scheduled test or task		
12	Provide a schedule of what is to be inspected, the sequence of the inspecting, and the time frame of inspecting for each area	14 working days in advance	
13	Off hours work must be scheduled in advance	14 working days in advance	
14	AHU shutdown testing must be scheduled in advance	14 working days in advance	

15	Smoke damper work must be scheduled in advance	14 working days in advance	
16	Replace all batteries every two years	On or about December 15 in even-numbered years	
	Replace Fire Alarm System batteries no more than every two years		
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	Annually	
18	Test reports filled out immediately after each test is complete	Within 24 hours of completed testing	
19	Submit new master test reports to the COR	Within 30 calendar days of Contract Award	
20	Submit field test reports (including documentation that the test method follows NFPA criteria)	Within 24 hours of completed testing	
21	Submit bound copies of test reports	Within 7 business days of completion of testing	
22	Return updated, current set of paper as-built drawings to COR	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 managemtn 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 scheudle, as well as any related documenation and paperwork	Annually	

24	Submit discrepancy reports to COR summarizing all devices/systems that did not pass testing criteria	At the end of each work shift	
25	Submit all test reports to the COR	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	A minimum of 14 calendar days prior to the contract expiration date	
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	A minimum of 14 calendar days prior to the contract expiration date	
28	Submit a PM schedule to the COR for approval	Within 14 calendar days of Contract Award	
29	Repair troubles in the system as soon as they are noticed (during testing)	Within 24 hours of identifying trouble	
30	Submit report of repair of trouble to the Electric Shop Supervisor (COR)	Within 3 business days	
31	Document all maintenance services using a service invoice receipt and submit	Within 14 calendar days of completion of the work	
32	Provide a list of recommended spare devices and parts for inventory	Within 7 business days of Contract Award	
33	Update as-built drawings for completed construction and renovation projects.	Within 30 Calendar Days of substantial completion of project	
34	Update master device list from as-built drawings and keep list up to date	On-going basis	
35	Provide fully updated set of as-built drawings	Quarterly	
36	Correct malfunctions	Within 24 hours of the knowledge of the malfunction	
37	Non-emergency call response, respond and report to the site	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	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	At the time of Contract Award	

40	Fire Alarm System is not out of service for any period greater than 4 hours or more	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	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	At the completion of each test or maintenance service, prior to leaving the site after a service call	
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.	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	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)	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	Within 30 calendar days of Contract Award	