

DESCRIPTION/SPECIFICATION/WORK STATEMENT
FOR PHASE 2 VIDEO AND ACCESS CONTROL SYSTEM UPGRADE

PART I
SECTION A

Work Statement

In the performance of this contract, the contractor shall provide the services of -video and access control system upgrade - to perform any authorized work at the US Coast Guard Station Brunswick, located at 02 Conservation Way, Brunswick, GA 31520.

The contact person for this contract is BMC Dickinson (912) 267-7999

Scope of Services

The contractor shall furnish trained, qualified personnel and any required special tools or equipment necessary to complete any work task which may be issued. Work tasks may be issued in the following general areas:

1. VIDEO SURVEILLANCE PHASE2

- (1) Replace poor quality B/W PTZ at dock area with new color PTZ,
- (2) Add fixed camera at DNR boat lift structure to view rest of dock,
- (3) Add fixed camera on DNR building third floor balcony ceiling to view much of large DNR parking lot not viewed directly from USCG, transmit over wireless Ethernet to USCG building
- (4) Add fixed camera and intercom with keypad at DNR Gate Entry Stanchion location, transmit video over fiber, intercom over Cat6 with surge protection
- (5) Add fixed camera at USCG Main Entrance viewing intercom and entry area.
- (6) Add 32" monitor in TV-room rec area on 3rd deck displaying the DNR monitor view
- (7) Add 32" monitor in barracks room on 3rd deck displaying the DVR monitor view
- (8) Provide technical and administrative training for designated personnel for basic system operations and implementation
- (9) Two- year additional warranty coverage after initial year of installation warranty-preventive maintenance for CCTV system

2. ACCESS CONTROL SYSTEM REPLACEMENT

- (1) Replace access control panels, system software, and power supplies
- (2) Replace interfaces for 9-doors
- (3) Add PIR-REX request to exit sensors and DPS contacts at eight doors where missing
- (4) Relocate control from 2nd deck hallway door to Telecom Room door
- (5) Replace and relocate system monitor to Communications Center
- (6) Provide 50 new proximity cards and 50 new proximity key fobs

- (7) Replace and rework In/Out keypads at USCG personnel gate (does not include replacement of maglock)
- (8) Provide programming, technical and administrative training for designated personnel for basic system operations and implementation
- (9) Two-year additional warranty coverage after initial year of installation warranty-preventive maintenance for access control equipment

3. ADD OPTION FOR CONVERTING KEYPADS AT USCG PERSONNEL GATE TO CARD READERS AND ADDING TO ACS SYSTEM. No Detailed Information to provide

Contractor Performance Requirements

- (1) Services shall be available on a full time basis as follows: Monday through Friday excluding holidays.

2 Serviceman from 8:30 am to 4:30 pm

- (2) If overtime is required, services shall be available twelve hours a day, seven days a week, and shall be furnished in a prompt manner after notification from the government of the requirement. All orders for services will be placed by telephone by the authorized government personnel.
- (3) If required in the performance of any work ticket issued, the contractor shall provide qualified technician(s) who will be required to serve in the capacity of laborer or helper. These services will be extra and compensation will be based on the billable call service rate set forth by Tutela.

In addition, the contractor shall assign personnel in the USCG Building who are capable of receiving either oral or written instructions from the COTR or shipping & receiving manager covering moves and related jobs.

During the performance of this contract, the contractor, in addition to other terms and conditions, of this contract, is responsible for the following elements/areas:

(a) Acquainting himself with the USCG building at 02 Conservation Way, Brunswick, GA 31520 and possible difficulties which may be encountered and the conditions under which the work must be accomplished.

(b) Providing all contractual employees with full identification of the company for which they work in the form of a shirt, hat, smock, jumpsuit, or other wearing apparels. This shall be worn when at work on any government-owned or leased facility during the term of this contract.

(c) Assigning employees to work under this contract who are:

- (1). Trained, qualified personnel regularly engaged in work of a nature similar to that described in this contract.
 - (2). Capable of receiving instructions and following through on such instructions. Much time is spent walking, crouching, bending, standing, kneeling, and lifting up to sixty (60) pounds.
 - (3). Physically able to perform the assigned work
 - (4). Free from any communicable disease, competent, physically fit, careful and cooperative.
 - (5). Competent in general MS Outlook operations.
- (d) Obtaining at this own expenses all permits and licenses required by law in connection with the performance of this contract.
 - (e) Assuming the overall responsibility for compliance with direction for moves and other provisions.

In the event that additional technicians are required, a minimum daily working time per laborer and/or vehicle and drivers shall be four (4) hours. Payment of laborers will be based on the period from the time the contractor's employees report to the required site, with necessary equipment until the time they are dismissed, exclusive of time for lunch periods, and other breaks not to exceed two 10 minutes intervals per day. The driver of a truck shall be paid for running (transit) time not to exceed one half hour for each direction from base of job site and return.

PART I

SECTION B

CONTRACT ADMINISTRATION DATE

B.1 Authorized Ordering Officers

HSC Personnel from the Comptroller Office are hereby authorized to place verbal and written work tickets as outlined in the scope of work of this contract.

B.2 Contracting Officer Technical Representative (COTR)

The COTR is identified below. The representative will insure that the government's technical objectives are met. To this end, the COTR will provide necessary information, direction, coordination, etc., within the contractual work description. The COTR is not authorized to change any of the terms and conditions of this contract. Changes in the scope of work will be made by the CO only by properly written modifications to the contract.

The COTR, COTR Name and Telephone Number.

B.3 Submission of Invoices

The contractor shall be required to submit an original and two copies of invoices monthly to the following address:

United States Coast Guard
Commercial Invoices
Finance Center, P.O. Box 4115
Chesapeake, VA 23327-4115

For vendor payment inquires: (757) 523-6040

The following information must be included when submitting an invoice:

- (1) Name of business concern and invoice date.
- (2) Contract number, or other authorization for delivery of property or services.
- (3) Payment terms.
- (4) Name (where practicable), title, phone number, and complete mailing address of responsible official to whom payment is to be sent.

(5) Tax identification number

(6) Billing period.

B.4 Contract Administration

The progress of the resultant contract shall be closely monitored by telephone calls, informal meetings, formal reviews, and information audits as may be required. The Contract Administrator (CA) for other than technical advice shall be the Contract Specialist (CS) designated by the CO.

PART I

SECTION C

SPECIAL CONTRACT REOUIREMENTS

C.1 Access to Government Property (on site contractors)

The COTR will make all necessary arrangements for access by contractor personnel to the work site(s). While on government property, the contractor personnel shall comply with all rules and regulations pertaining to health and safety, not only as they apply to themselves, but also to other personnel and property at the site. Contractor personnel shall comply with all regulations restricting the disclosure of information which may become know during the performance of this contract.

C.2 Permits and Licenses

In the performance of work hereunder and with the price herein, the contractor shall obtain and maintain in effect all necessary permits and licenses required by Federal, State, or local government, or subdivisions thereof, or of any other duly constituted public authority. Further the contactor shall obey and abide by all applicable laws and ordinance.

C.3 Indemnification

The contractor shall hold harmless and indemnify the government against any and all claims and costs of any kind and nature, for any loss or damage occurring in connection with the contractor's acts or omissions incident to its performance under this contract. This indemnification includes the acts or omissions of the contractor, any subcontractor or any employee, agent, or representative of the contractor or subcontractor.

C.4 On-Site Contractor Performance

During all operations on government premises, the contractor personnel shall comply with the rules, regulations and procedures governing the conduct of personnel and the operation of the facility, as expressed in DHS, US Coast Guard written and/or oral procedures. These procedures shall be furnished to the contractor within five (5) days after contract award.

C.5 Observance of Legal Holidays and Administrative Leave

The government hereby provides NOTICE and contractor hereby acknowledges RECEIPT that government personnel observe the listed days as holidays, and subsequently the moving personnel will be compensated for the holiday as follows:

New Year's Day
Martin Luther King's Birthday
Washington's **Birthday**
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Christmas

In addition to the days designated as holidays, the government observes the following days:

Any other day designated by Federal Statute
Any other day designated by Executive Order
Any other day designated by the President's Proclamation

It is understood and agreed between the government and the contractor that observance of such days by government personnel shall not be a reason for an additional period of performance, or entitlement of compensation except as set forth within the contract. In the event the contractor's personnel work during the holiday, this provision does not preclude reimbursement for authorized overtime work if applicable to this contract.

When DHS grants administrative leave to its employees, assigned contractor personnel shall also be dismissed. The contractor agrees to continue to provide sufficient personnel to perform critical tasks already in operation or scheduled, and shall be guided by the instructions issued by the CO or the COTR. In each instance when administrative leave is granted to contractor personnel as a result of inclement weather, potentially hazardous conditions, explosions and other special circumstances, etc., it **will** be without contract price reduction.

C.6 Safety and Health

In order to provide safety controls for protection to the life and health of contractor personnel; for prevention of damage to property, materials, supplies and equipment, and for the avoidance of work interruptions in the performance of the contract, the contractor shall comply with the safety, health and fire protection policies and procedures as may be provided. The contractor shall maintain an accurate record, and shall report to the CO all incidents and accidents resulting in death, traumatic injury, and/or damage to property, materials, supplies and equipment incident to work performance under this contract. The contractor shall take or cause to be taken such additional safety measures as the CO may determine to be reasonably necessary.

The CO or the COTR will notify the contractor of any noncompliance with the provisions of this section and corrective action to be taken. The contractor shall, after receipt of such notice, immediately take such corrective action. Such notice delivered to the contractor or COTR at the site of work shall be deemed sufficient for this purpose. If the contractor fails or refuses to comply promptly, the COTR may issue an order stopping all or part of the work until satisfactory corrective action has been taken. No part of the time lost due to any such stop work order shall be subject of claim or extension of time for costs or damages by the contractor.

Compliance with the provisions of this action by subcontractors will be the responsibility of the contractor.

C.7 Identification of Employees

During the life of this contract, the rights of ingress and egress for contractor personnel shall be made available as required. In this regard, all contractor personnel whose duties under this contract require their presence on-site shall be clearly identifiable by a distinctive badge furnished by the government. The COTR will assist the contractor in obtaining the badges for contractor personnel. It is the sole responsibility of the contractor to insure that each employee has proper identification at all times. All prescribed identification shall immediately be delivered to the security office for cancellation or disposition upon the termination of employment of any contractor personnel. Contract personnel must have this identification in their possession during on-site performance under this contract.

WORKMEN COMPENSATION: As required by law at the job site

Qualifications of Employees

The CO may require dismissal from work of those employees which he/she deems incompetent, careless, insubordinate, unsuitable or otherwise objectionable, or whose continued employment he/she deems contrary to the public interest or inconsistent with the best interest of national security. The contractor shall fill out, and cause each of its employees in the contract work to fill out, for submission to the government, such forms as may be necessary for security or other reasons.

Upon request of the CO, the contractor's employees shall be fingerprinted. Each employee of the contractor shall be a citizen of the United States of America, or an alien who has been lawfully admitted for permanent residence as evidenced by Alien Registration Receipt Card Form 1-151, or who presents other evidence from the Immigration and Naturalization Service that employment will not affect his/her immigration status.