

**LOUISIANA  
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT  
SPECIFICATIONS**

**SECURITY MONITORING AND MAINTENANCE OF DOTD OWNED  
SECURITY SYSTEM**

**SCOPE OF WORK**

Contractor to provide monthly monitoring and maintenance of the currently installed DOTD owned Digital Watch Dog DW-BJCUBE3T and Vista V206KT2 security system. System is located at the District 04 DeSoto Parish Maintenance Unit, 4692 Hwy. 84 East, Mansfield, LA 71052. Monthly monitoring and maintenance program shall be in accordance with the requirements specified herein.

**SYSTEM COMPONENTS**

The current system consists of the following components:

**Exterior**

- Four (4) Infrared Housed Security Cameras
- One (1) Network Video Recorder (NVR) with Remote Access

**Interior**

- One (1) Infrared Security Camera
- Two (2) Bullet Security Cameras
- Two (2) Programmable Touch Alarm/Unarm Key Pads Separated into Two (2) Zones
  - Zone 1 – Reception and Superintendent’s Office
  - Zone 2 – Forman’s Office, Breakroom and Shop
- Eight (8) Motion Sensors
  - Four (4) with Sound
  - Four (4) without Sound

**MONITORING REQUIREMENTS**

Monitoring shall be provided on a twenty-four (24) hours per day, seven (7) days per week basis; this includes all holidays and weekends.

Contractor's monitoring station must be a local U.L. approved central monitoring facility. A letter provided by the vendor stating the U.L. approval number of the monitoring station may be required and must be supplied upon request by the Department.

Security monitoring shall include monitoring of all alarm and trouble event data and system status messages. All openings and closings shall be logged by the Contractor and made available to the Department upon request at no additional charge.

Monitoring company must, upon any intrusion, notify the designated DOTD Personnel. If there is an actual break-in, the company must notify both the designated DOTD Personnel and the Police. A list of DOTD Personnel shall be provided to the Contractor by the Department prior to the beginning of the contract period.

The Department will not be held liable for any false alarms due to equipment failure.

Contractor must comply with all local alarm ordinances.

## **MAINTENANCE REQUIREMENTS**

Maintenance of equipment shall conform to the maintenance schedule required and/or recommended by the manufacturer and must include quarterly testing of the system to ensure the system's integrity.

System maintenance and repair of the system and/or workmanship defects shall be provided by the Contractor as part of the contract, inclusive of all parts and labor. Written documentation stating labor hours expended and detailed information for each inspection, a list of all parts repaired and/or replaced and any emergency calls shall be provided to the Department by the Contractor with each invoice.

Contractor shall, at its own expense, replace or upgrade all worn, failed, or intermittent malfunctioning parts and equipment. Contractor shall warranty all replacement parts and/or repairs to the security system throughout the contractual period unless damaged or broken by Department personnel or their guests or if damaged by an act of God.

Contractor shall maintain the ability to secure components via priority shipment as necessary to place the system in full operation. All priority shipment costs shall be absorbed by the Contractor.

Following every service call, the Contractor shall ensure that all alarm system components are communicating with the control panel. The Contractor shall immediately notify **Leo Windham** at (318) 872-3469 or (318) 617-1186 or via email at [leo.windham@la.gov](mailto:leo.windham@la.gov) or **Lori Whatley** at (318)872-4298 or via email at [lori.whatley@la.gov](mailto:lori.whatley@la.gov) regarding any components which are not functioning.

Emergency service shall be available on a continuous twenty-four (24) hours per day, seven (7) days per week basis; this includes all holidays and weekends.

### **GENERAL CONDITIONS AND REQUIREMENTS**

Contractor shall be factory-trained and certified to maintain and/or repair the current security system. Proof of certification may be requested.

Contractor shall be held responsible for any damage of property by the contractor's employees while performing these services.

Contractor shall provide all supervision, labor, materials, supplies and equipment necessary to assure the effective performance of all services described herein.