

**LOUISIANA
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
SPECIFICATIONS**

**SECURITY AND ACCESS CONTROL SYSTEM
INSTALLATION, MONITORING, MAINTENANCE AND TESTING
DISTRICT 61 HEADQUARTERS**

SCOPE OF WORK

Contractor to furnish and installation a leased security and access control system for the Department of Transportation and Development (DOTD) District 61 Headquarters Facility located at 8100 Airline Hwy., Baton Rouge, LA 70815. Lease to be inclusive of 24 hours per day 7 days per week monitoring through a UL approved central monitoring station, maintenance and testing.

DEPARTMENT CONTACT INFORMATION

The Department Point of Contact (POC) for District 61 is as follows:

John Fontenot, ADA of Operations

Phone: 225-231-4102

Email: john.fontenot@la.gov

SECURITY AND ACCESS CONTROL SYSTEM REQUIREMENTS

General

The security and access control system shall be capable of securing both the main District 61 headquarters building and the laboratory via a programmable phone line monitor. The system shall function with a minimum of eight (8) on board points and up to 238 off board points.

System shall include auto-arming and auto-locking capabilities through an integral clock with user set schedules and shall disarm when an access control key card is used for access. The auto-arm and auto-lock feature for each building shall function independently of each other. System must also have the ability to support up to eight (8) access card readers.

Power and Circuitry

A 12-hour battery backup for AC power failure and AC power supervision shall be included. The system must have power limited external circuits and automatic reset circuit protectors. Fuses are not acceptable.

Passcodes and Authority Levels

System must allow up to 249 user passcodes and a minimum of 14 authority levels.

Keypads

Keypads shall be located at the front and side entrances of the main building and the back entrance of the laboratory just inside the doors, and on the exterior of building at the North wall of the main

entrance and the exterior of the front entrance of the laboratory. Keypads must be capable of displaying English text.

Locks

All exterior doors shall be fitted with magnetic locks. The side and back doors of the main building shall be secured with electromagnetic locks with a 1,500 lb. holding force. The front entrance of the main building shall be fitted with a heavy-duty electric strike lock. The front door of the laboratory shall be secured with a magnetic lock with a 1,200 lb holding force and a battery backup.

Keycard Readers

Four (4) card readers with a proximity read range of at least 3". Three (3) card readers shall be installed in the main building, one (1) at the front entrance, one (1) at the back entrance, and one (1) at the side door nearest the laboratory. One (1) card reader shall be installed at the front entrance of the laboratory.

Contractor to provide a minimum of 150 proximity access keys upon installation. Additional keys must supplied upon request at no additional cost to the department.

Motion Detectors

System shall be supplied with 26 motion detectors; 18 detectors shall be installed throughout the main building and eight (8) detectors shall be installed throughout the laboratory.

Motion detectors shall have pyro electric elements, 3-D thermal imaging and auto temperature compensation. Detectors shall automatically adapt to background and internal noise and environmental changes. Motion detectors must provide automatic sensitivity stabilization, superior white or halogen light protection, a dual optic system and dust free interchangeable lenses.

Sirens

System shall include four (4) armored sirens with integral strobes. There shall be two (2) sirens installed on each corner of the front side of the main building, one (1) on the back of the main building near the door, and one (1) on the laboratory near the front door.

Exit Sensor and Push to Exit

The four (4) exterior doors of the main building shall be provided with "request to exit" motion sensor to allow free egress and "push to exit" buttons as required backup.

The five (5) exterior doors of the laboratory shall be provided with exit motion sensors for egress and a "push to exit" button as required backup.

System Software and Reporting

The system shall be capable of real time activity/event monitoring with a minimum 1,000-event memory log. Software must be capable of generating reports that show time of access and access location for individual card users and all card readers during a specific period of time.

MONITORING SERVICE REQUIREMENTS

The contractor's security system shall monitor the location 24 hours per day 7 days per week through a UL approved central monitoring station. Monitoring station must comply with all local and State alarm ordinances.

It is the contractor's responsibility to ensure the security system is properly maintained in order to prevent false alarm notifications. DOTD will not be held liable for any false alarms due to equipment failure.

Upon an intrusion alarm, the Contractor's monitoring station must first notify the Department POC. In the event of an actual break-in, the monitoring station must contact the Department POC and local police.

MAINTENANCE AND TESTING REQUIREMENTS

General

It is the contractor's responsibility to insure consistent functionality of the security and access control system through regular maintenance, testing, software updates and necessary repairs to the system in accordance with the manufacturer's requirements, recommendations, and maintenance schedule. All maintenance, testing, repairs and repair parts and labor shall be provided as part of the lease. No additional fees allowed.

Testing

Periodic operational testing of the security and access control system shall be performed on a quarterly basis in accordance with the system manufacturer's recommendations.

Software Updates

System software updates shall be performed on an as needed basis in accordance with the manufacturer's recommendations.

Repairs and Repair Parts

The contractor shall repair, replace, or upgrade all worn, failed or intermittently malfunctioning parts and components of the leased security and access control systems at no additional cost to the Department.

Repairs and replacements shall be guaranteed by the contractor as part of the lease unless damaged or broken by Department personnel, their guest(s) or by an Act of God.

Service Calls

Emergency service shall be available 24 hours per day seven (7) days per week including holidays and weekends. Contractor's technicians shall be local factory-authorized/trained service technicians who is ready and able to respond to service calls.

The contractor shall send an authorized technician to service and/or repair the system within six (6) hours of receipt of a call from the Department POC or their designee.

Following every service call, the contractor/service technician shall ensure all alarm system components are communicating with the control panel and the system is functioning at full capacity. The Department POC must be immediately notified of any non-functioning components and the estimated time it will take to get the system functioning properly. Repairs that will exceed six (6) hours require authorization from the Department POC. The Department reserves the right to obtain repair services from a manufacturer-authorized dealer at the contractor's expense if the system is not functioning at full capacity within 24 hours.

QUALITY ASSURANCE

All equipment, systems, and materials furnished and installed shall be installed in accordance with the applicable standards of:

- Approvals and Listings: UL, FM (CSFM and/or NYC-MEA when applicable)
- National Codes: BOCA, FCC, IBC, IEEE 802.11, NEC, NFPA, SBCCI, UBC, & USC
- State of Louisiana, City of Baton Rouge, and East Baton Rouge Parish Authorities having jurisdiction.

INSTALLATION AND TRAINING

The contractor shall coordinate with the District 61 Point of Contact a minimum of seven (7) days prior to installation and/or removal of equipment of appurtenances.

Contractor shall provide all supervision, labor, materials, suppliers, and equipment and shall plan, coordinate, schedule and ensure effective performance of all service(s) described herein. All work areas shall be returned to their original condition prior to installation. Contractor shall be held responsible for any damage of property by Contractor's employees during installation services.

Upon completion of the system installation, the contractor shall provide training to District 61 personnel in the complete operation of the system. In addition, the contract shall supply at least one (1) copy of the security system's operating manual.

CONTRACTOR QUALIFICATIONS AND REQUIREMENTS

Licensing and Permits

The contractor shall identify and obtain all required local city, parish and state department licensing and permits for the installation, monitoring, maintenance and testing of the leased security and access control system specified herein.

Training and Experience

Contractor shall be a factory-authorized and/or trained dealer of the security and access control system and must have local technicians that are factory-trained and certified to maintain and repair the system.

Employee Conduct

All Contractor personnel are expected to work in a manner that will maintain the security and best interests of the Department. The Department reserves the right to require the Contractor to dismiss any employee deemed incompetent, careless, insubordinate or otherwise objectionable or any person whose actions are deemed to be contrary to public interests or inconsistent with the best

interest of the Department. The Contractor agrees that employees will conduct themselves in a careful and prudent manner and will not permit the facility placed at his disposal to be used for purposes other than those specified herein.

The Contractor shall not allow any person less than 18 years of age or any person that is not on the Contractor's payroll into or on the grounds of the facility at any time. The Contractor will be responsible for compliance with all Department policies, security measures, and vehicle regulations and will be directly responsible for any and all damages to Department buildings and/or their contents caused by Contractor employees.

Contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct, appearance, and integrity. The Contractor is also responsible for ensuring employees do not remove personal items, disturb papers on desks, open desk drawers, or cabinets, or use Department computers, fax machines, telephones, copy machines, including any and all State owned property, materials, or supplies except as authorized.

INVOICES AND DOCUMENTATION

Invoices shall be supplied to the Department on a monthly basis and must reference to the Purchase Order Number on which service was made.

NON-PERFORMANCE

Documentation of non-performance issues and any attempts made by Department or Contractor to resolve the issue(s) will be submitted to DOTD Procurement. The DOTD Procurement Office will notify the Contractor of the reported performance issue(s) as submitted. The Contractor will be given an allotted amount of time to respond. Response must be submitted to the DOTD Procurement Office in writing, and detail how and when the Contractor intends to resolve the deficiency. The Contractor's failure to respond or failure to respond satisfactorily to the deficiencies within the required time period as specified in the notice(s) will constitute grounds for placing Contractor in default.

Repeated incidents of unsatisfactory performance, failure to supply required documentation, and/or failure to comply with the terms of the contract will constitute placing the Contractor in default and may, at the State's discretion, result in contract termination.