

**STATEMENT OF WORK
SECURITY, SURVEILLANCE, AND FIRE SYSTEMS MAINTENANCE
INVITATION TO QUALIFY (ITQ) CONTRACT**

OVERVIEW: The purpose of the Security, Surveillance, and Fire Systems Maintenance ITQ is to qualify suppliers who can provide Commonwealth agencies with services and parts, either directly from manufacturers/Original Equipment Manufacturers (OEMs) or through their authorized dealers or authorized resellers. Additionally, Local Public Procurement Units, as defined by the Commonwealth Procurement Code, may utilize this contract in accordance with the COSTARS provision contained herein.

EXCLUSIONS: The following services are excluded from this contract:

1. Staff augmentation
2. Installation of system
3. Repair services that require construction, design, cabling, or any structure alteration

NOTE: For repair services that require construction, design, cabling, or any structure alteration etc., the procuring agency must utilize the Job Ordering Contract (JOC) as referenced and defined in Part IV - Design and Construction Services of the Procurement Handbook.

ISSUING OFFICE: This ITQ is managed and administered by the Commonwealth of Pennsylvania, Department of General Services (DGS), Bureau of Procurement. All inquiries should be referred to:

Stephanie Dunn, Administrative Officer 2
Department of General Services I Bureau of Procurement
1800 Herr Street, 2nd Floor Harrisburg, PA 17103
Telephone: (717) 346-3840
Email:stepdunn@pa.gov

TERM OF CONTRACT: Any contract issued to qualified Contractors, as a result of this ITQ, shall commence on the Contract Effective Date and shall end on 5/31/2031.

QUALIFICATIONS: Contractors interested in becoming an ITQ Contractor must meet the following requirements and provide the required forms. Failure to meet the below requirements will result in the application being rejected. This ITQ Contract is open to OEMs and authorized dealers and authorized resellers for qualification. Each Contractor that meets the minimum qualifications will be awarded a contract. Award of a contract to a Contractor is not a guarantee of business.

- A. Contractors must complete an Experience Form providing information that shows their company has a minimum of two years of experience supplying products for each of the commodity codes that they intend to qualify.
- B. Attachment A, Manufacturer Identification Sheet. Contractors must complete Attachment A, the Manufacturer Identification Sheet, by identifying the Manufacturer(s) that it is authorized to service and sell products for within each of the Commodity Codes listed on Attachment A and defined below.
- C. Manufacturers Authorization. If a Contractor is not the Manufacturer of the offered products, a letter from the Manufacturer on the Manufacturer's company letterhead authorizing your company to service and sell their products must be submitted with your proposal. A separate letter of authorization is required for each manufacturer you intend to represent and have identified on Attachment A. Failure to provide the manufacturer's authorization letter as identified in this section will impact a Contractor's ability to qualify for the respective commodity code

Once a Contractor is qualified under this ITQ it will not be permitted to unilaterally change authorized manufacturers represented. Contractors may request to add or remove manufacturers with a 60-day written

notice to the Contracting Officer. The Contracting Officer will evaluate the requests and provide an official response to the Contractor.

D. Iran Free Certification Form. Contractors must complete and provide the Iran Free Procurement Certification form to be eligible for the award of a contract.

E. Worker Protection and Investment. Contractors must complete and provide the Worker Protection and Investment Certification form to be eligible for the award of a contract.

F. Lobby Certification and Disclosure. Contractors must complete and provide the Lobbying Certification and Disclosure form to be eligible for the award of a contract.

SECURITY, SURVEILLANCE, AND FIRE SYSTEMS MAINTENANCE ITQ COMMODITY CODES:

Contractors will need to choose the appropriate commodity code(s) to qualify for this contract. Contractors will select the appropriate code(s) under the Business Details section of the qualification process. The Commonwealth may add or remove commodity codes as needed. The table below lists the commodity code categories and corresponding descriptions. See Section A, Exclusions, under General Requirements, below this table for some specific product exclusions.

Commodity Code	Description of Commodity Code
78141600-ITQ-560 Acceptance Testing/ System Commissioning	A thorough review, inspection and testing of the performance of an entire Security, Surveillance, Fire Detection, Fire Suppression, and/or other life protection system to make sure it meets all specification, intent of the design, operation and functional requirements, and the requirements of the end user/owner, along with any necessary, supporting documentation. The scope includes testing of new installations and renovations of existing systems. While testing of new installations is included, installation of a system is excluded from this contract.
92120000-ITQ-561 Monitoring	On or off-premises central station monitoring of system alarms, troubles, or other events. Monitoring services shall include notification of designated individuals on call lists and/or dispatch of fire, police, or other emergency responders as appropriate.
81110000-ITQ-562 Preventative Maintenance	Preventative Maintenance services consist of work performed on a routine basis and may include, but are not limited to, cleaning and testing of all systems and component parts to ensure continued operation in accordance with manufacturer specifications and expected performance standards.
72100000-ITQ-563 Repair	Repair services shall consist of work performed on existing Security, Surveillance, and Fire Suppression systems to address break/fix issues and to return systems to working order. Services include the replacement of like parts or components and also includes repairs needed on an emergency basis. If an original part or component is no longer available, an updated or equivalent part/component may be used as a replacement. Installation of updated or equivalent part/component to be used as a replacement is allowed as long as it doesn't require construction, design, cabling, or any structure alteration. Repair services shall not include replacement of an entire system, nor any changes or alterations to the system's size, type, or capability.
81140000-ITQ-564 Testing	Routine testing of systems and all component parts at the level and frequency stipulated by the Contracting Agency. Each Contracting Agency shall define the maximum response time requirements applicable to these services.

86000000-ITQ-565 Training	On-site training of Commonwealth employees or designated third party employees in the operation and/or maintenance of the renovated, newly installed or constructed system. This includes the provision of operation and maintenance manuals, delivery of formal training classes, and demonstration of equipment operation, as specified by the using agency.
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REQUEST FOR QUOTES (RFQ) PROCEDURES: Commonwealth Agencies will issue an RFQ to qualified Contractors, through the Commonwealth's Custom Portal, powered by the JAGGAER system. Contractors will respond to the RFQ in the system. The requesting Agencies may require the qualified Contractors to furnish, upon request, additional documentation in the RFQ. The qualified Contractors selected for the RFQ process will receive a Purchase Order (PO) and will supply the service to meet the specific requirements as indicated in the RFQ.

Agencies will exercise a scoring method based upon the criteria set forth in the RFQ. The Scoring Methods are defined as follows:

- Best Value - Refers to the process of selecting the quote which provides the greatest value to the agency based on evaluating and comparing all pertinent criteria, including cost, so that the Contractor whose overall proposal best suits the agency's needs is selected for each individual project; and
- Low Cost - Refers to the lowest cost quoted from all proposals received that are deemed both responsive and responsible for the project.