

ATTACHMENT 7 SCOPE OF WORK**(also agreement APPENDIX A1)**

NOTE: Map showing alarm locations and panel information is available by sending request to elsa.rodriguez@imperial.courts.ca.gov. The Court will hold a pre-proposal walk-thru only UPON REQUEST.

1. **Description of Services.** Contractor shall perform the following services (“Services”):
 - Monthly fire alarm monitoring. Vendor shall notify the Project Manager, and any other person designated by the project manager, if an alarm is activated, if a phone line is disturbed or of any unusual activity.
 - Monthly intrusion alarm monitoring. Vendor shall notify the Project Manager, and any other person designated by the Project Manager, if an alarm is activated, if a phone line is disturbed or of any unusual activity.
 - Maintenance on alarm systems as requested. Service will include:
 1. Notify proper authorities prior to testing any alarm system
 2. Notify court of testing schedule 24 hours in advance
 3. Prior to performing the following maintenance, check and review all safety precautions. Notify the building office occupants, alarm company and fire department if required.
 4. Visually inspect all alarm equipment for obstructions or physical damage, clean dirt from interior and exterior of panel/pull boxes, tighten loose connections.
 5. Notify cognizant personnel prior to testing
 6. Conduct operational test of initiating and signal transmitting devices in populated buildings by building zone/area/ for those circuits which do not operate properly, check detectors, control units, and annunciators for dust on defective components; make minor adjustments as required.
 7. Check battery voltages where installed; replace as required.
 8. Conduct operational test of spot type heat detectors and all smoke detectors. For those circuits that do not operate properly, check to determine if problem relates to circuit, device, or control unit, make minor adjustments as required. If detector is defective but replacement is not immediately available, remove detector, re-establish initiating circuit and tag location until a replacement detector is installed.
 9. Restore system to proper operating condition and notify personnel upon completion of tests.
 10. Fill out maintenance checklist, attach to Service Work Order, and report deficiencies.
 11. Be available to meet other building contractors that require fire alarm testing.
2. **Resources.** Contractor is responsible for providing any and all materials and resources (including personnel, equipment and software) necessary and appropriate for performance of the Services and to meet Contractor's obligations under this Agreement.