

# Dane County Contract Cover Sheet

Res 613  
Significant

<b>Dept./Division</b>	Sheriff's Office -- Security Services
<b>Vendor Name</b>	SGTS Inc.
<b>Vendor MUNIS #</b>	7047
<b>Brief Contract Title/Description</b>	Contract approval for security system preventative maintenance and repair service for Jail security system and related items at three County detention facilities and Courthouse.
<b>Contract Term</b>	9/1/2019 - 8/31/2022
<b>Total Contract Amount</b>	\$ 284,348 (3-year total cost)

<b>Contract #</b> Admin will assign	13642
<b>Addendum</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Type of Contract</b>	
<input checked="" type="checkbox"/>	<b>Dane County Contract</b>
<input type="checkbox"/>	<b>Grant</b>
<input type="checkbox"/>	<b>County Lessee</b>
<input type="checkbox"/>	<b>County Lessor</b>
<input type="checkbox"/>	<b>Intergovernmental</b>
<input type="checkbox"/>	<b>Purchase of Property</b>
<input type="checkbox"/>	<b>Property Sale</b>
<input type="checkbox"/>	<b>Other</b>

<b>Purchasing Authority</b>	<input type="checkbox"/> <b>\$10,000 or under – Best Judgment</b> (1 quote required)		
	<input type="checkbox"/> <b>Between \$10,000 – \$36,000 (\$0 – \$25,000 Public Works)</b> (3 quotes required)		
	<input checked="" type="checkbox"/> <b>Over \$36,000 (\$25,000 Public Works)</b> (Formal RFB/RFP required)	<b>RFB/RFP #</b>	119025
	<input type="checkbox"/> <b>Bid Waiver – \$36,000 or under</b> (\$25,000 or under Public Works)		
	<input type="checkbox"/> <b>Bid Waiver – Over \$36,000</b> (N/A to Public Works)		
	<input type="checkbox"/> <b>N/A – Grants, Leases, Intergovernmental, Property Purchase/Sale, Other</b>		

<b>MUNIS Req.</b>	Org Code	SHRFSEC	Obj Code	32351	Amount	\$ 107,400
<b>Req #</b>	Org Code	SHRFSEC	Obj Code	32330	Amount	\$ 176,984
<b>Year</b>	Org Code		Obj Code		Amount	\$

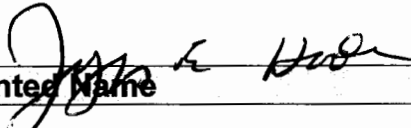
<b>Resolution</b>	<b>A resolution is required if the contract exceeds \$100,000 (\$40,000 Public Works). A copy of the Resolution must be attached to the contract cover sheet.</b>						
	<input type="checkbox"/> Contract does not exceed \$100,000 (\$40,000 Public Works) – a resolution is not required.						
	<input type="checkbox"/> Contract exceeds \$100,000 (\$40,000 Public Works) – resolution required.					<b>Res #</b>	613
	<input checked="" type="checkbox"/> A copy of the Resolution is attached to the contract cover sheet.					<b>Year</b>	2018

Contract Review/Approvals				
Initials	Dept.	Date In	Date Out	Comments
MB	Received by DOA	3/26/19		
CU	Controller		3/29/19	
MR	Purchasing	3/26/19	3/26/19	
	Corporation Counsel	3/27/19	3/27/19	
SL	Risk Management	3/27/19	3/27/19	
	County Executive			

Dane County Dept. Contact Info		Vendor Contact Info	
<b>Name</b>	Lillian Radivojevich	<b>Name</b>	Scott Bukolt
<b>Phone #</b>	608.284.4801	<b>Phone #</b>	608.845.8106, Ext. 104
<b>Email</b>	radivojevich@danesherriff.com	<b>Email</b>	sbukolt@sgtsinc.com
<b>Address</b>	PSB, 115 West Doty Street, Madison, WI, 53703	<b>Address</b>	400 Ventura Court, Suite 102, Verona, WI, 53593-0247

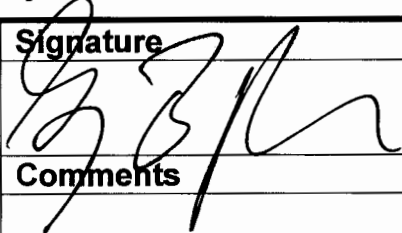
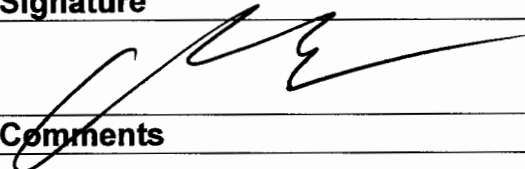
<b>Certification:</b> The attached contract is a:	
<input checked="" type="checkbox"/>	Dane County Contract <u>without</u> any modifications.
<input type="checkbox"/>	Dane County Contract <u>with</u> modifications. <b>The modifications have been reviewed by:</b>
<input type="checkbox"/>	Non-standard contract.

### Contract Cover Sheet Signature

Department Approval of Contract		
<b>Dept. Head / Authorized Designee</b>	<b>Signature</b>	<b>Date</b>
		3-26-15
	<b>Printed Name</b> Jeffrey E. Hook, Chief Deputy	

### Contracts Exceeding \$100,000

Major Contracts Review – DCO Sect. 25.11(3)

<b>Director of Administration</b>	<b>Signature</b>	<b>Date</b>
		3/23/19
	<b>Comments</b>	
<b>Corporation Counsel</b>	<b>Signature</b>	<b>Date</b>
		3/27/19
	<b>Comments</b>	

**DANE COUNTY CONTRACT #** 13642



**# of Pages Including Schedules:** 15  
**Expiration Date:** August 31, 2022  
**Authority:** Res. # , 18-19  
**Department:** Sheriff's Office  
**Maximum Cost:** \$284,384  
**Registered Agent:**  
**Registered Agent Address:**

**THIS AGREEMENT**, made and entered into, by and between the County of Dane (hereafter referred to as "COUNTY") and SGTS, Inc. (hereafter, "PROVIDER"),

**WITNESSETH:**

**WHEREAS** COUNTY, whose address is Public Safety Building (PSB), 115 West Doty Street, Madison, Wisconsin, 53703, desires to purchase services from PROVIDER for the purpose of providing security system maintenance services between the City County Building (CCB), The Public Safety Building (PSB), and the Courthouse; and

**WHEREAS** PROVIDER, whose address is 2846 Agriculture Dr., Madison, WI 53718, is able and willing to provide such services;

**NOW, THEREFORE**, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is acknowledged by each party for itself, COUNTY and PROVIDER do agree as follows:

1. **TERM:**

The term of this Agreement shall commence as of the date by which all parties have executed this Agreement and shall end as of the EXPIRATION DATE set forth on page 1 hereof, unless sooner agreed to in writing by the parties. PROVIDER shall complete its obligations under this Agreement not later than the EXPIRATION DATE. Upon failure of PROVIDER to complete its obligation set forth herein by the EXPIRATION DATE, COUNTY may invoke the penalties, if any, set forth in this document and its attachments.

2. **SERVICES:**

A. PROVIDER agrees to provide the services detailed in the bid specifications, if any; the request for proposals (RFP) and PROVIDER's response thereto, if any; and on the attached Schedule A, which is fully incorporated herein by reference. In the event of a conflict between or among the bid specifications, the RFP or responses thereto, or the terms of Schedule A or any of them, it is agreed that the terms of Schedule A, to the extent of any conflict, are controlling.

B. PROVIDER shall commence, carry on and complete its obligations under this Agreement with all deliberate speed and in a sound, economical and efficient manner, in accordance with this Agreement and all applicable laws. In providing services under this Agreement, PROVIDER agrees to cooperate with the various departments, agencies, employees and officers of COUNTY.

- C. PROVIDER agrees to secure at PROVIDER's own expense all personnel necessary to carry out PROVIDER's obligations under this Agreement. Such personnel shall not be deemed to be employees of COUNTY nor shall they or any of them have or be deemed to have any direct contractual relationship with COUNTY.
3. **ASSIGNMENT/TRANSFER:**  
PROVIDER shall neither assign nor transfer any interest or obligation in this Agreement, without the prior written consent of COUNTY unless otherwise provided herein, provided that claims for money due or to become due PROVIDER from COUNTY under this Agreement may be assigned to a bank, trust company or other financial institution without such approval if and only if the instrument of assignment contains a provision substantially to the effect that it is agreed that the right of the assignee in and to any moneys due or to become due to PROVIDER shall be subject to prior claims of all persons, firms and corporations for services rendered or materials supplied for the performance of the work called for in this Agreement. PROVIDER shall promptly provide notice of any such assignment or transfer to COUNTY.
4. **TERMINATION:**
- A. Failure of PROVIDER to fulfill any of its obligations under this Agreement in a timely manner, or violation by PROVIDER of any of the covenants or stipulations of this Agreement, shall constitute grounds for COUNTY to terminate this Agreement by giving a thirty (30) day written notice to PROVIDER.
- B. The following shall constitute grounds for immediate termination:
1. violation by PROVIDER of any State, Federal or local law, or failure by PROVIDER to comply with any applicable States and Federal service standards, as expressed by applicable statutes, rules and regulations.
  2. failure by PROVIDER to carry applicable licenses or certifications as required by law.
  3. failure of PROVIDER to comply with reporting requirements contained herein.
  4. inability of PROVIDER to perform the work provided for herein.
- C. Failure of the Dane County Board of Supervisors or the State or Federal Governments to appropriate sufficient funds to carry out COUNTY's obligations hereunder, shall result in automatic termination of this Agreement as of the date funds are no longer available, without notice.
- D. In the event COUNTY terminates this Agreement as provided herein, all finished and unfinished documents, services, papers, data, products, and the like prepared, produced or made by PROVIDER under this Agreement shall at the option of COUNTY become the property of COUNTY, and PROVIDER shall be entitled to receive just and equitable compensation, subject to any penalty, for any satisfactory work completed on such documents, services, papers, data, products or the like. Notwithstanding the above, PROVIDER shall not be relieved of liability to COUNTY for damages sustained by COUNTY by virtue of any breach of this Agreement by PROVIDER, and COUNTY may withhold any payments to PROVIDER for the purpose of offset.
5. **PAYMENT:**  
COUNTY agrees to make such payments for services rendered under this Agreement as and in the manner specified herein and in the attached Schedule B, which is fully incorporated herein by reference. Notwithstanding any language to the contrary in this Agreement or its attachments, COUNTY shall never be required to pay more than the sum set forth on page 1 of this Agreement under the heading MAXIMUM COST, for all services rendered by PROVIDER under this Agreement.
6. **REPORTS:**

PROVIDER agrees to make such reports as are required in the attached Schedule C, which is fully incorporated herein by reference. With respect to such reports it is expressly understood that time is of the essence and that the failure of PROVIDER to comply with the time limits set forth in said Schedule C shall result in the penalties set forth herein.

**7. DELIVERY OF NOTICE:**

Notices, bills, invoices and reports required by this Agreement shall be deemed delivered as of the date of postmark if deposited in a United States mailbox, first class postage attached, addressed to a party's address as set forth above. It shall be the duty of a party changing its address to notify the other party in writing within a reasonable time.

**8. INSURANCE:**

A. PROVIDER shall indemnify, hold harmless and defend COUNTY, its boards, commissions, agencies, officers, employees and representatives against any and all liability, loss (including, but not limited to, property damage, bodily injury and loss of life), damages, costs or expenses which COUNTY, its officers, employees, agencies, boards, commissions and representatives may sustain, incur or be required to pay by reason of PROVIDER's furnishing the services or goods required to be provided under this Agreement, provided, however, that the provisions of this paragraph shall not apply to liabilities, losses, charges, costs, or expenses caused by or resulting from the acts or omissions of COUNTY, its agencies, boards, commissions, officers, employees or representatives. The obligations of PROVIDER under this paragraph shall survive the expiration or termination of this Agreement.

B. In order to protect itself and COUNTY, its officers, boards, commissions, agencies, agents, volunteers, employees and representatives under the indemnity provisions of the subparagraph above, PROVIDER shall, at PROVIDER's own expense, obtain and at all times during the term of this Agreement keep in full force and effect the insurance coverages, limits, and endorsements listed below. When obtaining required insurance under this Agreement and otherwise, PROVIDER agrees to preserve COUNTY's subrogation rights in all such matters that may arise that are covered by PROVIDER's insurance. Neither these requirements nor the COUNTY's review or acceptance of PROVIDER's certificates of insurance is intended to limit or qualify the liabilities or obligations assumed by the PROVIDER under this Agreement. The County expressly reserves the right to require higher or lower insurance limits where County deems necessary.

**Commercial General Liability.**

PROVIDER agrees to maintain Commercial General Liability insurance at a limit of not less than \$1,000,000 per occurrence. Coverage shall include, but not be limited to, Bodily Injury and Property Damage to Third Parties, Contractual Liability, Personal Injury and Advertising Injury Liability, Premises-Operations, Independent PROVIDERs and Subcontractors, and Fire Legal Liability. The policy shall not exclude Explosion, Collapse, and Underground Property Damage Liability Coverage. The policy shall list DANE COUNTY as an Additional Insured.

**Commercial/Business Automobile Liability.**

PROVIDER agrees to maintain Commercial/Business Automobile Liability insurance at a limit of not less than \$1,000,000 Each Occurrence. PROVIDER further agrees coverage shall include liability for Owned, Non-Owned & Hired automobiles. In the event PROVIDER does not own automobiles, PROVIDER agrees to maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

**Environmental Impairment (Pollution) Liability**

PROVIDER agrees to maintain Environmental Impairment (Pollution) Liability insurance at a limit of not less than \$1,000,000 per occurrence for bodily injury, property damage, and environmental cleanup costs caused by pollution conditions, both sudden and non-sudden. This requirement can be satisfied by either a separate environmental liability

policy or through a modification to the Commercial General Liability policy. Evidence of either must be provided.

**Workers' Compensation.**

PROVIDER agrees to maintain Workers Compensation insurance at Wisconsin statutory limits.

**Umbrella or Excess Liability.**

PROVIDER may satisfy the minimum liability limits required above for Commercial General Liability and Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum Per Occurrence limit of liability under the Umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for the Commercial General Liability and Business Auto Liability. PROVIDER agrees to list DANE COUNTY as an "Additional Insured" on its Umbrella or Excess Liability policy.

- C. Upon execution of this Agreement, PROVIDER shall furnish COUNTY with a Certificate of Insurance listing COUNTY as an additional insured and, upon request, certified copies of the required insurance policies. If PROVIDER's insurance is underwritten on a Claims-Made basis, the Retroactive Date shall be prior to or coincide with the date of this Agreement, the Certificate of Insurance shall state that professional malpractice or errors and omissions coverage, if the services being provided are professional services coverage is Claims-Made and indicate the Retroactive Date, PROVIDER shall maintain coverage for the duration of this Agreement and for six (6) years following the completion of this Agreement. PROVIDER shall furnish COUNTY, annually on the policy renewal date, a Certificate of Insurance as evidence of coverage. It is further agreed that PROVIDER shall furnish the COUNTY with a 30-day notice of aggregate erosion, in advance of the Retroactive Date, cancellation, or renewal. It is also agreed that on Claims-Made policies, either PROVIDER or COUNTY may invoke the tail option on behalf of the other party and that the Extended Reporting Period premium shall be paid by PROVIDER. In the event any action, suit or other proceeding is brought against COUNTY upon any matter herein indemnified against, COUNTY shall give reasonable notice thereof to PROVIDER and shall cooperate with PROVIDER's attorneys in the defense of the action, suit or other proceeding. PROVIDER shall furnish evidence of adequate Worker's Compensation Insurance. In case of any sublet of work under this Agreement, PROVIDER shall furnish evidence that each and every subcontractor has in force and effect insurance policies providing coverage identical to that required of PROVIDER. In case of any sublet of work under this Agreement, PROVIDER shall furnish evidence that each and every subcontractor has in force and effect insurance policies providing coverage identical to that required of PROVIDER.
- D. The parties do hereby expressly agree that COUNTY, acting at its sole option and through its Risk Manager, may waive any and all requirements contained in this Agreement, such waiver to be in writing only. Such waiver may include or be limited to a reduction in the amount of coverage required above. The extent of waiver shall be determined solely by COUNTY's Risk Manager taking into account the nature of the work and other factors relevant to COUNTY's exposure, if any, under this Agreement.

**9. NO WAIVER BY PAYMENT OR ACCEPTANCE:**

In no event shall the making of any payment or acceptance of any service or product required by this Agreement constitute or be construed as a waiver by COUNTY of any breach of the covenants of this Agreement or a waiver of any default of PROVIDER and the making of any such payment or acceptance of any such service or product by COUNTY while any such default or breach shall exist shall in no way impair or prejudice the right of COUNTY with respect to recovery of damages or other remedy as a result of such breach or default.

**10. NON-DISCRIMINATION:**

During the term of this Agreement, PROVIDER agrees not to discriminate on the basis of age, race, ethnicity, religion, color, gender, disability, marital status, sexual orientation, national origin, cultural differences, ancestry, physical appearance, arrest record or conviction record, military

participation or membership in the national guard, state defense force or any other reserve component of the military forces of the United States, or political beliefs against any person, whether a recipient of services (actual or potential) or an employee or applicant for employment. Such equal opportunity shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, training, rates of pay, and any other form of compensation or level of service(s). PROVIDER agrees to post in conspicuous places, available to all employees, service recipients and applicants for employment and services, notices setting forth the provisions of this paragraph. The listing of prohibited bases for discrimination shall not be construed to amend in any fashion state or federal law setting forth additional bases, and exceptions shall be permitted only to the extent allowable in state or federal law.

**11. CIVIL RIGHTS COMPLIANCE:**

- A. If PROVIDER has 20 or more employees and receives \$20,000 in annual contracts with COUNTY, the PROVIDER shall submit to COUNTY a current Civil Rights Compliance Plan (CRC) for Meeting Equal Opportunity Requirements under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title VI and XVI of the Public Service Health Act, the Age Discrimination Act of 1975, the Omnibus Budget Reconciliation Act of 1981 and Americans with Disabilities Act (ADA) of 1990. PROVIDER shall also file an Affirmative Action (AA) Plan with COUNTY in accordance with the requirements of chapter 19 of the Dane County Code of Ordinances. PROVIDER shall submit a copy of its discrimination complaint form with its CRC/AA Plan. The CRC/AA Plan must be submitted prior to the effective date of this Agreement and failure to do so by said date shall constitute grounds for immediate termination of this Agreement by COUNTY. If an approved plan has been received during the previous CALENDAR year, a plan update is acceptable. The plan may cover a two-year period. Providers who have less than twenty employees, but who receive more than \$20,000 from the COUNTY in annual contracts, may be required to submit a CRC Action Plan to correct any problems discovered as the result of a complaint investigation or other Civil Rights Compliance monitoring efforts set forth herein below. If PROVIDER submits a CRC/AA Plan to a Department of Workforce Development Division or to a Department of Health and Family Services Division that covers the services purchased by COUNTY, a verification of acceptance by the State of PROVIDER's Plan is sufficient.
- B. PROVIDER agrees to comply with the COUNTY's civil rights compliance policies and procedures. PROVIDER agrees to comply with civil rights monitoring reviews performed by the COUNTY, including the examination of records and relevant files maintained by the PROVIDER. PROVIDER agrees to furnish all information and reports required by the COUNTY as they relate to affirmative action and non-discrimination. PROVIDER further agrees to cooperate with COUNTY in developing, implementing, and monitoring corrective action plans that result from any reviews.
- C. PROVIDER shall post the Equal Opportunity Policy, the name of PROVIDER's designated Equal Opportunity Coordinator and the discrimination complaint process in conspicuous places available to applicants and clients of services, applicants for employment and employees. The complaint process will be according to COUNTY's policies and procedures and made available in languages and formats understandable to applicants, clients and employees. PROVIDER shall supply to COUNTY's Contract Compliance Officer upon request a summary document of all client complaints related to perceived discrimination in service delivery. These documents shall include names of the involved persons, nature of the complaints, and a description of any attempts made to achieve complaint resolution.
- D. PROVIDER shall provide copies of all announcements of new employment opportunities to COUNTY's Contract Compliance Officer when such announcements are issued.
- E. If PROVIDER is a government entity having its own compliance plan, PROVIDER'S plan shall govern PROVIDER's activities.

**12. COMPLIANCE WITH FAIR LABOR STANDARDS:**

- A. Reporting of Adverse Findings. During the term of this Agreement, PROVIDER shall report to the County Contract Compliance Officer, within ten (10) days, any allegations to, or findings by the National Labor Relations Board (NLRB) or Wisconsin Employment Relations commission (WERC) that PROVIDER has violated a statute or regulation regarding labor standards or relations,. If an investigation by the Contract Compliance Officer results in a final determination that the matter adversely affects PROVIDER'S responsibilities under this Agreement, and which recommends termination, suspension or cancellation of this agreement, the County may take such action.
- B. Appeal Process. PROVIDER may appeal any adverse finding by the Contract Compliance Officer as set forth in Dane County Ordinances Sec. 25.08(20)(c) through (e).
- C. Notice Requirement. PROVIDER shall post the following statement in a prominent place visible to employees: "As a condition of receiving and maintaining a contract with Dane County, this employer shall comply with federal, state and all other applicable laws prohibiting retaliation for union organizing."

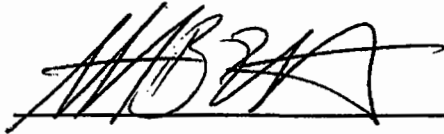
**13. MISCELLANEOUS:**

- A. Registered Agent. PROVIDER warrants that it has complied with all necessary requirements to do business in the State of Wisconsin, that the persons executing this Agreement on its behalf are authorized to do so, and, if a corporation, that the name and address of PROVIDER's registered agent is as set forth opposite the heading REGISTERED AGENT on page 1 of this Agreement. PROVIDER shall notify COUNTY immediately, in writing, of any change in its registered agent, his or her address, and PROVIDER's legal status. For a partnership, the term 'registered agent' shall mean a general partner.
- B. Controlling Law and Venue. It is expressly understood and agreed to by the parties hereto that in the event of any disagreement or controversy between the parties, Wisconsin law shall be controlling. Venue for any legal proceedings shall be in the Dane County Circuit Court.
- C. Limitation Of Agreement. This Agreement is intended to be an agreement solely between the parties hereto and for their benefit only. No part of this Agreement shall be construed to add to, supplement, amend, abridge or repeal existing duties, rights, benefits or privileges of any third party or parties, including but not limited to employees of either of the parties.
- D. Entire Agreement. The entire agreement of the parties is contained herein and this Agreement supersedes any and all oral agreements and negotiations between the parties relating to the subject matter hereof. The parties expressly agree that this Agreement shall not be amended in any fashion except in writing, executed by both parties.
- E. Counterparts. The parties may evidence their agreement to the foregoing upon one or several counterparts of this instrument, which together shall constitute a single instrument.



**IN WITNESS WHEREOF, COUNTY and PROVIDER, by their respective authorized agents, have caused this Agreement and its Schedules to be executed, effective as of the date by which all parties hereto have affixed their respective signatures, as indicated below.**

**FOR PROVIDER:**

  
\_\_\_\_\_

3/25/2019  
Date Signed

Scott Bukott      President

3/25/2019  
Date Signed

\*\*\*

**FOR COUNTY:**

\_\_\_\_\_  
Joseph T. Parisi, Dane County Executive

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Scott McDonell, Dane County Clerk

\_\_\_\_\_  
Date Signed

\* [print name and title, below signature line of any person signing this document]

## **SCHEDULE A**

### **Scope of Services**

1. PROVIDER shall provide preventative maintenance and repair service for the touch-screen security systems, video systems, and related items at three detention facilities and the Courthouse operated by the COUNTY. The four facility service location addresses are as follows:
  - a. City County Building Jail (CCB)  
210 Martin Luther King Jr. Blvd.  
Madison, WI 53703
  - b. Public Safety Building (PSB)  
115 W. Doty St.  
Madison, WI 53703
  - c. Dane County Courthouse (Courthouse)  
215 S. Hamilton St.  
Madison, WI 53703
  - d. Ferris Huber Center  
2120 Rimrock Rd.  
Madison, WI 53713
2. All Personnel assigned to perform services under this contract shall obtain a security clearance from the Sheriff's Office and will be escorted by the Sheriff's Office staff when performing work under this contract.
3. All work listed shall be performed in a thorough and professional manner and in accordance with accepted industry methods and practices. All work shall be in strict compliance with local and state codes, ordinances, laws, and policies.
4. PROVIDER shall provide an adequate number of competent, properly trained personnel with sufficient supervision to provide the required services at all times. The provider shall provide all personnel with a complete set of specifications and schedules to ensure all required services are completed.
5. All non-emergency work shall be performed during normal working hours 7:30 AM to 4:30 PM, Monday through Friday.
6. PROVIDER shall be available 24 hours per day 7 days per week. PROVIDER shall respond within one (1) hour return telephone call and two (2) hours on site response to an authorized emergency service request.

## **Quarterly Inspection and Preventative Maintenance**

Provide four (4) quarterly inspections and preventative maintenance annually at each of the four service locations. All quarterly inspections shall be complete during normal business hours. Inspections and quarterly maintenance to be accomplished on the following dates or as mutually agreed upon by the COUNTY and the PROVIDER:

- A. During the month of November**
- B. During the month of February**
- C. During the month of May**
- D. During the month of August**

The County reserves the right to renegotiate maintenance at the end of any contract year to add or subtract components of the equipment to be maintained on the basis of the equipment that is in use at the time.

### **Quarterly Inspections and Preventative Maintenance to include the following:**

- A. Inspection of head-end control equipment, including touch-screen control work stations, programmable logic controllers, remote door control panels, CCTV matrix switcher, CCTV monitors, intercom switching networks, and card access systems central computer and remote controllers, DVD and NVR recorders.**
  - a. Verify that all connections are secure.
  - b. Check and verify all power supply voltages.
  - c. Check and confirm readiness of the UPS devices.
  - d. Check all battery voltages under load.
  - e. Clean, with vacuum or compressed air, all microprocessor based equipment and related computers that are related to the video, security, and card access systems.
  - f. Check camera views and focus and correct views that are out of focus or in need of an adjustment.
  - g. Verify the operation of the video recording equipment.
  - h. Verify proper operation of DVR's and NVR's, including but not limited to, programing and playback quality.
  - i. Verify each camera is recording and playing back properly.
- B. Inspection of field devices:**
  - a. Check field devices for secure mounting and connection.
  - b. Adjust devices such as camera lenses (as required), etc.
- C. Inspection of door locks:**

All door locks must be inspected once annually. Building locking devices shall be divided in four groups, with one quarter of the total being inspected quarterly. Provider, with facility staff, will identify the 10 most frequently operated doors and perform preventative maintenance on those doors quarterly.

  - a. Remove covers from selected door locks and inspect for worn parts.
  - b. Clean and lubricate selected door locks.
  - c. Adjust any problem limit switches.

**D. Inspection of door control system control panels:**

- a. Inspection of all connections for corrosion and assure they are physically secure.
- b. Visually inspect all switches for excessive wear.
- c. Test operation of selected control panel functions such as lamp test.

**E. Inspection of card access systems:**

- a. Inspect all card reader locations to assure secure mounting.
- b. Verify proper operation of free egress motion detectors.
- c. Inspect remote controllers/Smarterms and very secure connections.

**F. Inspection of Intercom System:**

- a. Inspect all intercom amplifiers and switching networks for secure mounting and connections.
- b. Functionally test each intercom amplifier by establishing communications from selected control locations to selected intercom stations.

**Equipment to be serviced during each Preventative Maintenance visit includes the following:**

- a) All touch-screen computer control panels and associated software and hardware in PSB central control
- b) All touch-screen control panels and associated software and hardware in CCB central control
- c) Visitation control panels and associated hardware and software in both PSB and CCB visitation.
- d) Control panel and associated hardware in PSB central booking.
- e) All headend, PLC's, and control equipment associated with the above panels.
- f) Touch screen and computer control panels on CCB 6-West and 7-West and associated hardware.
- g) All door control system panels.
- h) Switching and control network for CCTV systems including all associated hardware including cameras, motors, housings and monitors, DVR's and NVR's, and related PC's.
- i) All DVR/NVR remote viewing and recording stations in PSB/CCB and Courthouse. This includes the video laptop computer.
- j) Ferris Center electronic door switches and alarm panels.
- k) Visitation phone handsets (not including video visitation equipment).
- l) Intercom systems in all four facilities (CCB, PSB, Ferris Center and Courthouse).
- m) CCB east side cell door systems and control panels.
- n) All manual/mechanical security door locks in all four facilities (CCB, PSB, Ferris Center and Courthouse)
- o) CCB panic alarm security and sound monitoring system – jail wide.
- p) Motion detectors – jail wide.
- q) Security card access systems all jail facilities.
- r) PSB Card Access control panels, power supplies & battery back-up, card readers, and associated hardware & software.

- s) All cameras in the four facilities. These units are a mix of fixed, PTZ, analog and IP Cameras.
- t) Vicon brand DVR's and NVR's. All PC viewing/recording works stations and laptop computers integrated into the DVR/NVR networks including flat screen monitors.
- u) Keyboard controllers for the cameras.
- v) Maintenance of air-conditioning units for the equipment rooms.
- w) Camera housing units, motors, wiring, and associated equipment. This includes quarterly cleaning of lenses of exterior cameras.
- x) Clean and inspect the Courthouse exterior PTZ camera on South Hamilton Street bi-annually, during the months of October and May, which includes a boom-lift and necessary street closure permits from the City of Madison.
- y) Ferris Center Camera System, DVR, and monitoring/wiring/switching equipment.

#### **On-Call Repair**

- A. PROVIDER will provide 24 hour telephone support in the event of a malfunction of the equipment. In the case of a system failure being significant (that it renders the equipment inoperable and interferes with the ability for the Dane County Jail to operate in a safe & efficient manner), the Contractor will respond to the site within 2 hours for immediate repair. The contractor will provide this service for one year, beginning from the project completion date.
- B. PROVIDER shall provide an electronic method for work orders to be sent, received, responded to and recorded.

**SCHEDULE B**  
**Pricing Structure and Payment**

<b>YEAR 1 of CONTRACT 9/1/2019 - 08/31/2020</b>			
ANNUAL FIXED COST FOR QUARTERLY MAINTENANCE --\$57,260.00			
Quarter 1 Payment	Quarter 2 Payment	Quarter 3 Payment	Quarter 4 Payment
\$14,315.00	\$14,315.00	\$14,315.00	\$14,315.00
09/01/2019 - 11/30/2019	12/1/2019 - 02/28/2020	03/01/2020 - 05/31/2020	06/01/2020 - 08/31/2020
FIXED HOURLY REPAIR RATE FOR WORK AND EQUIPMENT NOT COVERED BY QUARTERLY MAINTENANCE			
Hourly Repair Rate			\$134.91/hour
Hourly Repair Rate for Service After Normal Work Hours (7:30 AM - 4:30 PM Monday - Friday)			\$134.91/hour
Hourly Repair Rate for Service on Weekends and Holidays			\$134.91/hour
Parts Price Discount Percentage from List Price			20%

<b>YEAR 2 of CONTRACT 9/1/2020 - 08/31/2021</b>			
ANNUAL FIXED COST FOR QUARTERLY MAINTENANCE --\$58,977.80			
Quarter 1 Payment	Quarter 2 Payment	Quarter 3 Payment	Quarter 4 Payment
\$14,744.45	\$14,744.45	\$14,744.45	\$14,744.45
09/01/2020 - 11/30/2020	12/1/2020 - 02/28/2021	03/01/2021 - 05/31/2021	06/01/2021 - 08/31/2021
FIXED HOURLY REPAIR RATE FOR WORK AND EQUIPMENT NOT COVERED BY QUARTERLY MAINTENANCE			
Hourly Repair Rate			\$137.61/hour
Hourly Repair Rate for Service After Normal Work Hours (7:30 AM - 4:30 PM Monday - Friday)			\$137.61/hour
Hourly Repair Rate for Service on Weekends and Holidays			\$137.61/hour
Parts Price Discount Percentage from List Price			20%

<b>YEAR 3 of CONTRACT 9/1/2021 - 08/31/2022</b>			
<b>ANNUAL FIXED COST FOR QUARTERLY MAINTENANCE --\$60,747.13</b>			
<b>Quarter 1 Payment</b>	<b>Quarter 2 Payment</b>	<b>Quarter 3 Payment</b>	<b>Quarter 4 Payment</b>
<b>\$15,186.78</b>	<b>\$15,186.78</b>	<b>\$15,186.78</b>	<b>\$15,186.78</b>
<b>09/01/2021 - 11/30/2022</b>	<b>12/1/2021 - 02/28/2022</b>	<b>03/01/2022 - 05/31/2022</b>	<b>06/01/2022 - 08/31/2022</b>
<b>FIXED HOURLY REPAIR RATE FOR WORK AND EQUIPMENT NOT COVERED BY QUARTERLY MAINTENANCE</b>			
<b>Hourly Repair Rate</b>			<b>\$141.73/hour</b>
<b>Hourly Repair Rate for Service After Normal Work Hours (7:30 AM - 4:30 PM Monday - Friday)</b>			<b>\$141.73/hour</b>
<b>Hourly Repair Rate for Service on Weekends and Holidays</b>			<b>\$141.73/hour</b>
<b>Parts Price Discount Percentage from List Price</b>			<b>20%</b>





## SCHEDULE C Reports

Maintenance checklist shall be provided with invoice for each quarterly maintenance.

### Schedule C -- Check List

All invoices for quarterly preventative maintenance service submitted for payment must include the completed following checklist information for every location as specified in Schedule B of Contract.

**Facility** \_\_\_\_\_

**Total Time in hours, rounded to the nearest 15 minutes, required to complete entire quarterly preventative maintenance for facility:** \_\_\_\_\_

<b>PO Number</b>	_____
<b>Invoice Number</b>	__ - __ - __ - __
<b>Invoice Date</b>	_____

Please check which quarter service applies to:

	<b>Quarter 1</b>	<input type="checkbox"/>		<b>Quarter 2</b>	<input type="checkbox"/>
	<b>Date</b>			<b>Date</b>	
	<b>Quarter 3</b>	<input type="checkbox"/>		<b>Quarter 4</b>	<input type="checkbox"/>
<b>Date</b>			<b>Date</b>		

Complete information regarding technician, date of inspection, time-in, and time-out, at bottom of checklist for each specific visit to facility, provide total time for quarterly inspection in space provided above; information is required for invoice reimbursement.

Description of Service	Pass	Fail	Unusual Condition
Inspection of head-end control equipment, including touch-screen control work stations, programmable logic controllers, remote door control panels, CCTV matrix switcher, CCTV monitors, intercom switching networks, and card access systems central computer and remote controllers, DVD and NVR recorders			
Inspection and maintenance of field devices			

Inspection and maintenance of door control system control panels			
Inspection and maintenance of card access systems			
Inspection and maintenance of Intercom System			
All touch-screen computer control panels and associated software and hardware in PSB central control			
All touch screen control panels and associated software and hardware in CCB central control			
Visitation control panels and associated hardware and software in both PSB and CCB visitation			
Control panel and associated hardware in PSB central booking			
All head-end, PLC's, and control equipment associated with the above panels			
Touch screen and computer control panels on CCB 6-West and 7-West and associated hardware			
All door control system panels			
Switching and control network for CCTV systems including all associated hardware including cameras, motors, housings and monitors, DVR's and NVR's, and related PC's			
All DVR/NVR remote viewing and recording stations in PSB/CCB and Courthouse including video laptop computer			
Ferris Center electronic door switches and alarm panels			
<b>Description of Service</b>	<b>Pass</b>	<b>Fail</b>	<b>Unusual Condition</b>
Visitation phone handsets (not including video visitation equipment)			
Intercom systems in all four facilities (CCB, PSB, Ferris Center and Courthouse).			
CCB east side cell door systems and control panels			
CCB Panic alarm security and sound monitoring system - jail wide			
All manual/mechanical security door locks in all four facilities (CCB, PSB, Ferris Center and Courthouse)			
Motion detectors - jail wide			
Security card access systems - jail wide			
PSB Card Access control panels, power supplies & battery back-up, card readers, and associated hardware & software			
All cameras in the four facilities. These units are a mix of fixed, PTZ, analog and IP cameras			
Vicon brand DVR's and NVR's. All PC viewing/recording works stations and laptop computers intergraded into the DVR/NVR networks, including flat screen monitors			
Keyboard controllers for the cameras			
Camera housing units, motors, wiring, and associated equipment, including quarterly cleaning of			

lenses of all exterior cameras			
Clean and inspect the Courthouse exterior PTZ camera on South Hamilton Street bi-annually, during the months of October 2014 and May 2015, which includes a boom-lift and necessary street closure permits from the City of Madison			
Ferris Center Camera System, DVR, and monitoring/wiring/switching equipment			
<b>Fail Condition -- indicate why, plan of action to correct, time frame to correct problem, and cost estimate:</b>			
<b>Unusual Condition -- indicate why, plan of action to correct, time frame to correct problem, and cost estimate:</b>			
Technician _____	Date of Inspection _____	Time In _____	Time Out _____
Technician _____	Date of Inspection _____	Time In _____	Time Out _____
Technician _____	Date of Inspection _____	Time In _____	Time Out _____

Technician _____	Date of Inspection _____	Time In _____	Time Out _____
Technician _____	Date of Inspection _____	Time In _____	Time Out _____
Technician _____	Date of Inspection _____	Time In _____	Time Out _____
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Technician _____	Date of Inspection _____	Time In _____	Time Out _____
Technician _____	Date of Inspection _____	Time In _____	Time Out _____
Technician _____	Date of Inspection _____	Time In _____	Time Out _____

