

SWC# 172 Security and Fire Protection Services **Contract Information and Usage Instructions**

Contract Period: This contract has a total five-year term beginning August 1, 2024. The initial term is four years with an optional one-year renewal.

Current Contract Expiry Date: July 31, 2028

Summary/Background Information:

The purpose of this constant compete contract is to provide fire, security, and life safety system services/products to the State and its Authorized Users in efforts of keeping facilities compliant with all applicable safety codes and regulations. This contract is open to Local Governments.

State Contract Administrator:

Lauryen Harris
Category Specialist
Central Procurement Office
615-361-4868
Lauryen.Harris@tn.gov

Contractor Contact Information:

A3 Communications

Edison Contract Number: 83644
Brian Thomas
bthomas@a3communications.com
Cell: 803-608-3387

ADT Commercial LLC

Edison Contract Number: 83834
Scott Wulforst
scottwulforst@everonsolutions.com

Convergint Technologies LLC

Edison Contract Number: 83713
Services: contractvehicles@convergint.com
Billing: Ebony Boyd - ebony.boyd@convergint.com

Mobile Communications America Inc.

Edison Contract Number: 83739

Jamie Beadles

jaimebeadles@callmc.com

Stone Security

Edison Contract Number: 83934

Andy Schreyer (Services)

andy@stonesecurity.net

Cell: 801-647-5114

Kelli Lacerda (Billing)

AccountsReceivable@stonesecurity.net

Service Categories

There are 16 categories covered under this contract. Suppliers' names are listed next to each of their awarded categories below:

Category 1: Backflow Prevention System (ADT)

Category 2: Sandpiper Inspections (ADT)

Category 3: Automatic Fire Pumps (ADT)

Category 4: Fire Sprinkler Systems (ADT)

Category 5: Fire Detection – Fire Alarm Systems (ADT, A3, Convergent)

Category 6: Emergency Lighting (ADT)

Category 7: Special Hazard Fire Suppression Systems (ADT)

Category 8: Portable Fire Extinguisher Inspection (ADT)

Category 9: New Portable Fire Extinguishers (ADT)

Category 10: Kitchen Fire Suppression Commercial Hood System (ADT)

Category 11: Commercial Hood System Cleaning (ADT, A3, Convergent, MCA, Stone Security)

Category 12: Access Control Systems (ADT, A3, Convergent, MCA, Stone Security)

Category 13: Burglar Alarm Systems (ADT, A3, Convergent, MCA, Stone Security)

Category 14: Surveillance Services and Equipment (ADT, A3, Convergent, MCA, Stone Security)

Category 15: High Security Controls Systems (ADT, A3, MCA)

Category 16: Inspections & Monitoring (ADT)

Emergency Call Procedures:

All SWC 172 vendors are to respond to emergency calls **within four (4) hours** of authorization by phone or email. Not to Exceed Estimates **are not** required prior to authorizing emergency jobs.

Usage Instructions:

All jobs shall be awarded based on constant competition among the applicable suppliers in each service category. End Users shall send a detailed job scope to all awarded suppliers in that category. Suppliers must respond to quote requests **within two to five business days**. If no responses are submitted on the 5th business day, please contact the contract administrator.

NOTES:

- Unless deemed an emergency, **all jobs** must be quoted using the Not to Exceed Estimate Template below. Agencies will fill out **part 1 only** and contractors will fill out **parts 2-5**. Contractors may attach supporting documentation if applicable.
- Not to Exceed Estimates should always be provided free of charge to end users.
- Suppliers have a **minimum of 2** business days and a **maximum of 5** business days to respond to quote requests.
- **Agencies are not to sign ANY service or warranty agreements with extraneous terms and conditions.** Please contact the contract administrator if you receive requests to do so before or after services are rendered.
- End Users shall award to the supplier providing the lowest Not to Exceed Estimate and meeting specifications unless written approval is provided by the CPO Contract Administrator to utilize another Contractor.
- Suppliers should not apply surcharges for transportation, fuel, energy, insurance, or any other reason. Please reach out for a revised invoice if these charges appear.
- All suppliers/technicians must sign in and out of a Job Log to accurately report service time on site.

Payment & Performance Bonds:

Payment Bonds

The payment bond will be in an amount equal to twenty-five percent (25%) of the job price on all jobs in excess of fifty thousand dollars (\$50,000.00).

1. State Agency/Authorized User receives quotes over \$50,000.00 for a project under SWC 172.

- Note: If the Authorized User anticipates quotes over \$50,000.00, please include a reference to (insert applicable term reference) when the quote request is sent, to remind the supplier(s) of this requirement.
2. "Awarded" supplier is identified with the lowest quote.
 3. State Agency/Authorized User requests the performance bond per Terms and Conditions section 8.11. The initial bond can be sent via email as a PDF. Please see Attachment E.
 4. State Agency/Authorized User emails the PDF bond to the SWC Administrator for verification. The SWC Administrator may ask the supplier for changes based on the CPO Risk Manager's review. Once deemed compliant with the terms and conditions, the SWC Administrator will request the hard copy bond be mailed to CPO.

Performance Bonds

The performance bond shall be in an amount equal to one hundred percent (100%) of job price on all jobs in excess of fifty thousand dollars (\$50,000.00).

1. State Agency/Authorized User receives quotes over \$50,000.00 for a project under SWC 172.
 - Note: If the Authorized User anticipates quotes over \$50,000.00, please include a reference to (insert applicable term reference) when the quote request is sent, to remind the supplier(s) of this requirement.
2. "Awarded" supplier is identified with the lowest quote.
3. State Agency/Authorized User requests the performance bond per Terms and Conditions section 8.12. The initial bond can be sent via email as a PDF. Please see Attachment D.
4. State Agency/Authorized User emails the PDF bond to the SWC Administrator for verification. The SWC Administrator may ask the supplier for changes based on the CPO Risk Manager's review. Once deemed compliant with the terms and conditions, the SWC Administrator will request the hard copy bond be mailed to CPO.

NOTE: Once a job exceeds \$50,000, **BOTH** payment and performance bonds are required.

Requisition and Purchase Order Generation:

For information on how to create a requisition and/or purchase order please reference the CPO Job Aids on the following page: <https://www.teamtn.gov/cpo/learning-development/cpo-job-aids.html>

Billing and Payment Instructions:

FOB Destination; Net 30 Payments



State of Tennessee
SWC #172 Security & Fire Protection Services
Not to Exceed Estimate Template

Instructions:

Not to Exceed Estimates:

- Part 1: Company Information/Job Information
- Part 2: Job Estimate
- Part 3: Specialty Job Requirements
- Part 4: Job Timeline Details
- Part 5: Contractor Signature

All jobs shall be awarded through constant competition amongst suppliers and their respective awarded categories they agreed to service. All Contractors must provide a breakdown of their Not to Exceed Estimate. If the final job cost is lower than the amount estimated, the Contractor may only charge the Authorized User for the actual cost of the changes to the Scope of Work discovered by the Contractor that may increase the cost of the Not to Exceed Estimate, must receive approval from the Authorized User prior commencement of the job. The Authorized User must award to the Contractor who provides the lowest Not to Exceed Estimate.

Please refer to the contract usage instructions for guidelines regarding emergency jobs

PART 1: COMPANY INFORMATION / JOB INFORMATION (Agency)

Company Name:		Company Contact Name:	
Contact Email:		Contact Phone Number:	
Date of Estimate/Quote:		Requesting Agency:	
Contract #:		Job Order #:	
Job Location:	County:	Requesting Agency Contact Name & Number:	
Job Category:			
Detailed Job Scope of Work:			

PART 2: JOB ESTIMATE (Contractor)

ITEM	SERVICE TYPE	QUANTITY	UNIT	PRICE PER UNIT	EXTENDED PRICE
Technician, Regular Time			HR		\$ -
Helper, Regular Time			HR		\$ -
Technician, Premium Time			HR		\$ -
Helper, Premium Time			HR		\$ -
Parts & Materials**:			EA		\$ -
Government Inspection:			EA		\$ -
Miscellaneous:			EA		\$ -
<i>Add additional lines as needed in attachment</i>				Total Estimated Price for Job:	\$ -
<i>**Add breakdown of parts and materials list in attachment**</i>					

PART 3: SPECIALTY JOB REQUIREMENTS (Contractor)

Will job require use of specialized equipment?		Will job require use of a Subcontractor?	
Will job require specialized labor?		Subcontractor Company Name (if applicable) Note: CPO approval of Subcontractor required	
<i>If you answered "yes" to any questions in Part 3, attach a detailed explanation.</i>			

PART 4: JOB TIMELINE DETAILS (Contractor)

Estimated Timeline of Project Completion:	
Job Point of Contact:	

Number of days Quote is valid:		
PART 5: CONTRACTOR SIGNATURE (Required)		
Contractor's Printed Name:		
Contractor's Signature & Date:		