

**EXHIBIT A**  
**SCOPE OF WORK**

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1. Objectives.

The specific objectives for this Capital Area Transportation Authority (CATA) Project are as follows:

- (1) Secure a contract that will coordinate and administer off-site monitoring of fire alarm systems for all three CATA locations for the timeframe as outlined below;
- (2) Secure a contract for fire alarm and sprinkler inspection services at all three CATA locations for the timeframe as outlined below;
- (3) Secure a contract for fire extinguisher inspection services at all three CATA locations for the timeframe as outlined below; and
- (4) Secure a contract for emergency on-call services and repairs, as required.

2. General Provisions

- The Contractor shall furnish all labor, tools, and materials necessary for all required services and repairs.
- The Contractor must complete a service report for each visit detailing the purpose of the call and summarizing the work that was performed.
- The Contractor must provide a safety log book for each facility. All service records shall be recorded and kept within the log book. The log book shall serve as a reference for local authorities, insurance carriers, and CATA technical personnel.
- Emergency Onsite Response will be provided to reduce the costs and disruptions of downtime when an unexpected problem does occur. Contractor will provide this service between scheduled service calls and respond onsite at the CATA facility within four (4) hours for critical emergencies, or within twenty-four (24) hours for non-emergency conditions, Monday through Sunday, 24-hours per day, including Holidays, upon receiving notification of an emergency. Contractor will provide CATA with a firm price for the indicated repairs; sufficient details, including itemized costs and repair time durations, are required. Repairs will be performed upon receipt of CATA written authorization to proceed.
- Provide labor rates for each year of the three (3) year period. Include any travel charges, fuel surcharge, truck supply charges or any other charges that may appear on an invoice.

2. Service Period

Year 1: January 1, 2016 to December 31, 2016  
Year 2: January 1, 2017 to December 31, 2017  
Year 3: January 1, 2018 to December 31, 2018

**3A. Scope of Work – CATA Administrative Offices, Maintenance Garage and Bus Storage Area, 4615 Tranter Street, Lansing, MI 48910.**

**UL Listed Monitoring Service**

Contractor will coordinate and administer off-site monitoring of your fire alarm system via UL Listed Central Monitoring Station. The procedures used in monitoring are in accordance with NFPA 72 and local authorities and can only be altered by the Authority Having Jurisdiction. Daily system tests are standard in fire monitoring to ensure the communication path is operational. **Contractor will also be responsible for the installation of a new dialer to connect to a Siemens FS250 panel if necessary. Programming and testing the communication with the monitoring center will also be included.**

**Fire Alarm Inspections**

**OFFICE BUILDING / MAINTANANCE GARAGE/BUS STORAGE AREA**

**Office IT Area FM200 Suppression Inspection (2) – Semi Annual**

*(Inspection to be performed in March and September)*

- Perform a functional test on all fire alarm equipment listed herein.
- Sensitivity testing on a two year cycle.
- Visually check pressure gauges and record readings.
- Visually check agent level and record measurement.
  - (1) Notifier Fire Alarm Control Panel
  - (1) Manual Pull Stations
  - (2) Smoke Detectors
  - (2) Horn Strobes
  - (1) Bell

**Facility Record Storage Area FM200 Suppression Inspection (2) – Semi Annual**

*(Inspection to be performed in March and September)*

- Perform a functional test on all fire alarm equipment listed herein.
- Sensitivity testing on a two year cycle.
- Visually check pressure gauges and record readings.
- Visually check agent level and record measurement.
  - (1) Ansul Auto Pulse 1Q318 Alarm Control Panel
  - (14) Manual Pull Stations
  - (14) Abort Stations
  - (31) Smoke Detectors
  - (20) Horn Strobes
  - (13) Bells

**NFPA 72 Fire Alarm Inspections (1) – Annual**

*(Inspection to be performed in January)*

- Perform a functional test on all fire alarm equipment listed herein.
- Sensitivity testing on a two year cycle.
- Cleaning of all smoke detectors and duct detectors annually.
- Perform audible inspection at 7:00 AM.
- Customer to provide lift for devices above 12q

- (1) Siemens FS-250 Fire Alarm Control Panel
- (18) Siemens HMS-D Manual Pull Stations
- (12) Siemens HFP-11 Duct Smoke Detectors
- (68) Siemens HFP-11 Smoke Detectors
- (97) Siemens ZH-MC-R Horn/Strobes
- (34) Siemens Strobes
- (2) Special Hazards
- (6) Water Flows
- (8) Tamperers

**NFPA 25 Wet Fire Sprinkler System (6) – Annual**

*(Inspection to be performed in January)*

- Visually inspect the hydraulic placard, vane type water flow switch, alarm pressure switch, water motor gong, valve tamper switch and spare sprinkler head box.
- Visually inspect from the ground level any exposed sprinkler pipe, fittings, sprinkler heads, hangers and make any recommendations for system improvements.
- Perform a function test on any alarm pressure switch, vane type water flow switch, valve tamper switch and water motor gong (if applicable).
- Perform a main drain test on the wet sprinkler riser.
- Operate each control valve through a full range of motion from open to shut and back to open.
- Perform maintenance on the OS&Y valve by lubricating the stem.
- Provide an inspection report detailing the results of the inspection.
- Operate each valve and verify that the signal is received by the panel within the first two revolutions of the hand wheel or within one-fifth of the travel distance, or per the manufacturer's published instructions.
- Flow water through an inspector's test connection indicating the flow of water equal to that from a single sprinkler of the smallest orifice size installed in the system.

**NFPA 10 Fire Extinguishers (83)**

*(Inspection to be performed in September)*

- Heft each extinguisher and check the hoses, gauges and brackets.
- Replace tamper seals and re-tag.

**Include pricing on the following fire extinguisher maintenance:**

- 6 Year Maintenance/Recharge Pricing;
- 5# Dry Chemical;
- 10# Dry Chemical;
- 12 Year Hydrostatic Testing;
- 5# Dry Chemical; and
- 10# Dry Chemical.

**3B. Scope of Work – CATA Transportation Center, 420 S Grand Avenue, Lansing, MI 48933.**

**UL Listed Monitoring Service**

Contract will coordinate and administer off-site monitoring of your fire alarm system via UL Listed Central Monitoring Station. The procedures used in monitoring are in accordance with NFPA 72 and local authorities and can only be altered by the Authority Having Jurisdiction. Daily system tests are standard in fire monitoring to ensure the communication path is operational. **Contractor will also be responsible to verify that the current dialer will meet their needs and if necessary the contractor will be responsible for the purchase and installation of a new dialer at their expense along with the programming and testing of the communication with the monitoring center.**

**Fire Alarm Inspections**

**Fire Alarm Inspection (1) – Annual**

*(Inspection to be performed in January)*

- Perform a functional test on all fire alarm equipment listed herein.
- Sensitivity testing on a two year cycle.
- Cleaning of all smoke detectors and duct detectors annually.
  - (1) MXL-IQ Fire Alarm Control Panel
  - (10) Duct Smoke Detectors
  - (1) Bell
  - (6) Smoke Detectors

**NFPA 10 Fire Extinguishers (8)**

*(Inspection to be performed in September)*

- Heft each extinguisher and check the hoses, gauges and brackets.
- Replace tamper seals and re-tag.

**3C. Scope of Work – CATA Multi-Modal Gateway, 1240 South Harrison Road, East Lansing, MI 48823.**

**UL Listed Monitoring Service**

Contract will coordinate and administer off-site monitoring of your fire alarm system via UL Listed Central Monitoring Station. The procedures used in monitoring are in accordance with NFPA 72 and local authorities and can only be altered by the Authority Having Jurisdiction. Daily system tests are standard in fire monitoring to ensure the communication path is operational. **Contractor will also be responsible to verify that the current dialer will meet their needs and if necessary the contractor will be responsible for the purchase and installation of a new dialer at their expense along with the programming and testing of the communication with the monitoring center.**

**Fire Alarm Inspections**

**IT Area FM200 Suppression Inspection (2) – Semi Annual**

*(Inspection to be performed in March and September)*

- Perform a functional test on all fire alarm equipment listed herein.
- Sensitivity testing on a two year cycle.
- Visually check pressure gauges and record readings.
- Visually check agent level and record measurement.
  - (1) Auto-pulse Z-10 Fire Alarm Control Panel
  - (1) Manual Pull Stations
  - (1) Abort Stations
  - (2) Smoke Detectors
  - (2) Horn Strobes

**NFPA 72 Fire Alarm Inspections (1) – Annual**

*(Inspection to be performed in January)*

- Perform a functional test on all fire alarm equipment listed herein.
- Sensitivity testing on a two year cycle.
- Cleaning of all smoke detectors and duct detectors annually.
- Perform audible inspection at 4:00 AM.
  - (1) Notifier NFW2-100 Fire Alarm Control Panel
  - (7) Notifier NOT-BG12LX Manual Pull Stations
  - (1) System Sensor NP-100R Duct Smoke Detectors
  - (5) Photoelectric Smoke Detectors Notifier NP-100
  - (4) Heat detector 135 degree rate of rise Notifier NP-100
  - (1) Carbon Monoxide Detector Notifier CO1224T
  - (6) Strobe Device SR
  - (3) Horn/Strobes P2R
  - (4) Ceiling Mounted Strobes SCW
  - (4) Ceiling Mounted Horn/Strobes PC2W

**NFPA 25 Wet Fire Sprinkler System – Annual**

*(Inspection to be performed in January)*

- Visually inspect the hydraulic placard, vane type water flow switch, alarm pressure switch, water motor gong, valve tamper switch and spare sprinkler head box;

- Visually inspect from the ground level any exposed sprinkler pipe, fittings, sprinkler heads, hangers and make any recommendations for system improvements;
- Perform a function test on any alarm pressure switch, vane type water flow switch, valve tamper switch and water motor gong (if applicable);
- Perform a main drain test on the wet sprinkler riser;
- Operate each control valve through a full range of motion from open to shut and back to open;
- Perform maintenance on the OS&Y valve by lubricating the stem;
- Provide an inspection report detailing the results of the inspection;
- Operate each valve and verify that the signal is received by the panel within the first two revolutions of the hand wheel or within one-fifth of the travel distance, or per the manufacturer's published instructions;
- Flow water through an inspector's test connection indicating the flow of water equal to that from a single sprinkler of the smallest orifice size installed in the system.

#### **NFPA 10 Fire Extinguishers (4)**

*(Inspection to be performed in September)*

- Heft each extinguisher and check the hoses, gauges and brackets.
- Replace tamper seals and re-tag.

#### **Include pricing on the following fire extinguisher maintenance:**

- 6 Year Maintenance/Recharge Pricing;
- 5# Dry Chemical;
- 10# Dry Chemical;
- 12 Year Hydrostatic Testing;
- 5# Dry Chemical;
- 10# Dry Chemical.

#### **4. Cost of Project**

- Contractor must list total fixed planned maintenance prices and costs as outlined in the Pricing Schedule, Exhibit B, attached.
- Contractor must list hourly rates for both non-emergency and critical emergency repairs as outlined above for the term of the contract.
- Overtime may be charged only if pre-approved by CATA and separately itemized as an extra cost at the agreed rates. Overtime rate will be for work performed outside the hours of 8:00 a.m. and 5:00 p.m. and on Sundays and Holidays. Time will be computed from the time leaving for CATA site to the time leaving the CATA site.
- CATA will reimburse the Contractor for the cost of material used in repairing CATA equipment at the actual cost paid by the Contractor for the material, less discounts, rebates, and other adjustments allowed Contractor, plus a percent of net cost, which shall be itemized on Contractor's invoice.
- Contractor may propose a fixed fee trip charge per visit for non-preventative maintenance service / repair calls.
- Contractor may propose a fixed fee truck charge per visit for non-preventative maintenance service / repair calls.
- Contractor may propose a fixed fee gas surcharge per visit for non-preventative maintenance service / repair calls.

**END OF THIS SECTION**