



**Pennsylvania  
Convention Center**  
*PHILADELPHIA*

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AN  **MANAGED FACILITY**

**ADDENDUM #3**

**For**

**RFP – Security and Camera System Maintenance**

**Issued 7/3/23**

The following questions were received for the RFP Security and Camera System Maintenance. The Question Responses are provided below;

Question: In the Maintenance Hours section (Section 14 of Attachment A), the RFP calls for a fixed price for 80 block hours to be included with the Service Agreement.

Answer: This block of 80 hours per year should not be charged additionally, but should be used for emergency purposes and should form part of the service agreement pricing.

What is the expectation around where Union labor/supervision will come into the specific tasks mentioned in Section 14? Will all union labor previously mentioned be covered by the house electricians?

Answer: The labor union will be involved in determining which work to be performed at the site at any given point in time to determine work that falls under their jurisdiction. Union labor will be covered by house electricians or low-voltage technicians if it is determined that the work falls under their jurisdiction.

Question:

Outside of these 80 block hours and the Preventative/Planned Maintenance hours, we will be providing hours for corrective repair. Is it safe to assume that any Union labor/supervision requirement from above, should be accounted for in our estimate here?

Answer: No union labor should be accounted for in the estimate if union labor is to be used.

Question: In the Planned Maintenance section (Section 11 of Attachment A), can you please clarify what is being requested in the following sentence, "For network equipment and field controllers, this includes battery backup circuit scans, control loop verification, calibration of field devices' inputs and outputs, and adjustment of offsets in field controllers as necessary"?

Answer: This refers to all equipment supplied by a security system vendor that forms part of the Security and Camera System. This does not include any equipment supplied by the PCC IT department.

Question:

Since the IT department owns the network itself, are we referring to validating that any rack-mounted UPSs are functioning for the servers and workstations? Additionally, I understand this to mean that we want to make sure that the batteries in the panels are tested in case of power loss. Am I missing any other intentions in this statement/request?

Answer: All backup battery systems, including UPSs, supplied by a security system vendor for use on the Security and Camera System forms part of this maintenance and support scope. Any batteries in controllers and control panels that were supplied by a security system vendor should be tested and/or replaced as part of the maintenance scope.

Question: Is there any guideline on what Convention Center is looking for in regards to the parts allowance? Is there a certain percentage of field devices that is desired to have onsite for attic stock that can be installed without lead times (5% or 10% of the equipment in each category)? If not and you would just like us to determine what we deem is best, please let us know and we will come up with numbers based on the field device counts.

Answer: The equipment list was given as part of the RFP documentation and based on these numbers it is incumbent on the vendor to ensure that sufficient stock is on hand to adequately support the Security and Camera System at the PCC.

Question: In the System Backups section (Section 6 of Attachment A), the RFP calls for a yearly restore of a backup to be performed to test the functionality of the backup file. Is the idea to have this performed on a separate machine on the network to verify the reliability of the backup files? Will a dedicated machine be provided for this backup testing or is the thought to do so on an existing machine? If so, which one?

Answer: A backup should be done to the IT Department's existing backup infrastructure.

Question: In the system testing section (Section 5 of Attachment A), what are the expectations for how system testing should be completed? It is noted that this should be planned separately from planned maintenance activities. Typically, we would do preventative maintenance throughout the year on all devices to test them for functionality and efficiency. Are we looking for a dedicated day to do a high level test of the system as a whole? Lastly, for the sentence mentioning fire alarm signal testing on the access control system, will there be a coordinated day to test all of the access panels and how they react to a fire drill scenario?

Answer: The testing of the Security and Camera System should be tested on a regular basis by the vendor to ensure the correct functioning of the system. Additional testing may be requested by the PCC to test specific functionality of the system to verify correct operation.

All planned testing should be done during the month of December. The exact date will be planned in line with the event schedule at the PCC.