

## PERFORMANCE WORK STATEMENT (PWS)

### SURVEILLANCE SYSTEM

#### CONGREGATION OHEL LEVI YITZCHOK LUBAVITCH (OLYL)

**General:** This is a Firm Fixed Price (FFP) contract for fixed pole surveillance camera system.

OLYL POC: Jordan Stein

Management & Administration (M&A) Consultant: Grant Guardians LLC (GG)

M&A POC: Josh Hirsh, Principal, [Josh@GrantGuardians.com](mailto:Josh@GrantGuardians.com)

*Note: 2023 NSGP Grant funds have paid for this effort in part or in whole. All points of view in this document are those of the author and do not necessarily represent the official position of any State or Federal agency.*

#### 1.0 **Project Description**

1.1 **Background:** Congregation Ohel Levi Yitzchok Lubavitch, located at 3402 Clarks Lane, Baltimore, MD 21215, is an Ideology-based/Spiritual/Religious Jewish house of worship dedicated to serving Jews of all ages regardless of religious background.

OLYL utilizes various surveillance tools to deter, document, and prevent criminal activity.

1.2 **Scope:** The scope of this contract shall include the purchase and installation of all materials as well as all labor and services required to meet the below requirements.

##### 1.2.1 Requirements

OLYL is looking for the following; if you are unable to propose this setup, propose what you are able or believe is in OLYL's best interest with a short explanation for why the difference.

CLIN Number	Title	Description
0001	Fixed Camera Pole	One (1) fixed pole with four (4) cameras (for 360 degree coverage) mounted to the pole at the southeast corner of the property (see figure 1 for pole placement). Camera pole shall be between sixteen (16) and twenty (20) feet in height. All cameras shall be ONVIF compliant. An additional two (2) PTZ cameras to be mounted to the pole. (For a total of six

		<p>camaras on pole). All camaras should have 4k resolution. All cameras shall be POE capable (POE, POE+, or POE++).</p> <p>Flashing lights and bullhorn with remote activation included, without a requirement for a subscription.</p> <p>Placement of camera pole shall be no closer than eight (8) feet from any utility.</p> <p>Camera Pole shall be connected to building power (120v) via underground conduit. An additional underground conduit shall be run for, and include not less than, 2 network connections, a primary and a spare, as well as a pull string for future work. All network lines shall be Cat 6 or greater. Wires and cables shall be terminated within a weatherproof housing on the pole capable of housing the equipment needed for CLIN 0002.</p> <p>All required hardware for a complete system shall be included. The NVR shall have sixty-four (64) channels along with POE switches totaling no less than 64 ports, UPS(es), and any other required equipment and hardware.</p> <p>The system shall include the ability to remotely monitor feeds, recordings, and view and edit settings of all cameras connected to the system (centrally managed) without a subscription.</p> <p>Storage within the new NVR shall be sufficient ideally for 90 days of recording, but not less than twenty-six (26) 4K cameras and twenty (20) 2k or better resolution cameras.</p> <p>OLYL has a strong preference for directional boring over trenching, but trenching is permitted. Any impact to the grounds shall be repaired to the same state it was in prior to work being done.</p> <p>Cameras shall include edge recording, ideally with fifteen (15) days of storage capacity.</p>
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0002 (Optional-OLYL <b>may</b> elect to include CLIN.)	Independent Audio/Video Recording System	Camera Pole-Independent audio/video recording, access, and control system. Remotely accessible and controllable with internet connection (or on the same LAN). This would be in addition to having the camera feeds integrated into the building's primary system.
0003	Mounted Building Cameras	Two (2) cameras mounted to the exterior north and west of the building. These cameras shall have 4k resolution and be wired to the same system of CLIN 0001. See figure 1.
0004 (Optional-OLYL <b>may</b> elect to include CLIN)	Monitoring and cloud services	The vendor shall propose monitoring options and packages for the organization to select from. Pricing shall be per month with no minimum number of months. Cloud Storage at 1080p shall include 30 days of retention, and be remotely accessible.
0005	Maintenance and Warranty Repairs	The contractor is responsible for all repairs to the surveillance camera system within one (1) calendar year of final delivery that is not a direct result of OLYL negligence. The contractor shall fully repair or replace within 3 business days of notification by OLYL/ GG at no additional cost to OLYL. The contractor shall provide delivery and all transportation at the contractor's expense as required to perform maintenance, repairs, and/or replacement.
0006 (Optional-OLYL <b>may</b> elect to include CLIN)	Additional Exterior Cameras	OLYL may select an additional quantity of cameras as follows: 18x exterior cameras- 14 @ 2k resolution or better, and 4 @ 4k resolution. Proposed price shall include all hardware, wiring, any conduit needed, labor, integration, etc... Price per camera shall be all inclusive. If there is a minimum number of cameras required to be purchased when exercising this CLIN, that shall be stated in the proposal.
0007 (Optional-OLYL <b>may</b> elect to include CLIN)	Interior Cameras	OLYL may select an additional quantity of cameras as follows: 20x interior cameras, minimal profile, of which 6@ 4k resolution, and 14@ 2k resolution or better. Placement as follows: 5@ entranceway for vestibule, main door, hallway, steps going to basement.

		5@ men's section covering all doors and windows. 3@ women's section covering all doors and windows. 5@ basement covering all doors and windows. 2@ kitchen covering all doors and windows. Price per camera shall be all inclusive (hardware, equipment, labor etc.). If there is a minimum number of cameras required to be purchased when exercising this CLIN, that shall be stated in the proposal.
0008	Data Deliverables	NSP. 1) A completed and properly filled out property report, required form included as attachment 3. 2) Injury Report, as applicable.

The contractor shall be responsible for ensuring all work completed is to code and industry standards, pulling all permits, and passing all inspections.

Any damage done to the OLYL property or its visitors' during the job, to include but not limited to trenching shall be repaired to pre-construction condition without cost to OLYL or its visitors.

Telecommunication and surveillance equipment shall be NDAA Compliant.



Figure 1: Plan view of OLYL, showing locations for CLINs 0001 and 0003.

1.3 **Description of Services / Introduction:** The contractor shall provide all personnel, equipment, supplies, facilities, transportation, tools, materials, supervision, and other items and non-personal services necessary to deliver the Contract Line Item Numbers (CLINs) as defined in this PWS. The contractor shall perform to the standards in this contract. OLYL reserves the right to make multiple partial awards to multiple vendors should OLYL determine, in its sole discretion, that multiple partial awards would be in OLYL's best interest.

1.4 **Period of Performance (PoP):** To be proposed by the vendor. The schedule will be based on a detailed schedule submitted by the contractor, which at a minimum shall include major milestones.

1.5 **Work Hours:** The installation, unless otherwise agreed upon by the parties, may occur Sunday-Thursdays between the hours of 0800 and 2100 and Friday 0800-1200. No work shall be completed on Saturdays. In the event of contract performance occurring during a religious holiday, advance notification will be sent to the vendor prohibiting work on those days.

1.6 **Safety:** The contractor shall be responsible for conducting the work in a manner that ensures the safety of OLYL employees, visitors to the synagogue property, and the contractor's employees.

1.7 **Quality Assurance:** GG, OLYL, and/or their representative reserve the right to inspect equipment pre-installation, as well as the progress of the job at any stage in its performance. Should any quality defects be identified during these inspections, the contractor will be responsible for obtaining replacement equipment without defects and correcting any deficiencies resulting from installation, mounting, and integration. The contractor is responsible for any damage that occurs to the equipment as part of this process. OLYL and GG will determine that the project has been completed upon successful demonstration of the system and remote access by OLYL key personnel.

1.8. **Post Award / Periodic Progress Meetings:** The Contractor agrees to attend a post award conference convened by OLYL and GG, as well as periodic progress meetings as determined by OLYL and/or GG. OLYL or GG may meet periodically with the contractor to review the contractor's performance. During the progress meetings, the contractor shall be responsible for tracking action items and timely reporting upon progress on those action items. The contractor shall address each action item at the progress meetings and shall resolve outstanding issues in accordance with direction from OLYL and GG. These meetings shall be at no additional cost to OLYL.

1.9 **Project Manager:** The contractor shall provide a project manager, designated in writing, who shall be responsible for the performance of the work and shall have full authority on all contract matters relating to execution of this contract. The project manager shall have company signatory authority.

1.10 **Personnel:** All contractor personnel shall possess the qualifications and certifications as required by the Original Equipment Manufacturer (OEM) to install, maintain, repair, and / or operate the equipment covered by this contract. Removal of contractor personnel shall not relieve the contractor from the responsibility of the work defined in the contract. The contractor shall provide these certifications to OLYL/GG before the commencement of work and will retain copies of the certifications at the work site throughout completion of the project.

1.11 **Modification to Contract:** Any work performed beyond this requirements document without written direction from OLYL/GG will be at the contractor's own risk and at no cost to OLYL.

1.12 **Stop Work:** At any time during the project, OLYL/GG reserves the right to stop work for the protection of employees, visitors, security, or any other reason at their discretion.

1.13 **Site Conditions:** The contractor is responsible for daily clean-up after finishing work. The contractor shall be liable for any damage caused to property during this project.

1.14 **Communication:** The contractor shall provide regular updates to Shomrim and GG. Communicating potential risks to the job's technical requirements and schedule is of utmost importance. With increased risks and issues, communication frequency shall be adjusted accordingly (daily updates or multiple daily updates is not uncommon). The completion of the scope of the job while managing the grant's requirements and timeline is a team effort. As such, timely communication is vital.

## 2. **Definitions and Acronyms:**

**Firm Fixed Price (FFP):** a contract type where the price is not subject to any adjustment based on the contractor's cost experience in performing the contract. Examples include purchasing two laptops at a cost of \$500 each, resulting in a total order of \$1,000. Alternatively, a cell phone plan may charge a rate of \$0.20 per MB of data. This rate would be multiple by MB used to determine the final price to the user.

**M&A consultant:** The Management and Administration (M&A) consultant is the individual or company hired to assist OLYL with oversight and management of the contract and/or grant

**NLT:** No later than

**PoP:** Period of Performance, the duration in which a contract is "alive"

**PTZ:** Pan, Tilt, and Zoom

**CLIN:** Contract Line Item Number

**POE:** Power Over Ethernet

**ONVIF:** Global open standard for IP based security products.

## 3. **Penalties:**

3.1 The contractually agreed upon schedule shall be held. Slippage from the schedule without a bilaterally executed modification to the agreement, or slippage that results in termination for default, shall incur a penalty of \$100 per business day. This fee shall be payable by the vendor to Shomrim upon completion of the job or the termination of the contract.

3.2. A bilaterally executed modification extending the scheduled completion date shall establish a new baseline completion date and avoid the incurrence of penalties until the new date of completion

#### **4. Clauses:**

4.1 Clauses as listed in Attachment 1 shall apply.

4.2 Additional clauses may be added prior to award unilaterally. Other than clauses being added due to Government requirement or recommended, post award clause changes shall be bilateral modifications to the contract.

#### **5. Project/Job Reports:**

5.1. Upon completion or termination of the job, a project/job report will be created, saved into Grant Guardians' system, and sent to the vendor. A Project report is like a report card/review system for projects facilitated by Grant Guardians.

5.2. If the vendor does not agree with a received rating, a request for adjustment will be considered when received within 14 days of the report's submission but is not guaranteed to result in the requested change.

5.3. Report change requests shall be accompanied by what the vendor believes should be the proper grade along with an explanation for the change.

5.4. Project/Job Reports are automatically included in past performance evaluations. All clients of Grant Guardians that are reviewing a proposal from the vendor (to include the vendor as a prior subcontractor) will be able to see past project/job reports for their review.

5.5. Warranty work/requests shall receive their own reports.



## **6. Data Deliverables**

6.1 Incident/Injury reports shall be submitted no later than one (1) business day after each incident occurs. An incident report shall include all pertinent information about the injured, the events leading up to the injury, as well as information about the injury itself.

6.2 Property Report, Attachment 3 shall be filled out and submitted.

### **Attachments:**

Attachment 1- Clause List for this effort

Attachment 2- Proposal Pricing Calculator

Attachment 3- Property Report