

REQUEST FOR ACTION

| | | | | | |
|-----------------|---|------------------|---|---------------|-------------|
| To | The Collection Board of Directors | | | | |
| Subject | Security System Preventive Maintenance Contract | | | | |
| Preparer | Al Guzman, General Manager | | | | |
| Date | 2/15/18 | For Board | x | Action | Info |

EXECUTIVE SUMMARY

Part A

There are approximately 80 security cameras and 53 Fob Access Points at The Collection. During construction, Communication Consulting Solutions Inc (CCSI) installed The Collection's System.

CCSI served The Collection during the 2017 Warranty Period and submitted a proposal, moving forward to assist The Collection in maintaining it, to include:

- Bi-Annual Cleaning
- Visual Inspection of all Card Readers and Doors
- Firmware Update
- Camera Calibrations
- Data Back Up
- Responding to service calls

Part B

The Collection consists of several card reader doors. 21 are installed at The Lofts and 32 at The Tower. During construction, installation of these energized doors were performed by Group Builders, AIA Lectric, Kalu Glass, CCSI, IPD and Dan's Commercial Doors.

After the Warranty Period, as normal, repairs are starting to occur and it has been challenging determining which contractor to call. For example, Door A may have lost electrical power, trouble-shooting may involve several of the installation contractors to look at the door and through a process of elimination and at significant (unnecessary) site visit cost from each contractor, the correct contractor can correct the problem at an additional cost.

Communications Consulting Services Inc (CCSI) has proposed to be the first point of contact. They will coordinate with the correct contractor, purchase any parts using their industry discounts and eliminate the unnecessary calls to incorrect contractors.

RECOMMENDATION

It is recommended that **A)** CCSI be used to maintain The Collection's Security Camera and Access systems at a cost of \$5,235 and **B)** Use CCSI to be the first point of contact, coordinate with the correct contractor, purchase any parts using their industry discounts and eliminate the unnecessary calls to incorrect contractors at a cost of \$9,005.

Total cost if Parts A & B are approved would be \$14,240.

If The Collection's Board of Directors choose not to approve Part B, then Part A (only) would be needed to insure the security camera and access systems are maintained to prolong the components useful life.

2018 Budget Amounts

Tower: \$4,608

Lofts: \$ 636

Commercial: \$0

Total \$5,244

Variance Part A -\$9

Variance Part B -\$3,761

RATIONALE

Part A) The Security Camera and Access systems are sophisticated and involves historical knowledge on several levels (equipment locations, type of equipment, construction installation, power supply and conduit mapping). Having the installer maintain the system is ideal; rather than someone who isn't knowledgeable and could possibly void warranties on parts. **Part B)** Having CCSI perform the initial trouble shooting, after our maintenance staff, would eliminate unnecessary and costly contractor calls.

| Exhibits | Index | Title |
|-----------------|--------------|---|
| (If applicable) | A | Security System Agreement |
| | B | Security System Agreement with additional service |
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| | | |
| | | |
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FOR BOARD USE ONLY

CERTIFICATE OF BOARD ACTION

| | | | | | | | | | | | |
|--|----------|--|----------|--|-------|--|----------|--|----------|--|-----------|
| | Approved | | Declined | | Noted | | Returned | | Deferred | | Withdrawn |
|--|----------|--|----------|--|-------|--|----------|--|----------|--|-----------|

Stipulations

| | | | | | |
|----------------------------------|--|----------------|--|------------|--------|
| | | | | | |
| Coordinating Instructions | | | | | |
| | | | | | |
| Distribution Instructions | | | | | |
| | | | | | |
| Recording Secretary | | Action Date | | RFA No. | 7-2018 |



PLAN DESIGN AND MANAGEMENT OF COMMUNICATION SYSTEMS
1605 Colburn Street, Honolulu Hawaii 96817

Security System Maintenance Agreement

Customer: The Collections

System: Security System Maintenance

Effective: 1/17/18 – 1/16/19

Preventative Maintenance

- Bi-annual cleaning of the CCTV Cameras
- Visual inspection of the Card Readers, and Door Contacts
- Annual Firmware update
- Software versions
- Camera calibration
- Access control data base backup

Repair Call Out (CCSI Installed hardware)

Monday – Fridays, 8am – 4pm, \$100.00 an hour, 2 hour minimum

Call CCSI Business Office 842-7800 or email help@ccsi-solutions.com

Total Annual: \$5000.00

Accepted By:

Client: The Collections

Service Provider: Communication Consulting
Services Inc

Authorized
Signature: _____

Authorized
Signature: _____

Print: _____

Print: _____

Title: _____

Title: _____

Date: _____

Date: _____



PLAN DESIGN AND MANAGEMENT OF COMMUNICATION SYSTEMS
1605 Colburn Street, Honolulu Hawaii 96817

Security System Maintenance Agreement

Customer: The Collections

System: Security System Maintenance

Effective: 1/17/18 – 1/16/19

Preventative Maintenance—Bi-annual cleaning of the CCTV Cameras and visual inspection of the Card Readers, and Door Contacts. Annual Firmware update, software versions, camera calibration, and access control data base backup. Annual \$5,000.00

Maintenance - Monday thru Friday, 8:00am – 4:00pm

Priority Response Time - Trouble issues for CCSI installed Security hardware. Major trouble issues such as entire system down, response by next business day. Minor issues, such as one or two cameras or card readers down, response within 3 business days.

Spare Parts Inventory – maintain spare equipment inventory of CCSI installed major components such as cameras and card readers to minimize any systems downtime or outages. Hardware to be replaced at a cost plus.

Maintenance on all Security Hardware. Coordinate with other vendors for the replacement and repair of non-CCSI install hardware. CCSI will request vendor quotes and coordinate repairs. Cost for other vendors will be billed at cost plus.

Access to CCSI Help Line (808) 841-3999, help@ccsi-solutions.com.

Annual \$8,600.00

Total \$13,600.00

Accepted By:

Client: The Collections

Service Provider: Communication Consulting Services Inc

Authorized Signature: _____

Authorized Signature: _____

Print: _____

Print: _____

Title: _____

Title: _____

Date: _____

Date: _____