

**EMERGENCY COMMUNICATIONS SYSTEM  
MAINTENANCE AGREEMENT BETWEEN THE  
MARIN EMERGENCY RADIO AUTHORITY (MERA) AND THE COUNTY OF MARIN**

**THIS AGREEMENT** entered into as of \_\_\_\_\_, 2018 by and between the County OF MARIN, a political subdivision of the State of California, hereinafter referred to as “County” and the MARIN EMERGENCY RADIO AUTHORITY, hereinafter referred to as “MERA”, and collectively referred to herein as “Parties”, effective \_\_\_\_\_; and

**WHEREAS**, MERA is a 25 member Joint Powers Agency consisting of the City of Belvedere, Bolinas Fire Protection District, Town of Corte Madera, Town of Fairfax, Inverness Public Utility District, Kentfield Fire Protection District, City of Larkspur, County of Marin, Marin Community College District, Marinwood Community Services District, City of Mill Valley, Novato Fire Protection District, City of Novato, Town of Ross, Ross Valley Fire Department, Town of San Anselmo, City of San Rafael, City of Sausalito, Southern Marin Fire District, Town of Tiburon, Tiburon Fire Protection District, Central Marin Police Authority, Marin Transit, Marin Municipal Water District, Stinson Beach Fire Protection District, organized under California law for the purpose of constructing and operating a Countywide emergency radio system (the “System”); and

**WHEREAS**, County Department of Public Works has the capacity to provide communication support services including but not limited to the following: programming, maintaining, supervising, repairing and adjusting communication equipment; and

**WHEREAS**, Authority desires to obtain the communication support services of Marin County Department of Public Works to install, maintain and repair the Authority’s existing countywide emergency radio system.

**NOW, THEREFORE, IT IS AGREED** by and between County and Authority;

**1. RECITAL:**

That the above recital of facts is true and correct and is hereby incorporated into this agreement.

**2. TO BE PROVIDED BY COUNTY:**

County shall provide Authority with scope of services described in Exhibit A to support the Authority’s communication system. County personnel performing services described in Exhibit A shall be trained in 480 MHz, trunked and simulcast industry practices and be familiar with Motorola installation standards R-56 and applicable OSHA and FCC safety standards.

**3. TO BE PROVIDED BY AUTHORITY:**

- A. If the Authority makes changes, additions, upgrades, replacements or reconfigurations to the existing equipment or software to the communications systems covered by this agreement, the Authority shall provide the County required manufacturer training to facilitate the maintenance of said change, additions, upgrades, replacements or reconfigurations to the existing equipment or software. This training shall be provided to a minimum of three County technicians. Authority shall be only responsible to pay for trainers and training materials.
- B. Guarantee access to and make provisions for the County to enter upon public and private lands as required to perform their work.
- C. Make available all pertinent data and records for review.

4. **EMERGENCY MAINTENANCE RESPONSE TIME:**

Emergency maintenance for the Authority's Communication system, defined as any major alarm condition, loss of system access, or loss of the ability to process calls at an individual site, shall be available 24 hours per day. The County shall begin repairs to all emergency maintenance items within 1 hour's time of notification. The County shall notify the Authority of any condition requiring an emergency response. Additionally, the County shall notify the Authority when an emergency repair cannot be completed within a four (4) hour period. All non-emergency maintenance problems occurring Monday through Friday between 7:00 AM and 4:00 PM shall be responded to within one hour. A service log shall be kept on site and updated whenever service of any kind is performed. The Authority site checklist shall be completed for each repair or maintenance item.

6. **BOOKS OF RECORD AND AUDIT PROVISION:**

County shall maintain records documenting all related maintenance actions including any maintenance actions requested by the Authority. These records shall include logs for each site and a repair and maintenance checklist. These records are available for review by the Authority on an annual basis.

7. **AMENDMENT:**

This contract may only be amended or modified by written agreement by the parties.

8. **INDEMNIFICATION:**

Each party agrees to indemnify, defend, and hold the other party harmless from any and all liabilities including, but not limited to, litigation costs and attorney's fees which it may incur as a consequence of this Contract and from any and all claims and losses to anyone who may be injured or damaged by reason of either party's willful misconduct or negligent performance of this Contract.

9. **COMPLIANCE WITH APPLICABLE LAWS:**

Each party shall comply with any and all federal, state and local laws.

10. **FEES:**

The fees for furnishing services under this Contract, specified in Exhibit B, are as follows:

A. Maintenance The fixed-fee Maintenance fee amount, further described in Exhibit B, includes labor compensation for Preventative Maintenance and Corrective Maintenance. The total Maintenance fixed-fee amount of this Contract shall remain in effect for the entire term of the contract. The cost for corrective maintenance parts shall be billed to MERA per Exhibit B.

B. Extra Work All services beyond the contracted allotments, described in Exhibit B, shall constitute Extra Work. The Authority shall be invoiced for all Extra Work performed at \$159.74 per hour, and the parties agree that this rate is subject to change pursuant to contract Section 10A.

11. **PAYMENT:**

The County will invoice the Authority for fees as set forth in Exhibit B on a biannual basis (usually in November and May). The payment of fees under this Contract shall be due within thirty (30) calendar days of receipt of County's statement to the Authority. Preventative Maintenance fees as set forth in Exhibit B will be documented by work orders provided to the Authority with each billing.

**12. TERM OF AGREEMENT:**

The term of this Agreement shall be for one (1) year commencing on the date written above, unless either party gives written notice of termination on or before ninety (90) days prior to the start of new fiscal year, or unless amended by the mutual consent of both parties. Absent action by the parties, this Agreement shall end on June 30, 2019.

**13. JURISDICTION AND VENUE:**

This Contract shall be construed in accordance with the laws of the State of California and the parties hereto agree that venue shall be in Marin County, California.

**14. CONDITIONS:**

The term, covenants and conditions of this Agreement shall apply to and bind the successors or assigns of the parties hereto.

**15. PRIOR AGREEMENTS:**

This Agreement contains the entire agreement between the parties relating thereto. All prior negotiations or stipulations concerning its manner which preceded or accompanied the execution hereof are conclusively deemed to be superseded hereby, provided, however, that this Agreement may in the future, be altered by written agreement of the parties and not otherwise.

**16. NOTICES:**

Any notice, demand, request, consent, approval or communication that either party desires or is required to give to the other party, shall be in writing and either served personally or sent by prepaid, first-class mail. Any such notice, demand, etc., shall be addressed to the other party at the address set forth herein below. Either party may change its address by notifying the other party of the change of address. Notice shall be deemed communicated within forty-eight (48) hours from the time of mailing if mailed as provided in this paragraph.

Authority: Executive Officer  
Marin Emergency Radio Authority  
c/o Novato Fire Protection District  
95 Rowland Way  
Novato, CA 94945

County: Marin County Public Works Department  
3501 Civic Center Drive, Room 304  
San Rafael, CA 94903

IN WITNESS whereof, the parties hereto have executed this Agreement the day and year first written above.

Attest:

**County of Marin**

\_\_\_\_\_  
Clerk

By \_\_\_\_\_  
President, Board of Supervisors DATE

Approved as to Form

\_\_\_\_\_  
County Counsel

**Marin Emergency Radio Authority**

Approved as to Form

\_\_\_\_\_  
General Counsel

By \_\_\_\_\_  
President, Governing Board DATE

**EXHIBIT A**

**SERVICES TO BE PROVIDED  
BY COUNTY**

The County will provide the services described below to the Authority.

**PREVENTATIVE MAINTENANCE**

Provide preventative maintenance, for Authority, will be provided on what is commonly called the Backbone. Preventative Maintenance includes a maximum of 1,191 hours and, unless otherwise specified, does not include materials. Equipment groups included in Preventative Maintenance are as follows: Prime Site, Microwave System and Mountain Top Sites

Preventative Maintenance and Schedule:

Communications Division – Annual	43 hours
Transmit Osc. Alignment @ all sites	
Comparator Ocs. Alignment @ prime site	
Communications Division – Semi Annual	2.5 hours X 14 X 2 per year =
Receive Antenna Testing	70 hours per year
Communications Division - Weekly	
Verify Prime and Civic Center- Microwave Sites Operation	
Check Status of Diagnostic Systems	
Check Alarms Status	4 hours X 1 site X 52 weeks =
Verify Phasing	208 hours per year
Microwave BER (Bit Error Rate) Inspection	
Communications Division – Monthly	
Base Station Power Output Check	
Perform Necessary Backups	2 hours X 14 sites X 12 months
Microwave Power Levels Check	=336 hours per year
Communications Division – Quarterly	
ZC Power Supply Change Out	
Temp. Data Logging	
Radio Channel BER Check	6 hours X14 sites X 4 quarters =
Radio Channel SIAD Check	336 hours per year
Combiner Cavity Alignment	
Microwave Osc. Check	
VSWR Testing	
Site Cleanup	
Fan and Filter Cleanup	
Battery Voltage Checks	
Battery Cleanup and Connection Check	
Antenna Visual Inspection	
Building Inspection – including safety items	
Generator Inspection	
Fuel Tank Inspection	
DC Charger Voltage Check	

Microwave Antenna Inspection  
Microwave Air Pressure Inspection  
Desiccant Inspection  
Tower Inspection  
Power Supply Voltage Checks  
Receiver Sensitivity Check  
Multi-coupler Output Check

Building Maintenance – Semi Annual

Change Filters on AC Units  
Test AC Alarms  
Test Security Alarm 5.5 hours X 12 sites X 2 per year =  
Test GFI Electrical Outlets 132 hours per year  
Test AC automatic cycle system  
Inspect and Clean Roofs  
(Spring and Fall)  
Spray for weed control  
(Spring and mid Summer)  
Check Air Conditioning, run both systems  
Check grounds and Fence, clean as necessary  
Check lighting, relamp as necessary  
Inspect generator  
Run Generator and test transfer switch  
Inspect propane tanks  
Inspect exterior of buildings for graffiti  
Check and leak test propane lines  
Clean AC coils  
Clean and lube exhaust fans  
Calibrate AC thermostats  
Service doors and locks  
Clean, lube and exercise exhaust louvers  
Service Generator electrical components  
PM electrical panels

Garage – Annual

Service all the generators (to include the following parts:  
Oil, Oil Filter, Fuel Filters and Air Filters) 6 hours X 11 sites X 1 per year =  
66 hours per year

**CORRECTIVE MAINTENANCE**

Site reconnaissance, installation, and corrective maintenance on the existing Authority equipment; Prime Site, Microwave System, Mountain Top Sites and MERA provided Fire Station Alerting System Equipment.

Communications Division Corrective Maintenance includes a maximum of 1,827 hours. All Corrective Maintenance parts and materials will be charged out on a corrective maintenance work ticket. If a major part needs to be purchased and is discovered during a preventative maintenance check, the technician will switch to a corrective action work order at that time and then replace/repair the part before continuing on with the preventative maintenance.

Corrective Maintenance for the Authority backbone system shall be available 24 hours per day. Emergency Corrective Maintenance, after hours call outs, (4:00 PM to 7:00 AM), will accrue time at a time and a half rate.

During corrective maintenance actions, if it is found that a piece of equipment that is covered under warranty by the Vendor, is faulty, all labor is accrued toward this agreement. The County will send and track said item to the respective repair facility. The County will document these costs on a corrective maintenance work ticket and be accrued as costs under this Agreement.

Programming a new or replacement mobile and portables for member agencies will not be an Authority expense.

### **EXTRA WORK**

Other services including programming as requested by Authority Executive Officer or County System Engineer.

### **ONGOING MAINTENANCE OF AUTHORITY MEMBER AGENCIES MOBILE AND PORTABLE RADIOS**

Any ongoing maintenance of installed mobile and portable radios shall be under a separate agreement between the member agency and the County of Marin.

### **DISPATCH CENTERS**

Maintenance and repair of member agency dispatch centers is excluded from this Agreement.

**EXHIBIT B**  
**COMPENSATION OR FEES TO BE PAID**  
**TO COUNTY**

Included in these fixed-fee amounts are the hour allotments described below. Catastrophic failures, engineering system design or format changes, or significant projects exceeding these hourly program allotments are to be billed as Extra Work, as described in Section 10 of this Contract, and billed to the Authority at the contract rate.

All parts and materials will be charged out on a corrective maintenance work ticket and are in addition to the fixed-fee amount of this Contract. Invoices for parts and materials shall be referenced against a specific work order. If a major part needs to be purchased and is discovered during a preventative maintenance check, the technician will switch to a corrective action work order at that time and then replace/repair the part before continuing on with the preventative maintenance.

Costs for emergency repairs may be incurred when it is not feasible to contact Authority staff. If Authority staff is unavailable in the event of system failure or significant coverage degradation, the County is authorized to invoice up to \$20,000 in materials.

**PREVENTATIVE MAINTENANCE – All Divisions**

Hours included – 1,191

Materials Included: generator oil, oil filter, fuel filter and air filter.

**CORRECTIVE MAINTENANCE – Communications Division**

Hours included – 1,827 (Services beyond the contract hour shall be billed as “extra work” pursuant to Section 10(B))

**PAYMENT SCHEDULE**

A. Beginning July 1, 2018 and for the term of this contract,

1. Rate of \$159.47 per hour for

1,191 Preventative Maintenance Hours

1,827 Corrective Maintenance Hours

3,018 TOTAL HOURS

2. Total cost for preventative and corrective maintenance - \$481,266.00 effective July 1, 2018.

a) Example Annual Payment Schedule

b) November 1, 2018 \$240,633.00

c) May 1, 2019 \$240,633.00