

## Bay Alarm Contract: Campus Notification

Purchasing has established a 3 year master agreement with Bay Alarm for burglary monitoring services, effective March 22, 2013. Donna Kosiek or Sue Sheppard will be contacting you soon to see whether your department would like to transition to the new burglary monitoring service.

As I mentioned in earlier communications with Departments, Safecom (the existing burglary monitoring system) has exceeded its life expectancy; burglary monitoring will end shortly. Therefore, if your department continues to need burglary monitoring services, there is some urgency for you to initiate the new service through Gateway by taking the following steps as soon as possible.

First you will need to complete a Draw Down Vendor Blanket in Gateway (instructions attached). A team member from Purchasing and Contracts will work with you to issue a Subcontract and your Vendor Blanket Purchase Order to Bay Alarm. After your PO has been issued in Gateway, please complete a Bay Alarm Emergency Notification Form located at <http://www.bfs.ucsb.edu/sites/www.bfs.ucsb.edu/files/forms/Emergency%20Notification%20List.pdf>; and email it to [Richard.Prinz@bayalarm.com](mailto:Richard.Prinz@bayalarm.com). (Please note: this form includes confidential information you won't want to provide to anyone other than Rick at Bay Alarm.)

After having received your PO packet with the Subcontract and your email with the Emergency Notification List, a Bay Alarm service representative will contact Tom Boren in Facilities and Paul Valenzuela in Communication Services to begin the installation for your department. Together, they will meet with your department to review product details and maintenance services.

As noted in an earlier e-mail (12/18/2012), there is no cost for you to update your existing equipment, nor will you be responsible for the initial verification fees, as I will pay those if you use the negotiated agreement. As long as you have existing phone lines that can be utilized to transmit in case of a burglary breach, I am unaware of any additional costs besides the monthly (\$48) monitoring fee.

Please mark time off on your calendars to attend an informational session regarding this process in the EH&S Training room on April 9<sup>th</sup> at 9:00. We will be available to answer questions and give a demonstration on how to complete the forms in Gateway.

If you have questions about using Gateway please contact the Purchasing help desk: [help@gateway.procurement.ucsb.edu](mailto:help@gateway.procurement.ucsb.edu), or call x8025.

If you are not currently a Gateway user, contact Christine Griffin x3348 for your department initial set-up.

If you have questions about the transition in services, please contact me at 893-2661 ext. 1109 or [Jackie.Treadway@pf.ucsb.edu](mailto:Jackie.Treadway@pf.ucsb.edu).

Jackie Treadway, Director  
Facilities Management