



DEPARTMENT OF TECHNOLOGY SERVICES

2100 Clarendon Boulevard, Suite 610, Arlington, VA 22201
TEL 703-228-3220 FAX 703-228-3304 TTY 703-228-4611 www.arlingtonva.us

January 29, 2012

**MEMORANDUM OF UNDERSTANDING FOR USE OF TRADES NOC BETWEEN
DEPARTMENT OF TECHNOLOGY SERVICES (DTS) AND POLICE DEPARTMENT, FIRE
DEPARTMENT, SHERIFF'S OFFICE AND OFFICE OF EMERGENCY
MANAGEMENT/EMERGENCY COMMUNICATIONS CENTER (REFERRED TO AS
"ARLINGTON PUBLIC SAFETY")**

This Memorandum of Understanding ("MOU") is made between Department of Technology Services referred to as "DTS", and Arlington Public Safety

1. RECITALS

DTS and Arlington Public Safety will use data center space (Trades NOC) in Arlington, VA at 2770 South Taylor St, Unit 3A, Arlington, VA 22209. This space will be used to host Information Technology "IT" equipment for Arlington DTS, Arlington Public Safety and other organizations. This MOU establishes the parameters in which Arlington Public Safety and DTS will share the Trades NOC.

2. USE

- A. Arlington Public Safety's use of the premises shall be limited to installation, operation, and maintenance of data and network services equipment for Arlington Public Safety. Arlington Public Safety agrees not to use the Premises for any other purpose nor to engage in or permit any other activity within or from the premises.
- B. Arlington Public Safety will have access to, and non-exclusive use of, common areas such as walkways, parking area and loading facilities.
- C. Arlington Public Safety recognizes that access to the Trades NOC is possible via security badge only. DTS will control access to the Trades NOC. Arlington Public Safety will be responsible for providing an accurate list of who needs access to the Trades NOC to the Trades NOC Manager. It is assumed that only designated Arlington Public Safety Personnel will need 24 hour access to the Trades NOC. Arlington Public Safety will notify DTS within 12 hours of when access for an Agent, Employee or Contractor for Arlington Public Safety should be terminated.
- D. Arlington Public Safety acknowledges that DTS may need to temporarily shut down environmental systems at the Trades NOC. DTS will provide Arlington Public Safety within two business days written notification should a shutdown become necessary for preventive maintenance. In the event of an emergency, DTS will notify the Emergency Communications Center as soon as possible so that the Public Safety agencies may be contacted.
- E. It is understood that Arlington Public Safety will not access DTS Cabinets for any reason. In addition, Arlington Public Safety is expected to activate the Security Alarm and make sure all doors are properly closed and locked prior to exiting the Trades NOC unless an authorized person is at the Trades NOC at the time of departure.

3. TERM

The Term of this MOU is for five (5) years.

4. OPTION TO EXTEND TERM

Arlington Public Safety and DTS can mutually agree to extend the term of this MOU for additional periods as agreed. Notification of the exercise of this option shall be made in writing from Public Safety to DTS at least ninety (90) days prior to the MOU termination date.

5. OPERATIONAL AND MAINTENANCE COSTS

DTS will cover the operational costs of the facility for a period of three years (Fiscal Years 2012, 13 and 14) to include all utilities.

This agreement will be reviewed one-hundred eighty (180) days prior to the end of FY 2014.

6. MAINTENANCE OBLIGATIONS OF Arlington Public Safety

County Facility Maintenance Bureau (FMB) will be responsible for providing all building maintenance of the Trades NOC. Any additional maintenance services needed by Arlington Public Safety will be agreed upon between Arlington Public Safety and DTS.

If Arlington Public Safety notices any damage to the facility or problems with environmental controls they should call the FMB Hotline to resolve. FMB's normal hours of operation are 7 AM – 4 PM. During normal business hours they can be reached at 703-228-4422. Outside of normal business hours they can be reached at 703-887-9207. It is understood that DTS Staff may or may not be involved with alarms depending on severity. FMB is the primary POC for all facility alarms.

7. DAMAGE TO OR DESTRUCTION OF IMPROVEMENTS

In the event of damage to or destruction of DTS-constructed or installed improvements, equipment or fixtures located within the Premises or in the event County-installed improvements, equipment or fixtures located within the Premises are declared unsafe or unfit for use or occupancy by County, County will work to complete the repair, replacement, or reconstruction of improvements to the same specification that existed immediately prior to the event causing the damage or destruction, as necessary to permit full use and occupancy of the Premises for the purposes required by the MOU.

8. PUBLIC SAFETY EQUIPMENT

- Arlington Public Safety agrees that they will be assigned four cabinets within the Trades NOC.
- DTS will not bear any responsibility to equipment that Arlington Public Safety maintains in Trades NOC. To insure integrity of our particular presences, DTS and Arlington Public Safety Cabinets will be locked and access limited.
- Arlington Public Safety agrees that any additional cabling will follow the same cabling standards already used in the Trades NOC.
- Arlington Public Safety will use DTS provided space fillers to cover unused space in the front and back of the cabinets assigned to them.
- Arlington Public Safety agrees that only equipment from Baldwin Technologies may be plugged into the Busway Rail System. Arlington Public Safety agrees that only 'Qualified' individuals will plug Busway Boxes into the Busway Rail System.

- Arlington Public Safety agrees that they will not use over 9.7 KVA (1,000 volt amps) when using an L2130 3-Phase Busway Connection to the Rail and 6.5 KVA when using L630 2-Phase Busway Connection to the Rail.
- Arlington Public Safety will provide a Point-of-Contact within five (5) business days that will interface with DTS to discuss any issues resulting from this MOU.
- Arlington Public Safety can use TradesNOC@ArlingtonVA.US for any questions regarding the Trades NOC or call the DTS Help Desk at 703-228-4357.

9. INSURANCE

DTS will maintain status as a legally self-insured public entity for general liability.

X 

Jack Belcher
Arlington County Chief Information Officer

X 

M. Douglas Scott
Chief of Police, Arlington County

X 

Beth Arthur
Sheriff, Arlington County Sheriff's Office

X 

James Schwartz
Fire Chief, Arlington County Fire Department

X 

Jack Brown
Office of Emergency Management/Emergency ...