

TOWN OF TRUMBULL, CONNECTICUT
BOARD OF EDUCATION
REQUEST FOR PROPOSAL
DESIGN /BUILD TO REPLACE EXISTING ALARM WITH NEW ALARM SYTEM

BID # 6083

DUE: OCTOBER 22, 2014 AT 3:00PM

GENERAL INSTRUCTIONS

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed bids from qualified firms (hereinafter referred to as vendor, contractor, bidder) for Design /Build the Installation of an New installed, turnkey, password protected and networked panel system(s) that can be remotely programmed, viewed and report System in accordance with the attached specifications and scope of work.

1. PREPARATION OF BIDS

- a. Bids shall be submitted by using the enclosed BID PROPOSAL FORM that accompanies this request. Submit one (1) ORIGINAL and one (1) EXACT COPY. Bidders should submit bids in a clear, concise and legible manner to permit proper evaluation of responsive bids.
- b. Bidders may also submit, under separate cover with their proposal, any samples of reports and documents that are necessary to meet the requirements of this bid request.

2. BID SUBMISSION

- a. Bids are to be submitted in DUPLICATE and sealed in an envelope clearly marked and addressed as follows:
Purchasing Agent – Kevin Bova (Bid # 6083 Due: 10/22/2014)
Town of Trumbull
5866 Main Street
Trumbull, CT 06611
- b. Please be advised that the person signing the formal proposal must be authorized by your organization to contractually bind your firm with regard to prices and related contractual obligations for the delivery period requested.
- c. No oral, telephonic, or faxed proposals will be considered. Corrections, deletions, or additions to the bids may be made by wire, provided such wires are received in correct and comprehensive form prior to the opening time of bids, and confirmed by letter. No telephone corrections, deletions, or additions will be accepted. The Town reserves the right to reject any or all bids, and to waive any or all formalities in connection therewith.

3. BID TIME

- a. Bids shall be received at the office of the Purchasing Agent, Town Hall, prior to the advertised hour of opening, at which time all proposals will be publicly opened and read aloud.
- b. A bidder may withdraw a proposal at any time prior to the above scheduled date and time. Any bid received after the above scheduled date and time shall not be considered or opened.

4. TOWN OPTIONS

- a. The Town reserves the right to reject any or all bids and to waive any requirements, irregularities, technical defects or service therein when it is deemed to be in the best interest of the Town.
- b. If your proposal does not meet or better the required specifications on all points, which must be outlined in a letter, otherwise it will be presumed that a proposal is in accordance with the required specifications.
- c. The Town of Trumbull-Board of Education reserves the exclusive right to determine whether or not a proposal meets or exceeds the stated specifications.

5. TAXES

All purchases made by the Town, and associated with the award of this requirement shall be tax exempt. Any taxes must not be included in bid prices. A Town Tax Exemption Certificate shall be furnished upon request.

6. INQUIRIES

- a. All inquiries regarding this request shall be answered up to close of business December 6, 2013 after which time no additional questions will be accepted. To ensure consistent interpretation of certain items, answers to questions the Town deems to be in the interest of all bidders will be made available in writing or by Fax as appropriate to all bidders. Inquiries of a technical nature may be directed to Mark J Deming (203-452-4306) Facilities Department, Trumbull Board of Education DemingM@trumbullps.org

BOE Installation of networked Burglar and Panic Systems

- b. Additionally, after proposals are received, the Town reserves the right to communicate with any or all of the bidders to clarify the provisions of Proposals. The Town further reserves the right to request additional information from any bidder at any time after proposals are opened.
- c. It is the sole responsibility of the responding firm to verify any addendums that may have been issued relating to this request prior to submission of a proposal. Failure to submit a bid or proposal that does not address any changes or addendums may result in a disqualification of a bid submission.
- d. **It is required that bidders visit the location described in the specifications. Measurements and verification of field conditions are the responsibility of the Bidder. Contact the Plant Operations to arrange a time to visit the site (203-452-4306).**

7. AWARD AND AUTHORITY

The Town Purchasing Agent or BOE will issue notification of award in writing or with a formal Purchase Order.

8. PRICING

- a. Bidders are requested to quote as a complete "Turn Key" installation.
- b. All prices quoted are to be firm for a period of at least 120 days following bid opening.
- c. Special Consideration will be given to responses with extended firm price dates. The Town is always interested in any and all cost reduction opportunities.
- d. Special consideration may be granted to bidders with expedited installation dates.

9. ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS

Any assignment or subcontracting by a bidder, vendor, or contractor for work to be performed, or goods and/or services to be provided, in whole or in part, and any other interest in conjunction with Town procurement shall not be permitted without the express written consent of the Town of Trumbull.

10. HOLD HARMLESS CLAUSE

Bidder agrees to indemnify, hold harmless and defend the Town from and against any and all liability for loss, damage or expense which the Town may suffer or for which the Town may be held liable by reason of injury, including death, to any person or damage to any property arising out of or in any manner connected with the operations to be performed under an agreement with the Town, whether or not due in whole or in part of any act, omission or negligence of the Town or any of his representatives or employees.

11. WORK REGULATIONS AND STANDARDS

All work activities performed in association with this request must be performed and completed for the Town in accordance with current Federal State and Local regulations. All services performed shall also conform to the latest OSHA standards and/or regulations. Additional regulations and/or standards as listed in the specifications shall apply.

12. WARRANTIES

All work performed under this scope of work shall be warranted for a period of one full year following completion and acceptance of project by TPS Department of Facilities.

13. DELIVERY

- a. Installation shall be scheduled with the BOE Plant Operations Department.
- b. **Special consideration may be given to bidders that can expedite installation.**

14. CONFLICT OF INTEREST

No purchase shall be made from nor shall services (other than services as an officer, agent, or employee of the Town) be secured from any officer or employee of the Town, or from any partnership or corporation in which such officer or employee is a partner or officer, or holds a substantial interest, unless such relationship and the fact that such purchase is contemplated shall be made known in writing to the agency making such purchase, and notice thereof posted, for at least five (5) days before such purchase be made, in the office of the agency making such purchase and in a public place in the Trumbull Town Hall.

15. INSURANCE

BOE Installation of networked Burglar and Panic Systems

The successful bidder shall provide the Town Purchasing Agent with a Certificate of Insurance before work commences. The Town shall be named as an additional insured with Insurance Company licensed to write such insurance in Connecticut, against the following risks and in not less than the following amounts:

- Worker's Compensation
- Contractor's Public Liability and Property Damage
- Automobile Insurance

General Liability	Each Person	Each Occurrence	Aggregate
Bodily Injury Liability	\$1,000,000	\$1,000,000	\$1,000,000
Property Damage Liability	\$1,000,000	\$1,000,000	\$1,000,000
Personal Injury Liability	\$1,000,000	\$1,000,000	\$1,000,000
Comprehensive Automobile Liability			
Bodily Injury	\$1,000,000	\$1,000,000	\$1,000,000
Property Damage		\$1,000,000	\$1,000,000

The insurance policy must contain the additional provision wherein the company agrees those fifteen (15) days prior to termination, expiration, cancellation or reduction of the insurance afforded by this policy with respect to the contract involved, written notice will be served by registered mail to the Town.

In the event of cancellation, the contractor will cease all operations on or before the effective date of said cancellation and shall not commence work again until he has obtained replacement insurance and has delivered a Certificate of Insurance to the BOE Plant Operations Office.

16. **SPECIFICATIONS –**

- a) Each Bidder will be held responsible to have studied the Specifications, visit the site regarding the proposed work, satisfied itself regarding all existing conditions and measurements, and to have included in the proposal an amount sufficient to cover all work.
- b) Should any Bidder find discrepancies in the Specifications, or be in doubt as to the exact meaning, notify the Town at once. The Town may then, at their option, issue Addenda clarifying same. The Town shall not be responsible for oral instructions or misinterpretations of Specifications.
- c) The Town reserves the right to issue Addenda at any time prior to the Bid Opening. All such Addenda become, upon issuance part of the Specification. Each Bidder shall cover such Addenda in the proposal and shall acknowledge receipt of same on the blank provided therefore. It is the bidders' responsibility to access the Town's website or contact the Town for any addenda that may be issued in conjunction with this bid.
- d) The Town reserves the right to require any or all Bidders to submit statements as to previous experience in performing comparable work; and as to financial and technical organizations and resources available for this work. The mere opening and reading aloud of a bid shall not constitute or imply the Town's acceptance of the suitability of a Bidder or the bid, nor shall possession of Drawings or Specifications constitute an invitation to bid. The competency and responsibility of Bidders as well as the number of working days required for completion will be considered in making an award.

17. **Site Visitation and Inspection of Existing Conditions**

All bidders can visit the sites and inspect the existing conditions.

Additional site visits may be arranged by calling the BOE Mark Deming Director of Facilities office at 203-452-4306 but there is no guarantee that a visit can be arranged outside the scheduled visit.

18. **Addendums**

BOE Installation of networked Burglar and Panic Systems

It is the responsibility of all proposal submitters to verify with the Town if any addendums or changes to this bid have been made. All and any addendums will be posted on the Town of Trumbull – Purchasing Department website. www.trumbull-ct.gov.

19. Contractor Qualifications

Contractor must possess the following qualifications and experience:

Must provide references of 2 electronic security system installation projects. References shall demonstrate the Following:

- o At least one project similar in scope and complexity
- o One reference in a school system or similar institution

20. Diagrams, school addresses, and contact information may be obtained by emailing or calling Mark J Deming (203-452-4306) Facilities Department, Trumbull Board of Education DemingM@trumbullps.org

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BID # 6083 DUE: OCTOBER 22, 2014 AT 3:00PM
NETWORK-BASED SECURITY SYSTEM

GENERAL CONDITIONS & SCOPE OF WORK

1. OBJECTIVE DESCRIPTION OF WORK:

The Trumbull Board of Education is seeking proposals for design/build, to replace existing standalone burglar alarm panels with new installed, turnkey; password protected and networked panel system(s) that can be remotely programmed, viewed and report. All systems shall be tested and verified upon installation for coverage of existing devices, reporting, and alarm functions. This work will insure the accurate and timely programming and de-programming of users; provide immediate feedback and troubleshooting capability with regard to false alarms and deficiencies within the existing system.

Product specifications: All products, software and equipment shall be provided by a major manufacturer of alarm systems, and be non-proprietary with multiple trained and authorized service companies in the surrounding area of the town of Trumbull.

Warranty: All work performed under this scope of work shall be warranted for a period of one full year following completion and acceptance of project by TPS Department of Facilities.

Workmanship: All work performed shall be accomplished by licensed and trained individuals

Installation Schedule: Work shall be scheduled in consideration with the school operations insuring no interruptions and must be completed no later than March 2015.

Locations of work of installations:

BOOTH HILL SCHOOL

MADISON SCHOOL

545 Booth Hill Road

4630 Madison Avenue

DANIELS FARM SCHOOL

MIDDLEBROOK SCHOOL

BOE Installation of networked Burglar and Panic Systems

710 Daniels Farm Rd.

220 Middlebrooks Avenue

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FRENCHTOWN SCHOOL

30 Frenchtown Rd.

TRUMBULL EARLY CHILDHOOD

EDUCATION CENTER (T.E.C.E.C.)

240 Middlebrooks Avenue

JANE RYAN SCHOOL

190 Park Lane

TASHUA SCHOOL

401 Stonehouse Rd.

HILLCREST MIDDLE SCHOOL

530 Daniels Farm Rd.

TRUMBULL REGIONAL AGRISCIENCE

CENTER (Agriscience Bldg.)

536 Daniels Farm Rd.

LONG HILL ADMINISTRATION BLDG.

6254 Main Street

TRUMBULL HIGH SCHOOL

72 Strobel Rd.

MAINTENANCE BARN

28 Strobel Rd.

MAINTENANCE BARN

540 Daniels Farm Rd.

MAINTENANCE BARN

546 Daniels Farm Rd.

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CONTRACTOR INFORMATION SUMMARY

Complete/Describe In Detail – Attach Additional Sheets If Required

Name of Company: _____

Type of Business: _____

(Limited Company, Limited Partnership, Sole Proprietorship, Etc)

Years in Business: _____ Number of Employees: _____

Qualifications of Personnel Proposed to Work on Town of Trumbull Contract:

REFERENCES

(To be submitted with proposal – attach additional pages as necessary)

BOE Installation of networked Burglar and Panic Systems

Responses to this request shall list at least three (2) references for similar work that is related in size and scope (dollar value or specification) to the proposed scope of work contained in this request. Previous projects may be cited provided they were executed within the last three years. **PLEASE NOTE IT IS THE TOWN'S INTENT TO COMMUNICATE WITH THE REFERENCES LISTED HEREIN.**

CLIENT 1:

Organization Name: _____

Contact Name: _____ Phone: _____

Service Dates: _____

Project(s): _____

CLIENT 2:

Organization Name: _____

Contact Name: _____ Phone: _____

Service Dates: _____

Project(s): _____

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Pricing is Firm Fixed Pricing (FFP) and shall remain in effect for __120 days.

ALL detailed specifications, Installation and configuration shall be included in proposed pricing (below).

Total Proposed: _____ \$ _____

(Written)

Anticipated time for completion after receipt of order: _____ Days

Work shall commence _____ days after receipt of Purchase Order (ARO)

COMPANY NAME: _____

Payment Terms: _____

THE UNDERSIGNED AFFIRMS AND DECLARES that this proposal is executed with full knowledge and acceptance of the specifications, requirements, terms and conditions contained herein and with complete understanding and full compliance of system requirements and hereby submits this proposal for the request noted above and certifies that this proposal meets all the specifications and conditions requested herein. Any substitutions to the specifications requested are clearly and completely noted. Any alternate proposals are presented in a similar format to those requested and are attached herein. It is understood that the Town reserves the right to reject any or all proposals or waive any formalities in this request.

BOE Installation of networked Burglar and Panic Systems

Company Name

by (Signature)

Address

Print Name

Company Name

Title

Date

Telephone/Fax

BOE Installation of networked Burglar and Panic Systems