

**TOWN OF TRUMBULL, CONNECTICUT  
BOARD OF EDUCATION  
REQUEST FOR PROPOSAL  
INSTALLATION OF NEW CAMERAS IN MAIN VESTIBULE FOR 11 SCHOOLS**

**BID NUMBER: 6305      DUE: July 25, 2018 @ 2:00 pm**

**GENERAL INSTRUCTIONS**

The Town of Trumbull, Connecticut (hereinafter referred to as Town), through the Office of the Purchasing Agent, will accept sealed bids for The Trumbull Board of Education that is seeking proposals to install cameras in each of the main vestibules of all Trumbull Public schools, which consists of (11) eleven separate locations in accordance with the enclosed requirements & specifications for the Trumbull Board of Education.

This RFP is not a contract offer, and no contract exists until a written contract is signed by the Town and the successful proposer.

**A Pre Bid Site visit prior to submitting a Bid are ENCOURAGED by Contacting Mark Deming, Mark Deming 203-452-4306, or (Demingm@trumbullps.org) prior to submitting a bid. The Project is at all schools in Bid Specifications.**

**1.      PREPARATION OF PROPOSALS**

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.

**2.      BID SUBMISSION**

a) Bids are to be submitted in sealed in an envelope clearly marked and addressed as follows:

Purchasing Agent – Kevin J Bova

**Bid # 6305:**

**INSTALLATION OF NEW CAMERAS IN MAIN VESTIBULE FOR 11 SCHOOLS**

**Due: JULY 25, 2018 @ 2pm**

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. 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**

1. 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.

2. 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 that must be outlined in a letter otherwise it will be presumed that a proposal is in accordance with the required specifications.

- c) Any item that is submitted as equal but upon delivery is found to not meet the bid specifications, that item **will be returned at the vendor's expense.**
- d) The Town 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 the close of business on July 18, 2018 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 Email, or Fax as appropriate to all bidders. Inquiries of a technical nature may be directed to Mark Deming (203-452-4306) **Director of Facilities, Trumbull Board of Education.** All other questions may be directed to Kevin J. Bova Purchasing Agent (203.452.5042) [kbova@trumbull-ct.org](mailto:kbova@trumbull-ct.org) .
- 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.

**7. AWARD AND AUTHORITY**

The Town Purchasing Agent will issue notification of award in writing along with a Standard Contract agreement, upon signature of both award and contract The Purchasing Agent will issue a Purchase Order.

**9. PRICING**

All prices quoted are to be firm for a period of ninety (90) days following bid opening. Special Consideration will be given to responses with extended firm price dates. The Town & THE BOE is always interested in any and all cost reduction opportunities. The Award will be made by the best value and qualified for the Total proposed for all 11 schools.

**10. 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.

**11. 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.

**12. 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.

**13. WARRANTIES**

A copy of all applicable warranties must be submitted in full detail

**14. CONFLICT OF INTEREST**

Public officials shall be prohibited from receiving any town work procured through a public Bid or bid waived process so as to avoid any appearance of impropriety or conflict of interest; And; Public officials cannot circumvent the intent of this ordinance by receiving town work Through a bid waiver, as proscribed by the Trumbull Town Charter.

**15. METHOD OF AWARD**

The following criteria will be used to evaluate all quotes:

- a) Price
- b) Vendor reputation and support
- c) Vendors who provide the most favorable delivery date.

**16. DELIVERY**

Schedule with the Mark Deming 203-452-4306, or ([Demingm@trumbullps.org](mailto:Demingm@trumbullps.org)) Facilities Director for BOE.

ALL INVOICES TO BE SENT TO BOE LONG HILL ADMIN BUILDING  
 6254 MAIN STREET TRUMBULL CT 06611

**17. INSURANCE**

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 an 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

<b>General Liability</b>	<b>Each Person</b>	<b>Each Occurrence</b>	<b>Aggregate</b>
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 thirty (30) 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 Town Purchasing department & BOE Facilities Department Office.

**18. SPECIFICATIONS –**

- a) Each Bidder will be held responsible to have studied the Specifications, visit the site (if necessary), 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. Responsible for all permitting and state and town codes.
- b) Should any Bidder find discrepancies in the Specifications, or be in doubt as to the exact meaning, notify BOE Mark Deming ASAP & the Town at once. The Town may then on behalf of the BOE, 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.

**19. SITE VISITS**

All bidders may visit the site and inspect the existing conditions. Site visits can be arranged by Calling Mark Deming 203-452-4306, or (Demingm@trumbullps.org) prior to Submitting a bid.

**20. ADENDUMS**

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](http://www.trumbull-ct.gov).

TOWN OF TRUMBULL, CONNECTICUT  
BOARD OF EDUCATION  
REQUEST FOR PROPOSAL  
INSTALLATION OF NEW CAMERAS IN MAIN VESTIBULE FOR 11 SCHOOLS

BID NUMBER: 6305      DUE: July 25, 2018 @ 2:00 pm

**REQUIREMENTS AND SPECIFICATIONS**

**Scope of Work**

A Pre bid Site visit prior to submitting a bid are ENCOURAGED by Contacting Mark Deming, Mark Deming 203-452-4306, or at (Demingm@trumbullps.org) prior to submitting a bid.

**Locations**

Trumbull High School, 72 Strobel Rd  
Agriscience High School, 536 Daniels Farm Rd  
Madison Middle School, 4630 Madison Ave  
Hillcrest Middle School, 530 Daniels Farm Rd  
Frenchtown Elementary, 30 Frenchtown Rd  
Booth Hill Elementary, 545 Booth Hill Rd  
Jane Ryan Elementary, 190 Park Lane  
Tashua Elementary, 401 Stonehouse Rd  
Daniels Farm Elementary, 710 Daniels Farm Rd  
Middlebrook Elementary, 220 Middlebrooks Ave  
TECEC, 240 Middlebrooks Ave

*The Trumbull Board of Education is seeking proposals to install cameras in each of the main vestibules of all Trumbull Public schools, which consists of (11) eleven separate locations. Contractor must be able to install and support hardware operating on Milestone Xprotect software. Use of sub-contractors is authorized but must be identified in the quotation provided. Contractor shall determine the appropriate hardware, camera lens, placement and mounting for each location to insure clarity, at all hours of the day. The intent of this proposal is for school personnel to see the entire view of any visitors entering our facilities. All wiring will be accomplished per following wiring specifications. All cameras shall be wired back to existing switches.*

**Cabling:**

All Data cabling shall meet the requirements Published in the specifications for TIA/EIA 568-B. All copper cable shall be Mohawk, 4 Pair #23 AWG UTP, Category 6e Plenum rated using proper insulation as required by standards, and code. All newly installed data drops must be terminated in the closest communication closet.

- All patch cords and patching must be the responsibility of the vendor.
- Termination for each inside and outside Security Camera will consist of Panduit modular jack part # CJ688TGWH. An excess of 8 to 10 feet of Cat 6e must be left coiled in the ceiling where applicable. Outside Security Cameras, cabling must be terminated in a watertight bell box.
- There will not be any exposed cabling. Where cables need to be run across finished surfaces, metal ceilings or any surfaces exposed, vendor must use conduit (EMT, FMC, or surface raceway system).
- Vendor is required to test 100% of installed cables for shorts, opens and inversions. Test all Category 6e cables using an Auto-test function for a Cat. 6e tester. The tests will include, but not limited to, NEXT, attenuation and cable length. The verification will be in accordance with EIA standards using an EIA compliant test unit that meets the TSB-67.
- All Category 6e cabling must be labeled at both the patch panel side and the device side as per EIA/TIA-606.
- Patch panels are to be Panduit part # CPPL24WBLY and labeled appropriately
- Vendor must supply Category 6e patch cords. 100 two foot and 100 four foot, pink patch cords for the Cameras

*All work shall be completed prior to August 25, 2018.*

*The successful contractor must be licensed and insured to perform necessary work. Any permit that may be required for this work shall be applied for and received prior to the commencement of any work.*

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BOARD OF EDUCATION  
REQUEST FOR PROPOSAL  
INSTALLATION OF NEW CAMERAS IN MAIN VESTIBULE FOR 11 SCHOOLS

BID NUMBER: 6305      DUE: July 25, 2018 @ 2:00 pm

**REFERENCES**

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

List references for similar services provided for at least Four (4) clients in the past five (5) years (attach any other client references if desired). **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): \_\_\_\_\_

**CLIENT 3:**

Organization Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Service Dates: \_\_\_\_\_  
Project(s): \_\_\_\_\_

**CLIENT 4:**

Organization Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Service Dates: \_\_\_\_\_  
Project(s): \_\_\_\_\_

TOWN OF TRUMBULL, CONNECTICUT  
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BID NUMBER: 6305      DUE: July 25, 2018 @ 2:00 pm

**PROPOSED SUBCONTRACTORS**

If none, write "None" \_\_\_\_\_.

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\*Description of Work \_\_\_\_\_  
Proposed Subcontractor Name \_\_\_\_\_  
Address \_\_\_\_\_

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\*Description of Work \_\_\_\_\_  
Proposed Subcontractor Name \_\_\_\_\_  
Address \_\_\_\_\_

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\*Description of Work \_\_\_\_\_  
Proposed Subcontractor Name \_\_\_\_\_  
Address \_\_\_\_\_

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\*Description of Work \_\_\_\_\_  
Proposed Subcontractor Name \_\_\_\_\_  
Address \_\_\_\_\_

\*Insert description of work and subcontractors' names as may be required.

This is to certify that the names of the above-mentioned subcontractors are submitted with full knowledge and consent of the respective parties.

The Proposer warrants that none of the proposed subcontractors have any conflict of interest as respects this contract.

**Proposer** \_\_\_\_\_  
(Fill in Name)

**By** \_\_\_\_\_  
(Signature and Title)



TOWN OF TRUMBULL, CONNECTICUT  
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BID NUMBER: 6305      DUE: July 25, 2018 @ 2:00 pm

**PROPOSAL FORM**

**ADDENDA**

The following Addenda have been received. The modifications to the Bid Documents noted therein have been considered and all costs thereto are included in the Base Bid.

Addenda # \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**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.

This proposal is submitted in full compliance with all Specifications and General Terms and Conditions except as noted below under exceptions.

**The quality of workmanship is guaranteed for a period of \_\_\_\_\_ year(s) from acceptance.**

- 1) Trumbull High School, \$ \_\_\_\_\_
- 2) Agriscience High School, \$ \_\_\_\_\_
- 3) Madison Middle School, \$ \_\_\_\_\_
- 4) Hillcrest Middle School, \$ \_\_\_\_\_
- 5) Frenchtown Elementary, \$ \_\_\_\_\_
- 6) Booth Hill Elementary, \$ \_\_\_\_\_
- 7) Jane Ryan Elementary, \$ \_\_\_\_\_
- 8) Tashua Elementary, \$ \_\_\_\_\_
- 9) Daniels Farm Elementary, \$ \_\_\_\_\_
- 10) Middlebrook Elementary, \$ \_\_\_\_\_
- 11) Trumbull Early Childhood Education Center TECEC, \$ \_\_\_\_\_

**Total 1-11 proposed including complete installation materials and labor for complete Turnkey**

**\$ \_\_\_\_\_ in Figures**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
By (Signature)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
City, State, Zip code

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone/Fax

\_\_\_\_\_  
Email

\_\_\_\_\_  
Website

END OF RFP

TOWN OF TRUMBULL, CONNECTICUT  
BOARD OF EDUCATION  
REQUEST FOR PROPOSAL  
QUARTERLY INSPECTIONS OF THE FIRE SPRINKLER SYSTEM FOR ALL SCHOOLS

BID NUMBER: 6302      DUE: JUNE 21, 2018 @ 2:00 pm

**REFERENCES**

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

List references for similar services provided for at least Four (4) clients in the past five (5) years (attach any other client references if desired). **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): \_\_\_\_\_

**CLIENT 3:**

Organization Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Service Dates: \_\_\_\_\_  
Project(s): \_\_\_\_\_

**CLIENT 4:**

Organization Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Service Dates: \_\_\_\_\_  
Project(s): \_\_\_\_\_

TOWN OF TRUMBULL, CONNECTICUT  
BOARD OF EDUCATION  
REQUEST FOR PROPOSAL  
QUARTERLY INSPECTIONS OF THE FIRE SPRINKLER SYSTEM FOR ALL SCHOOLS

BID NUMBER: 6302      DUE: JUNE 21, 2018 @ 2:00 pm

THE PROPOSER SHALL STATE THE NAMES OF ALL OF ALL PROPOSED SUBCONTRACTORS.

PROPOSED SUBCONTRACTORS

If none, write "None" \_\_\_\_\_.

\*Description of Work \_\_\_\_\_  
Proposed Subcontractor Name \_\_\_\_\_  
Address \_\_\_\_\_

\*Description of Work \_\_\_\_\_  
Proposed Subcontractor Name \_\_\_\_\_  
Address \_\_\_\_\_

\*Description of Work \_\_\_\_\_  
Proposed Subcontractor Name \_\_\_\_\_  
Address \_\_\_\_\_

\*Description of Work \_\_\_\_\_  
Proposed Subcontractor Name \_\_\_\_\_  
Address \_\_\_\_\_

\*Insert description of work and subcontractors' names as may be required.

This is to certify that the names of the above mentioned subcontractors are submitted with full knowledge and consent of the respective parties.

The Proposer warrants that none of the proposed subcontractors have any conflict of interest as respects this contract.

Proposer \_\_\_\_\_  
(Fill in Name)

By \_\_\_\_\_  
(Signature and Title)

END OF BID GENERAL INSTRUCTIONS