

# Naugatuck Board of Education

## Request for Proposals

Sealed Proposals will be received by the Business Manager, Naugatuck Board of Education, 497 Rubber Avenue, Naugatuck, CT for supplying the Naugatuck Board of Education with the following goods and/or services:

<b>PROJECT:</b>	Request for Installation and Integration of Intercom Systems at District Schools, Naugatuck, CT
<b>CONTRACT:</b>	202001-6 Security Grant Intercom Systems
<b>DESCRIPTION:</b>	The Board of Education is seeking proposals from qualified contractors to provide and install intercom systems at various district locations.

The information and Request for Proposal and related documents may be examined at the Naugatuck Board of Education, 497 Rubber Avenue, Naugatuck, CT 06770.

Copies of the specifications may be obtained at the Business Manager's Office. Specifications can also be obtained from the Naugatuck Board of Education website, <http://www.naugatuck.k12.ct.us> or the Borough of Naugatuck website <http://www.naugatuck-ct.gov/>

All firms obtaining plans and specifications must submit contact information by e-mail to [bernice.rizk@naugatuck.k12.ct.us](mailto:bernice.rizk@naugatuck.k12.ct.us). Contact information must be submitted three days in advance of the bid opening to be considered.

Addenda, if required, shall be posted on the <http://www.naugatuck.k12.ct.us> website. It is the bidder's responsibility to check the Board of Education website in advance of the bid opening to determine if any addenda have been issued.

Two copies of sealed proposals will be received by the Business Office, Naugatuck Board of Education, 497 Rubber Avenue, Naugatuck, CT 06770 until

<b>DEADLINE:</b>	Friday, March 20, 2020, 10:00 am
------------------	----------------------------------

Immediately following, the bids will be publicly opened and read.

The Naugatuck Board of Education reserves the right to waive any informalities or to reject any or all proposals.

The Naugatuck Board of Education is an affirmative action/equal opportunity employer; MBE's, WBE's and SBE's are encouraged to apply.

## **CONTENTS:**

Section 1: General Information and Requirements.

Section 2: Items Required with Bid Response Packet.

Attachments (if applicable)

## **Section 1: General Information and Requirements**

### **1.1 General Information and Intent**

The Naugatuck Board of Education is seeking proposals from qualified contractors as described on page 1.

### **1.2 Pre-Bid Meeting**

<b>MEETING:</b>	The Borough of Naugatuck <b>WILL</b> have a recommended pre-bid walk through meeting on Monday, March 9, 2020 at 10 am beginning at Salem Elementary School – 124 Meadow St., and proceeding to the following locations: Early Childhood Center at Central Avenue – 28 Central Ave., City Hill Middle School, 441 City Hill Street, Naugatuck, CT
-----------------	---

### **1.3 Questions**

All questions and inquiries shall be directed to:

Bernice Rizk, Business Manager  
Naugatuck Board of Education  
497 Rubber Avenue Naugatuck,  
CT 06770  
[bernice.rizk@naugatuck.k12.ct.us](mailto:bernice.rizk@naugatuck.k12.ct.us)  
203-720-5265

### **1.4 Qualified Bidders**

In order for a Contractor's proposal to be accepted, they must provide evidence of the successful completion of at least three similar projects within the last 5 years.

## **1.5 Minimum Project Scope**

It is expected that all proposals shall include the following minimum work:

1. Provide a payment and performance bond.
2. Obtain all necessary building permits and provide all required calculations and supporting documents.
3. Provide 5-year warranty on equipment and labor on all newly supplied equipment.
4. Provide all necessary work, equipment, service manuals and training to complete the project.

## **PROJECT DESCRIPTION**

- **A.** The project requirements are as follows. We are looking for a fully digital intercom overhead paging system that utilizes the latest multicast technology for paging. Base bid is to do the following items:
  - Supply, install, and configure intercom systems and all necessary network wiring to connect them to the existing network
  - One-to-many and one-to-one sip communication
  - IP phones with multicast capabilities
  - IP phones (color) for principals and also with expansion unit for each front office
  - IP PoE IP67 outdoor horn speakers
  - IP PoE Overhead speakers
  - Bell Scheduling by minute, hour and day
  - Multiple runs of Pre-terminated Fiber Optic Cable - 6 Fiber Indoor Armored Single mode Plenum Cable Terminated with LC Connectors 750 ft between MDF-to-IDF
  - CAT 6 plenum cable
  - Integrate current emergency call button with the proposed system
  - Ability to choose/upload tones/audio files
  - Intercom Notify before page
  - Female ends required for each drop to connect speakers and phones
  - Mounting rack: Floor or wall mounting (dependent on location) or agreed upon equivalent

Contractor will review building maps and intercom and handset placement needs set forth, order, mount and install intercom head-end unit and supporting components, handsets, all necessary network wiring, and any other necessary products for a turnkey operation. For work to be acceptable, all devices will be racked, mounted, installed, configured, named and tested within the management system. The system needs to allow custom messages to be recorded or entered, the pre-recorded message(s) need to be able to be over-ridden by a user with authority, needs to be integrated with any existing distress/panic buttons installed to trigger announcements, shall have the ability for a school bell schedule to be activated (if desired), and training on the operation, support and programming of intercom functions will be provided.

Locations include the following Naugatuck Public Schools in Naugatuck, CT.:

- Salem Elementary School – 124 Meadow St.
- Early Childhood Center at Central Avenue – 28 Central Ave
- City Hill Middle School - 441 City Hill St.

**B.** The Contractor shall provide a minimum 1 year warranty on all design and workmanship, and a standard manufacturer's warranty from the date of final acceptance by the District.

The Contractor shall also provide an itemized statement of all warranties on specific products included in the Proposal.

**C.** The District will have one (1) contract with the selected Contractor. The District will not have separate contracts with trade contractors or sub-consultants as part of the Contractor's contract.

**D.** The Contractor acknowledges that permits may be required from the Borough of Naugatuck and are the Contractor's responsibility. It can be assumed that all work will occur in 2020.

## **1.6 Negotiation**

The Naugatuck Board of Education reserves the right to negotiate with the contractors submitting proposals.

## **1.7 Equal Opportunity Clause**

The Naugatuck Board of Education is an affirmative action/equal opportunity employer.

(1) The vendor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The vendor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The vendor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

(2) The vendor will, in all solicitations or advertisements for employees placed by or on behalf of the vendor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.

3) The vendor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the vendor's commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(4) The vendor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(5) The vendor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(6) In the event of the vendor's non-compliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the vendor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

### **1.7.1 Submission of Proposals**

**Proposals will be accepted until deadline noted on page 1.** All proposals must be clearly marked on one (1) large envelope with the Project and the Contract number.

#### **Proposals shall be mailed or delivered to:**

Business Manager  
Naugatuck Board of Education  
497 Rubber Avenue  
Naugatuck, CT 06770

Immediately following the deadline, the bids will be publicly opened and read.

#### **Late submissions will not be accepted**

### **1.7.2 Evaluations and Selection Criteria**

Bidders will be selected with the following criteria (not listed in order of importance):

- a) Past company experience within the region, with the same type of work.
- b) Cost for all services combined, as determined by the Board of Education.
- c) Examples of completion of similar projects.

- d) Company must have all necessary permits and licenses to operate in the State of Connecticut for the term of the bid.
- e) Other criteria as determined by the Board of Education, weighting criteria will be determined by the Board of Education.
- f) The Board of Education reserves the right to negotiate with the successful bidder on the terms of their proposed Contract before signing, if it is in the best interest of the Board of Education.
- g) If the Board of Education cannot negotiate a contract with the selected Contractor the Board of Education may choose to negotiate with the next ranked vendor.

### **1.7.3 Naugatuck Board of Education's Reservation of Rights**

The Naugatuck Board of Education reserves the right to waive any informality or to reject any or all proposals or to accept any proposals, should it deem it to be in the best interest of the Board of Education. The Board of Education reserves the right to reject any proposals if they show any omission, alteration of form, additions not called for, conditional bids, or irregularities of any kind.

### **1.7.4 Reimbursement for Costs**

It is the responsibility of the Bidder's respondents to pay for all costs associated with submitting proposals. The Naugatuck Board of Education shall not reimburse any costs.

### **1.7.5 Insurance Requirements**

Before execution of the Contract, and before each Contract year, the Bidder will be required to file with the Naugatuck Board of Education a certificate of insurance. The certificate shall be executed by an insurance company in good standing with the State of Connecticut and shall name the Naugatuck Board of Education as additional insured parties on the form furnished with these specifications. The "Certificate of Insurance" shall state that at a minimum, with respect to the Contract, the Bidder carries insurance in accordance with the requirements and stipulations listed below.

Unless requested otherwise by the Naugatuck Board of Education, the Bidder and its insurer shall not assert the defense of governmental immunity in the adjustment of claims or in the defense of any claim or suit brought against the Board of Education and the State. The Bidder shall assume and pay all costs and billing for premiums and audit charges earned and payable under the required insurance. Any deductibles are the sole responsibility of the Contractor, including claim handling and legal expenses.

**A. Worker's Compensation Insurance:** With respect to all operations the Bidder performs and all those performed for it by sub-contractors, the Bidder shall carry worker's compensation insurance in accordance with the requirements and the laws of the State of CT.

**B. Contractor's Public Liability and Property Damage Insurance:** With respect to the Project operations the Bidder performs and also those performed for it by sub-bidders, the Bidder shall carry regular Contractor's Public Liability Insurance. The insurance shall

provide coverage for each accident or occurrence in the amount of \$2,000,000 for all damages resulting from (1) bodily injury to, or death of, persons and/or (2) injury to or destruction of property. Subject to that limit per accident or occurrence, the policy shall provide a total or aggregate coverage of \$5,000,000 for all damages during the policy period.

**C. Automobile Liability Insurance:** The operation of all motor vehicles, including those hired or borrowed shall be covered by Automobile Liability Insurance. The insurance shall provide coverage for each accident or occurrence in the amount of \$2,000,000 for all damages resulting from (1) bodily injury to, or death of, persons and/or (2) injury to or destruction of property. If an insurance policy shows an aggregate limit as part of the automobile liability coverage, the aggregate limit must be at least \$2,000,000.

**D.** With respect to the operations the Bidder performs and also those performed for it by sub-bidders, the Bidder shall carry for and on behalf of the Naugatuck Board of Education, insurance which shall provide coverage for each accident or occurrence in the amount of \$2,000,000 for all damages resulting from (1) bodily injury to or death of person and/or (2) injury to or destruction of property. Subject to that limit per accident or occurrence, the policy shall provide a total or aggregate coverage of \$5,000,000 for all damages during the policy period.

**E. Termination or change of Insurance:** Each insurance policy shall be endorsed to provide that the insurance company shall notify the Naugatuck Board of Education by certified mail at least thirty (30) days in advance of termination, or any change in the policy.

**F. Claims:** Each insurance policy shall state that the insurance company shall agree to investigate and defend the Naugatuck Board of Education against all damages, even if groundless.

**G. Compensation:** There shall be no direct compensation allowed the Bidder on account of any premium or other charge necessary to take out and keep in effect all insurance or bonds, but the cost thereof shall be considered included in the general cost of the work.

### **1.7.6 Signature Requirements**

Proposals must be signed by a duly authorized official of the Company. Consortiums, joint ventures, or teams submitting proposals will not be considered, unless it is established that all contractual responsibility rests solely with one Contractor or one legal entity, which shall not be a subsidiary or affiliate with limited resources. Each proposal should indicate the entity responsible for execution on behalf of the proposal team.

## **1.8 Safety**

All practices, materials and equipment shall comply with the Federal Occupational Safety and Health Act, as well as any pertinent State and/or local safety and environmental codes.

## **1.9 Observance of Laws**

The Contractor shall, at all times, observe and comply with all Federal, State and Borough laws, ordinances and regulations in any manner affecting the conduct of the work.

## **1.10 Attachments**

**The following attachments shall be made part of this RFP:**

- |                                       |
|---------------------------------------|
| 1. Certificate of Non-Collusion Form. |
|---------------------------------------|

## **1.11 Transferability of CONTRACT**

No assignment of the contract or any right accruing under this contract shall be made in whole or in part by the Contractor without the express written consent of the Board of Education, which consent will not be unreasonably withheld. In the event of any assignment, the assignee shall assume all of the liability of the Contractor.

## **1.12 CONTRACT Documents**

The Request for Proposal and its attachments, Insurance Certificates, Performance Bonds, the executed contract and any addenda to the foregoing shall constitute the Contract Documents.

## **1.13 Indemnity**

The Contractor shall indemnify, hold harmless, and exempt the Board of Education, its agents, servants and employees from and against all legal proceedings, claims and associated costs and Attorney's fees incident to any work done in the performance of this CONTRACT arising out of a willful or negligent act or omission of the Contractor, its agents, servants or employees.

## **1.14 Performance and Payment Bond**

The Contractor shall, prior to the signing a contract with the Board of Education, furnish a Performance Bond and Payment Bond in a form acceptable to the Board of Education, for one hundred percent (100%) of the bid price for services provided. These bonds shall be issued from a surety company either licensed or approved by the State of Connecticut Insurance Commissioner and which has an A.M. Best's rating of A-VII or better. Any certified check shall be issued by a bank located in the State of Connecticut.



### **1.15 Default**

If the Contractor fails to perform this contract in accordance with its terms, the Board of Education shall have the right, in addition to all other remedies it may have, to declare the Contractor in default, and to resubmit the contract for further bid. In that event, the Contractor shall pay to the Board of Education, as liquidated damages, the amount of any excess of the new contract price over the Contract price herein provided for, both prorated to the period of time covered by the unexpired term of the Contract at the time of default.

## **Section 2: Items Required With Bid Response Packet**

The following items are required to be included with your bid response packet:

### **2.1 Letter of Interest**

The Contractor shall submit a signed letter of interest on company letter head detailing the proposed project and the company's experience and any assumptions, conditions or important information needed in order to properly review the proposal.

### **2.2 Price Proposal**

The proposal shall include the following minimum items:

- A. Detailed price proposal including itemized costs for each task of the project.
- B. List of any additional equipment and supplies that will be purchased.
- C. Cut Sheets of proposed additional equipment.
- D. List of any Sub-Contractors that are to be utilized for the project.

### **2.3 Schedule of Work**

The Contractor shall submit a detailed schedule of project work (based on days commencing upon Contract signing.)

### **2.4 Insurance Certificate**

The Contractor shall submit an insurance certificate showing the Contractor's current applicable insurance coverage.

### **2.5 References**

The CONTRACTOR shall provide a minimum of three (3) references, preferably municipalities or Boards of Education in Connecticut or New England), where they have performed the type of work listed in this RFP.

# Naugatuck Board of Education

## Request for Proposals

### REQUEST FOR PROPOSAL FOR INSTALLATION AND INTEGRATION OF INTERCOM SYSTEMS AT DISTRICT SCHOOLS

#### PROPOSAL SUMMARY:

This proposal has been prepared to provide the District with all the information requested in the RFP. The undersigned certifies that the RFP has been carefully examined and that the proposal contained herein meets or exceeds the scope of services as outlined herein and that any items that have been deleted from and/or added to the requested scope of services (including, but not limited to, the proposed contract language) are clearly noted as follows:

---

---

---

---

---

---

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Owner or Designee

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_.

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

If a corporation, indicate state of incorporation and affix seal.

Attest:

\_\_\_\_\_

By: \_\_\_\_\_  
Signature/Title

# ***BID SHEET***

<b>Project:</b>	Installation and Integration of Intercom System
<b>RFP#:</b>	202001-4
<b>Owner:</b>	Naugatuck Public Schools
<b>Date:</b>	
<b>Contractor Name</b>	
<b>Salem School</b>	
Location Addresses	124 Meadow Street
1. Intercom controller unit	\$
2. Handsets	\$
3. Wiring	\$
4. Installation labor	
Furnish and Install any materials not captured above (please describe item and breakdown on Appendix A)	\$ -
Disposal, Any Additional Removal Charges & Installation, Charges not included above, Freight and Delivery Charges	\$ -
<b>TOTAL BID</b>	\$ -
Warranty in Years defined	

# ***BID SHEET***

<b>Project:</b>	Installation and Integration of Intercom System
<b>RFP#:</b>	202001-4
<b>Owner:</b>	Naugatuck Public Schools
<b>Date:</b>	
<b>Contractor Name</b>	
<b>Early Childhood Center</b>	
Location Addresses	28 Central Avenue
1. Intercom controller unit	\$
2. Handsets	\$
3. Wiring	\$
4. Installation labor	
Furnish and Install any materials not captured above (please describe item and breakdown on Appendix A)	\$ -
Disposal, Any Additional Removal Charges & Installation, Charges not included above, Freight and Delivery Charges	\$ -
<b>TOTAL BID</b>	\$ -
Warranty in Years defined	

# ***BID SHEET***

<b>Project:</b>	Installation and Integration of Intercom System
<b>RFP#:</b>	202001-6
<b>Owner:</b>	Naugatuck Public Schools
<b>Date:</b>	
<b>Contractor Name</b>	
<b>City Hill Middle School</b>	
Location Addresses	441 City Hill Street
1. Interior readers	\$
2. Exterior readers	\$
3. Controller units	
4. Wiring	\$
Furnish and Install any materials not captured above (please describe item and breakdown on Appendix A)	\$ -
Disposal, Any Additional Removal Charges & Installation, Charges not included above, Freight and Delivery Charges	\$ -
<b>TOTAL BID</b>	<b>\$ -</b>
Warranty in Years defined	

<b>PROJECT:</b>	Request for Installation and Integration of Intercom System at District Schools, Naugatuck, CT
<b>CONTRACT:</b>	202001-6 Security Grant Intercom System
<b>DESCRIPTION:</b>	The Board of Education is seeking proposals from qualified contractors to provide and install intercom systems at various district locations

### Attachment #1

## CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person.

As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

\_\_\_\_\_  
Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Person Signing Proposal

\_\_\_\_\_  
Name of Business

## APPENDIX A

- Quote job as requested and also quote cost per item and per hour for additional units and change orders.
- Recommendations are encouraged. All additional recommendations must include detailed quotes.
- The intercom device counts for the NPS buildings are as follows:

### SES

Gym - 2 horns 1 phone  
Kitchen - 2 horns 2 phones  
Café – 2 horns 1 phone  
Basement class rooms – 2 speakers 2 phones  
Music – 1 speaker 1 phone  
Bathrooms – 6 speakers

1<sup>st</sup> floor class rooms – 6 speakers 6 phones  
1<sup>st</sup> floor office – 3 phones 3 speakers  
2<sup>nd</sup> floor class rooms – 6 speakers 6 phones  
2<sup>nd</sup> floor offices – 2 speakers 2 phones  
3<sup>rd</sup> floor class rooms – 5 speakers 5 phones  
3<sup>rd</sup> floor offices – 5 speakers 5 phones

Hallways 15 speakers (total)  
Exterior – 4 horns  
4 fiber runs - 250 ft +

### ECC

Class rooms – 12 speakers 12 phones  
Offices – 10 speakers 10 phones  
Main office – 2 phones  
Gym – 4 horns 1 phone  
Bathrooms – 5 speakers  
Hallway – 12 speakers  
Exterior – 6 horns  
1 fiber run - 500+ feet

### **CHMS**

Basement – 4 classroom speakers 4 phones

Café – 6 speakers

Kitchen – 2 speakers 2 phones

Hallways on each floor - 10 speakers

Basement storage – 1 speaker 1 phone

Main floor – 16 class rooms 16 phones

Nurse area Office – 3 speakers 15 phones

B16 – 1 speaker and 1 phone

Media Center/Library – 4 speakers 4 phones

Main office – 8 phones

Conference room – 1 phone 1 speaker

Auditorium – 4 horns 1 phone

Band room – 2 speakers 2 phones

B37 – 1 speaker 1 phone

Bathrooms – 10 speakers

Gym – 4 horns 1 phone

Exterior – 10 horns

5 Fiber runs - 500+ feet