

TOWN OF GLASTONBURY

INVITATION TO BID

<u>BID #</u>	<u>ITEM</u>	<u>DATE & TIME REQUIRED</u>
GL-2016-02	Fire & Security Alarm Systems Maintenance and Monitoring	05-19-15 @ 11:00 a.m.

The Town of Glastonbury and Board of Education are seeking bids for fire and security alarm systems maintenance and monitoring services.

Bid Forms may be obtained from the Town's website at www.glastonbury-ct.gov or at the Office of the Purchasing Agent, Town Hall, 2155 Main Street, Glastonbury, Connecticut 06033, (second level).

An optional pre-bid meeting and site walk through will be held starting at the Academy Building, 2143 Main Street, Door B, Glastonbury, CT on May 12, 2015 at 9:00 a.m.

The Town reserves the right to waive informalities or reject any part of, or the entire bid, when said action is deemed to be in the best interest of the Town. All Sealed Bids must be submitted to the Office of the Purchasing Agent no later than the time and date indicated. All bids will be publicly opened and read.

The Town of Glastonbury is an Affirmative Action/Equal Opportunity Employer. Minority / Women / Disadvantaged Business Enterprises are encouraged to bid.

Mary F. Visone
Purchasing

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TOWN OF GLASTONBURY
Fire & Security Alarm Maintenance & Monitoring Services
INFORMATION FOR BIDDERS

BID #GL-2016-02

1. Sealed bids (**one original and one copy**) on the attached Bid Forms will be received at the Office of the Purchasing Agent, Town Hall, 2155 Main Street, Glastonbury, Connecticut, 06033 (second level). At the designated time of opening, they will be publicly opened, read, recorded and placed on file.
2. Whenever it is deemed to be in the best interest of the Town, the Town Manager, Purchasing Agent or designated representative shall waive informalities in any and all bids. The right is reserved to reject any bid, or any part of any bid, when such action is deemed to be in the best interest of the Town of Glastonbury.
3. The award will be on the basis of the overall lowest bid total cost including the bidder's qualifications to perform the requirements of the services herein for the initial period (3 years) of the contract term. In the event that the Town finds computational errors in the bidder's quotation, the quotation total shall be recalculated by the Town based on the price quoted per location contained in the quotation. (Reference Bid Proposal Form pages BP 2-5)
4. Bids will be carefully evaluated as to conformance with stated specifications.
5. The envelope enclosing your bid should be clearly marked by bid number, time of bid opening, and date, bidder's company name and address.
6. Specifications must be submitted complete in every detail and, when requested, samples shall be provided. If a bid involves any exception from stated specifications, they must be clearly noted as exceptions, underlined, and attached to the bid.
7. The Bid Documents contain the provisions required for the requested item. Information obtained from an officer, agent, or employee of the Town or any other person shall not affect the risks or obligations assumed by the Bidder or relieve him/her from fulfilling any of the conditions of the bid.
8. Each Bidder is held responsible for the examination and/or to have acquainted themselves with any conditions at the job site which would affect their work before submitting a bid. Failure to meet these criteria shall not relieve the Bidder of the responsibility of completing the bid without extra cost to the Town of Glastonbury.
9. Any bid may be withdrawn prior to the above-scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and the date specified shall not be considered. No Bidder may withdraw a bid within sixty (60) days after the actual date of the opening thereof. Should there be reasons why a bid cannot be awarded within the specified period, the time may be extended by mutual agreement between the Town and the Bidder.
10. **THIS ITEM WAIVED:** Each bid must be accompanied by a bid bond payable to the Town for ten percent (10%) of the total amount of the bid. The bid bond of the successful Bidder will be retained until the payment bond and performance bond have been executed and approved, after which it will be returned. A certified check may be used in lieu of a bid bond. The Town of Glastonbury will not be liable for the accrual of any interest on any certified check submitted. Cashier's checks will not be accepted.
11. **THIS ITEM WAIVED:** A 100% Performance and Payment bond is required of the successful bidder. This bond shall cover all aspects of the specification and shall be delivered to the Purchasing

Agent prior to the issuance of a purchase order. The Performance and Payment Bond will be returned upon the delivery and acceptance of the bid items.

12. The Bidder agrees and warrants that in the submission of this sealed Bid, they will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religion, national origin, sex, or physical disability including, but not limited to blindness, unless it is shown by such Bidder that such disability prevents performance of that which must be done to successfully fulfill the terms of this sealed Bid or in any manner which is prohibited by the laws of the United States or the State of Connecticut: and further agrees to provide the Human Relations Commission with such information requested by the Commission concerning the employment practices and procedures of the Bidder. An Affirmative Action Statement will be required by the successful Bidder.
13. Bidder agrees to comply with all of the latest Federal and State Safety Standards and Regulations and certifies that all work required in this bid will conform to and comply with said standards and regulations. Bidder further agrees to indemnify and hold harmless the Town for all damages assessed against the Town as a result of Bidder's failure to comply with said standards and/or regulations.
14. All correspondence regarding any purchase made by the Town of Glastonbury shall reference the Town purchase order number. Each shipping container shall clearly indicate both purchase order number and item number.
15. Bidder is required to review the Town of Glastonbury Code of Ethics adopted July 8, 2003 and effective August 1, 2003. Bidder shall acknowledge that they have reviewed the document in the area provided on the bid/proposal response page (BP). The selected Bidder will also be required to complete and sign an Acknowledgement Form prior to award. The Code of Ethics and the Consultant Acknowledgement Form can be accessed at the Town of Glastonbury website at www.glastonbury-ct.gov. Upon entering the website click **Bids & Proposals Icon** which will bring you to the links for the Code of Ethics and the Consultant Acknowledgement Form. If the Bidder does not have access to the internet, a copy of these documents can be obtained through the Purchasing Department at the address listed within this bid/proposal.
16. Non-Resident Contractors:
Upon award the Town is required to report names of nonresident (out of state) Contractors to the State of Connecticut, Department of Revenue Services (DRS) to ensure that Employment Taxes and other applicable taxes are being paid by Contractors. **A single surety bond for 5% of the entire contract price is required to be filed with DRS by any unverified nonresident prime or general contractor (if awarded) where the contract price for the project is \$250,000 or more.** The contractor will be required to promptly furnish to the Town a copy of the Form AU-968 - Certificate of Compliance issued by the State of Connecticut, DRS. See State of Connecticut Notice SN 2012 (2).
17. Bidder shall include on a sheet(s) attached to its proposal a complete disclosure of all past and pending mediation, arbitration and litigation cases that the bidder or its principals (regardless of their place of employment) have been involved in for the most recent five years. Please include a statement of the issues in dispute and their resolution. Acceptability of Bidder based upon this disclosure shall lie solely with the Town.

18. Bidder or its principals, regardless of their place of employment, shall not have been convicted of, nor entered any plea of guilty, or nolo contendere, or otherwise have been found civilly liable or criminally responsible for any criminal offense or civil action. Bidder shall not be in violation of any State or local ethics standards or other offenses arising out of the submission of bids or proposals, or performance of work on public works projects or contracts.
19. The Town of Glastonbury is dedicated to waste reduction and the practice of using and promoting the use of recycled and environmentally preferred products. Bidders are encouraged to submit bid responses that are printed double-sided (except for the signed proposal page) on recycled paper, and to use paper dividers to organize the bid for review. All bid pages should be secured with a binder clip, staple or elastic band, and shall not be submitted in plastic binders or covers, no shall the bid contain any plastic inserts or pages. We appreciate your efforts towards a greener environment.
20. Technical questions regarding this bid shall be made in writing and directed to Bob Kalberer, Facilities Department, e-mail Bob.Kalberer@glastonbury-ct.gov. The representative for the Board of Education will be Lance Mazur, e-mail mazurl@glastonburyus.org . For administrative questions regarding this Bid, please contact Mary F. Visone, Purchasing Agent, at (860) 652-7588 or email the Purchasing Department at purchasing@glastonbury-ct.gov . All questions, answers, and/or addenda, as applicable will be posted on the Town's website at www.glastonbury-ct.gov. (Upon entering the website click on Bids & Proposals). The request must be received at least three (3) business days prior to the advertised response deadline. **It is the respondent's responsibility to check the website for addenda prior to submission of any bid/proposal.**
21. The Town reserves the right to award more than one contract.

IMPORTANT:

- **Failure to comply with general rules may result in disqualification of the Bidder.**
- **Municipal projects are exempt from Federal Excise Taxes, as well as, State of Connecticut Sales, Use and Service Taxes and should not be include in the Bidder's proposal.**

TOWN OF GLASTONBURY
Fire & Security Alarm Maintenance & Monitoring Services
GENERAL REQUIREMENTS

BID #GL-2016-02

1.0 GENERAL REQUIREMENTS

- 1.1 The Town of Glastonbury and the Board of Education Facilities Service Departments are seeking Bids to provide inspection, maintenance and repair of their fire and security alarm systems and monthly monitoring of all fire and security alarms.
- 1.2 The representative for the Town will be Bob Kalberer, Facilities Department, (860) 652-7705, Fax 860-368-2233, e-mail Bob.Kalberer@glastonbury-ct.gov. The representative for the Board of Education will be Lance Mazur, (860) 652-7950, Fax 860-652-7997, e-mail mazurl@glastonburyus.org.
- 1.3 The contract shall be for three years terminating 06/30/18 with an option to renew for additional one year (1 year) increments up to two additional years upon acceptance of performance satisfactory to the Town.
- 1.4 The respondent shall be qualified in the type of services as described herein, with a minimum of five (5) years experience in the alarm business. A list of three (3) current accounts of similar size within the last (3) years shall be provided with the bid to allow the Town to evaluate the respondent's service record.
- 1.5 Work must conform to all OSHA standards, including but not limited to confined space requirements.
- 1.6 Any damage incurred to the Town's property by the Respondent, as determined by the Town, shall be repaired or replaced, at the Respondent's expense.
- 1.7 The Town shall provide access to all locations where required.
- 1.8 The respondent will provide a listing of emergency call numbers.
- 1.9 The respondent will be responsible for providing all tools and equipment necessary to perform preventative maintenance and repairs, including but not limited to ladders, test equipment, hand tools, power tools.
- 1.10 The Respondent is responsible for providing all necessary labor to complete work. If two men are required, the vendor must provide both men. The Town's sole responsibility will be to provide access. The only time the Town will assist is if there are alarms on specialized equipment, then the Town will run equipment to test alarm function, i.e., run boiler, create low air pressure alarm, etc. and to provide access.
- 1.11 All equipment including software installed for the Town of Glastonbury shall be the Town's property unless there is prior written agreement between the Town and the Respondent. This includes programming, access keys and proprietary items. Additionally, the Town shall have complete access to all devices.
- 1.12 All materials, parts and equipment shall be new unless otherwise authorized by the Town's Representative in writing and shall be compatible with the equipment so as to not void UL or manufacturer's certification or warranties.

TOWN OF GLASTONBURY
Fire & Security Alarm Maintenance & Monitoring Services
GENERAL REQUIREMENTS

BID #GL-2016-02

- 1.13 There will be a site inspection on May 12, 2015 at 9:00 a.m. beginning at the Academy Building, 2143 Main St., Door B, Glastonbury, CT.
- 1.14 Respondents are encouraged to make site inspections at all locations to ascertain the exact type, quantity and condition of the equipment. No costs shall be incurred by the Town for this inspection.
- 1.15 The Respondent shall use only qualified, State certified low voltage technicians for work on Town equipment.
- 2.0 SCOPE OF SERVICE
- 2.1 The service shall include annual inspections and all repairs on all fire and security systems necessary throughout the duration of the contract. The service shall include programming of all fire and security alarms and their monthly monitoring at the various facilities as noted on Attachment A. Additional alarm detail is available upon request.
- 2.2 The facility and general lists of equipment are shown on the facility and equipment list. Site inspections are encouraged to accurately determine the scope of work.
- 2.3 The Respondent shall be responsible for coordinating all work relating to the alarm systems to include the telephone company, police/fire dispatcher, alarm monitoring company and any other company involved in the alarm system operation.
- 2.4 Should the Respondent be unable to correct the problem within twenty-four hours from their investigation, they shall notify the Town's Representative on a preferred course of action until its correction.
- 2.5 Monitoring service shall be UL listed and conform to all codes and requirements per NFPA, NSSA, and FM.
- 2.6 It is the responsibility of the bidder to provide any equipment needed to interface with the Town's Fire and Security Alarm systems in order to receive all the data transmitted.
- 2.7 In the event of an alarm the bidder will be responsible for notifying the Town's designated contact by phone, pager, cell phone or email (Town's option) according to the procedures as outlined in an Emergency Standby sheet.
- 2.8 The Emergency Standby sheet, Attachment B, will be provided on a weekly basis in the morning, usually on a Tuesday. The bidder is responsible for updating the contact information in their system and responding back to the Town by fax to confirm that the information has been received and updated within two (2) hours.

3.0 TYPE OF SERVICE PROVIDED

3.1. SCHEDULED SERVICE

1. This type of service will be for periodic inspection and will cover routine schedule service to the entire system including the testing and cleaning of 100% of the components of the system, per manufacturer's recommendations and specifications.
2. A written report detailing all work performed including labor and materials, if any, shall be prepared for each location at the time of scheduled service. Written estimates where repairs or improvements are recommended shall also be provided. No payment for services will be made without having received these reports.
3. Fire & Security alarm inspections shall be performed annually during the month of April. The Fire Alarm Systems at the Police Department, Police Dept. Annex, Birch Mountain Tower and the Dog Pound will also be inspected a second time in October.
4. The inspections once begun shall continue to their completion. The Respondent shall notify the Town's Representative forty-eight (48) hours in advance for scheduled inspection.

3.2 NON-SCHEDULED SERVICE

1. This type of service will be for emergencies that arise due to failures, interruptions, etc. or for repairs needed that were discovered during the annual inspection.
2. Regular hourly rate shall be for work performed during the normal workday, 7:00 A.M. – 5:00 P.M., Monday through Friday or regularly scheduled hours outside those listed. Time shall begin on arrival at job site and end upon completion of work and leaving job site.
3. Overtime hourly rate shall be for work continuing after the normal workday of 5:00 P.M., Monday through Friday. Time shall begin on arrival at job site and end upon completion of work and leaving job site.
4. Premium hourly rate shall be for emergency calls other than the normal workday with certain extenuating circumstances where critical equipment must remain operational. Time shall begin on arrival at job site and end upon completion of work and leaving job site.
5. For quoting purposes, the bid shall be based upon one (1) person normally responding for non-scheduled service. Should this not be the case, the respondent shall so indicate the total number of technicians that will be responding and include this in the hourly rate.
6. Travel costs from portal to portal, if applicable per call-out, shall be indicated. This shall be a lump sum charge and shall include all costs (i.e. labor, mileage etc.).
7. Materials used in repairing equipment will be charged to the Town on the basis of actual costs to the respondent plus a reasonable percentage for overhead and profit; this will be indicated on the Bid Proposal Form. All invoices will be submitted for payment.
8. The vendor shall note in his bid if the Town shall be required to maintain expensive or unique spare parts.

9. Costs incurred by the Respondent from other alarm or utility companies as a result of coordinated work on Town equipment will be charged to the Town in turn for the actual costs (verified with invoicing) plus five percent (5%) for the Respondent's handling.
10. Should utilities confirm problem is within alarm system and not utility line, Respondent shall be responsible for all utility costs.
11. The Respondent shall indicate any other costs applicable to their work and not provided for above. No other charges will be considered during the contract.

4.0 **BIDDING**

- 4.1 Bid prices shall remain firm during the contract period.
- 4.2 The Town reserves their right to change quantities and scope of the bid based on budgetary considerations or other factors.
- 4.3 The respondent will indicate if they are willing to extend the contract for additional years under the same terms.
- 4.4 Response Time - Indicate your maximum response time. Respondent must be able to respond within 2 hours and this shall be adhered to during the length of the contract.
- 4.5 A. Scheduled Service - Price per location for annual servicing including all labor and travel costs
B. Non-Scheduled Service
 1. Regular workday hourly rate
 2. Overtime hourly rate
 3. Premium hourly rate
 4. Travel Costs per call out
- 4.6 Minimum Charge - Indicate if you have a minimum charge for a service call.
- 4.7 Other Applicable Costs – The Respondent shall indicate any other costs applicable to their work and not provided for above. No other charges will be considered during the contract.
- 4.8 All qualified bids submitted will be accepted and the first offer for service will be extended to the lowest qualified bid. If that contractor is unable to respond the next lowest qualified contractor will be contacted. This procedure will continue until a contractor is found.
- 4.9 Due to the fact that most of the equipment the Town has installed is Radionics/Bosch, suppliers shall be authorized to service and supply this equipment.
- 4.10 If there is a programming fee needed in order for the monitoring company to receive alarms from the Town's equipment indicate the number of locations where they are needed and the cost per location.

TOWN OF GLASTONBURY
Fire & Security Alarm Maintenance & Monitoring Services
GENERAL REQUIREMENTS

BID #GL-2016-02

- 4.11 If there is equipment needed in order for the monitoring company to receive alarms from the Town's equipment indicate the number of locations where they are needed and the cost per location.
- 4.12 Monthly fee to monitor the security alarms at a facility.
- 4.13 Monthly fee to monitor the fire alarms at a facility.
- 4.14 Monthly fee to monitor combined fire and security alarms at a facility when one panel is used for both Fire and Security.
- 4.15 Quotations will be evaluated based on the overall lowest cost to the town for the initial period (3 years) of the contract.
- 4.16 Quantities in this quotation are estimated based upon historical data for the purpose of quote evaluation, the Town reserves their right to change quantities and scope of the quotation based on budgetary considerations or other factors. This is not a guarantee of work. For non-scheduled services, the total average cost will be calculated based upon 120 hours and 60 occurrences per the life of the contract (See Bid Proposal page BP-5).

5.0 WARRANTY

- 5.1 The Respondent shall warrant labor for a period of thirty (30) calendar days on all repairs and one (1) year on all new work from date of acceptance.
- 5.2 All material/equipment shall be warranted for a period of thirty (30) calendar days on all repairs and one (1) year on all new work from date of acceptance.
- 5.3 Any replacement or repair during this period shall be at no cost to the Town.

6.0 CANCELLATION OF CONTRACT

- 6.1 The Town of Glastonbury reserves the right to cancel in part or in its entirety the contract, if it is in the best interests of the Town to do so. The contract may be canceled for just cause (poor quality work, non-response, lack of payment, etc.) should the Town or bidder not meet the requirements as stated herein. Cancellation shall be effective 30 days after written notice is received.

7.0 PAYMENT

- 7.1 Separate Purchase Orders will be issued for the Town and BOE. Payment shall be made within thirty (30) days after receipt of written invoices directed to:
- For the Town: Accounting Department, Town of Glastonbury, 2155 Main Street, PO Box 6523, Glastonbury, CT 06033
 - For the BOE: Karen Bonfiglio, Finance Manager, Board of Education, 624 Hebron Avenue, Glastonbury, CT 06033.

Invoices shall not be combined and shall be sent directly to each office.

INSURANCE

The Bidder shall, at its own expense and cost, obtain and keep in force during the entire duration of the Project or Work the following insurance coverage covering the Bidder and all of its agents, employees and sub-contractors and other providers of services and shall name the **Town of Glastonbury and the Board of Education and its employees and agents as an Additional Insured** on a primary and non-contributory basis to the Bidders Commercial General Liability and Automobile Liability policies. All policies shall contain a waiver of subrogation. **These requirements shall be clearly stated in the remarks section on the Bidder's Certificate of Insurance.** Insurance shall be written with insurance carriers approved in the State of Connecticut and with a minimum Best's Rating of A-VIII. In addition, all carriers are subject to approval by the Town. Minimum Limits and requirements are stated below:

1) Worker's Compensation Insurance:

- Statutory Coverage
- Employer's Liability
- \$500,000 each accident/\$500,000 disease-policy limit/\$500,000 disease each employee
- A Waiver of Subrogation shall be provided

2) Commercial General Liability:

- Including Premises & Operations, Products and Completed Operations, Personal and Advertising Injury, Contractual Liability and Independent Contractors.
- Limits of Liability for Bodily Injury and Property Damage
Each Occurrence \$1,000,000
Aggregate \$2,000,000 (The Aggregate Limit shall apply separately to each job.)
- A Waiver of Subrogation shall be provided

3) Automobile Insurance:

- Including all owned, hired, borrowed and non-owned vehicles
- Limit of Liability for Bodily Injury and Property Damage:
Per Accident \$1,000,000
- A Waiver of Subrogation shall be provided

The Bidder shall direct its Insurer to provide a Certificate of Insurance to the Town before any work is performed. The Contractor shall be responsible to notify the Town 60 days in advance with written notice of cancellation or non-renewal. The Certificate shall evidence all required coverage including the Additional Insured on the General Liability and Auto Liability policies. The Bidder shall provide the Town copies of any such insurance policies upon request.

INDEMNIFICATION

To the fullest extent permitted by law, the Bidder shall indemnify and hold harmless the Town of Glastonbury and the Board of Education and its consultants, agents, and employees from and against all claims, damages, losses and expenses, direct, indirect or consequential (including but not limited to fees and charges of engineers, attorneys and other professionals and court and arbitration costs) to the extent arising out of or resulting from the performance of the Bidder's work, provided that such claim, damage, loss or expense is caused in whole or in part by any negligent act or omission by the Bidder, or breach of its obligations herein or by any person or organization directly or indirectly employed or engaged by the Bidder to perform or furnish either of the services, or anyone for whose acts the Bidder may be liable.

**TOWN OF GLASTONBURY
 Fire & Security Alarm Maintenance & Monitoring Services
 TOWN FACILITY AND EQUIPMENT LIST**

BID #GL-2016-02

<u>TOWN FACILITY</u>	<u>TYPE</u>	<u>MANUFACTURER</u>	<u>MODEL #</u>
ACADEMY 2143 MAIN ST	FIRE DIALER SECURITY(PANICS) DIALER	GAMEWELL BUILT-IN BOSCH BUILT-IN	7100 D7412GV3
AMBULANCE BUILDING 2112 MAIN ST	FIRE DIALER	SIMPLEX RADIONICS	4002 D2071A
BIRCH MOUNTAIN TOWER BIRCH MOUNTAIN ROAD	FIRE/SECURITY DIALER	BOSCH BUILT-IN	D7412GV3
BULKY WASTE 1145 TRYON ST	SECURITY DIALER	RADIONICS BUILT-IN	D7212
DOG POUND 1090R NEW LONDON TNPK	FIRE/SECURITY DIALER	BOSCH BUILT-IN	D7412GV2
FIRE COMPANY #1 2825 MAIN STREET	FIRE DIALER SECURITY DIALER	SIMPLEX RADIONICS RADIONICS BUILT-IN	4001-9403 D2071A D7212
FIRE COMPANY #2 905 MAIN ST	FIRE DIALER	FEDERAL SIGNAL RADIONICS	FIREALARM 6000 D2071A
FIRE COMPANY #3 1089 CHESTNUT HILL RD	FIRE DIALER	RADIONICS BUILT-IN	D7024
FIRE COMPANY #4 1247 MANCHESTER RD	FIRE DIALER	BOSCH BUILT-IN	D7024
GIDEON WELLES HOUSE 17 HEBRON AVE	FIRE DIALER	BOSCH BUILT-IN	D7412G
HIGHWAY GARAGE 2380 NEW LONDON TPKE	FIRE DIALER SECURITY DIALER	RADIONICS RADIONICS NETWORX BUILT-IN	D7024 D2071A NX-8E
PARKS & RECREATION 1086R NEW LONDON TNPK	FIRE/SECURITY DIALER	HONEYWELL BUILT-IN	SILENT NIGHT RA-2000

TOWN OF GLASTONBURY
Fire & Security Alarm Maintenance & Monitoring Services
TOWN FACILITY AND EQUIPMENT LIST

BID #GL-2016-02

<u>TOWN FACILITY</u>	<u>TYPE</u>	<u>MANUFACTURER</u>	<u>MODEL #</u>
POLICE ANNEX 2108 MAIN ST	FIRE DIALER	SIMPLEX NONE	4004-9101 REPORTS TO PD PANEL
POLICE FACILITY 2108 MAIN ST	FIRE DIALER SECURITY DIALER	RADIONICS BUILT-IN RADIONICS BUILT-IN	D7024 D7412GV2
RIVERFRONT BOAT HOUSE 250 WELLES ST	FIRE DIALER	NOTIFIER BUILT-IN	FIREWARDEN 100-2E
RIVERFRONT COMMUNITY CNTR 300 WELLES STREET	FIRE DIALER SECURITY DIALER	NOTIFIER BUILT-IN RADIONICS BUILT-IN	NFS-640 D9412G
TOWN HALL 2155 MAIN ST	SECURITY DIALER	RADIONICS BUILT-IN	D7212
TRANSFER STATION 2340 NEW LONDON TNPK	SECURITY DIALER	RADIONICS BUILT-IN	D7412G
WASTEWATER 2149 MAIN ST	FIRE DIALER	NOTIFIER BUILT-IN	NFF-320
WELLES-TURNER LIBRARY 2407 MAIN ST	FIRE DIALER SECURITY DIALER	CERBERUS RADIONICS RADIONICS BUILT-IN	MXL-IQ D2071A D7412GV2
WILLIAMS ST OFFICE	FIRE DIALER SECURITY DIALER	BOSCH RADIONICS DYNAMARK BUILT-IN	D7024 D2071A
YOUTH/FAMILY ANNEX 295 HUBBARD ST	FIRE DIALER SECURITY DIALER	SIMPLEX RADIONICS RADIONICS BUILT-IN	4001-9403 2071A D7212
YOUTH/FAMILY SVCS 321 HUBBARD ST	FIRE DIALER SECURITY DIALER	RADIONICS RADIONICS RADIONICS BUILT-IN	D7024 D2071A D7212

**TOWN OF GLASTONBURY
 Fire & Security Alarm Maintenance & Monitoring Services
 BOARD OF EDUCATION FACILITY AND EQUIPMENT LIST**

BID #GL-2016-02

<u>BOE FACILITY</u>	<u>TYPE</u>	<u>MANUFACTURER</u>	<u>MODEL #</u>
BUS DEPOT 311 OAKWOOD DR.	FIRE/SECURITY	BOSCH	D7412
BUTTONBALL LA. SCH. 376 BUTTONBALL LANE	FIRE SECURITY	SIMPLEX DSC POWER 832	4003-9001 PC5010
EASTBURY SCHOOL 1389 NEIPSIC RD.	FIRE SECURITY	SIMPLEX DSC POWER 832	4002-8901 PC5010
FIELD HOUSE 1086 NEW LONDON TPKE.	FIRE	EDWARDS SYS. TECH.	QS1-1-G-1
GLAST. EH MAGNET SCH. 95 OAK ST.	FIRE SECURITY	HONEYWELL HONEYWELL	NFS2-640/E VISTA-128 BPT
GLAST. HIGH SCHOOL 330 HUBBARD ST.	FIRE SECURITY	EDWARDS SYS. TECH. GE ALLIANCE	EST3 AL-4017
GIDEON WELLES SCHOOL 1029 NEIPSIC RD.	FIRE SECURITY	SIMPLEX BOSCH	4020-8001 D7412-GV3
HEBRON AVE. SCHOOL 1363 HEBRON AVE.	FIRE SECURITY	SIMPLEX DSC POWER 832	4002-8901 PC5010
HOPEWELL SCHOOL 1068 CHESTNUT HILL RD.	FIRE SECURITY	SIMPLEX DSC POWER 832	4002-8901 PC5010
NAUBUC SCHOOL 82 GRISWOLD ST.	FIRE SECURITY	SIMPLEX DSC POWER 832	4002-8001 PC5010
NAYAUG SCHOOL 2222 OLD MAIDS LANE	FIRE SECURITY	EDWARDS SYS. TECH. GE ALLIANCE	EST3 AL-4017
SMITH MIDDLE SCH. 216 ADDISON RD.	FIRE SECURITY	SIMPLEX DETECTION SYS. INC.	4020-8001 DS 7400X1

**TOWN OF GLASTONBURY
FACILITIES SERVICES DEPARTMENT**

Date: July XX, 2015

Memorandum

To: Alarm Monitoring Company Fax xxx-xxx-xxxx

From: Robert Planeta, Facilities Services Supervisor

Re: Emergency Standby

The following is a list of personnel who are available by telephone or pager for emergency calls. This applies to all accounts.

The first person on the list should be contacted first unless otherwise noted in the priority column. Use the telephone as the primary contact method. If no one answers, use the pager. If the first person does not respond within 15 minutes of being paged, contact the second person on the list first by phone and then by pager. Continue through the list allowing 15 minutes between calls until contact is made.

The pagers are **Digital Pagers** - After the message enter your phone number **xxx-xxx-xxxx** followed by the **Incident Number**.

This list is for the call-out period from **7:00 a.m., July 7, 2015** to **6:59 a.m., July 14, 2015**.

PRIORITY/TIME	NAME	TELEPHONE	PAGER
1. All Times Except Monday - Friday 7:00AM – 3:30PM Excluding Holidays	Primary on-call person	xxx-xxx-xxxx	xxx-xxx-xxxx
2. All times other than priority 1.	Robert Planeta	xxx-xxx-xxxx	xxx-xxx-xxxx
3. Any time unable to reach 1 or 2.	David Sacchitella	xxx-xxx-xxxx	

Please return fax confirmation of receipt. You will be advised in writing of any changes.



TOWN OF GLASTONBURY * 2155 MAIN STREET * GLASTONBURY * CT

BID / PROPOSAL NO: GL-2016-02 DATE DUE: MAY 19, 2015

DATE ADVERTISED: MAY 4, 2015 TIME DUE: 11:00 AM

NAME OF PROJECT: FIRE & SECURITY ALARM MAINTENANCE & MONITORING SERVICES

In compliance with this Invitation to Bid, the Bidder hereby proposes to provide goods and/or services as per this solicitation in strict accordance with the Bid Documents, within the time set forth therein, and at the prices submitted with their bid response.

It is the responsibility of the Bidder to clearly mark the outside of the bid envelope with the Bid Number, Date and Time of Bid Opening, and it also THE RESPONSIBILITY OF THE BIDDER TO CHECK THE TOWN'S WEBSITE BEFORE SUBMITTING BID FOR ADDENDA POSTED PRIOR TO BID OPENING.

THE BIDDER ACKNOWLEDGES RECEIPT OF THE FOLLOWING ADDENDA AS REQUIRED:

Addendum #1 _____ (Initial/Date) Addendum #2 _____ (Initial/Date) Addendum #3 _____ (Initial/Date)

CODE OF ETHICS:

I / We have reviewed a copy of the Town of Glastonbury's Code of Ethics and agree to submit a Consultant Acknowledgement Form if I / We are selected. Yes _____ No _____ *

*Bidder is advised that effective August 1, 2003, the Town of Glastonbury cannot consider any bid or proposal where the bidder has not agreed to the above statement.

Print Name, Title of Individual

Doing Business as (Trade Name)

Signature of Individual

Street Address

Date

City, State, Zip Code

E:mail Address

Telephone Number / Fax Number

(Seal – If bid is by a Corporation)

Attest

TOWN OF GLASTONBURY
Fire & Security Alarm Maintenance & Monitoring Services
BID PROPOSAL

BID #GL-2016-02

**Indicate Fire and/or Security System Inspection Cost for each location in the spaces provided below:
(Most systems require annual inspection however four require bi-annual inspection)**

TOWN - FACILITIES	FIRE SYSTEM	SECURITY SYSTEM	COMBINED SYSTEMS	QTY PER YEAR	TOTAL ANNUAL COST
1. ACADEMY SCHOOL	\$	\$		1	\$
2. AMBULANCE BUILDING	\$			1	\$
3. BIRCH MOUNTAIN TOWER (Bi-Annl)			\$	2	\$
4. BULKY WASTE FACILITY		\$		1	\$
5. DOG POUND			\$	2	\$
6. FIRE COMPANY #1	\$	\$		1	\$
7. FIRE COMPANY #2	\$			1	\$
8. FIRE COMPANY #3	\$			1	\$
9. FIRE COMPANY #4	\$			1	\$
10. GIDEON WELLES HOUSE	\$			1	\$
11. HIGHWAY GARAGE	\$	\$		1	\$
12. PARKS & RECREATION			\$	1	\$
13. POLICE ANNEX (Bi-Annual)	\$			2	\$
14. POLICE FACILITY (Bi-Annual)	\$	\$		2	\$
15. RIVERFRONT BOAT HOUSE	\$			1	\$
16. RIVERFRONT COMM CENTER	\$	\$		1	\$
17. TOWN HALL		\$		1	\$
18. TRANSFER STATION		\$		1	\$
19. WASTEWATER	\$			1	\$
20. WELLES-TURNER LIBRARY	\$	\$		1	\$
21. WILLIAM ST OFFICE	\$	\$		1	\$
22. YOUTH/FAMILY ANNEX	\$	\$		1	\$
23. YOUTH/FAMILY SERVICES	\$	\$		1	\$
Town Total (Items 1-23):	\$	\$	\$	27	\$
BOE - FACILITIES	FIRE SYSTEM	SECURITY SYSTEM	COMBINED SYSTEM	QTY PER YEAR	TOTAL ANNUAL COST
24. BUS YARD			\$	1	\$
25. BUTTONBALL LANE SCHOOL	\$	\$		1	\$
26. EASTBURY SCHOOL	\$	\$		1	\$
27. FIELD HOUSE	\$			1	\$
28. GEHMS	\$	\$		1	\$
29. GHS	\$	\$		1	\$
30. GIDEON WELLES SCHOOL	\$	\$		1	\$
31. HEBRON AVENUE SCHOOL	\$	\$		1	\$
32. HOPEWELL SCHOOL	\$	\$		1	\$
33. NAUBUC SCHOOL	\$	\$		1	\$
34. NAYAUG SCHOOL	\$	\$		1	\$
35. SMITH MIDDLE SCHOOL	\$	\$		1	\$
Board of Ed Total (Items 21-35)	\$	\$		12	\$
Total Inspection Cost (Items 1- 35)	\$	\$	\$	39	\$

Total Cost for all Inspections: \$ _____ **(WRITTEN AMOUNT)**

Name of Bidder: _____

TOWN OF GLASTONBURY
Fire & Security Alarm Maintenance & Monitoring Services
BID PROPOSAL

BID #GL-2016-02

Indicate cost for Monitoring Fire & Security System in the space provided below:

	Name Of Town Facility	Alarm Type System			Monitor Alarm Cost		Program Cost Per Location C	Equip & Install Fee Per Location D	Total Annual Cost Add Columns B+C+D
		Fire	Security	Combined	Per Month A	Per 12 Months B = (A x 12)			
1	ACADEMY SCHOOL	X	X		\$	\$	\$	\$	\$
2	AMBULANCE BUILDING	X			\$	\$	\$	\$	\$
3	BULKY WASTE FACILITY		X		\$	\$	\$	\$	\$
4	DOG POUND			X	\$	\$	\$	\$	\$
5	FIRE COMPANY #1	X	X		\$	\$	\$	\$	\$
6	FIRE COMPANY #2	X			\$	\$	\$	\$	\$
7	FIRE COMPANY #3	X			\$	\$	\$	\$	\$
8	FIRE COMPANY #4	X			\$	\$	\$	\$	\$
9	GIDEON WELLES HOUSE	X			\$	\$	\$	\$	\$
10	HIGHWAY GARAGE	X	X		\$	\$	\$	\$	\$
11	PARKS & RECREATION			X	\$	\$	\$	\$	\$
12	RIVERFRONT BOAT HOUSE	X			\$	\$	\$	\$	\$
13	RIVERFRONT COMM CTR			X	\$	\$	\$	\$	\$
14	TOWN HALL		X		\$	\$	\$	\$	\$
15	TRANSFER STATION		X		\$	\$	\$	\$	\$
16	WASTEWATERS	X			\$	\$	\$	\$	\$
17	WELLES-TURNER LIBRARY	X	X		\$	\$	\$	\$	\$
18	WILLIAM ST OFFICE	X	X		\$	\$	\$	\$	\$
19	YOUTH/FAMILY ANNEX	X	X		\$	\$	\$	\$	\$
20	YOUTH/FAMILY SVCS	X	X		\$	\$	\$	\$	\$
	TOTAL TOWN COST				\$	\$	\$	\$	\$

Name of Bidder: _____

**TOWN OF GLASTONBURY
Fire & Security Alarm Maintenance & Monitoring Services
BID PROPOSAL**

BID #GL-2016-02

	Name Of BOE Facility	Alarm Type System			Monitor Alarm Cost		Program Cost Per Location C	Equip & Install Fee Per Location D	Total Annual Cost Add Columns B+C+D
		Fire	Security	Combined	Per Month A	Per 12 Months B = (A x 12)			
21	BUS YARD			X	\$	\$	\$	\$	\$
22	BUTTONBALL LANE SCHL	X	X		\$	\$	\$	\$	\$
23	EASTBURY SCHOOL	X	X		\$	\$	\$	\$	\$
24	FIELD HOUSE	X			\$	\$	\$	\$	\$
25	GEHMS	X	X		\$	\$	\$	\$	\$
26	GHS	X	X		\$	\$	\$	\$	\$
27	GIDEON WELLES SCHOOL	X	X		\$	\$	\$	\$	\$
28	HEBRON AVENUE SCHOOL	X	X		\$	\$	\$	\$	\$
29	HOPEWELL SCHOOL	X	X		\$	\$	\$	\$	\$
30	NAUBUC SCHOOL	X	X		\$	\$	\$	\$	\$
31	NAYAUG SCHOOL	X	X		\$	\$	\$	\$	\$
32	SMITH MIDDLE SCHOOL	X	X		\$	\$	\$	\$	\$
	TOTAL BOE COST				\$	\$	\$	\$	\$
	TOTAL MONITORING COST				\$	\$	\$	\$	\$

Total Written Cost for Monitoring All Systems: \$ _____ **(WRITTEN AMOUNT)**

Name of Bidder: _____

TOWN OF GLASTONBURY
Fire & Security Alarm Maintenance & Monitoring Services
BID PROPOSAL

BID #GL-2016-02

SEC NO. **RATES FOR NON-SCHEDULED SERVICE - FOR EMERGENCIES**

The total average cost to be calculated on 120 hours & 60 occurrences per the life of the contract (per Sec No. 4.16, page GR-5)

- 3.2.2 REGULAR HOURLY RATE \$ _____/HR
- 3.2.3 OVERTIME HOURLY RATE \$ _____/HR
- 3.2.4 PREMIUM HOURLY RATE \$ _____/HR
- 3.2.6 TRAVEL COST PER CALL OUT \$ _____/CALL
- 3.2.7 MATERIAL MARK UP _____%
- 4.4 MAXIMUM RESPONSE TIME _____/HR(S)
- 4.6 MINIMUM CHARGE FOR SVC \$ _____/CALL

4.7 SPECIFY OTHER APPLICABLE COSTS: (must be specific)	UNIT	ANNUAL UNIT PRICE	ADDITIONAL YEAR UNIT PRICE
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____

EMERGENCY CONTACTS:

List Individual's Full Name and Title: _____ Phone Number _____ Fax Number _____
 NORMAL HOURS:

_____ AFTER HOURS: _____

CONTRACT EXTENSION:

Will Bidder extend contract for the additional year? 07/01/18 – 06/30/19 ____ YES ____ NO

Will Bidder extend contract for the additional year? 07/01/19 – 06/30/20 ____ YES ____ NO

Name of Bidder: _____

Other Items Required with Submission of Bid Proposal

The following bid checklist describes items required for inclusion with the above-referenced bid proposal package. It is provided for the convenience of the bidders and, therefore, should not be assumed to be a complete list.

- _____ List of five (5) similar projects completed within last three (3) years.
- _____ Acknowledgement of Addendums in Bid Proposal (as applicable).
- _____ Acknowledgement of Code of Ethics in Bid Proposal.
- _____ Sealed bids, one original and one copy.
- _____ Disclosure of past and pending mediation, arbitration and litigation cases that the Bidder or its principals have been involved in for the most recent five years (if applicable).

Name of Bidder: _____