

**TOWN OF GLASTONBURY
PROFESSIONAL SERVICES PROCUREMENT NOTICE
REQUEST FOR PROPOSAL
DESIGN AND INSTALLATION OF FIRE ALARM SYSTEM FOR
ACADEMY BUILDING
2143 MAIN STREET
RPGL-2009- 22**

The Town of Glastonbury will be accepting proposals from qualified individuals or firms to design and install a fully code compliant fire alarm system for the Academy Building "B," "C," and "D" wings including all devices, programming, start-up/testing, and training. The fire alarm system provided under this RFP shall be connected to, integrate fully, and operate in conjunction with the Town Hall system by either connecting to the existing Town Hall system or, including as part of this RFP work, replacement of the existing Town Hall fire alarm panel.

There will be a **MANDATORY PRE-PROPOSAL MEETING** HELD AT THE ACADEMY BUILDING, 2143 MAIN STREET, GLASTONBURY, CT. 06033 on December 12, 2008 at 10:00 AM. Attendance is mandatory. There will be key documents provided to attendees at that meeting.

Proposals must be submitted to the Purchasing Agent no later than **December 19, 2008 at 11:00 AM.**

LATE PROPOSALS WILL NOT BE CONSIDERED. COPIES OF THE PROPOSAL ARE AVAILABLE ON THE TOWN'S WEBSITE AT www.glastonbury-ct.gov.

Mary F. Visone
Purchasing Agent

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SECTION I – GENERAL INFORMATION

Background - The Academy Building is a former school that ceased to function as a school in 2001. The building is made up of three wings referred to as “B,” “C,” and “D” wings. The Academy Building is connected to the Town Hall which is referred to as the former “A” wing. The Town Hall, or former “A” wing, has its own fully-addressable fire alarm system installed in 1996. The Academy Building “B,” “C,” and “D” wings has its own fire alarm system which functions independently of the Town Hall or former “A” wing system.

A portion of the “C” wing is currently being renovated to accommodate office and information technology functions along with a change of use from educational to mixed business and assembly use. The renovation includes architectural, structural, mechanical, electrical, and other related upgrades. A new, code compliant, fire alarm system is required as part of that renovation.

General Intent - It is the general intent to have a new, fully code compliant, fire alarm system installed in the Academy Building “B,” “C,” and “D” wings including all devices, programming, start-up/testing, and training. The fire alarm system provided under this RFP shall be connected to, integrate fully, and operate in conjunction with the Town Hall system by either connecting to the existing Town Hall system or, including as part of this RFP work, replacement of the existing Town Hall fire alarm panel.

Existing Facility - A layout and description of the Academy Building is provided as Attachment A.

SECTION II – CONSIDERATIONS AND RESTRICTIONS

- Construction work performed under this RFP shall comply with Connecticut Prevailing Wage statutes.
- The selected vendor will be required to provide drawings reviewed and approved by a registered engineer and obtain a building permit for the work awarded. The fee for the building permit will be \$0.18 per \$1000 due the State. Local building permit fees will not be required.
- The fire alarm system proposed for the Academy Building may operate as a subsystem of the currently existing Town Hall system. If this is the method proposed, the proposal shall specify how the existing and proposed new systems will interact to insure compatibility. Alternatively, if considered more practical, the system may include a replacement Town Hall fire alarm panel and, if necessary, replacement of existing Town Hall devices as required to interoperate with the replacement panel. Systems proposed shall include technical options and corresponding pricing. In all cases, systems proposed must be fully code compliant and approved by the local Fire Marshal. Locations of any proposed annunciator panels shall be approved by the Fire Marshal. Proposals shall specify if voice evacuation systems are required and, if so, how and where they will be provided.
- All drawings, reports, data, and other documents prepared by the Vendor according to this Agreement shall be submitted to the Town for its review and approval. Resulting work products of the Vendor pursuant to this solicitation shall become property of the Town of Glastonbury.

- No such approval shall in any way be construed to relieve the Vendor of responsibility for technical adequacy or operate as a waiver of any of the Town's rights under this Agreement. The Vendor shall remain liable to the Town according to applicable laws and practices for all damages to the Town caused by the Vendor's negligent performance of any of the services furnished under this Agreement.
- The successful respondent shall ensure the system will comply with all applicable codes. The building will be available for work immediately. Hours available for work will be from 7:00 AM to 5:00 PM, Monday through Friday, holidays excepted. Work on weekends and evenings may be scheduled, as necessary.
- The Vendor shall conduct regular meetings with the Town, and other appropriate parties, at a location established by the Town to review progress. The Vendor will provide written notes of each meeting to all attending parties before the next meeting.
- Consideration will be given to the type of system proposed, the associated cost, and the time required to provide and install the system. It is the Town's preference that the design and installation be complete to allow for beneficial occupancy by the end of January 2009.
- Consideration will also be given to similarity of proposed systems to those currently existing in other Town facilities.
- Systems proposed shall also be able to be serviced by a third party vendor without any proprietary restrictions.
- **The Town shall not be obligated to accept any proposal and the Town shall reserve the sole right to determine the appropriateness of any proposal for this work.**

SECTION III - SUBMISSION OF PROPOSAL

MINIMUM REQUIREMENTS

- Vendor shall have an assigned project manager to oversee this work and act as liaison to the Town.
- Vendor shall demonstrate sufficient staff resources to perform the work.
- Vendor shall have demonstrated experience designing and installing similar systems within the past five (5) years.

SITE INSPECTION

A **mandatory site inspection** is scheduled for December 12, 2008 at 10:00 AM at the site at 2143 Main Street, Glastonbury, CT 06033. Key documents will be provided at that meeting so attendance is critical.

PROPOSAL INSTRUCTIONS

- By submitting a proposal, you represent that you have thoroughly examined and become familiar with the Scope of Services outlined in this RFP and you are capable of performing the work to achieve the Town's objectives.
- All firms are required to submit a **clearly marked** original and seven (7) copies of their proposal to Mary F. Visone, Purchasing Agent, 2155 Main Street, Glastonbury, CT by the date and time listed in the proposal response page. All proposals will be opened publicly and recorded as received. Respondents may be present at the opening; however, there will be no public reading of Proposals. Proposals received later than the time and date specified will not be considered. The proposal must be submitted in a sealed envelope or package and the outside shall be clearly marked as follows:

**SEALED REQUEST FOR PROPOSAL
PROFESSIONAL SERVICES PROCUREMENT NOTICE
DESIGN AND INSTALLATION OF FIRE ALARM SYSTEM – ACADEMY BLDG.
RPGL-2009-22
DECEMBER 19, 2008
11:00 AM**

- All respondents are required to submit the information detailed below. **Responses shall be organized and presented in the order listed below to assist the Town in reviewing and rating proposals.** Responses should be presented in appropriate detail to thoroughly respond to the requirements and expected services described herein.
 1. Table of Contents, to include clear identification of the material provided by section and number.
 2. A letter of transmittal indicating the firm's interest in providing the service and any other information that would assist the Town in making a selection. This letter must be signed by a person legally authorized to bind the firm to a contract.
 3. Name and telephone number of person(s) to be contacted for further information or clarification.
 4. Name and qualifications of assigned project manager and a list of staff members who would be involved with the project, including their assigned roles and a description of their background and experience.
 5. A background statement including a description of relevant experience of the firm/individual submitting the proposal.
 6. Technical Solution: Respondent shall provide a description of the type(s) of system(s) proposed for the facility. Any information that will be useful in communicating the system type to evaluators including operating features, expandability of the system, components and devices (types and quantities), line diagrams, technical information, warranty information (extended warranty if available), available alternates, bills of materials, training protocols, etc. should accompany the proposal. Details as to how the proposed system will replace or

- interoperate with the existing system in Town Hall shall be included. Any anticipated operational costs to the owner upon installation.
7. Proposed timeline for design, review, installation, start-up/testing, and training (please detail training provided).
 8. A fee or price structure for design, installation, start-up/testing, and training. The installation price shall include **unit pricing for devices and hourly rates** if required to revise quantities.
 9. Respondent shall provide a list of 3-5 references and examples of previous similar projects successfully completed within the last five years with the contact name, address and telephone number of the owners' representative in each project.
 10. A concluding statement as to why the respondent is best qualified to meet the needs of the Town.
 11. Proposal Response Form (**ATTACHMENT B**).
 12. Description of any exceptions taken to this RFP. If any proposal involves any exception from the stated requirements and specifications, they must be clearly noted as exceptions and attached to the proposal.
 13. Respondent is required to review the Town of Glastonbury Code of Ethics adopted July 8, 2003 and effective August 1, 2003. Respondent shall acknowledge that they have reviewed the document in the area provided on the attached Ethics Acknowledgement form included on **ATTACHMENT B**. The selected respondent will also be required to complete and sign a Consultant Acknowledgement Form prior to award. The Code of Ethics and the Consultant Acknowledgment Form can be accessed at the Town of Glastonbury website at www.glastonbury-ct.gov. Upon entering the website click on "Business," then "Doing Business with the Town," then "Bids and Quotes" which will bring you to the links for the Code of Ethics and the Consultant Acknowledgement Form. If the respondent 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 proposal.
 14. Statement of Non-Collusion (**ATTACHMENT C**).
 - Any technical questions regarding this RFP shall be made in writing and directed to Mr. David Sacchitella, Building Superintendent, at (860) 652-7706 or via e-mail at Dave.Sacchitella@glastonbury-ct.gov. Administrative questions should be directed to Mary F. Visone, Purchasing Agent at (860) 652-7588. Responses to the questions shall be in writing to all known firms making proposals.
 - Failure to include any of the above-referenced items in the submitted PROPOSAL may be grounds for disqualifying said proposal.

EVALUATION CRITERIA

- The Town of Glastonbury shall select the responsible and responsive Proposal which is determined by the Town to be the best suited, most advantageous, and provides the best value to the Town on the basis of the criteria and evaluation factors included in this Request for Proposal. Cost shall only be one factor in the award decision. The Town expressly reserves the right to negotiate with the selected proposer prior to an award of any contract pursuant to this RFP. Best value shall be determined by consideration of some or all of the following factors as deemed appropriate by the Town.
 - The qualifications and experience of the vendor and its designated account representative. Successful performance of similar work on other accounts.
 - Overall value to the Town: The total competitiveness and reasonableness of the total cost, including consideration of the anticipated operational costs that are incurred in the scope of the system features.
 - Technical solution: How the proposed system interoperates with the Town Hall system, how it complies with applicable codes, specifications of proposed components (main panel, annunciator panels, devices, etc.), and operating characteristics, adaptability, and other technical attributes of the proposed system and associated components.
 - Quality, ease of use, warranty, training, and expandability: Quality and ease of use of the system, components, and workmanship, warranty provisions for the system and various components, training provided to system users and maintainers, and the ability of the system to be expanded to accommodate additional devices, sensors, and square footage in the future.
 - Training, Specifications and The degree to which the product meets the specified needs of the Town including consideration, when appropriate, of the compatibility with and ease of integration with existing products, services and systems currently in use.
 - The number, scope, and significance of conditions or exceptions attached or contained in the proposal and the terms of warranties, guarantees, return policies and insurance provisions.

SELECTION PROCESS

- This request for proposals does not commit the Town of Glastonbury to award a contract or to pay any costs incurred in the preparation of a proposal to this request. All proposals submitted in response to this request become the property of the Town of Glastonbury. The Town of Glastonbury reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with the selected respondents, the right to extend the contract for an additional services, or to cancel in part or in its entirety the request for proposals, if it is in the best interests of the Town to do so.
- An Evaluation Committee, appointed by the Town Manager, will evaluate all proposals received for completeness and the respondent's ability to meet all requirements as outlined in this RFP.

- Following review and evaluation of proposals, the Town reserves the right to request certain additional information. Based on review and rating of proposals, if determined to be necessary, a short list of respondents may be invited to interview with the Town Selection Committee.
- Additional technical and/or cost information may be requested from any respondent by the evaluation committee prior to, during, or after the interview for clarification purposes, but in no way changes the original proposal submitted. Interviews are at the option of the evaluation committee and may or may not be conducted.
- Based on the results of the interview process, the Town will review the Scope of Services, proposed fee schedule, and other factors with the top-rated firm(s) and negotiate a specific agreement based on these discussions.
- The selected respondent will be issued a purchase order to perform the work.

TIMELINE

The Town intends to adhere to the schedule listed below as closely as possible, but reserves the right to modify the schedule in the best interest of the Town as required.

Publicize RFP	December 5, 2008
Mandatory Pre-proposal Meeting	December 12, 2008
RFP Due Date	December 19, 2008 by 11:00 A.M.
Shortlist of Submittals Received	TBD, if necessary
Interviews with Top Respondents	TBD, if necessary
Contract Effective Date	TBD

INSURANCE REQUIREMENTS

- The respondent shall, at its own expense and cost, obtain and keep in force during the entire duration of the response and removal activities the following insurance coverage covering the respondent and all of its agents, employees and sub-contractors and other providers of services and shall name the Town of Glastonbury, its employees and agents as an Additional Insured on a primary and non-contributory basis to the respondents Commercial General Liability and Automobile Liability policies. Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum Best's Rating of A-. In addition, all Carriers are subject to approval by the Town of Glastonbury.
1. Worker's Compensation Insurance:
 - Statutory Coverage
 - Employer's Liability
 - \$100,000 each accident/\$500,000 disease-policy limit/\$100,000 disease each employee

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 location)
- 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

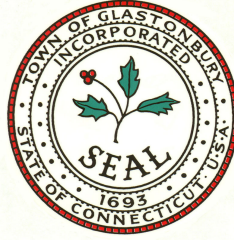
4. Professional Liability:

- Limit of Liability: \$1,000,000

5. Umbrella Liability:

- Limit of Liability: \$2,000,000 Per Occurrence & Annual Aggregate
 - Coverage is to apply in excess of all primary insurance policies, coverages, and limits specified above
- The respondent shall direct its Insurer to provide a Certificate of Insurance to the Town of Glastonbury before any work is performed. The Certificate shall specify that the Town of Glastonbury shall receive 30 days advance written notice of cancellation or non-renewal. The Certificate shall evidence all required coverage including the Additional Insured and Waiver of Subrogation. **The required Certificate shall be sent to the attention of Mary F. Visone, Purchasing Agent, Town of Glastonbury, 2155 Main Street, Glastonbury, Connecticut 06033.**
 - The above insurance requirements are the Town's general requirements. Insurance requirements with the awarded respondent are subject to final negotiations.

ATTACHMENT B
PROPOSAL RESPONSE PAGE



TOWN OF GLASTONBURY
PROPOSAL

DATE ADVERTISED

12-5-08

RPGL #

DATE / TIME DUE

2009-22

December 19, 2008 @
11:00 a.m.

NAME OF PROPOSAL

Design and Installation of Fire Alarm System – Academy Bldg.
REQUEST FOR PROPOSAL

Pricing proposals shall include line items for:

- i. Design
- ii. Installation, Programming, and Start-up/Testing
- iii. Training

Additionally, proposals shall include:

- a. Material unit prices for additional devices
- b. Hourly labor rates

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 _____ *

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

_____	_____
Type or Print Name of Individual	Doing Business as (Trade Name)
_____	_____
Signature of Individual	Street Address
_____	_____
Title	City, State, Zip Code
_____	_____
Date	Telephone Number / Fax Number
_____	_____
E-Mail Address	SS # or TIN#

(Seal – If proposal is by a Corporation)

Attest

ATTACHMENT C

TOWN OF GLASTONBURY
PROFESSIONAL SERVICES PROCUREMENT NOTICE
REQUEST FOR PROPOSAL
Design and Installation of Fire Alarm System – Academy Bldg.

NON-COLLUSION STATEMENT

The company submitting this proposal certifies that it is being submitted without any collusion, communication or agreement as to any matter relating to it with any other respondent or competitor. We understand that this proposal must be signed by an authorized agent of our company to constitute a valid proposal.

Date: _____

Name of Company: _____

Name and Title of Agent: _____

By (SIGNATURE): _____

Address: _____

Telephone Number: _____