

**TOWN OF GLASTONBURY  
PROCUREMENT NOTICE  
REQUEST FOR PROPOSAL  
PROVIDE AND INSTALL VIDEO SURVEILLANCE SYSTEM  
GIDEON WELLES AND SMITH MIDDLE SCHOOLS  
RPGL-2010- 31**

The Town of Glastonbury will be accepting proposals from qualified individuals or firms to provide and install video surveillance systems in the Gideon Welles and Smith Middle Schools located at 1029 Neipsic Road and 216 Addison Road, respectively. The purpose of the project is to provide enhanced security at the two schools. The selected contractor shall conduct and completely manage the project as a "general contractor," supplying the personnel, equipment, services, and expertise necessary. Proposals shall provide technical data for the system and components to be provided, pricing proposals, installation sequences and schedules, and other data necessary in order to determine the best value.

There will be a **MANDATORY PRE-PROPOSAL MEETING** starting at Smith Middle School, 216 Addison Road, Glastonbury, CT 06033 and proceeding to Gideon Welles School, 1029 Neipsic Road, Glastonbury, CT 06033 on **February 17, 2010 at 9:00 AM**. Attendance is mandatory.

Proposals must be submitted to the Purchasing Agent no later than **March 3, 2010 at 11:00 AM**.

**LATE PROPOSALS WILL NOT BE CONSIDERED. COPIES OF THE REQUEST FOR PROPOSAL ARE AVAILABLE ON THE TOWN'S WEBSITE AT [www.glastonbury-ct.gov](http://www.glastonbury-ct.gov).**

Mary F. Visone  
Purchasing Agent

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## SECTION I – GENERAL INFORMATION

**Background** - The Gideon Welles School is located at 1029 Neipsic Road and was constructed in approximately 1969 and renovated in 2001. The Smith Middle School is located at 216 Addison Road and was constructed in approximately 2000. Both schools have basic video surveillance systems that were installed approximately ten (10) years ago.

**General Intent** - It is the general intent to replace and/or expand on the existing video surveillance systems to provide more modern, higher resolution, and enhanced viewing and recording systems. The work shall include providing and installing all necessary equipment and electrical and data wiring and connecting and programming the systems to provide a fully functional system that provides connectivity with the school system data network and is viewable through that network by administrators provided with access.

**Existing Facility** – Basic plans/sketches are provided as **ATTACHMENT A**.

## SECTION II – CONSIDERATIONS AND RESTRICTIONS

- The selected vendor will be required to obtain a building permit for the work awarded. The fee for the building permit will be \$0.22 per \$1000 due the State. Local building permit fees will not be required.
- The selected vendor will be required to provide 100% Performance and Payment bonds. These bonds 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 Bonds will be returned upon the delivery and acceptance of the RFP items.
- The successful respondent shall ensure the system will comply with all applicable codes. The buildings will be available for work during the summer vacation period, presently scheduled to commence on or about 17 June 2010 (depending on make-up days required due to snow). The selected vendor may access the building prior to the summer vacation in order to make measurements, perform non-intrusive investigation, etc. Access must be scheduled with the Glastonbury Public Schools Facilities Office at (860) 652-7992. Hours available for work will be from 7:00 AM to 3:30 PM, Monday through Friday, holidays excepted. Work on weekends and evenings may be scheduled, as necessary.
- The work shall include the provision and installation of all power and data cabling and connections, cameras, DVRs, controls, mounting hardware, cable supports, cable testing and labeling, interface with the school district's data network, and software necessary to provide a complete and usable system that is accessible by all school administrators provided with appropriate authorization and access.
- The system(s) proposed shall have the capability of being accessed externally through the school district's firewall. For example, access to the DVR/central control may be required from locations such as the Glastonbury Police Department or a remote command center.
- The system(s) provided shall be capable of recording, playing back, and archiving no less than 15 days of data.

- **ATTACHMENT A** provides floor plans of Smith Middle and Gideon Welles Schools annotated with the camera locations and capabilities of cameras to be provided as well as a listing of the cameras to be provided. The locations and camera types are intended to provide observation of areas the school security staff has determined to be of interest. If respondents believe the observation can be provided with fewer or different camera configurations their proposals shall so indicate and explain how the coverage will be provided. Additional requirements related to locations of recording equipment, monitors, and PTZ camera control are included in **ATTACHMENT A**.
- Components and/or wiring of the currently existing systems in the schools may be reused if compatible with the proposed new systems. Support, labeling, and testing of any reused existing cabling shall be provided to ensure acceptability and compatibility with the proposed new system.
- The work shall include the removal of all existing components that are not reused in the new system. The selected vendor shall advise the Glastonbury Public School Facilities Office if/when they intend to remove and dispose of existing equipment, shall provide a list of the equipment proposed for removal and disposal, and provide the school district the opportunity to salvage any equipment. Any items the school district does not want to salvage shall become the property of the vendor.
- Upon completion of the work, the selected vendor shall provide two complete sets of technical data related to the systems provided including technical and operation and maintenance manuals, as-built drawings, test results, and any other data required to operate and maintain the system.
- The work shall include operational testing of the system provided and installed and instruction of educational staff in the proper operation and maintenance of the systems and components.
- Vendors may propose more than one alternative to satisfy the Town/Board of Education (BoE) requirement. For each alternative proposed the following information shall be provided, at a minimum:
  - Price to perform the work.
  - Technical data for each of the system(s) and components proposed for installation including layout, sketches, configuration, components, wiring/cabling, connections to existing power and data systems, including make, model, ratings, warranties, and quantities of components to be provided, software, and any other data necessary to evaluate the applicability of the system.
  - Complete scope of work included in the proposal and any work not included in the proposal but required to make the system fully functional.
  - A schedule indicating major milestones for installation of new system, removal of existing components, operational testing, and operations and maintenance training of education staff.
  - Warranties provided.
  - Any premium costs associated with work outside of normal work hours that is not included in the basic price proposal.
  - Copies of applicable contractor's licenses.
  - Names and phone numbers of references for similar work performed.

- All drawings, reports, data, and other documents prepared by the Vendor according to this Agreement shall be submitted to the Town/BoE for its review and approval. Resulting work products of the Vendor pursuant to this solicitation shall become property of the Town of Glastonbury/Glastonbury Board of Education.
- 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/BoE rights under this Agreement. The Vendor shall remain liable to the Town/BoE according to applicable laws and practices for all damages to the Town/BoE caused by the Vendor's negligent performance of any of the services furnished under this Agreement.
- The Vendor shall conduct regular meetings with the Town/BoE, and other appropriate parties, at a location established by the Town/BoE to review progress. The Vendor shall 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, the ability of the system to provide surveillance capability, any incentives or rebates anticipated and verified, maintenance and operation requirements and characteristics, and the time required to provide and install the system.
- Systems proposed shall also be able to be serviced by a third party vendor without any proprietary restrictions.
- Upon award, the selected vendor will be required to complete, submit, and comply with the conditions of the Contractor Compliance Form provided at **ATTACHMENT D**.
- **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 be licensed by the State of Connecticut to perform the work required and involved.
- Vendor shall have an assigned project manager to oversee this work and act as liaison to the Town/BoE.
- 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.

#### ***TERM OF SERVICE***

The selected firm will be expected to commence services within 15 days of contract execution or on such other schedule as may be agreed to with the Town/BoE. The Town/BoE anticipates allocating up to 3 months of overall time for the project described herein including data

collection, meetings, consultant preparation, etc. The Town of Glastonbury reserves the right to cancel this proposal process at any time should any of the following conditions exist:

- Funds are not appropriated to allow continuance of this contract.
- The Town, through changes in its requirements or method of operation, no longer has a need for this service.
- The Town is not satisfied with the level of services provided under the contract or the contractor fails to comply with any of the terms and conditions outlined in the contract.

### ***SITE INSPECTION***

A **mandatory pre-proposal and site inspection** is scheduled for **February 17, 2010 at 9:00 AM**. The site inspection will begin at Smith Middle School, 216 Addison Road, Glastonbury, CT 06033 and proceed to Gideon Welles School, 1029 Neipsic Road, Glastonbury, CT 06033.

### ***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  
PROCUREMENT NOTICE  
PROVIDE AND INSTALL VIDEO SURVEILLANCE SYSTEM  
GIDEON WELLES AND SMITH MIDDLE SCHOOLS  
RPGL-2010-31  
March 3, 2010  
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. Copy of State of Connecticut license to perform the work required and involved.
5. 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.
6. A background statement including a description of relevant experience of the firm/individual submitting the proposal.
7. For each alternative proposed the following information:
  - a. Price to perform the work (provide at least the level of detail as shown in **ATTACHMENT B**).
  - b. Any premium costs associated with work outside of normal work hours that is not included in the basic price proposal.
  - c. Technical data for each of the system(s) and components proposed for installation including layout, configuration, components, wiring/cabling, connections to existing power and data systems, including make, model, ratings, warranties, and quantities of components to be provided, software, and any other data necessary to evaluate the applicability of the system.
  - d. Any variations from the camera locations/types identified in **ATTACHMENT A** with an accompanying explanation for the variations.
  - e. Complete scope of work included in the proposal and any work not included in the proposal but required to make the system fully functional.
  - f. A schedule indicating major milestones for installation of new system, removal of existing components, operational testing, and operations and maintenance training of Town staff.
  - g. Warranties provided.
  - h. Amount (hours) and type of training to be provided.
8. 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.
9. A concluding statement as to why the respondent is best qualified to meet the needs of the Town/BoE.
10. Proposal Response Form (**ATTACHMENT B**).
11. 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.
12. 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](http://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.

13. Statement of Non-Collusion (**ATTACHMENT C**).

14. **Non Resident Contractors (IF APPLICABLE)**

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. **Upon award, all nonresident contractors must furnish a five percent (5%) sales tax guarantee bond (state form AU-766), or a cash bond for 5% of the total contract price (state form AU-72) to DRS even though this project is exempt from most sales and use taxes.**

See State Notice to Nonresident Contractors SN 2005(12). If the above bond is not provided the Town is required to withhold 5% from Contractor's payments and forward it to the State DRS.

Contractor must promptly furnish to the Town a copy of the **Certificate of Compliance** issued by the State DRS.

- 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](mailto:Dave.Sacchitella@glastonbury-ct.gov). Administrative questions should be directed to Mary F. Visone, Purchasing Agent at (860) 652-7588. All questions, answers, and/or addenda, as applicable, will be posted on the Town's website at [www.glastonbury-ct.gov](http://www.glastonbury-ct.gov) (Upon entering the website click on Bids & RFPs). **It is the respondent's responsibility to check the website for addenda prior to submission of any proposal.**
- **Note:** Responses to requests for more specific contract information than is contained in the RFP shall be limited to information that is available to all offerors and that is necessary to complete this process. The request must be received at least five (5) business days prior to the advertised response deadline.
- The Town of Glastonbury is dedicated to waste reduction and the practice of using and promoting the use of recycled and environmentally preferable products. Respondents are encouraged to submit RFP responses that are printed double-sided (except for the signed proposal page) on recycled paper, and to use paper dividers to organize the RFP for review. All proposal pages should be secured with a binder clip, staple or elastic band, and shall not be submitted in plastic binders or covers, nor shall the proposal contain any plastic inserts or pages. We appreciate your efforts towards a greener environment.
- 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. Initial cost is 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.
  - Completeness of the proposal and adequacy of the information provided.
  - Technical Solution/Approach to Project: Types, capabilities, efficiency, applicability, ease of operation and maintenance, warranties, etc. of system and components proposed.
  - Schedule.
  - Total Cost/Overall Value: Price to provide and install the complete and usable system and provide required training and documentation.
  - The number, scope, and significance of conditions or exceptions attached or contained in the proposal.

### **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 price, 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	<b>February 8, 2010</b>
Mandatory Pre-proposal Meeting	<b>February 17, 2010 @ 9:00 AM</b>
RFP Due Date	<b>March 3, 2010 @ 11:00 AM</b>
Shortlist of Submittals Received	<b>March 10, 2010</b>
Interviews with Top Respondents	<b>TBD, if necessary</b>
Contract Effective Date	<b>TBD</b>

**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/Glastonbury 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. **These requirements shall be clearly stated in the remarks section on the Bidders Certificate of Insurance.** 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. Minimum Limits and requirements are stated below:

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 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

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 Bidder shall direct its Insurer to provide a Certificate of Insurance to the Town before any work is performed. The Certificate shall specify that the Town 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 Bidder shall provide the Town copies of any such policies upon request.

***INDEMNIFICATION***

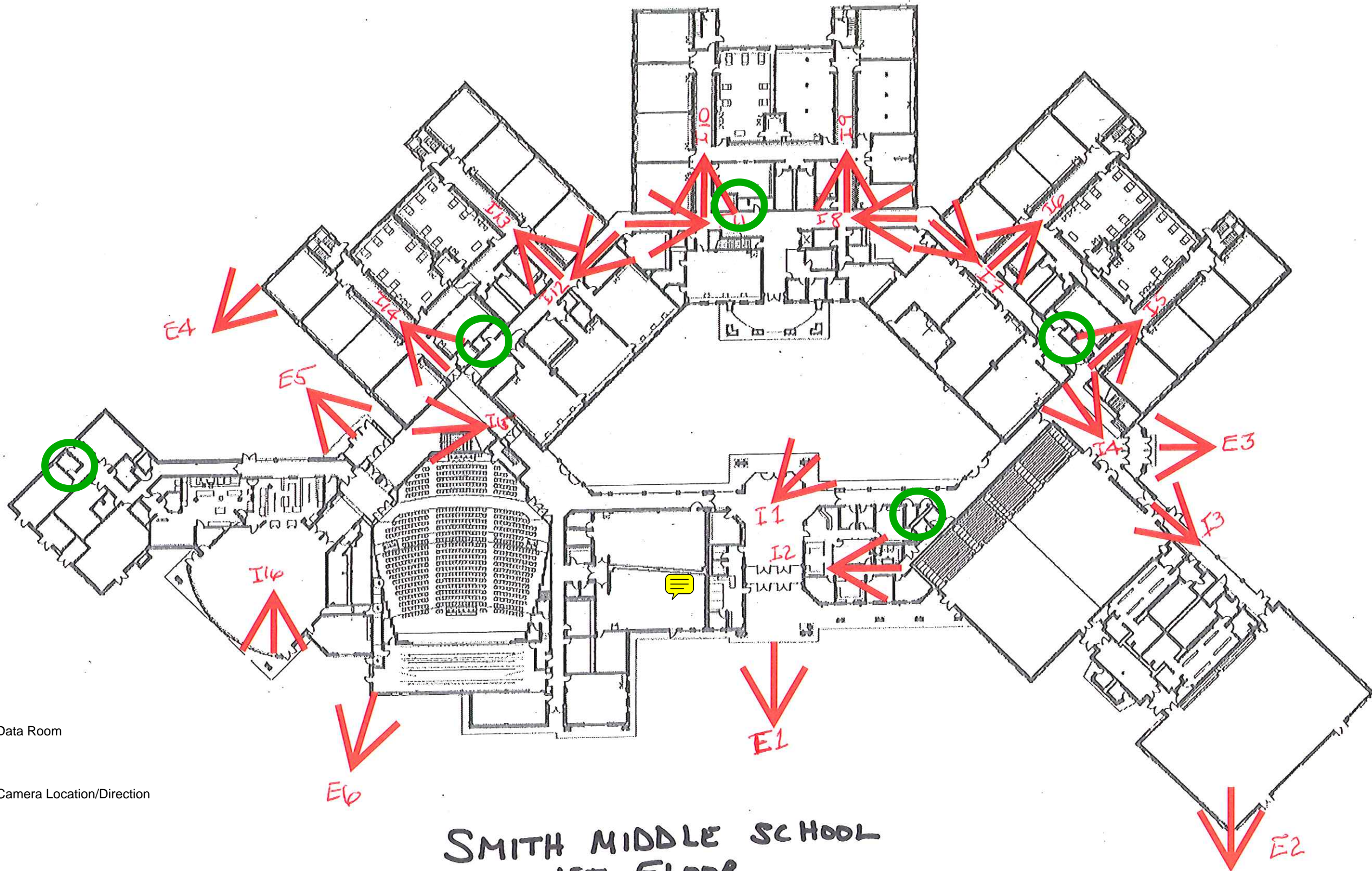
To the fullest extent permitted by law, the Bidder shall indemnify and hold harmless the Town of Glastonbury and the Glastonbury Board of Education and its consultants, agents, and employees from and against all claims, damages, losses and expenses, direct, indirect or consequential (including but not limited to fees and charges of engineers, attorneys and other professionals and court and arbitration costs) 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, regardless of whether or not it is caused in part by a party indemnified hereunder.

The above insurance requirements are the Town's general requirements. Insurance requirements with the awarded respondent are subject to final negotiations.

**ATTACHMENT A**

**See attached plans/sketches:**

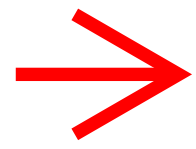
- **Smith Middle School**
- **Gideon Welles School**
- **Camera Listing w/ other equipment notes**



Legend



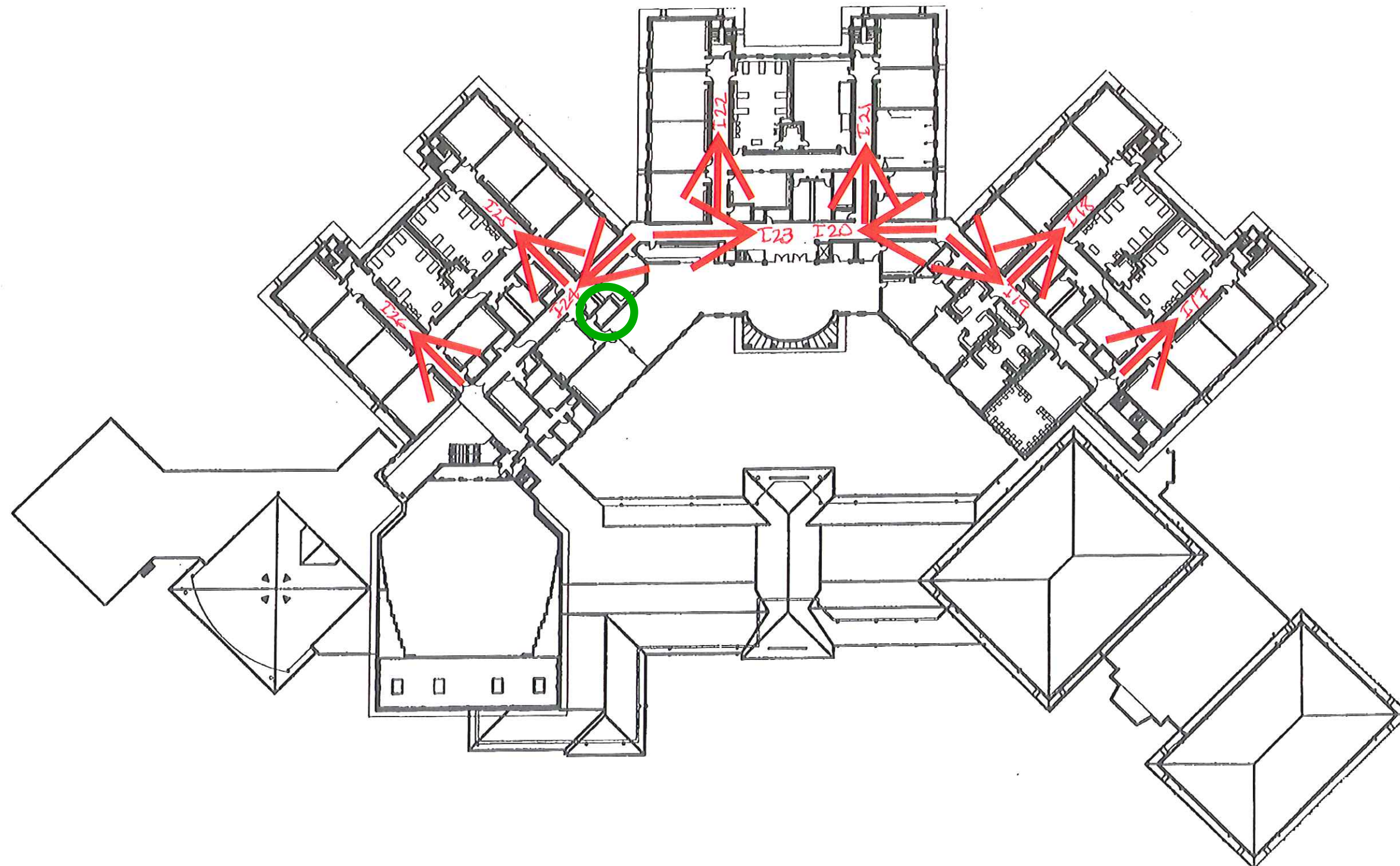
Data Room



Camera Location/Direction

SMITH MIDDLE SCHOOL  
1ST FLOOR

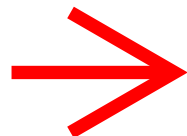




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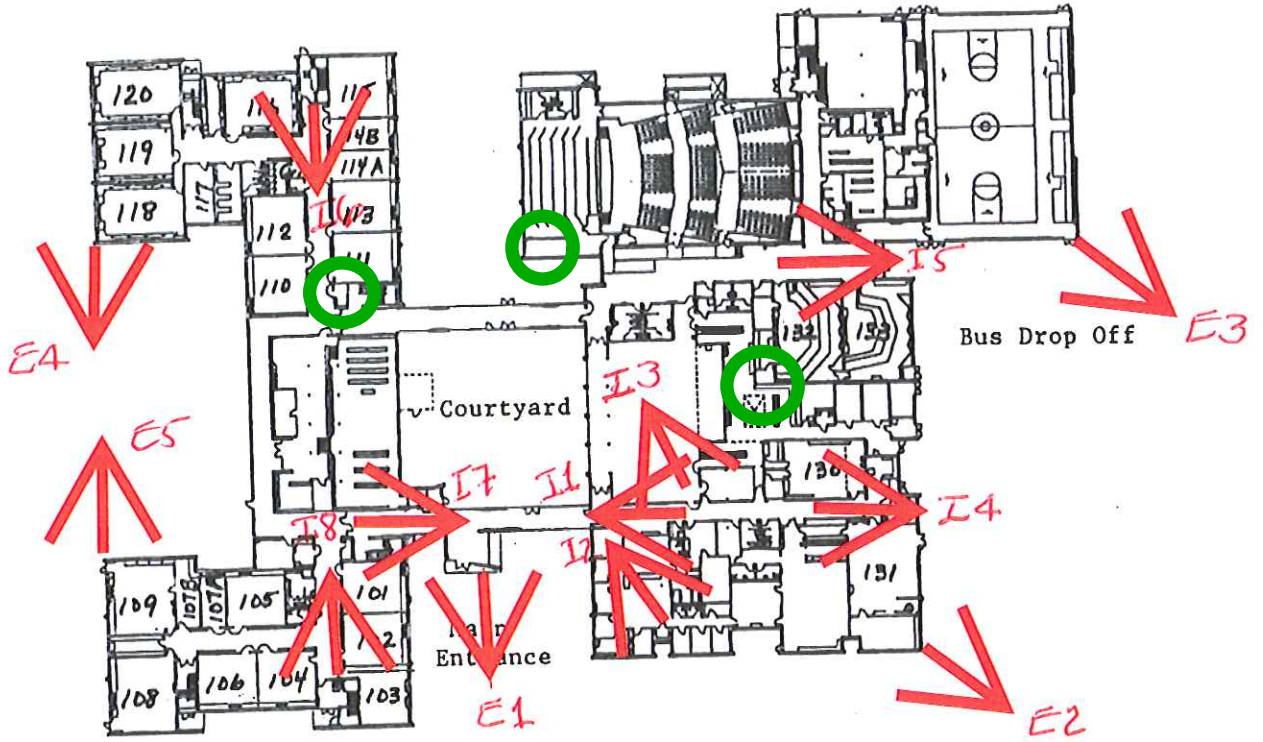
Data Room



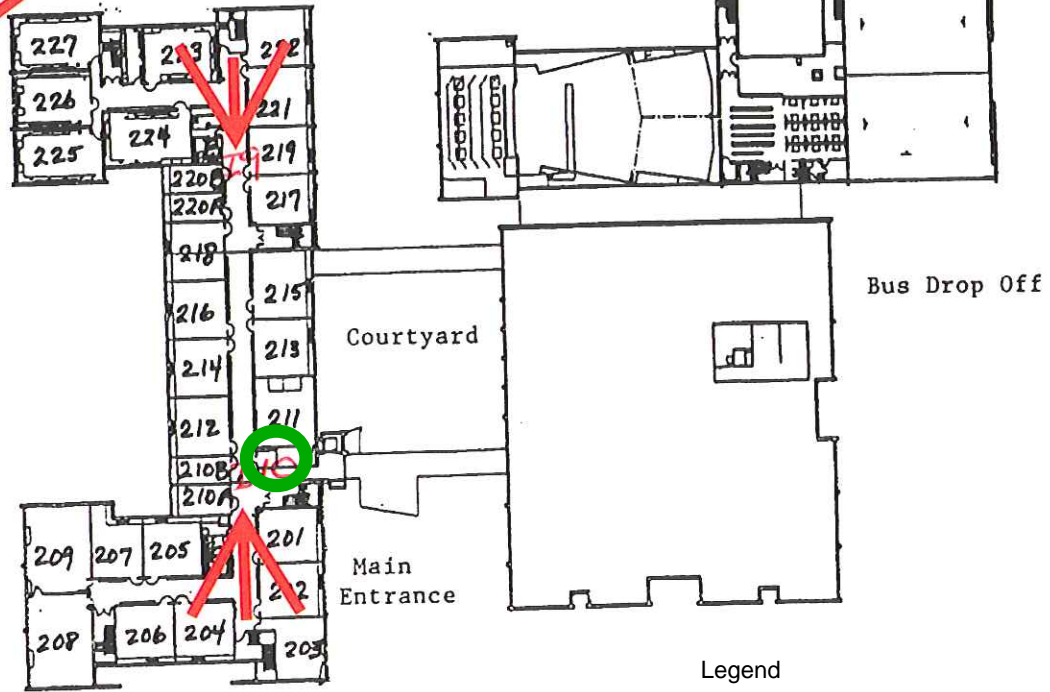
Camera Location/Direction

# SMITH MIDDLE SCHOOL 2ND FLOOR

# GIDEON WELLES SCHOOL



FIRST FLOOR



SECOND FLOOR

Legend

Data Room

Camera Location/Direction

**Smith Middle and Gideon Welles Schools Security Cameras  
RPGL-2010-31**

**Smith Middle School**

	Camera #	Comments
Exterior	E1	
	E2	PTZ
	E3	
	E4	
	E5	
	E6	PTZ
1st floor	I1	
	I2	
	I3	
	I4	
	I5	
	I6	
	I7	
	I8	
	I9	
	I10	
	I11	
	I12	
	I13	
	I14	
I15		
2nd Floor	I16	
	I17	
	I18	
	I19	
	I20	
	I21	
	I22	
	I23	
	I24	
	I25	
	I26	

**Gideon Welles School**

	Camera #	Comments
Exterior	E1	
	E2	PTZ
	E3	PTZ
	E4	
	E5	
	E6	PTZ - Mount on utility pole
1st floor	I1	
	I2	
	I3	
	I4	
	I5	
	I6	
	I7	
	I8	
2nd Floor	I9	
	I10	

**Notes:**

1. PTZ cameras shall have auto-tour capability as well as manual control capability.
2. PTZ camera controls
  - a. Smith Middle School PTZ cameras shall be controllable from a desk located in the lobby area between the office entrance and the main entrance.
  - b. Gideon Welles School PTZ cameras shall be controllable from a location in the office area.
3. Monitors
  - a. Smith Middle School system shall include two dedicated monitors - one in the office area and one in the lobby area between the office entrance and the main entrance.
  - b. Gideon Welles School system shall include two dedicated monitors to be located within the office area.
4. Smith Middle School Lobby Work Area - Proposal shall include a desk/work station for a security guard and shall be configured to accommodate a monitor and PTZ controls.



ATTACHMENT B  
PROPOSAL RESPONSE PAGE

TOWN OF GLASTONBURY  
PROPOSAL

RPGL #

2010-31

DATE ADVERTISED

February 8, 2010

DATE / TIME DUE

March 3, 2010 @ 11:00 a.m.

NAME OF PROPOSAL

Provide and Install Video Surveillance System – Gideon Welles and  
Smith Middle Schools  
REQUEST FOR PROPOSAL

Pricing proposals shall include line items for:

- i. Total price to provide and install video surveillance system at Gideon Welles School
- ii. Total price to provide and install video surveillance system at Smith Middle School
- iii. Premium rate for after hours/holiday work

Additionally, proposals shall include:

- a. Unit price mark-up for additional equipment and material
- 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.

**The Respondent acknowledges receipt of the following Addendums:**

Addendum #1 \_\_\_\_\_ Date: \_\_\_\_\_

Addendum #2 \_\_\_\_\_ Date: \_\_\_\_\_

Addendum #3 \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
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  
PROCUREMENT NOTICE  
REQUEST FOR PROPOSAL  
Provide and Install Video Surveillance System – Gideon Welles and  
Smith Middle Schools**

**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: \_\_\_\_\_

**ATTACHMENT D**

**Contractor Compliance Form**

# ATTENTION CONTRACTOR

- APPROVED FORM FOR YOUR FILES-NOTE ANY COMMENTS BOTTOM OF PAGE 2 - APPROVAL REQUIREMENTS
- APPLICATION DENIED-SEE BOTTOM PAGE 2

## GLASTONBURY PUBLIC SCHOOLS

OFFICE OF DISTRICT SAFETY OFFICER

Dr. Kenneth R. Roy  
 Director of Environmental Health & Safety  
 330 Hubbard St.  
 Glastonbury, CT 06033-3099

Telephone: (860) 652-7200 Ext. 2002  
 Fax: (860) 652-7275  
 E-mail: royk@glastonburyus.org

### CONTRACTOR COMPLIANCE FORM

Notice to Contractors:

In concert with, but not limited to, all OSHA General Industry and Construction standards, EPA, NFPA, AHERA, and building codes, contractors conducting work activities at/on any Glastonbury Public School District property are required to provide the following information:

**NOTICE: THIS FORM MUST BE COMPLETED AND APPROVED  
3 DAYS PRIOR TO COMMENCING ANY OPERATIONS**

Once approved, the form will be returned to the originator. Approval is conditional relative to noted specifications by GPS Safety Officer/Director of Environmental Health and Safety.

1. Project Information:

<b>Project Description:</b>
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<b>Location:</b>		
<b>Start Date:</b>	<b>Completion Date:</b>	
<b>Contractor Safety Officer</b>	<b>Phone:</b>	<b>Fax:</b>

Permit Prepared By:

Date Prepared:

Project Scope	Yes	No	Comments
<b>Confined Spaces*</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Electrical Work</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Forklift</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Hazardous Materials</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Ladders/Scaffolds</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Respirators</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Rigging/Lifting</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Welding**</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Asbestos Management***</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Other</b>	<input type="checkbox"/>	<input type="checkbox"/>	

\* Contractors need to secure "Confined Space Program" form and seek approval from GPS Safety Compliance Officer 3 days **prior** to working in permit confined spaces.

\*\* Hot permits are required from GPS Safety Compliance Officer **prior** to "hot" work.

\*\*\* Contractors need to secure Asbestos Management plan from Glastonbury Public Schools **prior** to all construction/demolition work.

2. Provide district safety officer with Material Safety Data Sheets (MSDS) for all materials used on-site.

LIST EITHER CHEMICAL OR TRADE NAME OF EACH ATTACHED MSD SHEET BELOW	

3. In cases of hazardous waste production, a written disposal plan must be provided to and approved by the District Safety Director, 5 days prior to initiation of work for those materials disposed of on site.
4. All contractors and/or their personnel are required **to be in compliance with all EPA, NFPA, AHERA and OSHA and other appropriate safety standards** when working on site (under the direction of a contractor’s project supervisor).
5. All on-site activities carried out by contractors, and/or their employees, must be done in such a manner as to **maintain a safe working environment** for all Glastonbury Public Schools’ employees, students and visitors.
6. Contractor employees found to be in non-compliance **may be removed from the District worksite** by the District Safety Officer.
7. Contractors found to be in non-compliance will be subject to **forfeiture of payment and/or contract termination**.
8. The district reserves the right to inspect the worksite **at any time** for safety compliance.
9. The district may require review of a contractors OSHA 200/300 log for a period of three (3) previous years.

**Please type company name and address below**

	<p><b>RETURN TO:</b>  <b>Dr. Kenneth Roy, Safety Compliance Officer</b>  <b>E-mail:       royk@glastonburyus.org</b></p>
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By signature, the contractor agrees to adhere to all components and the spirit of this document.		
Signature of Contractor	Title	Date

<p><b>INTERNAL USE ONLY</b>  <b>APPROVAL STATUS:</b> <input type="checkbox"/> YES  <input type="checkbox"/> NO</p> <p><b>GPS Safety Officer:</b> _____ <b>Date:</b> _____</p> <hr/> <p>c: <input type="checkbox"/> Maintenance Office File  <input type="checkbox"/> Contractor  <input type="checkbox"/> Safety Officer Roy  <input type="checkbox"/> Building Principal/Supervisor  <input type="checkbox"/> (Other)  <input type="checkbox"/> (Other)</p>	<p><b><u>NOTE TO CONTRACTOR:</u> APPROVAL CONTINGENT ON THE FOLLOWING ITEMS:</b></p>
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