

**TOWN OF GLASTONBURY  
PROCUREMENT NOTICE  
REQUEST FOR PROPOSAL  
CONSULTANT SERVICES FOR CCTV STUDY AND DESIGN FOR  
GLASTONBURY HIGH SCHOOL  
RPGL-2013- 11**

The Town of Glastonbury will be accepting proposals from qualified individuals or firms to provide consulting services to study existing conditions of the current CCTV system and technology network at Glastonbury High School and provide technical specifications for a new and upgraded system. Proposals shall provide technical data for components to be provided, pricing proposals, and other data necessary in order to determine the best value.

There will be a **MANDATORY PRE-PROPOSAL MEETING** held at GLASTONBURY HIGH SCHOOL, 330 Hubbard St, Glastonbury, CT. 06033 on **November 20, 2012 at 2:30 p.m.** Attendance is mandatory.

Proposals must be submitted to the Purchasing Agent no later than **December 4, 2012, 2:00p.m.**

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

Mary F. Visone  
Purchasing Agent

**TABLE OF CONTENTS**

	<b>Page No.</b>
<b>Section I    General Information</b>	<b>3</b>
<b>Section II    Considerations and Restrictions</b>	<b>3</b>
<b>Section III    Submission of Proposal</b>	<b>4</b>
Minimum Requirements	<b>4</b>
Term of Service	<b>5</b>
Site Inspection	<b>5</b>
Proposal Instructions	<b>5</b>
Evaluation Criteria	<b>8</b>
Selection Process	<b>9</b>
Timeline	<b>9</b>
Insurance Requirements	<b>10</b>
Indemnification	<b>11</b>
 <b>Attachments</b>	
• Attachment A – Selected Plan Pages	<b>20</b>
• Attachment B - Town of Glastonbury Response Page	<b>21</b>
• Attachment C – Statement of Non-Collusion	<b>22</b>

## SECTION I – GENERAL INFORMATION

**Background** – The Glastonbury High School was constructed in various phases most recently renovated and expanded in 2005. The current CCTV system consists of a GE system with approximately 60 cameras of varying types. It is the intent of the District to upgrade the CCTV system and cameras in conjunction with the existing technology network.

**General Intent** - It is the general intent to provide a design for a system and hardware that will provide visual contact in areas directed by the District Safety Officer. The Proposers will be required to become familiar with the features of the current system and network to design a CCTV system that meets the current needs and has capability for expansion to other school facilities. The design would include a study to present suggested systems and how they perform within the technology network, cost for installation and ongoing maintenance of the system, other modifications required to make the system perform as required, design of the system, assistance in reviewing bids and construction administration to ensure a smooth installation of the system.

**Existing Facility** – Plans for areas to be covered by the CCTV system are attached.

## SECTION II – CONSIDERATIONS AND RESTRICTIONS

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- The successful respondent shall ensure the system will comply with all applicable codes. The building will be available for work immediately however, work schedules and locations will need to be coordinated on a daily basis with the School Administration and Facilities Department. 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. After hours or weekend/holiday work may be necessary to complete the work in order to minimize disruption to educational and community use programs.
- The proposed system shall take into account ease of maintenance of the units and subsequent maintenance as well as cost and ability to be serviced by an independent third party provider.
- Vendors may propose more than one alternative to satisfy the Town's 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 components proposed for installation including layout, configuration wiring size and type, make, model, IT requirements, size, and quantities of components to be provided, enclosures if necessary 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 in conjunction with the control work.
  - A schedule indicating major milestones for installation of the CCTV system if required, removal of existing components, operational testing, and operations and maintenance training of Town staff.
  - Warranties available for proposed system and availability of extended warranties

- Any premium costs associated with system outside of original installation costs
  - Names and phone numbers of references for similar work performed on educational facilities in Connecticut
- 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 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 units.
  - System 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 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.
- Vendor shall demonstrate sufficient staff resources to perform the work.
- Vendor shall have demonstrated experience designing and installing similar systems in educational facilities 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. The Town anticipates allocating up to 2 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 site inspection is scheduled for **November 20, 2012, 2:30 p.m.** at the Main Lobby, Glastonbury High School, 330 Hubbard St, 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  
CONSULTANT SERVICES FOR CCTV STUDY AND DESIGN FOR  
GLASTONBURY HIGH SCHOOL  
RPGL-2013-11  
DUE DECEMBER 4, 2012 2:00 p.m.**

- 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 if required.
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.
  - b. Technical data for each of the system(s) and components proposed for installation including layout, configuration, make, model, network requirements, size, and quantities of components to be provided, and any other data necessary to evaluate the applicability of the system.
  - c. Complete scope of work included in the proposal and any work not included in the proposal but required to make the units fully functional.
  - d. A schedule indicating major milestones for installation of new system, removal of existing components, operational testing, and operations and maintenance training of Town staff.
  - e. Warranties provided.
  - f. Any premium costs associated with work outside of normal work hours that is not included in the basic price proposal.
  - g. Names and phone numbers of references for similar work performed.
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.
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.

15. 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.

16. 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 included in this Request for Proposal. 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: Initial price to provide and install and incentives and rebates available and confirmed.
  - 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>November 12, 2012</b>
Mandatory Pre-proposal Meeting	<b>November 20, 2012 2:30 p.m.</b>
RFP Due Date	<b>December 4, 2012 2:00 p.m.</b>
Shortlist of Submittals Received	<b>TBD, if necessary</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 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 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:**

- **Sketches of Glastonbury High School**

**DISTRIBUTED AT MANDATORY SITE VISIT**

ATTACHMENT B  
PROPOSAL RESPONSE PAGE

TOWN OF GLASTONBURY  
PROPOSAL  
DATE ADVERTISED

RPGL #  
DATE / TIME DUE

2013-11  
December 4, 2012 2:00  
p.m.

CONSULTANT SERVICES FOR CCTV STUDY AND DESIGN FOR  
GLASTONBURY HIGH SCHOOL

NAME OF PROPOSER

Pricing proposals shall include line items for:

SYSTEM EVALUATION	\$ _____
CONTSTRUCTION DOCS	\$ _____
BID REVIEW	\$ _____
CONSTRUCTION ADMIN	\$ _____

Additionally, proposals shall include:

- a. 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  
CONSULTANT SERVICES FOR CCTV SYSTEM AT  
GLASTONBURY HIGH SCHOOL

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: \_\_\_\_\_