TOWN OF OXFORD, CONNECTICUT
Board of Education

REQUEST FOR PROPOSAL (RFP)
Security System Upgrade at
Quaker Farms School,
Great Oak Middle School
& Oxford High School

DATE: October 7, 2019

BID NUMBER: DWSCTY-2020          DUE: November 11, 2019 2:00 PM

Project Overview

The Board of Education for the Town of Oxford, Connecticut (hereinafter referred to as Board), will accept sealed proposals from qualified firms (“Firms” or “Contractors”) for the design and implementation of potential improvements to the VMS platform, security cameras, key fob access and door alert systems in accordance with the attached specifications, conditions, reservations and instructions.

Firms responding to this RFP will be invited to attend an in-person, on-site walkthrough at all school locations, Quaker Farms School, Great Oak Middle School, and Oxford High School, with all responding firms present. Note, in order to submit their RFP, the firms must be present at all three (3) scheduled walkthroughs. The walkthrough will be conducted by the Facilities Manager along with the IT, with the intent of:

a) Providing information about the current security camera and VMS infrastructure at each school location;
b) Discussing desired security system improvements;
c) Providing a forum to answer questions from all firms present that are responding to the RFP.
A mandatory walk through will be held:

- October 24, 2019, at Oxford High School, 61 Quaker Farms Rd., Oxford, CT. 06478 starting at 2:45 p.m.
- October 24, 2019, at Great Oak Middle School, 50 Great Oak Rd., Oxford, CT. 06478 starting at 4:15 p.m.
- October 24, 2019, at Quaker Farms School, 30 Great Oak Rd., Oxford, CT. 06478 starting at 5:30 p.m

Firms interested in responding to this RFP should confirm the name and contact information of the person representing the firm who will attend the walkthroughs. The firm name and attendee contact information should be provided in written form via fax, postal service or email to the contact details below. Confirmations of name and contact information must be received by 4:30 PM on October 21, 2019.

Oxford Public School District
144 Oxford Rd, Unit 1B
Oxford, CT 06478
Phone: 203-888-7754, Fax: 203-888-5955
Email: bids@oxfordpublicschools.org
GENERAL INSTRUCTIONS TO BIDDERS

1. PREPARATION OF PROPOSALS

Proposals shall be submitted in a sealed envelope clearly stating that it is a response to bid # DWSCTY-2020 one (1) ORIGINAL and one (1) EXACT COPY of their bid. Bidders should submit proposals in a clear, concise and legible manner to permit proper evaluation of responsive bids.

Bidders may also submit, under separate cover with their proposal, any samples of reports and documents that are necessary to meet the requirements (deliverables) of this request should a purchase order be awarded.

2. BID SUBMISSION

Proposals are to be submitted in DUPLICATE and sealed in the bid envelope provided and addressed as follows:

Oxford Public School District
Attn: School Security Upgrade Project
144 Oxford Road, Unit 1B
Oxford, CT 06478

The person signing the formal proposal must be authorized by the organization to contractually bind that organization with regard to price and related contractual obligations for the delivery period requested.

3. BID TIME

Bids shall be received at the Oxford Board of Education Offices, prior to the advertised hour of opening, at which time all proposals will be publicly opened and read aloud.

A bidder may withdraw a proposal at any time prior to the above scheduled date and time. Any bid received after the above-scheduled date and time shall not be considered or opened. No bidder may withdraw a bid within sixty (60) days after the actual bid opening.
4. TOWN’s OPTIONS

The Town reserves the right to award the requirement as one contract or multiple contracts depending on the best interest of the Town and the Board of Education.

The Town reserves the right to extend the award of the requirements if it is in the best interest of the Town and the Board of Education. The contract extension shall be awarded in one (1) year periods, not to exceed a total of two (2) years.

The Town reserves the right to reject any or all bids and to waive any requirements, irregularities, technical defects or service therein when it is deemed to be in the best interest of the Board of Education. The award shall be made after careful consideration of all factors including but not limited to price.

The requirements and specifications of this request call for specific requirements. The Board may waive any items listed in the bid (RFP).

If your proposal does not meet or better the required specifications on all points that must be outlined in a letter otherwise it will be presumed that a proposal is in accordance with the required specifications.

5. TAXES

All purchases made by the Town, and associated with the award of this requirement shall be tax-exempt. Any taxes must not be included in bid prices. A Town Tax Exemption Certificate shall be furnished upon request.

6. INQUIRIES

All inquiries regarding this request shall be answered up to the close of business on October 31, 2019 after which time no additional questions will be accepted. To ensure consistent interpretation of certain items, answers to questions the Town deems to be in the interest of all bidders will be made available in writing or by Fax as appropriate to all bidders. All inquiries are to be sent via email, at bids@oxfordpublicschools.org.

After proposals are received, the Town reserves the right to communicate with any or all of the bidders to clarify the provisions of Proposals. The Town further reserves the right to request additional information from any bidder at any time after proposals are opened.
7. AWARD AND AUTHORITY

The Board of Selectmen shall issue notification of award in writing. The Board of Selectmen shall seek a recommendation from the Board of Education Superintendent, Facilities Manager, and Coordinator of Information Technology. The contract award shall be effective for one (1) year following execution.

8. PRICING

Contractors are required to provide sufficient pricing detail and specificity to allow the Town and the Board to evaluate the proposal(s). All prices quoted are to be firm for a period of one (1) year following bid opening. Special Consideration will be given to responses with extended firm price dates. The Town is always interested in any and all cost reduction opportunities.

9. SINGLE POINT OF CONTACT

The contractor must be the Single Point of Contact relative to all equipment, services, and support outlined and implicit in each phase outlined in this RFP. If the Contractor utilizes equipment, services, or support from another manufacturer or supplier, Contractor shall be responsible for managing all relations and communications with those manufacturers and suppliers. If Contractor utilizes equipment, services, or support from another manufacturer or supplier, said utilization must be specifically noted in the RFP response. When applicable, the Contractor is responsible for all required permits, permit fees, coordination of inspections, and certificates of occupancy/completion.

10. USE OF SUBCONTRACTORS

Where applicable, the Contractor must identify any subcontractors for planned equipment, services or support, or other duties or obligations. While the Town and the Board will not unreasonably withhold consent to utilize subcontractors, the Town and the Board reserves the right to withhold consent to utilize any subcontractors and to act as the sole judge in this regard.

In no event shall the existence of an approved subcontract release or reduce the liability of the Contractor for all aspects of the project. Any breach in the performance of duties is the responsibility of the Contractor.

The contractor agrees that all subcontractors shall be held to be agents of the Contractor. The contractor shall be liable for any loss or damage to the Oxford Public School District, including, but not limited to, personal injury, physical injury, and physical loss, harassment of Oxford Public School District employees or violation of any section of the contract.
11. DELIVERY AND INSTALLATION

The contractor shall provide sufficient details of site preparation specifications for the proposed hardware, software, and systems, per location for evaluation purposes. The selected Contractor shall provide complete specifications and instructions in such detail to ensure that any hardware, software, and systems if installed according to these specifications, shall operate efficiently from an environmental and functional perspective. Any subsequent alterations or modifications to the site that are directly attributable to incomplete or erroneous specifications provided by the Contractor shall be rectified at the expense of the Contractor.

The contractor shall be responsible for the safe delivery of all hardware, software, and systems to each and every location, including delivery in building to the appropriate floor and room where the hardware, software, and system(s) are to be installed. Any hardware, software, or system that is damaged during shipment or delivery shall be replaced at the expense of the Contractor.

The contractor shall be responsible for remediating at Contractor’s expense any collateral damage to the buildings and grounds, including but not limited to materials, equipment, existing wiring, walls, floors, etc., resulting from the delivery and installation of the solution. The contractor shall be responsible to leave the site in a clean and neat condition with all materials removed from the site.

12. ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS

The contractor or subcontractor offers and agrees to assign to the public purchasing body all rights, title, and interest in and to all causes of action it may have under Sec. 4 of the Clayton Act, 15 U.S.C. Section 15 or under Chapter 624 of the General Statutes of Connecticut arising out of the purchase of services, property or intangibles of any kind pursuant to a public purchase contract or subcontract. This assignment shall be made and become effective at the time the public purchasing body awards or accepts such a contract, without further acknowledgment by the parties.
13. HOLD HARMLESS CLAUSE

The Contractor further agrees to indemnify, hold harmless and defend the Town from and against any and all liability for loss, damage or expense which the Town may suffer or for which the Town may be held liable by reason of injury, including death, to any person or damage to any property arising out of or in any manner connected with the operations to be performed under this Contract, whether or not due in whole or in part of any act, omission or negligence of the Owner or any of his representatives or employees.

The bidder, being fully informed regarding the accuracy of the statements made herein, certifies, that:

a) The bid has been arrived by the bidder independently and has submitted without collusion with, and without any agreement, understanding, or planned a common course of action with, any other vendor of materials, supplies, equipment, or services described in the invitation to bid, designed to limit independent building or completion, and;

b) The contents of the bid have not been communicated by the bidder or its surety on any bond furnished with the bid, and will not be communicated to any such person prior to the official opening of the bid.

14. WORK REGULATIONS AND STANDARDS

All work activities performed in association with this request must be performed and completed for the Oxford Public School District in accordance with current Federal State and Local regulations. All contractors and their employees, agents, and subcontractors are required to comply with all EPA, NFPA, and OSHA safety standards at all times while working on site. The Contract and employees, agents, and subcontractors found to be in non-compliance may be removed from the worksite, as well as subject to forfeiture of payment and/or contract termination. The Oxford Public School District reserves the right to inspect the work site at any time for safety compliance.

15. LIABILITY INSURANCE

The General Terms and Conditions require the bidder awarded the contract to maintain in force during the performance of the work policies of worker's compensation insurance, employers' liability, bodily injury liability and property damage insurance covering the operations of the contractor and the use of all motor vehicles employed by the contractor. A certificate of insurance evidencing this fact that the contractor has secured the required insurance shall be filed with the Oxford Public School District at the time of the execution of this contract. It is further required that the Oxford Public School District be named as an additional insured. This should be shown under the description of the operations portion of
the certificate of insurance. All certificates should also indicate a notice of cancellation complying with state statute.

**Minimum Requirements for Certificate of Insurance**

A. Commercial General Liability
   - General Aggregate: $1,000,000.00
   - Product/Completed Operations Aggregate: $1,000,000.00
   - Occurrence Aggregate: $1,000,000.00

B. Automobile Liability
   - Liability Limit: $1,000,000.00

C. Excess (Umbrella Liability) Liability
   - The requirement that an umbrella policy is provided will depend on a case-by-case evaluation. Your exposure to catastrophic loss arising from the work or service being performed will determine the limit required.

D. Worker's Compensation & Employers Liability
   - Per Connecticut Statutes

**16. PERFORMANCE BOND**

The Town requires a performance bond from the successful bidder(s) in the amount of twenty thousand dollars ($20,000) as a guarantee of fulfillment of the contract before a purchase order is awarded. The Town may waive the Bond requirement based on prior acceptable services supplied to the Town.

**17. INVOICES AND TERMS**

Individual original invoices shall be furnished to the Town. Statements are not acceptable for use as invoices. All prices shall be quoted as DELIVERED PRICES. The terms of the sale must be stated. No advance payments will be made to the vendor. Payment will be made as soon as the work is accepted. Partial payments are acceptable.

Town of Oxford  
Accounts Payable Department  
486 Oxford Road  
Oxford, CT 06478
A contract issued as the result of a bid shall not be considered exclusive. The Oxford Public School District reserves the right to contract with other vendors for similar services when deemed appropriate.

The Oxford Public School District maintains the right to withhold payment for unsatisfactory materials and/or workmanship until such time that the defect is corrected. If the defect is not satisfactorily repaired within 60 days, the Oxford Public School District may elect to have the repair made by an alternate vendor and subtract the cost from the contractor's invoice. The Oxford Public School District also reserves the right to deduct from the vendor's invoice/payment any costs incurred as a result of inferior or unsatisfactory materials and/or workmanship.

The Oxford Public School District reserves the right to cancel the contract at any time with no cost to the Oxford Public School District. If the cancellation is for inadequate performance, then the cancellation shall be immediate. If the cancellation is for budgetary consideration or is based upon the discretionary right of the Oxford Public School District, then the cancellation shall be upon thirty (30) days written notice.
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Service required and/or Products to be purchased

Security System Specifications.

SCOPE OF WORK:

The Oxford Public School District is currently seeking proposals from qualified vendors to address the desired improvements as reviewed during the onsite walkthrough, including an upgrade to an IP-based system, identify the type and location of all equipment, as well as specify any additional infrastructure required. The proposal should include an itemized list of all materials, licenses, and labor necessary to complete such a project.

The proposal must include a recommended schedule of implementation and the total price with all of the work being performed as a single phase. The recommended schedule should include any required lead time prior to on-site work, i.e. time for acquiring equipment.

The proposal must include training for the Oxford Public School District employees and the Oxford Police Department in the use of the system. Provide for a warranty period of a minimum of one year to resolve any and all operational, hardware, and software issues. If the firm deems it would be advantageous to the Oxford Public School District provide recommendations of additional/alternate solutions or implementations, including alternative pricing and implementation schedules. Firms may also include optional proposals for the ongoing support of the installed solution/equipment.
**Video Management System**

The proposal should include the removal and replacement of existing NVR and DVR systems and installation, configuration, and connecting new video management system at the Quaker Farms School, Great Oak Middle School, and Oxford High School. The system must have the capability to integrate with the access control system for viewing and alarm pop-up alerts. The proposed system must be fully accessible via remote access and available for monitoring to the Oxford Police Department. The proposed system must have the capability to archive and store videos for no less than thirty (30) days.

**Cameras**

The proposal should include removal of the existing analog cameras and replaced with IP cameras as reviewed during the onsite walkthrough. Cameras must be integrated into the system and feed into a centrally managed location. All cameras must have the capability to be accessed and viewed locally to each school as well as available for central monitoring.

**Key Fob Access and Local Door Alarms Systems**

The proposal should include a key fob access system and local door alarm solution to be monitored when the system is armed via schedule or manually armed. The system must create an audio/visual alert in a centrally managed location and integrated into the video management system.

The successful contractor awarded this bid will acquire any necessary permits required for the Scopes of Work listed above.
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Total Cost of Security System Upgrade: ______________

Signature Submission Page

_______________________________  ____________________________
Company Name  by (Signature)

______________________________  ____________________________
Address  Print Name

______________________________  ____________________________
Company Name  Title

______________________________
Date