

**TOWN OF TRUMBULL, CONNECTICUT
BOARD OF EDUCATION
REQUEST FOR QUOTATION
DATA WIRING**

BID # 6038 DUE: MARCH 6, 2014 AT 3:00PM

GENERAL INSTRUCTIONS

The Town of Trumbull (hereinafter referred to as "Town") for the Trumbull Public School District (TPS), Trumbull, Connecticut, through the Office of the Purchasing Agent, will accept sealed bids from qualified firms (hereinafter referred to as vendor, contractor, bidder) for the Data Wiring at various District Schools in accordance with the attached specifications and scope of work.

1. PREPARATION OF BIDS

- a. Bids shall be submitted by using the enclosed BID PROPOSAL FORM that accompanies this request. Submit one (1) ORIGINAL and one (1) EXACT COPY. Bidders should submit bids in a clear, concise and legible manner to permit proper evaluation of responsive bids.
- b. Bidders may also submit, under separate cover with their proposal, any samples of reports and documents that are necessary to meet the requirements of this bid request.

2. BID SUBMISSION

- a. Bids are to be submitted in DUPLICATE and sealed in an envelope clearly marked and addressed as follows:
Purchasing Agent – Bid 6038 – Due: MARCH 6, 2014
Town of Trumbull
5866 Main Street
Trumbull, CT 06611
- b. Please be advised that the person signing the formal proposal must be authorized by your organization to contractually bind your firm with regard to prices and related contractual obligations for the delivery period requested.
- c. No oral, telephonic, or faxed proposals will be considered. Corrections, deletions, or additions to the bids may be made by wire, provided such wires are received in correct and comprehensive form prior to the opening time of bids, and confirmed by letter. No telephone corrections, deletions, or additions will be accepted. The Town reserves the right to reject any or all bids, and to waive any or all formalities in connection therewith.

3. BID TIME

- a. Bids shall be received at the office of the Purchasing Agent, Town Hall, prior to the advertised hour of opening, at which time all proposals will be publicly opened and read aloud.
- b. 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.

4. TOWN OPTIONS

- a. 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 Town.
- b. If your proposal does not meet or better the required specifications on all points, which must be outlined in a letter, otherwise it will be presumed that a proposal is in accordance with the required specifications.
- c. The Town of Trumbull-Board of Education reserves the exclusive right to determine whether or not a proposal meets or exceeds the stated 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.

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6. **INQUIRIES**

- a. All inquiries regarding this request shall be answered up to close of business March 4, 2014 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. Inquiries of a technical nature may be directed to Mr. Jeffrey Hackett, Manager of Technology 203.452.4311 hackettj@trumbullps.org.
- b. Additionally, 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.
- c. It is the sole responsibility of the responding firm to verify any addendums that may have been issued relating to this request prior to submission of a proposal. Failure to submit a bid or proposal that does not address any changes or addendums may result in a disqualification of a bid submission.
- d. **It is required that bidders visit the location described in the specifications. Measurements and verification of field conditions are the responsibility of the Bidder. Contact the Plant Operations to arrange a time to visit the site (203-452-4306).**

7. **AWARD AND AUTHORITY**

The Town Purchasing Agent will issue notification of award in writing.

8. **PRICING**

- a. Bidders are requested to quote as a complete "Turn Key" installation.
- b. All prices quoted are to be firm for a period of at least 180 days following bid opening.
- c. Special Consideration will be given to responses with extended firm price dates. The Town is always interested in any and all cost reduction opportunities.
- d. Special consideration may be granted to bidders with expedited installation dates.

9. **ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS**

Any assignment or subcontracting by a bidder, vendor, or contractor for work to be performed, or goods and/or services to be provided, in whole or in part, and any other interest in conjunction with Town procurement shall not be permitted without the express written consent of the Town of Trumbull.

10. **HOLD HARMLESS CLAUSE**

Bidder 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 an agreement with the Town, whether or not due in whole or in part of any act, omission or negligence of the Town or any of his representatives or employees.

11. **WORK REGULATIONS AND STANDARDS**

All work activities performed in association with this request must be performed and completed for the Town in accordance with current Federal State and Local regulations. All services performed shall also conform to the latest OSHA standards and/or regulations. Additional regulations and/or standards as listed in the specifications shall apply.

12. **WARRANTIES**

A 2 year workmanship warranty must be provided.

13. **DELIVERY**

- a. Installation shall be scheduled with the BOE Technology Department.
- b. **Special consideration may be given to bidders that can expedite installation.**

14. **CONFLICT OF INTEREST**

No purchase shall be made from nor shall services (other than services as an officer, agent, or employee of the Town) be secured from any officer or employee of the Town, or from any partnership or corporation in which such officer or employee is a partner or officer, or holds a substantial interest, unless such relationship and the fact that such purchase is contemplated shall be made known in writing to the agency making such purchase, and notice thereof posted, for at least five (5) days before such purchase be made, in the office of the agency making such purchase and in a public place in the Trumbull Town Hall.

15. **INSURANCE**

The successful bidder shall provide the Town Purchasing Agent with a Certificate of Insurance before work commences. The Town shall be named as an additional insured with Insurance Company licensed to write such insurance in Connecticut, against the following risks and in not less than the following amounts:

- Worker's Compensation
- Contractor's Public Liability and Property Damage
- Automobile Insurance

General Liability	Each Person	Each Occurrence	Aggregate
Bodily Injury Liability	\$1,000,000	\$1,000,000	\$1,000,000
Property Damage Liability	\$1,000,000	\$1,000,000	\$1,000,000
Personal Injury Liability	\$1,000,000	\$1,000,000	\$1,000,000
Comprehensive Automobile Liability			
Bodily Injury	\$1,000,000	\$1,000,000	\$1,000,000
Property Damage		\$1,000,000	\$1,000,000

The insurance policy must contain the additional provision wherein the company agrees those fifteen (15) days prior to termination, expiration, cancellation or reduction of the insurance afforded by this policy with respect to the contract involved, written notice will be served by registered mail to the Town.

In the event of cancellation, the contractor will cease all operations on or before the effective date of said cancellation and shall not commence work again until he has obtained replacement insurance and has delivered a Certificate of Insurance to the BOE Plant Operations Office.

16. **SPECIFICATIONS –**

- a) Each Bidder will be held responsible to have studied the Specifications, visit the site regarding the proposed work, satisfied itself regarding all existing conditions and measurements, and to have included in the proposal an amount sufficient to cover all work.
- b) Should any Bidder find discrepancies in the Specifications, or be in doubt as to the exact meaning, notify the Town at once. The Town may then, at their option, issue Addenda clarifying same. The Town shall not be responsible for oral instructions or misinterpretations of Specifications.
- c) The Town reserves the right to issue Addenda at any time prior to the Bid Opening. All such Addenda become, upon issuance part of the Specification. Each Bidder shall cover such Addenda in the proposal and shall acknowledge receipt of same on the blank provided therefore. It is the bidders' responsibility to access the Town's website or contact the Town for any addenda that may be issued in conjunction with this bid.
- d) The Town reserves the right to require any or all Bidders to submit statements as to previous experience in performing comparable work; and as to financial and technical organizations and resources available for this work. The mere opening and reading aloud of a bid shall not constitute or imply the Town's acceptance of the suitability of a Bidder or the bid, nor shall possession of Drawings or Specifications constitute an invitation to bid. The competency and responsibility of Bidders as well as the number of working days required for completion will be considered in making an award.

17. **Site Visitation and Inspection of Existing Conditions**

All bidders are encouraged to visit the sites and inspect the existing conditions.
Additional site visits may be arranged by calling the BOE Plant Operations office at 203-452-4306 but there is no guarantee that a visit can be arranged outside the scheduled visit.

18. **Addendums**

It is the responsibility of all proposal submitters to verify with the Town if any addendums or changes to this bid have been made. All and any addendums will be posted on the Town of Trumbull – Purchasing Department website. www.trumbull-ct.gov.

19. **Contractor Qualifications**

Contractor must possess the following qualifications and experience:

- Must have been established for no less than 10 years
- Must provide references of similar projects. References shall demonstrate the following:

- At least one project similar in scope and complexity
- One reference in a school system or similar institution

20. **Bid Form and Pricing**

Contractor must fill out the accompanying Bid Form

21. School Diagrams and contact information may be obtained by emailing Jeffrey Hackett, TPS Manager of Technology, hackettj@trumbullps.org

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GENERAL INFORMATION< SCOPE OF WORK, REQUIREMENTS AND CONDITIONS

Statement of Purpose

It is the intention of Trumbull Public Schools (TPS) to contract with a vendor to install, terminate and test data wiring in 13 School locations within Trumbull. The data wiring will be Category 6e and support Security Cameras and Access Points.

School Locations

- | | |
|-----------------------------|----------------------------------|
| 1. Hillcrest Middle School | 530 Daniels Farm Road, Trumbull |
| 2. Madison Middle School | 4630 Madison Avenue, Trumbull |
| 3. Booth Hill Elementary | 545 Booth Hill Road, Trumbull |
| 4. Daniels Farm Elementary | 710 Daniels Farm Road, Trumbull |
| 5. Frenchtown Elementary | 30 Frenchtown Road, Trumbull |
| 6. Jane Ryan Elementary | 190 Park Lane, Trumbull |
| 7. Middlebrook Elementary | 220 Middlebrook Avenue, Trumbull |
| 8. Tashua Elementary | 401 Stonehouse Road. Trumbull |
| 9. REACH/Alternate | 4630 Madison Avenue, Trumbull |
| 10. Agriscience Building | 536 Daniels Farm Road, Trumbull |
| 11. Trumbull High School | 72 Strobel Road, Trumbull |
| 12. Pre-School (TECEC) | 240 Middlebrook Avenue, Trumbull |
| 13. Administration Building | 6254 Main Street. Trumbull |

Scope

1. TPS seeks to contract with a single Vendor to provide horizontal Category 6e wiring terminated on Cat. 6e patch panels. The vendor is to install, terminate, and test all Category 6 data drops in 13 school locations. The vendor is also responsible for mounting several models of Meraki access points in each school location (approx. 281). Detailed diagrams of each school location along with device symbols, device models, locations, distances and comm. closet locations are available upon request. All work shall be in compliance with ANSI/EIA/TIA-568-B standards
2. All administrative services and materials required to fulfill the scope of the project will be the responsibility of the selected Vendor. All expenses related to labor, shipping/postage, travel, lodging, training, recycling and related costs where applicable shall be included in Vendor's proposal. The TPS will not be responsible for costs outside the scope of work unless otherwise reviewed and approved by TPS in advance.
3. Vendors shall be responsible for requesting clarification from the TPS regarding any work, which the Vendor believes may fall outside the scope of the project. Such requests for clarification, and any response, shall be made in writing and shall become a part of the Vendor's proposal. Unless otherwise clearly indicated, the proposal submitted shall be interpreted to include work described in this RFP to be within the scope of the project. All onsite work associated with this contract must be performed after school hours unless otherwise approved by the TPS

Cabling

All Data cabling shall meet the requirements Published in the specifications for TIA/EIA 568-B. All copper cable shall be Mohawk, 4 Pair #23 AWG UTP, Category 6e Plenum rated using proper insulation as required by standards, and code. All newly installed data drops must be terminated in the closest communication closet.

1. Termination for the inside and outside Meraki Access Points will consist of a standard jack securely mounted no more than 4 feet away from proposed AP mounting point. Outside Access Points must be mounted to a water tight bell box. All patch cords and patching must be the responsibility of the vendor.
2. Termination for each inside and outside Security Camera will consist of Panduit modular jack part # CJ688TGWH. An excess of 8 to 10 feet of Cat 6e must be left coiled in the ceiling where applicable. Outside Security Cameras cabling must be terminated in a water tight bell box.
3. There will not be any exposed cabling. Where cables need to be run across finished surfaces, metal ceilings or any surfaces exposed, vendor must use conduit (EMT, FMC, or surface raceway system).

4. Vendor is required to test 100% of installed cables for shorts, opens and inversions. Test all Category 6e cables using an Auto-test function for a Cat. 6e tester. The tests will include, but not limited to, NEXT, attenuation and cable length. The verification will be in accordance with EIA standards using an EIA compliant test unit that meets the TSB-67.
5. All Category 6e cabling must be labeled at both the patch panel side and the device side as per EIA/TIA-606.
6. All locations will need additional 24 port patch panels. See appendix A for locations.
7. Patch panels are to be Panduit part # CPPL24WBLV and labeled appropriately
8. Vendor must supply Category 6e patch cords. 100 two foot and 100 four foot, pink patch cords for the Cameras and 150 two foot and 150 four foot green patch cords for the Access Points

Access Points

The Meraki access points will be given to the vendor by TPS to install/mount, label and configure per building diagrams of each school location. The access points must be installed as per manufactures specifications.

1. Vendor is responsible for mounting access points in various locations, (i.e. Gymnasiums, Auditoriums, Cafeteria's, ETC).
2. Vendor must label each Access Point with, device type, room location, comm. closet location and patch panel port number.
3. Vendor is responsible patching each Access as per TPS designated VLAN map
4. Vendor must configure each Access Point via the Meraki manager and use the existing naming convention
5. Vendor to supply TPS with an Excel Spreadsheet containing, AP Mac address, School location and room number or location.

Bid Conditions

1. This project requires the contractor to work after regular school hours. Available work hours at Trumbull High and the Middle Schools are from 2:30 pm until 10:30 pm. The Elementary work hours are from 3:30 pm until 10:30 pm.
2. All work must be seamless to TPS and contractor employees MUST wear identification badges, a form of uniform designating vendor name, sign-in when entering a building; and must comply with all other terms and conditions as outlined.
3. All products bid shall be newly manufactured. Remanufactured, rebuilt, or previously owned equipment will not be considered.
4. Vendor must supply three references with similar work performed.
5. All local and State permits are the responsibility of the awarded contractor.
6. Vendor is required to deliver a complete project as a single provider. No part of the Scope of Work (SOW) should be subcontracted to a third-party unless the respondent so designate the intent at the time of submission; receives approval from IT department administrators; and the third-party has met the required manufacturer certifications.
7. Vendor must provide shop drawings to reflect cable routing to each MDF/IDF and closet-specific.
8. Conduit and/or pathway requirements that may arise as a result of Moves, Ads or Changes shall be the responsibility of the Vendor. All work must be completed according to code and will be inspected and approved by Town of Trumbull Fire and Building Inspectors as well as the TPS Contract administrators. All penetrations through fire or smoke rated walls shall be sealed with a TPS approved fire caulk.
9. Awarded bidder will be required to develop a schedule and/or time line of work to be performed with TPS administration before the project starts
10. Project completion date, 60 days after award

School Diagrams and contact information may be obtained by emailing Jeffrey Hackett, TPS Manager of Technology, hackettj@trumbullps.org

Appendix A

<u>School Loc.</u>	<u>Comm. Closet #</u>	<u>Patch Panel</u>	<u>Quantity</u>
Hillcrest	MDF		1
	IDF-1		1
	IDF-2		1
Madison	MDF		1
	IDF-1		1
	IDF-2		1
Alt/REACH	IDF-3		1
Booth Hill	MDF		1
	IDF-1		1
Daniels Farm	MDF		1
	IDF-1		1
Frenchtown	MDF		1
	IDF-1		1
	IDF-2		1
	IDF-3		0
Jane Ryan	MDF		1
	IDF-1		1

Appendix A (Continued)

Middlebrook	MDF		1
	IDF-1		1
TECEC	IDF-2		1
Tashua	MDF		1
	IDF-1		1
Long Hill (Admin)	MDF		1
	IDF-1		1
Agriscience	MDF		1
	Total 24 port patch panels		24

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BID PROPOSAL FORM

The undersigned, in compliance with this request affirms, that it has examined the specifications and related documents contained herein and proposes to provide this service in accordance with this RFP and any contract documents within the time frames set forth herein and at the prices agreed to.

The undersigned certifies that this proposal meets all the specifications, requirements and conditions requested herein. Any substitutions to the specifications requested are clearly and completely noted and attached. Any alternate proposals are presented in similar format as requested and are attached herein. It is understood that the Town reserves the right to reject any or all proposals.

PROPOSED PROJECT COST BY SCHOOL LOCATION

ITEM	LOCATION	PROPOSED	ITEM	LOCATION	PROPOSED
1	Hillcrest Middle School	\$	7	Middlebrook Elementary	\$
2	Madison Middle School	\$	8	Tashua Elementary	\$
3	Booth Hill Elementary	\$	9	REACH/Alternate	\$
4	Daniels Farm Elementary	\$	10	Agriscience Building	\$
5	Frenchtown Elementary	\$	11	Trumbull High School	\$
6	Jane Ryan Elementary	\$	12	Pre-School (TECEC)	\$
		\$	13	Administration Building	\$
				TOTAL (Item 1-13)	\$
		\$		Unit price per data drop	\$
		\$		Access Point	\$
		\$		Security Camera	\$

Estimated time to complete project: _____

 Company Name

 By (Signature)

 Address

 Print Name (A Duly Authorized Representative)

 Address

 Title

 Date

 Telephone/Fax

 email

 Emergency Contact Number

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COMPANY INFORMATION
(To be included with proposal)

Company Name: _____

Business Address: _____

Type of Entity: Corporation: _____ Type of Corp.: _____ LLC: _____
Partnership: _____ Joint Venture: _____
Sole Proprietorship: _____
Other (please describe): _____

CT State Business License Number (if applicable): _____

State Agency issuing license: _____

Number of years in business under entity name: _____

REFERENCES

(To be submitted with proposal – attach additional pages as necessary)

List references for similar services provided for at least three (3) clients in the past five (5) years (attach any other client references if desired). PLEASE NOTE IT IS THE TOWN'S INTENT TO COMMUNICATE WITH THE REFERENCES LISTED HEREIN.

CLIENT 1:

Organization Name: _____

Contact Name: _____ Phone: _____

Service Dates: _____

Project(s): _____

CLIENT 2:

Organization Name: _____

Contact Name: _____ Phone: _____

Service Dates: _____

Project(s): _____

CLIENT 3:

Organization Name: _____

Contact Name: _____ Phone: _____

Service Dates: _____

Project(s): _____