

**TOWN OF TRUMBULL, CONNECTICUT  
BOARD OF EDUCATION  
REQUEST FOR PROPOSAL  
VISITOR MANAGEMENT SOFTWARE &  
HARDWARE SOLUTIONS**

**Questions must be Submitted in Writing**

**Must be received PRIOR TO:**

**Close of business Jan 22nd**

directed to demingm@trumbullps.org

**Prime:** American Total Protection DBA Kolram

**BID 6328: DUE: January 29, 2019 @ 2 pm**

**Addendum 1 dated January 23-2019 for questions and answers**

<b>Date</b>	<b>Section</b>	<b>Question</b>	<b>Submitted</b>	<b>BOE Response</b>
<b>1</b>	18-Jan 2.	BID SUBMISSION indicates Bid 6314 – Due: January 29, 2019 by 2 pm sharp. Should this line have referenced Bid 6328?	N	<b>Yes should read BID 6238</b>
	19-Jan 7.	How long will the BOE award period be for in years? Does the award follow school year or calendar year?	N	<b>It is for the purchase of a system only</b>
<b>2</b>	18-Jan 13.	What is the BOE targeted installation date at the first school facility?	N	<b>ASAP</b>
<b>3</b>	18-Jan 13.	Will the bidder be responsible for storing all hardware until date of installation?	N	<b>Yes</b>
<b>4</b>	18-Jan 13.	Will installation work be allowed during regular business hours or if not when?	N	<b>Yes</b>
<b>5</b>	18-Jan 18.	Does the bidders installation scope include pulling power and data to the school lobby where the kiosk will be installed?	N	<b>If needed yes</b>
	19-Jan 19.	What addendums have been issued so far to this bid # 6328	N	<b>yes this the one addendum #1</b>
		<b>BIDDERS SCOPE OF WORK, SPECIFICATIONS, REQUIREMENTS, STANDARDS</b>	N	
<b>6</b>	19-Jan 1.	Where does the BOE require that the system central server be installed? What are the BOE Database requirements for the VMS? Will the BOE allow cloud based application and server?	N	a. High School b. See Scope minimum. C. Yes
<b>7</b>	18-Jan 4.	1. What information is required to be on the printed visitor tag/badge?	N	Name time and date
<b>8</b>	18-Jan 4.	a. Is a photo of the visitor required to be on the tag/badge? Does BOE require that a new photo be taken by the kiosk for each visitor?	N	No. No
	19-Jan 4.	i. If photo is required, is black and white photo acceptable or is color photo required?	N	n/a
	19-Jan 4.	ii. Does BOE want to capture the photo at the time of visit or pull the photo from the visitor's drivers license?	N	either
	19-Jan 4.	b. Is the visitor tag/badge required to be adhesive to stick to the visitors apparel or is it required to be worn with a badge clip or lanyard?	N	either
	19-Jan 4.	c. Does BOE require the printed/issued visitor tag/badge to visually expire after a period of 8-12 hours?	N	No. No
	19-Jan 5.	What is the estimated or anticipated annual volume of visitors at each school/facility?	N	200 per day district wide
	18-Jan 5.	Where does the BOE intend to have the printer supplies and rolls of media stored during the year?	N	We will store
	19-Jan 6.	What language(s) does the BOE require the VMS User Interface (UI) to be displayed in to the visitors using the kiosks?	N	English
	19-Jan 7.	Do kiosks need to be ADA (American Disabilities Act) compliant?	N	If possible and required
	19-Jan 7.	If the kiosk must be ADA (American Disabilities Act) compliant does it need to have braille labels and instructions?	N	No. No
	19-Jan 7.	Does the BOE require any customizable branding to the kiosks color finishing and decal wraps? Will all the kiosks look exactly alike at all 11 facilities?	N	No yes
	19-Jan 8.	Does the kiosk need to have a physical keyboard or will an on screen keyboard meet the BOE requirements?	N	on screen
	19-Jan 8.	Does the BOE want all the kiosk locks to be keyed alike? Does BOE want kiosk access alarm to be installed on the kiosk doors?	N	Yes and yes if possible
	18-Jan General	Will all the bidders questions and answers be shared amongst the bidders who have submitted questions?	N	in this addendum #1

All inquiries regarding this request shall be answered up to the close of business on January 22, 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. Inquiries of a technical nature may be directed to Mark J Deming (**203-452-4306**) Facilities Department, Trumbull Board of Education [Demingm@trumbulls.org](mailto:Demingm@trumbulls.org) All other questions may be directed to **Kevin Bova, Purchasing Agent (203.452.5042)** [kbova@trumbull-ct.org](mailto:kbova@trumbull-ct.org)