

WINDHAM SCHOOL DISTRICT
Windham, New Hampshire 03087
WSD Security Server Replacement Project

Invitation to Bid and Instructions to Bidders

May 3, 2019

INVITATION TO BID

The Windham School District will receive sealed bids for a Security Server Replacement Project at 19 Haverhill Road, Windham, New Hampshire 03087.

INSTRUCTIONS TO BIDDERS

1. Submit bids on the bid form enclosed herein.
2. Specifications are attached.
3. All project work shall be completed no later than June 10th 2019.
4. If you have any questions or concerns regarding this project, please contact Mr. R. Sean Hartnett, Network Administrator at (603) 845-1574 or shartnett@windhamsd.org.
5. The School District reserves the right to accept or reject any or all bids in part or whole, whether from responsible bidders or otherwise, even though the bidder may not submit the lowest bid. The School District has sole discretion in determining the best interest of the district and to waive any informality deemed to be in the best interest of the School District. Bidders shall be responsible for any and all expenses that they may incur in preparing their bids.
6. Faxed or Electronic bids will not be accepted.
7. Submit bids in a sealed envelope, *clearly marked*:

“WSD Security Server Replacement Project- 2019”
WINDHAM SCHOOL DISTRICT

Send to:

Mr. William Hickey
Business Administrator
Windham School District
SAU #95, 19 Haverhill Road
Windham, New Hampshire 03087

10. BID CLOSING: **Friday, May 10, 2019 at 1:00PM.** Sealed bids will be opened in public immediately following the closing of bids in the SAU #95 Conference Room, 19 Haverhill Road, Windham, NH.

**WINDHAM SCHOOL DISTRICT
WSD Security Server Replacement Project
SPECIFICATIONS**

SCOPE OF THE WORK

1. **Work with the Network Administrator towards configuration of the system towards import of the existing Exact Technologies configuration into a new Exact Technologies system and proper links into Active Directory for security.**
2. **All cameras will be upgrade to current firmware and properly tested for operation with the new server.**

QUALIFICATION REQUIREMENTS

1. Qualified bidders must have an operational facility within a 100-mile radius of Windham, New Hampshire.
2. Contractor shall be a single firm specializing in Security Systems. Portions of the work may be subbed out, but ultimate responsibility for workmanship falls on the Contractor.
3. Contractor **must** provide a list of at least 3 references relating to work of a similar project and scope. Reference list must include contact name, address and phone number.

DELIVERY, STORAGE, AND PROTECTION

1. Products on site must be sealed and properly labeled, in manufacturer's original containers, dry and undamaged. Do not use materials which have been opened prior to this project or damaged in any manner.
2. Products and other materials shall be delivered to site at such a time as required for proper coordination of the work. Windham School has minimal storage space and therefore, cannot make accommodations to store materials for an extended period of time.
3. Deliver materials in manufacturer's unopened container or bundles, fully identified with brand, type, grade, class, and all other qualifying information.
4. Take all necessary precautions against fire and other hazards, during delivery, storage, and installation of inflammable adhesives, solvents, and other materials specified herein. Comply with local ordinances and fire regulations in the installation of hazardous materials specified or required under this section.
5. The Contractor is responsible for coordinating and receiving all deliveries and shipments.
6. The Contractor shall hold the Owner harmless from any loss arising from lost, stolen or damaged materials stored at the job site.

WARRANTY

1. The Contractor shall [provide the manufacturer warranty details on equipment supplied

SPECIAL CONDITIONS

1. Qualified bidders must have an operational facility within a 100-mile radius of Windham, New Hampshire.
2. This bid cannot be assigned or transferred to any other Contractor.
3. The Contractor must examine the conditions under which the project is to be performed, and notify the Owner of unsatisfactory conditions. Do not proceed with the work until unsatisfactory conditions have been corrected in a manner acceptable to the Owner.
4. The Owner shall have general rights of inspection of the work and has the authority to stop work whenever such stoppage may be necessary to insure the proper execution of the contract and shall have the authority to reject any and all materials, whether worked or unworked, if such materials are not in accordance with the plans and specifications.
5. If at any time, the Owner determines that the Contractor's rate of performance is jeopardizing completion of the work within the Contract Time, the Contractor may be considered in default of the contract and the Owner may terminate the contract.

BOND REQUIREMENTS

1. Contractors must provide payment bond in accordance with New Hampshire RSA 447:16 Bond Required. "...shall if said contract involves an expenditure of \$35,000, and may if it involves an expenditure of less amount, obtain as a condition precedent to the execution of the contract, sufficient security, by bond or otherwise, in an amount equal to at least 100 percent of the contract price, or of the estimated cost of the work... ". Failure to secure bonding will result in disqualification of bid.

LAWS AND REGULATIONS

1. Contractor shall be solely responsible for complying with all Laws and Regulations governing the work, including, without limitation, applicable OSHA, EPA and State regulations and Town of Windham, NH ordinances.

INSURANCE

1. The Contractor shall purchase and maintain such insurance as will protect him from claims set forth below which may arise out of or result from the Contractor's operations under the Contract, whether such operations be by himself or by any subcontractor or by anyone directly or indirectly employed by any of them or by anyone for whose acts any of them may be liable. The Contractor shall submit a Certificate of Insurance showing the Contractor has the required coverage.

1. The contractor shall name the Windham School District as an additional insured.
2. Claims under Workers' Compensation, disability benefit and other similar employee benefit acts.
3. Claims for damages because of bodily injury, occupational sickness or disease, or death of his employees, and claims insured by usual personal injury liability coverage.
4. Claims for damage because of bodily injury, occupational sickness or disease, or death of any person other than his employees, and claims insured by usual personal injury liability coverage.
5. Claims for damage because of injury to or destruction of tangible property, including loss of use resulting therefrom.

	Statutory Limits
a. Workers Compensation and Employers' Liability	
Each Accident	\$1,000,000
Disease (Policy Limit)	\$1,000,000
Disease (Each Employee)	\$1,000,000
b. Comprehensive General Liability	
Bodily Injury (Each person/Each occurrence)	\$1,000,000
Property Damage	\$1,000,000
c. Comprehensive Automobile Liability	
Bodily Injury (Each person/Each occurrence)	\$1,000,000
Property Damage	\$1,000,000

PAYMENT SCHEDULE

1. Owner will provide payment as follows:
Final Payment – Final payment will not be issued until all components of the Final Inspection have been met to the Owner's satisfaction. (see above)

COMPANY PROFILE
and
REQUIRED SUBMITTALS

Please provide the following information regarding your business. ***This form is required as part of your bid submission.*** You may attach additional sheets or documents as needed.

1. DUNS Number or Federal Tax ID # _____
2. Size of Company: Total number of employees _____
Total number of service employees _____
3. Number of years in business _____
Number of years under current management _____
4. Office locations (service, retail, other) _____

5. Please provide website address: _____
6. Insurance – Please provide proof of insurance per specifications.
7. Bid Payment Bond – please provide if applicable, see specifications, proof of eligibility Per New Hampshire RSA 447:16 if project is over \$35,000.
8. Warranty Information
 - A. Warranty Coverage: _____ (Company Name)
 - B. Number of years on equipment _____
 - C. Number of years on labor _____
 - D. Number of years on installation _____
 - E. Exclusions: _____ (Company Name) will not have any liability or obligation under the limited warranty in case of:
 1. Damage caused by natural disasters
 2. Damage caused by snow removal activities
 3. Any defect caused by misuse or abuse of the equipment
 4. Damage caused by unauthorized modification
 5. Damage caused by improper maintenance
 6. _____

Hereby warranties the project listed at Windham School District, 19 Haverhill Road, Windham, NH is free of any defect in material and workmanship. The period of warranty is one (1) year from the date of completion, final inspection and acceptance. Any defects in material or workmanship resulting from construction procedures that occur during the warranty period will be repaired or replaced.

Date of Final Inspection: _____
Date of Warranty Expiration: _____

9. Provide operations and maintenance manuals.
10. Identify maintenance requirements of proposed equipment (if applicable).
 - A. Required service to maintain warranty.

B. Service schedule for equipment proposed (example: weekly, monthly, yearly).

11. Provide list of proposed equipment/materials to be used on this project (per specifications)

No equipment substitutions will be part of this project. _____
Please initial above

Proposed Alternate Equipment:

12. List 3 references for which your Company performed similar scope and size work for, include company/agency name, contact name and telephone number and email address.

- 1) _____

- 2) _____

- 3) _____

13. List all subcontractors to perform work including contact name and telephone number or check box below.

No subcontractor will be performing work on this project. _____
Please initial above

- A. _____
- B. _____
- C. _____

Provide references for each subcontractor under separate attachment.

(Company Name)

(Print Name)

(Authorized Signature & Title)

(Date)

**WINDHAM SCHOOL DISTRICT
WSD Security Server Replacement Project
BID PROPOSAL FORM**

To: Mr. William Hickey, Business Administrator
SAU #95
19 Haverhill Road
Windham, NH 03087

Having carefully examined the description of the work to be accomplished, as contained in the Specifications, the undersigned agrees to perform the work, for the following sum of money:

SECURITY SERVER REPLACEMENT COST \$ _____

TOTAL CONTRACT PRICE \$ _____

Submittals Included:
____ Company Profile

By signature below, the bidder, if awarded a contract,

- Agrees to complete the work by June 10th, 2019
- Agrees to use only products as per attached specifications
- Must have an operational facility within a 100- mile radius of Windham, NH

NAME OF CONTRACTOR: _____

ADDRESS OF CONTRACTOR: _____

PHONE #: _____

EMAIL: _____

SIGN HERE: _____
DATE

NAME OF AUTHORIZED OFFICER