



**WINDHAM SCHOOL DISTRICT
Windham Middle School
Windham, New Hampshire
Electronic Safety & Security Systems**

Invitation to Bid and Instructions to Bidders

May 24, 2019

INVITATION TO BID

The Windham School District will receive sealed bids to furnish and install a complete turnkey safety and security system at Windham Middle School which shall include complimentary and integrated Access Control, Intercom, CCTV, Security and Emergency Alert Systems. All work to be completed in coordination with Roger Preston AND the Project Supervisor at Windham Middle School located at 112 Lowell Road, Windham, NH 03087. Bidders shall consider that this project is being completed as part of a building renovation/corridor smoke sealing which will occur over the course of the summer. As such, the bid submission shall be inclusive of the entire project with the understanding that it will be completed by August 14, 2019.

INSTRUCTIONS TO BIDDERS

1. Submit bids on the bid form enclosed herein and per the system descriptions and specifications on the following pages. In addition to the bid form, all bids should include the following:
 - Letter
 - Proposal
 - Itemized Pricing
 - Specification Sheets
 - Corporate Leadership Summary
2. Bidders shall carefully examine the building prints and specification to obtain a comfortable understanding of the project scope and building conditions.
3. All project work shall be completed in coordination with Roger Preston and the Project Supervisor
4. A mandatory pre-bid meeting will be held at 112 Lowell Road, Windham, NH on May 31, 2019 at 2:30 PM. Potential bidders must register in advance with Roger Preston via email to rpreston@windhamsd.org. Registration will be accepted up to 24 hours prior to the meeting. Only registered attendees will be permitted.
5. If you have any questions or concerns regarding this project, please contact Mr. Roger Preston, Facilities Manager at (603) 845-1550 ext. 1217 or rpreston@windhamsd.org. All questions must be submitted in writing on or before end of business Tuesday June 4, 2019. Questions and answers will be distributed electronically to all attendees before end of business Thursday June 6, 2019.
6. End of business as referenced throughout this document shall mean 5pm EST.
7. The following pages will review the desired system scope and equipment specifications. It is the responsibility of the bidder to cross reference this information across the prints provided and obtain all counts and equipment locations from the prints. Where there is conflict between the written RFQ and the print, the print shall prevail.
8. Equipment not specifically specified in this document will be at the bidders discretion, compatible with the specified equipment and subject to the School's approval.



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9. 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.
10. Bid will be based on the following criteria:
 1. Quality of Proposal
 2. Qualifications/Experience of Contractor
 3. Pricing
 4. Response Time
 5. References
11. Faxed or electronic bids will **NOT** be accepted.
12. Submit bids in a sealed envelope, clearly marked, with 2 copies.

**“BID FOR Windham Middle School Safety and Security Systems - 2019”
WINDHAM SCHOOL DISTRICT**

Send or hand deliver to:

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

10. **BID CLOSING:** Tuesday June 12, 2019 at 1:00 PM. Sealed bids will be opened in public immediately following the closing of bids in the SAU #95 Conference Room, 19 Haverhill Road, Windham, NH.



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SPECIFICATIONS & SCOPE OF THE WORK

Access Control System with Door Monitoring

Successful bidder to provide and install turnkey, non -proprietary Mercury POE access controllers which will be controlled and managed via Open Options' DNA Fusion software to accommodate a total of 6 card reader packages. All doors will be equipped with request to exit devices and door contacts to allow monitoring of doors that are forced and/or propped. These alarm events will remain local and will annunciate at the door and on the graphical map display to be installed in the main office.

As such, each card reader package will contain the following equipment:

- Card Reader
- Magnetic Door Contact
- Motion Activated Request to Exit
- Electric Door Lock
- Sounder

Except for the doors specifically listed below, bidders shall include all electric door locks and request to exit devices. Bidders shall include required conduit and cabling, which shall also include smoke sealing any wall or ceiling penetration per the wall or sealing listed rating. It is the responsibility of the successful bidder to ensure that there are no conflicts in the equipment provided by others.

- Main Entrance Interior Vestibule
- Office Entry from Interior Vestibule

The proposed solution will include Schlage multi technology single gang card readers and an initial order of 100 MIFARE classic clamshell cards. Card readers will be programmed to annunciate door status at each access door via integrated LD.

In addition to the card access system, this software will also serve as the management interface to monitor exterior doors. As such, an interactive graphical map will be displayed in the office area which will annunciate the condition of each exterior door whether access controlled or not. Non access doors will be monitored for props and unauthorized entry from the exterior. Door exits from within the building shall be considered normal and will not be annunciated through the system.

Access Equipment Specifications

- 1) Access Control Management System will be Open Options DNA Fusion
- 2) System architecture will be built on Mercury controllers
- 3) Readers will be Schlage MT 15 Single Gang Multi Technology
- 4) Credentials will be 9420 MIFARE clamshell cards
- 5) Map display will be Tatung TME32A



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Video Surveillance System

Successful bidder to provide and install a turnkey non-proprietary network video surveillance system inclusive of 34 cameras, new and existing initially with unlimited expansion capabilities. All cameras will power POE through switches provided by the SAU and will integrate into the District's existing video surveillance server running Exacq software. All dome (CCTV) cameras will include the following characteristics:

- 2 Megapixel Minimum
- IP66 and IK10 rated (As appropriate)
- Wide Dynamic Range
- Remote Focus Assist (applies to varifocal only)
- Smart IR Illumination
- Video Rotation for Corridor View
- P-iris
- Zipstream

All cameras will be dome style and will be mounted in accordance with manufacturer recommendation including appropriate mounting hardware. All domes should be mounted such that the domes are facing the ground, or floor, and will, in no circumstances be mounted with the base secured directly to the wall surface.

It is the responsibility of the bidder to understand the power requirement of the cameras and provide POE injectors for any cameras that might exceed 30 watts (including heater and blowers) which will be the maximum allowed by the switches provided by the school.

Please refer to the following print indicating approximate cameras locations and corresponding model.

All associated cabling and conduit for the CCTV system will be installed by the bidder. This shall also include smoke sealing any wall or ceiling penetration per the wall or ceiling listed rating. It is the responsibility of the successful bidder to ensure that the cabling provided will not conflict with the requirements of the proposed equipment. Further, it is the responsibility of the bidder to understand the limitations of the provided cabling and include such equipment so as to adequately enhance those limitations.

Video Surveillance Specifications

- 1) Video Management software will be Exacq Inc., Enterprise Camera Licenses Part # EVENIP01 (Bidder to include the required number of licenses)
- 2) Axis P3717-PLE
- 3) Axis Q3708PVE
- 4) Axis P3225LVEMKII
- 5) Axis P3225LVMKII
- 6) Axis M3045V
- 7) Axis P3227LV
- 8) Video display will be Tatung TME32A

Security Alarm System

The successful bidder to install a security alarm system controlled by DMP's (Digital Monitoring Products) 550 networked alarm panel. The system will include contacts on all exterior doors which will be supplemented with interior motion detector coverage as indicated on the prints. In addition to the standard security alarms, this system includes



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existing duress switches, boiler monitoring, environmental alarms and will also serve as a bridge to the access control and lockdown systems. The Control keypad for this system will be installed inside the Main Entry Interior access entry door. Monitoring of the security alarm will be via network by the district's existing contractor. The successful bidder will be required to establish network connectivity and provide all applicable codes for the system (or leave at default) to enable the current contractor to program for monitoring.

- Alarm Control Panel to be located in Rm 112A
- Bidders shall include required conduit and cabling, which shall also include smoke sealing any wall or ceiling penetration per the wall or sealing listed rating.

Security Alarm Specifications

- 1) Alarm Control Will be DMP XT550NLG
- 2) Motion Detectors will be Rokonet iWise RK8xx

Lockdown / System Management

Successful bidder to install a turnkey lockdown and management system that will serve as a supplement to the access and alarm systems described above. Activation of the lockdown system may be via any of the duress buttons, or by any phone via touch tone controller. Once initiated, the following sequence of events will activate automatically.

- A voice alarm dialer will autodial up to 32 numbers programmed by the Customer to announce system activation
- The activation will trigger the installed alarm system causing notification to Central Station accordingly with response according to the School's pre-determined direction.
- Speaker/Strobes with recorded voice message will activate to announce system activation throughout the facility. Devices have been designated for areas where ambient noise may surpass what would be required to hear intercom system announcements effectively and outside each card access entry door.
- The driver used for the speakers will also be used to send a line out to the school's intercom system thus initiating announcement through the existing paging system.
- All automatically held fire doors will release.
- The card access system will default to a "lockdown" scenario.

System management will include a view client and monitors required for effective management of the new security system. The view client will be installed in the office/administration area and will support 2 local displays. One for the cameras and one for the interactive graphical map of the school indicating all exterior doors with or without card access.

Each monitor shall be commercial grade, LED, 32", include appropriate articulating wall mounts and be rated for continuous use.

Bidder Considerations

- This is a non-rated job.
- All 110 power will be provided by others.
- All work will be performed during normal business hours Monday through Friday, 0700 EST to 1700 EST and excludes holidays and weekends.
- Onsite parking will be provided.
- Access control and video surveillance servers will be provided by the district.
- All electronic door locks / strikes will be provided and powered by others except for those noted above.
- Telephone lines for both the auto dialer and touch tone controller will be provided by the school.



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QUALIFICATION REQUIREMENTS

1. A qualified lead installer with a minimum of 5 years of experience.
2. Qualified bidders must have an operational facility within a 100-mile radius of Windham, New Hampshire.
3. Contractor shall be a single firm specializing in security systems integrations. Portions of the work may be subbed out, but ultimate responsibility for workmanship falls on the Contractor.
4. All work shall be executed by skilled tradesmen in a workmanlike manner. All employees must be properly trained and familiar with the work, products and procedures. This work shall be carefully done. Any damage to the physical plant or equipment shall be repaired by skilled mechanics of the trade involved at no additional cost.
5. 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.

WORK SITE

1. All material will be reviewed and approved by Owner prior to installation. Bidder must submit specifications with bid submittal.
2. Furnish only the materials as specified herein, in strict accordance with and approval by the manufacturer.
3. Before starting any work, the Contractors shall protect all furnishings, floors and areas.
4. The Windham School District and grounds are a non-smoking area.
5. Weapons of any kind, non-prescription drugs or alcoholic beverages are not permitted on the grounds.

REMOVAL AND DISPOSAL OF MATERIALS

1. It is the responsibility of the contractor to remove and dispose of all material according to Federal, State and local policies.
2. Discarded materials must be removed from school site on a daily basis.
3. At the completion of the job, all discarded materials, trash and debris shall be removed from the site and all work areas shall be clean.

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. The Contractor shall arrange material storage so as not to interfere with the Owner's operations.
4. Deliver materials in manufacturer's unopened container or bundles, fully identified with brand, type, grade, class, and all other qualifying information.
5. 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.
6. The Contractor is responsible for coordinating and receiving all deliveries and shipments.
7. 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 guarantee all workmanship for one (1) year from the date of final payment. Any defects which may arise during this period shall be promptly repaired by the Contractor including any damage done to



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the Owner's property due to such defects. This shall include all material, labor, travel and any other cost associated with the repair.

SPECIAL CONDITIONS

1. Qualified bidders must have principal offices within a 100-mile radius of Windham, New Hampshire.
2. The acquisition of all applicable permits and associated costs to obtain said permits will be the responsibility of the Contractor.
3. This bid cannot be assigned or transferred to any other Contractor.
4. 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.
5. 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.
6. 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.
7. Equipment may be stored on site during the project period as required for proper coordination of the work. All equipment shall be removed at the conclusion of the project. The Contractor shall hold the Owner harmless from any loss arising from lost, stolen or damaged equipment stored at the job site.
8. The Contractor shall insure that all employees perform criminal background checks for all persons that will be present on the jobsite at any time. If background checks reveal convictions of any crimes involving offense against children, notify the Owner in writing and do not allow the offender access to the jobsite.

SAFETY

1. The health and safety of all workers, school employees, and school children is paramount. The Contractor shall implement all practical means of preventing injury including the placement of signs, ropes, barricades or other warning devices to exclude people from the work zone.
2. If any unauthorized person enters the work area, the Contractor shall cease all operations which could result in injury/accident to the visitor and not restart until the area is cleared.
3. Any ladders used on this project must be in good condition and must be OSHA approved.
4. Contractor must comply with all OSHA guidelines for safety and protection of workers and the public.
5. Contractor will adhere to the laws in the State of New Hampshire regarding current safety practices, and in accordance with code enforcement.

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



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**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 Middle School, 112 Lowell 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.



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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)



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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, and having fully inspected the site for all particulars, the undersigned agrees to perform the work, for the following sum of money:

Project Total	\$ _____
Expected Terms	\$ _____
5 Year Warranty Option	\$ _____

Submittals Included:
___ Company Profile

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

- Agrees to complete the work by August 14, 2019
- Agrees to use only products as per attached specifications
- Must have an principal offices within a 100 mile radius of Windham, NH

NAME OF CONTRACTOR: _____

ADDRESS OF CONTRACTOR: _____

PHONE #: _____ **EMAIL:** _____

SIGN HERE: _____
DATE **NAME OF AUTHORIZED OFFICER**