



**WINDHAM SCHOOL DISTRICT
Golden Brook School
Windham, New Hampshire
GBS Electronic Safety & Security Systems**

Invitation to Bid and Instructions to Bidders

March 16, 2018

INVITATION TO BID

The Windham School District will receive sealed bids to furnish and install a complete turnkey safety and security system at Golden Brook School which shall include complimentary and integrated Access Control, Intercom, CCTV, Security and Emergency Alert Systems. All work to be completed in coordination with the Roger Preston AND the Project Supervisor at Golden Brook School located at 112B Lowell Road, Windham, NH 03087. Bidders shall consider that this project is being completed as part of a building renovation/addition which will occur in two phases. As such, the bid submission shall be inclusive of the entire project with the understanding that it will be installed in 2 phases over the course of 1 year.

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 on Thursday, March 29th at 10am at the Golden Brook job trailer, 112B Lowell Road, Windham, NH 03087. 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 Friday, April 6th. Questions and answers will be distributed electronically to all attendees before end of business Wednesday, April 11th.
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.



**WINDHAM SCHOOL DISTRICT
Golden Brook School
Windham, New Hampshire
GBS Electronic Safety & Security Systems**

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.
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 GBS Safety and Security Systems - 2018"
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: **Friday, April 20 at 3:00PM.** 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
Golden Brook School
Windham, New Hampshire
GBS Electronic Safety & Security Systems

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 13 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 base pricing in consideration of all electric door locks, request to exit devices shall be provided by the door contractor. All associated conduit and cabling shall be provided by the electrical contractor. It is the responsibility of the successful bidder to ensure that there are no conflicts in the equipment provided by others.

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

Video Surveillance System

Successful bidder to provide and install a turnkey non-proprietary network video surveillance system with 36 cameras initially and unlimited expansion capabilities. These 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



WINDHAM SCHOOL DISTRICT
Golden Brook School
Windham, New Hampshire
GBS Electronic Safety & Security Systems

- 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

Except for any license plate cameras, 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 provided and installed by the electrical contractor. 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.

Certain exterior cameras will be pole mounted and cabling to those cameras will be copper. It is expected that the bidders include network extenders and appropriate pole mounts for each of these locations. Expected cable runs are expected to be between 600 and 1000 feet.

Video Surveillance Specifications

- 1) Video Management software will be Exacq Pro (Bidder to include the required number of licenses)
- 2) V1 – Vivotek IP816A-LPCKIT-V2-S
- 3) V2 – Axis P3707PE
- 4) V3 – Axis Q3708PVE
- 5) V4 – Axis P3225LVEMKII
- 6) V5 – Axis P3225LVMKII
- 7) V6 – Axis M3045V
- 8) V7 – Axis P3227LV
- 9) 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 duress switches, boiler monitoring, environmental alarms and will also serve as a bridge to the access control and lockdown systems. Control keypads for this system will be installed inside each primary 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.

Security Alarm Specifications



WINDHAM SCHOOL DISTRICT
Golden Brook School
Windham, New Hampshire
GBS Electronic Safety & Security Systems

- 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.

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 50-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.



WINDHAM SCHOOL DISTRICT
Golden Brook School
Windham, New Hampshire
GBS Electronic Safety & Security Systems

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 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 50-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.



WINDHAM SCHOOL DISTRICT
Golden Brook School
Windham, New Hampshire
GBS Electronic Safety & Security Systems

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. Criminal background checks of employees must be completed prior to the start of any jobsite work. All background check forms must be submitted to the SAU# 95 School Superintendent for final approval. Any cost associated with the background checks shall be the Contractor's responsibility.

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.
2. Please provide a separate line item for the cost of the Bond.

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.



WINDHAM SCHOOL DISTRICT
Golden Brook School
Windham, New Hampshire
GBS Electronic Safety & Security Systems

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.
 - a. Workers Compensation and Employers' Liability

	Statutory Limits
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

FINAL INSPECTION

1. At completion of the project and associated work, Contractor will meet with Owner or their agent to inspect work. Owner or their agent will list all items requiring correction or completion and furnish a copy of items to each party in attendance.
2. Repair or replace defective work found at time of inspection, as necessary to produce a project which is free of damage and deterioration and according to warranty requirements.
3. Notify the Owner upon completion of corrections.

PAYMENT SCHEDULE

1. Owner will provide payment as follows:
Progress Payments – Any progress payment or pre-payment expectations must be detailed in the bid response.
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)



WINDHAM SCHOOL DISTRICT
Golden Brook School
Windham, New Hampshire
GBS Electronic Safety & Security Systems

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 Golden Brook School, 112A 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.



**WINDHAM SCHOOL DISTRICT
Golden Brook School
Windham, New Hampshire
GBS Electronic Safety & Security Systems**

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)



WINDHAM SCHOOL DISTRICT
Golden Brook School
Windham, New Hampshire
GBS Electronic Safety & Security Systems

(Authorized Signature & Title)

(Date)



**WINDHAM SCHOOL DISTRICT
Golden Brook School
Windham, New Hampshire
GBS Electronic Safety & Security Systems**

**WINDHAM SCHOOL DISTRICT
HVAC SYSTEMS CLEANING - 2018
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	\$ _____
Cost of Bond	\$ _____
5 Year Warranty Option	\$ _____

Submittals Included:
 Company Profile

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

- Agrees to complete work for Phase 1 by July 1, 2018 and Phase 2 by July 1, 2019
- Agrees to use only products as per attached specifications
- Must have an principal offices within a 50 mile radius of Windham, NH

NAME OF CONTRACTOR: _____

ADDRESS OF CONTRACTOR: _____

PHONE #: _____

EMAIL: _____

SIGN HERE: _____
DATE

NAME OF AUTHORIZED OFFICER