

IMPORTANT INFORMATION TO BIDDERS

It is YOUR responsibility to register with the office of Town Manager if you use the TOWN WEB SITE to download this RFP/BID. Failure to register may prevent you from receiving important addendums, changes or answers to questions submitted by other vendors regarding the specifications. The Town of Clinton assumes no responsibilities for defects and/or omissions in Bid responses due to failure to register with the Office of Town Manager.

It is strongly recommended that you E-mail the following information to mschettino@clintonct.org.

Name:

SPECIFICATIONS
FOR

BID # 2022-09
Emergency Light
Maintenance

PROJECT DESCRIPTION:

Emergency Lighting and Exit Lighting Inspections

JULY 1ST, 2022 - JUNE 30TH, 2025
THIS BID IS FOR A THREE-YEAR PERIOD

TOWN MANAGER: KARL KILDUFF

DIRECTOR OF PUBLIC WORKS: TODD HAJEK

**LEGAL NOTICE
TOWN OF CLINTON**

SEALED BIDS will be received until **11:00 a.m. Wednesday, June 1, 2022** the Office of the Town Manager, Andrews Memorial Town Hall, 54 E. Main Street, Clinton, Conn. 06413 at which time they will be opened and read aloud for **Emergency Light Maintenance, Portable Toilets, Trash Pickup, HVAC, Septic Pumping and Propane Delivery**. Bids received after the above date and time will be rejected. Bid Documents are available for download on the Town of Clinton website at www.clintonct.org.

The Town Manager reserves the right to reject any, or any part of, or all proposals; to waive informalities and technicalities and to accept the Bid which the Town deems to be in the best interest of the Town, whether or not it is the lowest dollar amount.

Karl Kilduff, Town Manager
PUBLISH: New Haven Register
DATE: May 6, 2022

**TOWN OF CLINTON
INFORMATION TO BIDDERS**

SEALED BIDS will be received at the Office of the Town Manager, Andrews Memorial Town Hall, 54 E. Main Street, Clinton, Conn. 06413 until 11:00 AM, Wednesday, June 01, 2022, at which time they will be opened and read aloud for:

Maintenance and Inspection of Emergency Lights

Bids received after the above stated time will be rejected. Bid Documents are available for download on the Town of Clinton website at www.clintonct.org.

Certificates of Insurance in a form acceptable to Town Counsel, will be submitted by the successful bidder upon written or verbal notification that the proposal has been accepted. Required insurance must be maintained for the duration of the contract.

Terms of payment, except when specified in the proposal, will be net 45 days after receipt of approved invoice. The Town of Clinton is exempt from taxes imposed by the Federal and State Governments including the Federal Transportation Tax. Such taxes should not be included in your proposal. Where applicable, freight charges, setup charges and any other charges are to be included in the total price to the Town.

Equipment supplied and work performance must be in conformance with all OSHA regulations and all vehicles must meet Federal and State Department of Transportation rules and regulations governing their use in Connecticut. All equipment will be maintained in a safe clean working condition as intended by the manufacturer. Violation of this provision may result in immediate termination of contract.

When applicable, the Contractor assumes responsibility to conform to all local ordinances and to obtain all necessary permits before start of work. Certificates of Insurance shall include the Town of Clinton as an additional insured for the life of the Contract.

Pursuant to Section 10-6 of the Town of Clinton Charter, the Town Manager may reject any and all bids, or waive informalities and technicalities and to accept the Proposal (bid) which the Town deems to be in the best interest of the Town, whether or not it is the lowest dollar amount. Bids received after the above stated time will be rejected. No bid shall be accepted from or contract awarded to any person who is in arrears to the Town of Clinton on any tax, debt, or contract.

GENERAL INFORMATION TO ALL RESPONDENTS

The first page of each BID must be clearly labeled with the proposer's name, the name of a contact person within the proposer's organization, and the proposer's mailing address, telephone number, fax number, webpage address and email address.

To be considered, a vendor must submit a complete BID that satisfies all requirements and addresses all information requested or specified in this RFP.

The Town reserves the right to amend or withdraw this Request for BIDs at any time prior to the deadline date for submission of proposals. If this BID is amended, the Town will notify each REGISTERED proposer in writing, via email.

When quantities are listed in these specifications they may be increased or decreased by the Town of Clinton, depending upon its actual requirements.

The Town of Clinton is an equal opportunity employer and we advise you of our intent to negotiate business only with other equal opportunity employers. All Contractors and subcontractors with whom we contract are obligated to provide equal opportunity without regard to race, creed, color, national origin, age, sex or handicap.

Bids must be submitted on proposal forms attached hereto. Bids received later than the time and date specified will not be considered.

No bid shall be accepted from, or contract awarded to any person who is in arrears to the Town of Clinton on any tax, debt, or contract.

Price is not the sole determining factor used to determine award. The Contractor past history and work performance on previous Town of Clinton projects as well as references received or submitted for past work other than the Town of Clinton will be considered when making awards. The Town of Clinton reserves the right to award work to the most qualified contractor base upon its evaluation regardless of proposed price.

All questions are to be submitted by email. Only questions submitted in this manner will be answered. All bidders will receive copies of questions and answers upon request.

All bid prices must include prepaid delivery, assembly and/or installation (ready for operation and/ or use) of all equipment and/or materials to the individual location(s) as designated by the Town of Clinton. All bid prices are to be submitted on the sheets provided on this bid. Quantities and pricing are to be listed in accordance with these sheets.

Bidders offering(s) under this bid must meet and be in compliance with all local, state and federal specifications, regulations and requirements pertaining to the work, materials, equipment or items requested in the bid.

The successful bidder, vendor and/or contractor must protect all property of the Town of Clinton, (i.e., all floors, furniture, grass, land, etc.) from injury or other damage. Any damage so caused must be repaired by contractor/vendor at his/her own expense.

At the completion of the work the vendor and/or contractor must remove from the premises all surplus materials and all debris created by him. He must leave the premises in a clean and finished condition acceptable to the owner or its agents. It is the responsibility of the VENDOR to document before and after conditions.

Default - It shall be understood that a bidder supplying equipment and/or supplies will be considered to be in default if/when he/she has not delivered the item(s) within the time constraints listed in this document. Bidders providing a service and/or construction will be considered to be in default if/when they have failed to meet the completion date set forth in this document and/or they have ceased work on the project for a period of fifteen (15) working days cumulative or consecutive.

Samples that are forwarded by the bidder will be returned to the bidder at his request and at his expense. Samples not returned to the bidder will be disposed of at the discretion of the Town of Clinton or its designated representative. Large pieces of equipment submitted for evaluation and inspection are to be picked up by the bidder within thirty (30) days of bid opening date. Items not picked up within thirty (30) days of bid opening will be disposed of by the Town Clinton.

Any and all references to trade names, types, styles, models or catalogs are intended to be descriptive only and not restrictive. The intention is to indicate to bidders the type and quality of the articles and/or materials that will be satisfactory. Bids received on other makes or models with reference to other catalogs will be considered. The bidder is to clearly state in his bid exactly what he intends to furnish, and to furnish with his bid a cut or illustration or other descriptive matter that will clearly indicate and give specification as to the product he proposes to furnish. Where a bid is offered on an item other than the trade standard used in the specification the item should be identified on the bid form by entering the MAKE, TRADE NAME AND MODEL NUMBER. It is understood that any substitutes that might be offered are guaranteed by the bidder to be of equal or better quality than is requested in the bid. The item(s) offered must be equivalent as to function, basic design, type and quality of material, method of construction and any required dimensions. It shall be further understood that during original as well as subsequent shipments spot checks will be performed to insure that the items received are in fact the items offered in the bid. WHEN RECEIVED, SHOULD ITEMS/MATERIALS PROVE TO BE DIFFERENT IN ANY WAY, THE BIDDER AGREES TO THE RETURN OF THE ITEMS AND AGREES TO SUPPLY THE CORRECT ITEMS (PER BID SPECIFICATIONS) AT THE BIDDER'S EXPENSE.

Bidders are cautioned that surplus, seconds, factory rejects, close-outs or distressed items are not acceptable and shipment of substitutions, defective or shop-worn equipment will be returned for a full refund at the vendor's expense.

The quantities and/or material listed in the specifications may be increased or decreased by the Town of Clinton or its designated representative based on actual need at the time the orders are placed.

The Town of Clinton or its designated representative reserves the right to reject any proposal in whole or part offering equipment and/or materials and/or services that in his/her opinion does not meet the quality standards desired. Such decision will be considered final and not subject to further recourse by the bidder.

The Town of Clinton or its designated agent reserves the right to award or reject by item, or part thereof, groups of items, or parts thereof, or all items of the bid and to award contracts to one or more bidders submitting identical proposals as to price, to reject any and all bids in whole or in part, to waive technical defects, irregularities and omissions if, in his/her judgment the best interest of the town will be served.

The Town of Clinton specifically reserves the right to reject any and all bids until a purchase order and/or contract has been awarded, no bidder can claim any contract rights by virtue of bidding alone. Awarding of the contract means actual written notice by letter and a properly executed purchase order to the bidder or bidders that the contract has been awarded.

It is the intent to award this bid by line item; however the Town of Clinton reserves the right to award the bid in total if it is deemed by the Town of Clinton that the award in total would be in the best interest of the Town. In addition, bidders should be advised that should budgetary constraints dictate, part and/or all the items listed in this bid may be rejected. This decision(s) shall be considered final and not subject to recourse by the bidder.

In determining the lowest or highest responsible bidder, the Town of Clinton reserves the right to consider, in addition to price, the compatibility, the quality, the cost of maintenance and availability of parts, the experience of the bidder, the sufficiency of the financial resources of the bidder as relates to the offerings, as well as the ability of the bidder to provide future maintenance and service.

**WHERE A BID BOND IS REQUIRED, IT IS TO BE SUBMITTED WITH THE BID
AT THE TIME OF SUBMISSION. (See page 11)**

Bid Bond - shall be in the amount equivalent to ten per cent (10~) of the contract made out in favor of the Town of Clinton and issued by a surety company acceptable to and approved by the Town of Clinton.

**WHERE A PERFORMANCE BOND IS REQUIRED, IT IS TO BE SUBMITTED AFTER AWARD OF
BID AND PRIOR TO CONTRACT EXECUTION. (See page 11)**

Performance Bond - the bidder whose proposal shall be accepted shall file a performance bond and execute said contract within fifteen (15) days from the date of notification of such award. The bond furnished must be in favor of the Town of Clinton and executed by a surety company authorized to transact business in the State of Connecticut and acceptable and approved by the Town of Clinton. It shall be for not less than one hundred per cent (100%) of the total contract price but in no case less than one thousand dollars (\$1,000).

**WHERE A PAYMENT BOND IS REQUIRED, IT IS TO BE SUBMITTED AFTER AWARD OF BID
AND PRIOR TO CONTRACT EXECUTION. (See page 11)**

Payment Bond - if requested by the Town of Clinton, bidder whose proposal shall be accepted shall file a payment bond and execute said contract within fifteen (15) days from the date of notification of such award. The bond furnished must be in favor of the Town of Clinton and executed by a surety company authorized to transact business in the State of Connecticut and acceptable and approved by the Town of Clinton. It shall be for not less than one hundred per cent (100%) of the total contract price but in no case less than one thousand dollars (\$1,000).

The Town of Clinton reserves the right to require successful bidder(s) to enter into such security arrangements as are deemed necessary to protect the Town of Clinton property and goods.

Facsimile Transmissions - Submission of this bid or any portion of this bid and/or any documents relating to the bid by means of Facsimile Transmission (fax machine) is unacceptable and will not be considered in the bid process.

The bidder agrees to obtain all work/building permit(s) as might be required. The cost of obtaining said permit(s) shall be included in the bid price(s). In addition, it shall be understood where property lines are to be considered, bidders are to verify said lines/measurements with proper Town Officials prior to commencement of work.

In connection with the execution of this bid, subsequent purchase orders and/or contracts, the seller shall not discriminate against any employee or applicant for employment because of age, race, religion, color, sex or national origin.

The successful bidder shall not employ any subcontractor to fulfill any of the duties as herein specified without express, prior written approval of the Town of Clinton or its designated representative.

Material Safety Data Sheet (MSDS) - the successful bidder must warrant that any chemicals supplied hereunder will contain appropriate warning labels, cautioning instructions and notices. In addition, any chemical products supplied in bulk and/or used in the execution of this bid and/or its content, bidder agrees to furnish as directed, sufficient copies of the products MSDS and a supply of labels and cautionary instruction notices to be used in the plant(s).

The successful bidder must warrant that he has supplied all appropriate information that he is aware of concerning any potential hazards involved in the use, handling, transportation, labeling, storage or disposal of any/all chemicals and/or materials supplied and/or used in the execution of this bid and/or its contents.

The successful bidder must warrant that he has supplied any data on the possible toxic or harmful effect the chemicals provided and/or used may have and the precautions the Town of Clinton should take to eliminate or minimize those risks.

When the State of Connecticut Prevailing Wage Rate is applicable to the bid, it is to be known by the prospective bidders that a Certified Payroll Record must be forwarded prior to any request and/ or invoice for payment(s).

Machines and/or Equipment (lockout/tag out) - In an effort to comply with OSHA's final rule on control of hazardous energy sources, vendors must warrant that any and all machines and/or equipment as is covered under this bid will be supplied and/or installed equipped with lockout/tag out devices as prescribed by OSHA.

All energy isolating devices must be designed to accept a lockout device, as required by OSHA lockout/tag out requirements, 29 C.F.R. 1910.147(C)(2)(iii). 54 Fed. Reg. 36681, 36688 (September 1, 1989). For this purpose, an "energy isolating device" is a mechanical device that physically prevents the transmission or release of energy (such as a valve), and "lockout device" is a device that uses a positive means, such as a lock, to hold an energy isolating device in the safe position and prevent the energizing of a machine or equipment.

The successful bidder shall agree that any award resulting from this bid will be extended to any/ all departments and agencies of the Town of Clinton and that the successful vendor shall invoice said Town agency and/or department separately.

The terms and contents of these general bid terms and conditions are made a part of this bid.

REQUESTED SERVICE OR SCOPE OF WORK DESCRIPTION

General Scope of Work

The Town of Clinton is seeking a qualified company to provide preventative maintenance on Emergency Lighting Systems for the Town of Clinton. All system shall inspected in compliance with NFPA 110 Life Safety Code with documentation provided as required to the Town. Successful Bidder is responsible for maintaining a proper inventory by location of all units, and providing town with said list on an annual basis.

Proposal by year:

Year 2022-23

Description	Unit	Proposed Cost
Emergency Lighting Test all Facilities	Monthly	\$_____
Emergency Lighting Annual Test all	Yearly	\$_____
EXIT Lighting Testing all Facilities (	Monthly	\$_____
EXIT lighting Testing all Facilities (lump	Yearly	\$_____
BLANK		

Description	Unit	Proposed Cost
Emergency Lighting Test all Facilities (lump	Monthly	\$_____
Emergency Lighting Annual Test all Facilities	Yearly	\$_____
EXIT Lighting Testing all Facilities (lump	Monthly	\$_____
EXIT lighting Testing all Facilities (lump sum)	Yearly	\$_____
BLANK		

Year 2024-25

Description	Unit	Proposed
Emergency Lighting Test all Facilities (lump	Unit	\$_____
Emergency Lighting Annual Test all Facilities	Monthly	\$_____
EXIT Lighting Testing all Facilities (lump	Yearly	\$_____
EXIT lighting Testing all Facilities (lump sum)	Monthly	\$_____
BLANK		

General Information:

- All documentation will be submitted on a monthly basis by facility (sample forms provided)
- All inventories will be submitted in a manner that is acceptable to the Town. The Town owns the inventory and may use it for their benefit.
- All work will occur during normal business hours unless otherwise approved.

Service Employees:

- Employees of the service are subject to security clearance due to the sensitive nature of areas being served.
- Employees will be issued an ID card and must have it displayed when entering and working in Town buildings.

Invoicing:

- Services will be invoiced monthly.
- Invoice shall include all documentation regarding inspections/annual report in an electronic format acceptable to the Town

Repairs:

- Non function equipment will be reported as soon as practical to the Department of Public Works.
- All reports of non-functioning equipment will include an estimated cost for repair.
- It is the intention of the Town to use the bidder to complete all repairs however, the Town reserves the right to hire contractors of their choice to complete repairs if deemed to be in the best interest of the Town.

February 2022 Inventory			
Facility		Emergency Lighting	
Public Works 117 Nod Road		20	
Town Hall 54 East Main Street		38	
Town Hall Annex 48 East Main Street		43	
Police Department 170 East Main Street		21	

Fire Department			
35 East Main Street		26	
149 Glenwood Road		7	
Indian River Complex 201 Kwth Tpke		22	
Library 10 Kwth Tpke		32	

Questions:

All questions will be submitted a minimum of **10 business** days prior to bid due date.

Only questions submitted by e-mail will be addressed. Please submit all questions to: thajek@clintonct.org

Copy to: mschettino@clintonct.org

Please complete all requested information in this package:

- Page 10 Pricing
- Page 16 Exception to the Bid (must be signed even if there are no exceptions)
- Page 17 Bid Proposal Form
- Page 25 & 26 Reference Information

You are responsible to read the entire document.

BID DIRECTIONS: Bids to be considered must be presented on the sheets provided within this bid. Additional information sheets may be attached. No bidder may withdraw his bid for a period of 45 days after the opening date. Prices must hold for at least 90 days after opening.

Bid bond is required with this bid: (with submittal of bid, see Page 8)	NO
Performance bond will be required: (prior to contract execution, see page 8)	NO NO
Payment bond will be required: (prior to contract execution, see page 8)	NO
This is a prevailing wage project: (see addenda)	NO
Material samples are required with this bid:	
Descriptive and/or equipment specifications are to be submitted with your bid:	NO
Proof of insurance required: (prior to execution of contract, see page 15)	YES

Other:

Insurance Requirements

Contractor shall agree to maintain in force at all times during which services are to be performed the following coverages and shall name the Town of Clinton as an Additional Insured on a primary and non-contributory basis to the Contractor's Commercial General Liability and Automobile Liability policies. **These requirements shall be clearly stated in the remarks section on the bidders Certificate of Insurance.** Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum Best's Rating of A-. In addition, all Carriers are subject to approval by the Town of Clinton.

		(Minimum Limits)
General Liability:	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate	\$2,000,000

A Waiver of Subrogation shall be provided

Auto Liability:	Combined Single Limit	\$1,000,000
	Each Accident	\$1,000,000
Umbrella:	Each Occurrence	\$5,000,000
(Excess Liability)	Aggregate	\$5,000,000

Workers' Compensation and WC Statutory Limits		
Employers' Liability	EL Each Accident	\$500,000
	EL Disease Each Employee	\$500,000
	EL Disease Policy Limit	\$500,000

A Certificate of Insurance: documenting the coverage listed above must be presented by your company prior to the commencing of any work or service. The Contractor or Vendor also agree to provide replacement and/or renewal certificates at least 30 days prior to the expiration of each policy.

If any policy is written on a "Claims Made" basis, the policy must be continually renewed for a minimum of two (2) years following the completion date of the work and/or service. If the claims-made policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims two (2) years from completion date.

A copy of the Declaration Pages: Will be provided to the Town.

An Additionally Insured Endorsement: A letter stating that the Town is listed as additional insured from the Insurance carrier.

Exclusions to the Policy: A statement of exclusions to all policies will be submitted prior to the award of contract.

EXCEPTIONS

No exceptions to the bid will be considered after award and acceptance by the contractor unless such exceptions are noted as part of your bid response. Please note any exceptions to the bid in your response.

We take EXCEPTION to the following specifications and/or requirements in the bid document:

We propose the following SUBSTITUTION for the excepted specifications and/or regulations:

NO EXCEPTIONS ARE NOTED TO THE BID

BID PROPOSAL FORM

Operating as:

and duly licensed to performed the required work in the State of Connecticut and herein now known as the BIDDER agrees by submission of this BID, certifies, and in the case of a joint BID, each party thereto certifies as to his own organization, that this BID has been arrived at independently, without consultation, communication, or other agreement as to any matter relating to this BID with any other BIDDER or with any competitor.

BIDDER agrees to perform all the work described in the CONTRACT DOCUMENTS for the unit prices or lump sums specified.

SUBMITTING PROCEDURES

Bids may be considered INCOMPLETE if the following conditions are not met.

1. All forms must be filled out completely (Red highlighted boxes)
2. Bid Documents must be submitted as a complete set. Do not omit any pages
3. THREE (3) complete copies of your bid proposal must be submitted.
4. Bids are DUE in the Office of Town Manager prior to the advertised deadline. It is your responsibility to use whatever means necessary to assure that they are delivered on time.
5. Bids will be submitted in a sealed envelope and clearly marked with your name, the company name and the Bid #(number)

It is suggested if you have any questions on the submittal process that you contact Mary Schettino, 860-669-9333 or mschettino@clintonct.org prior to the submittal deadline.

**TOWN OF CLINTON
REQUEST FOR PROPOSAL**

**Fire and Security Alarm Monitoring, Maintenance and Annual Testing
General Specifications**

**JULY 1ST 2022 - JUNE 30TH 2025
PROPOSAL NUMBER: 16**

TABLE OF CONTENTS

<u>Section</u>	<u>Contents</u>	<u>Page #</u>
I	INTRODUCTION	21
II	PROJECT OVERVIEW	21
III	SCOPE OF WORK	22
IV	MONITORING REQUIREMENTS	23
V	REPORTING	23
VI	SUBMITTALS	24
VII	EVALUATION CRITERIA	25
VIII	QUESTIONS	26
XI	SITE VISITS	25

Fire and Security Alarm Monitoring, Maintenance and Annual Testing

I. INTRODUCTION

Alarm monitoring work will be performed 24 hours a day, seven days a week. Potential maintenance work is to be performed on an as-needed basis at the various Town sites and future properties or interests. The Town currently uses several different vendors to monitor its alarm systems and desires to have the monitoring provided under a single contract/vendor. Current contracts in effect may cross over into the time period for this contract. In such cases those contracts will be absorbed into this contract as they expire

The Town has chosen to issue this Request for Proposal to ensure competitive pricing. The Town of Clinton is requesting proposals from firms or individuals to provide fire and security alarm monitoring, annual testing and maintenance.

II PROJECT OVERVIEW

- a. The Town seeking the services of qualified Contractors for the provision of Security and Fire Alarm Monitoring Service, Security System Maintenance and annual testing. This RFP includes two distinct service areas: 1) Security and fire alarm monitoring services; 2) Providing preventative and ongoing maintenance of fire alarm and security system equipment including but not limited to intrusion alarms and panic alarms. **Proposers may propose on one or both services.** The Town will evaluate costs and services for monitoring independently from maintenance when making a determination of award.
- b. The intent of this RFP is to award a Master Price Agreement Contract for service to the successful proposer.
- c. As part of the Work, the Contractor shall furnish and assume full responsibility for everything required for the orderly progress and proper execution and completion of the Work, whether temporary or permanent and whether or not incorporated into the Work including, but not limited to, materials, equipment, labor including subcontractor, transportation, construction equipment and machinery, tools, and other facilities and incidentals.
- d. Contractor shall employ only persons duly licensed by the State of Connecticut to perform the Work required under this Contract for which applicable Connecticut Law requires a license.
- e. The Town provides no guarantee of work. Award of a contract does not prevent the Town from obtaining the services of another Contractor for any other project if the Town desires and/or is in the public interest to do so.

Fire and Security Alarm Monitoring, Maintenance and Annual Testing

III SCOPE OF WORK: MONITORING, INTRUSION AND FIRE ALARMS

- a. The following is intended to describe and specify the on-going monitoring services for the intrusion alarm and fire alarm systems for the Town of Clinton facilities. Further, to describe and specify preventative and on-going maintenance, programming, annual testing and related services to support the intrusion alarm, security systems and emergency lighting located within these facilities

LOCATION	ADDRESS	FIRE	INTRUSION
Town Hall	54 East Main Street	X	X
Town Hall Annex	50 East Main Street	X	X
Park and Recreation	201 KWTH Tpke	X	x
Fire HQ	35 East Main Street	X	
Fire-Station 2	147 Glenwood Road	X	X
DPW	117 Nod Road	X	
DPW	270 KWTH Tpke	X	X
DPW	141 Glenwood Road		X
Police Department	170 East Main Street	X	
HCH Library	10 KWTH Tpke	X	X
Pierson School	69 East Main Steet	X	X

- b. The general scope of work for this project will include:

- **Monitoring:** Provide monitoring and alarm dispatching of the existing intrusion and fire alarm control panels/communicators for a period of Three (3) years with options to continue the monitoring for an additional Two (2) years in two One (1) year increments at the sole discretion of the Town. Monitoring costs will be shown as a separate line item in the proposal.
- **Inventory and reporting security:** Within three months of award of this contract provide a review of each facility and inventory of equipment, in a form and format acceptable to the Town of the security alarm components with appropriate identifying information including but not limited to control panel/communicator, intrusion system key pads, motion detectors, audible devices, and door alarms, in a format acceptable to the Town. Provide an electronic copy of the inventory to the Town and maintain the inventory current throughout the life of the contract. The inventory will be the sole property of the Town and all copies of the inventory shall be provided to the Town upon written demand and none retained by the vendor in any form at the termination of contract. The vendor will provide recommendations and associated budgets for upgrades to equipment and/or systems where appropriate. All upgrades and recommendations will be performed at the Towns sole option.
- **Maintenance and Testing:** Respond to on-call maintenance requests of the intrusion alarm, key entry, and security systems and components. This work may include, but not be limited to, updating existing intrusion alarm control panels/communicators and associated control equipment, power supplies and standby batteries and chargers, intrusion system key pads, motion detectors, audible devices, door alarms, as directed by the Town **The annual required testing of the fire alarm panels and equipment shall be in accordance with NFPA 72 test methods and IFC Chapter 1, Section 107.** The on-call maintenance work will be done on a time and material basis with the issuance of an authorization/purchase order by the town.

Fire and Security Alarm Monitoring, Maintenance and Annual Testing

- **Programming:** Providing programming of the intrusion alarm systems on a time and material basis with the issuance of a written authorization by the Town
- **New Facilities / Facility Expansion:** When the Town constructs new facilities or expands or re-configures existing facilities, the security system work will be included within the General Contractors scope of work. The firm that is awarded this Monitoring/Maintenance RFP will review and provide comments on the design of the proposed security system, review shop drawings, assist with acceptance of the system and program the system as outlined in i, ii, iii and iv above. This work will be done on a time and material basis with the issuance of a written authorization by the Town.
The firm awarded this Monitoring/Maintenance RFP is free to provide a bid to perform the specified security system work to the General Contractors bidding the work.

IV MONITORING REQUIREMENTS (The Town reserves the right to provide self-monitoring)

- The Town will be entering into a three (3) year monitoring contract at the same time as the maintenance contract. This contract may or may not be awarded to the same company that is providing the Maintenance, Testing and Inspection of the fire alarm equipment.
- Monitoring Requirements;
Provide 24 hour per day 7 day per week monitoring on fire and security alarms transmitted to the Central station and provide appropriate dispatch response to the alarm. The Town shall provide protocols for each building on alarm management and control.
- In general, the alarm monitoring firm will dispatch fire alarm to the appropriate 9-1-1 dispatch center immediately on receipt of the alarm.
- Maintain call down lists for each facility and perform call downs on receipt of the alarm.
- Provide dispatching special instructions as required
- Provide Town control of code management and contact lists
- The monitoring facility must be UL listed and certified.
- Provide open/close reports, number of people to contact, alarm reports, alarm verification and others as determined by the Town
- Maintain history/reports/logs for easy retrieval for a period of at least three (3) months
- Archive history/reports/logs for a period of at least five (5) years

V. Reporting Requirements:

- All Reporting shall be in compliance with NFPA 72 will be submitted in the appropriate format in a form acceptable to the Town. The Town retains ownership of all reports and they shall be provided upon demand should the contract be terminated or not renewed.
- See Section III for additional requirements

Fire and Security Alarm Monitoring, Maintenance and Annual Testing

VI. SUBMITTALS

A. Format

All proposals should include the following, in the order listed:

1. **Transmittal Letter:** Include a brief introduction to your firm and your interest in this contract; give main contact name, phone number, fax number, and email address, if available.
2. Completed bid documents (entire package)
3. **Proposal:** Include complete details of extent of service offered, frequency of service, and extent of service coverage and maintenance turnaround time. Please list all equipment covered as well as any not covered.
3. **Pricing:** Include a detailed price list by site and any discounts offered for multiple locations. Also, any suggested options or improvements that may save the District/site money in short or long term. Pricing should reflect a lump sum cost for recommended periodic maintenance, testing and labor rates for required repair and maintenance. Repair/replacement maintenance will require a cost estimate and prior approval.
4. **References:** Addenda B References (minimum of three of equal or greater service requirements)

Fire and Security Alarm Monitoring, Maintenance and Annual Testing

VII. EVALUATION CRITERIA

All proposals shall be evaluated by a committee comprised of appropriate Town personnel evaluation form. Proposals shall be evaluated on the following criteria, not necessarily listed in order of importance:

1. Quality of proposal
2. References
3. Pricing
4. Response time

VIII. QUESTIONS

Should you have any questions regarding the material contained in this RFP, please contact Todd Hajek, Director of Public Works Town of Clinton. Only questions submitted via email Todd Hajek, Director of Public Works thajek@clintonct.org. It is strongly suggested that you register with the Office of Town Manager as indicated on the bid documents in order to assure you receive updates and amendments

PRE BID CONFERENCE SITE VISITS

A Pre Bid Conference: NONE

Site Visitation: May be arranged through the Clinton Department of Public Works. 860-664-1100

**TOWN OF CLINTON
REQUEST FOR PROPOSAL**

Fire and Security Alarm Monitoring, Maintenance and Annual Testing

Reference Information

TO BE COMPLETED BY VENDOR AND SUBMITTED AS PART OF BID PACKET

1. The number of years your firm has been performing maintenance of fire alarm systems:
2. The number of years your firm has been performing maintenance of burglar alarm systems:
3. Location of vendor's office that will be responsible for managing this contract:

4. Name of Responsible Person:

Address:

Office Phone:

Cell Phone:

Email:

5. Number of qualified Service Technicians capable of repairing and servicing these systems (full time)
6. Name(s) and phone number(s) of Principal management personnel to be contacted if problems with service occur:

NAME :

OFFICE PHONE: CELL

PHONE:

7. Name and phone number of live answering service:
8. Provide a list of institutions now under contract with your firm. Include the length of time each contract has been in force and the name of a person (with phone number) for reference to your company's qualifications.

**TOWN OF CLINTON
REQUEST FOR PROPOSAL**

Fire and Security Alarm Monitoring, Maintenance and Annual Testing

<u>CURRENT CLIENT</u>	<u>LENGTH OF CONTRACT</u>	<u>NAME & PHONE OF CONTACT PERSON</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

Provide a listing of contracts your firm has lost during the last three (3) years with reason for termination.

<u>CLIENT</u>	<u>REASON TERMINATED</u>
1. _____	_____
2. _____	_____
3. _____	_____