



Department of Public Works

Invitation to Bid

BOE Exterior Video Camera Bid all Schools

Litchfield, Connecticut

The Town of Litchfield is accepting bids for installing Exterior video cameras at the Litchfield Center School, Litchfield Intermediate School, and Litchfield High/Middle School. All bids must be submitted on forms and in accordance with specifications supplied by the Town of Litchfield, Public Works Department, 101 Russell Street, Litchfield CT. **Bids will be received at the Office of the First Selectman, 74 West Street, Litchfield, CT, 06759 until 1:00 p.m. on Friday February 3, 2017 and will be opened and read publicly at that time in the Office of the First Selectman.** There is a non-refundable \$20 fee unless electronically downloaded from the Town of Litchfield web site www.townoflitchfield.org. **There is a Mandatory site walk on Wednesday January 25, 2017 at 2:30 pm in front of the Litchfield High School front Entrance, 14 Plumb Hill Rd. Litchfield CT.**

Instructions to Bidders

1. Intent

The intent of these specifications is to obtain a contractor to install Exterior Video cameras at all Litchfield schools located on 35 Plumb Hill Rd. 14 Plumb Hill Rd. and 125 West Street all in Litchfield CT. The Contractor shall have adequate equipment, and materials for this project to insure completion by Friday April 29th, 2017.

All Bidders shall observe the following instruction and specifications:

2. General Provisions and Milestone Dates

| | |
|-----------------------------|--|
| Site Walk: | Wednesday, January 25, 2017 at 2:30 p.m. |
| Date of Final Questions: | Monday, January 30, 2017 at 1:00 p.m. |
| Receipt Deadline & Opening: | Friday February 3, 2017 at 1:00 p.m. |
| Place of Opening: | Office of First Selectman, 74 West Street, Litchfield, CT 06759 |
| Tentative Award Date: | Board of Selectman's meeting Tuesday February 7, 2017 |
| Period of Performance: | Monday March 20, 2017 to Friday April 29, 2017 |

Bid Return Envelope: Bidders shall submit bids in an envelope clearly marked, with the bid title and opening date to prevent a sealed bid from being opened prior to the opening date. Any bid not so marked and opened by the Town shall be rejected.

The following forms must be submitted:

- A. Bid Schedule
- B. Hold Harmless Agreement and Supplemental Agreement
- C. Completed Projects and References
- D. Non Collusion Form
- E. Non Discrimination Form

3. Mandatory Site Walk

A mandatory site walk for all bidders will be conducted starting at the Litchfield High School main entrance on Wednesday January 25, 2017 at 2:30 pm located on 14 Plumb Hill Rd.

4. Proposal Questions

Any questions pertaining to the scope of the work or content or procedure for submitting proposals should be directed to Mark Landy by e-mail, to be received no later than Monday January 30, 2017 at 1:00 p.m. Any questions received after that date will not be answered. Contact information is as follows:

Mark Landy Network Specialist Litchfield Schools
Litchfield, CT 06759
Google Voice # 860-469-2757
Landym@litchfieldschools.org

5. Basis of Award

It is intended this Contract shall be awarded to the Bidder that best meets the needs of the Town of Litchfield with respect to qualifications as referred to on the "*Qualification of Bidder*" page, contractor's submitted start date, and cost. Qualifications shall include the ability of the Contractor to complete all work within the stated time frame.

6. Notice of Award

The Town shall give notice of Acceptance of a bid to the successful bidder by mail to the Bidder's address stated in the bid. Individuals are invited to attend the Bid Opening, with official bid results pending notification of the successful bidder.

7. Award of Contract

The Town reserves the right to reject any and all bids for any reason the Town deems advisable, and to award contract or contracts to any Contractors bidding on the work, regardless of the amount of bid. Contract may be awarded by building to multiple bidders based on price and ability of individual bidders to complete the work in the time frame required.

8. Bid Security

A bid bond or certified check is not required for this bid.

9. Performance; Labor and Material Bond

A performance bond or certified check is not required for this bid.

10. Scope of Work Change

The Town reserves the right to change the scope of the project after the bid is awarded, without penalty to the Town. All changes in scope will be issued in writing by the Director of Public Works or his designee.

11. Substitution of Named Brands

Should brand names appear in this bid, before bidding on any item considered equal to or better than a named item, the Bidder must get written approval from the Director of Public Works.

12. Price, Discounts, and Payment

Prices bid shall not include any taxes, Local, State, or Federal, as the Town is not liable. In addition to the price bid, each Bidder may quote binding discounts, which will be considered when making the award.

13. Delays

Contract time delays for completion of work shall be authorized in writing by the Director of Public Works.

14. Assignment of Contract

Contractor shall not sublet, sell, transfer, assign, or dispose of contract or any portion thereon or of right, title, or interest therein of obligations thereunder, without written consent of the Town.

15. Acceptance of Subcontractor

Submission of name of Subcontractor in proposal shall be deemed to constitute an acceptance by Contractor, if awarded contract of bid, of such Subcontractor. Any alteration therein, after award of contract, shall be subject to the approval of the Town.

16. Basis of Payment

Payment for this work shall be at the lump sum bid for work completed and accepted, except as noted herein and shall include all equipment, materials, labor, and tools incidental to the completion of this work.

17. Payments for Extra Work

Written notice of claims for extra work shall be given by Contractor within ten (10) days after receipt of written instruction from the Town as approved by the Director of Public Works to proceed with extra work and also before any work is commenced, except in emergency endangering life or property. No claim shall be valid unless so made. In all cases, Contractor's itemized sheet showing all labor and material must be submitted to the Director of Public Works. Town order for extra work shall specify any extension of contract time and one of the following methods of payment:

- A. Unit Prices or combination of unit prices.
- B. A lump sum based on Contractor's estimate accepted by owner and approved by the Director of Public Works.
- C. Actual costs plus ten percent (10%) for overhead and profit.

18. Payment Requests, Retainage and Guarantee Period

Contractor must submit a payment request for payment once each month for work done and materials delivered and installed on the site. Each request for payment must be computed from work completed, less ten percent (10%) to be retained until expiration of the guarantee period, which is one (1) year from written acceptance of work.

19. Insurance

The contractor will file with the Town of Litchfield, the following evidence of insurance. Certificates must be on file with the Town before acceptance of Bid or work commences.

Workers Compensation

Coverage A: Statutory

Coverage B: Employers Liability:

| | |
|---------------------------|-----------------------|
| Bodily injury by accident | \$ 100,000 per person |
| Bodily injury by disease | \$ 100,000 per person |
| Bodily injury | \$ 500,000 aggregate |

Comprehensive Commercial Liability

| | |
|---------------------------------|------------------------|
| Bodily injury; General Limit | \$ 1,000,000 aggregate |
| Products/Completed Operations | \$ 1,000,000 aggregate |
| Personal and Advertising Injury | \$ 1,000,000 aggregate |

| | |
|-------------------|------------------------|
| Each Occurrence | \$ 1,000,000 aggregate |
| Fire Damage Limit | \$ 1,000,000 aggregate |
| Medical Expenses | \$ 100,000 per person |

Premises/Independent Contractors
Contractual/Completed Operations/Products
Contractual/Liability will be Broad Form
XCU (explosion/collapse/underground utilities)
Comprehensive Broad Form Liability endorsement or Equivalent
Broad Form property Damage Liability

Automobile Liability

| | |
|-----------------|------------------------|
| Bodily Injury | \$1,000,000 per person |
| Aggregate | \$1,000,000 per person |
| Property Damage | \$1,000,000 per person |

Coverage:

All owned/non owned/hired/borrowed

Contractual liability to be included

Contractors must name the Town of Litchfield as an additional named insured on all certificates. All policies will provide thirty (30) days' notice of cancellation as well as ten (10) days' notice of material change in the policies to the First Selectman's Office of the Town of Litchfield.

20. Environmental Health and Safety Compliance

The contractor must comply with all local, state and federal environmental health and safety regulations. The contractor must submit a Health and Safety Plan to the Director of Public Works prior to commencing the project.

21. Hold Harmless Agreement

The Contractor agrees to hold harmless the Town of Litchfield and its respective officers, agents, and employees from any loss, costs, damages, expenses, judgements, and liability whatsoever kind or nature howsoever the same may be caused resulting directly or indirectly by any act of omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable resulting in bodily injury including sickness and death, personal injury, or damage to property directly or indirectly, including the loss of use resulting therefrom as permitted by law. The Contractor will be required to sign the enclosed Hold Harmless Agreement prepared by the Town.

22. Supplemental Agreement

The Contractor named below is an independent contractor and neither the Contractor nor its employees nor the Contractor's Subcontractor(s) under any circumstances, will be considered servants or agents of the Town of Litchfield and the Town will be at no time legally responsible for any negligence or other wrong doing by the Contractor, its servants or agents or the Contractor's Subcontractor(s). The Town will not withhold from contract payments to the Contractor any Federal or State unemployment taxes, Federal or State Income Taxes, Social Security Tax, or any other amount for benefits to the Contractor. The lump sum or unit charges for service provided does not represent gross wages and further the Town will not provide the Contractor any insurance coverage or other benefits, including Worker's Compensation, normally provided by the Town to its employees. The Contractor will be required to sign the enclosed Supplemental Agreement prepared by the Town.

23 Length of Contract (Period of Performance)

Period of performance Monday March 20, 2017 to Friday April 29, 2017

24. Background Checks

Background checks will be required for all employees that will be on school premises: Criminal Conviction Information and Department of Children and Families CPS Search.

Litchfield Public School Security Camera and Video Storage bid specs

1.1 SUMMARY

A. Furnish and install a closed circuit television (CCTV) IP based, PoE (preferred) video system with recording and retrieval capability, with software, licenses and hardware required to make the system fully functional as listed herein and defined in these documents.

Scope: (9) new exterior weatherproof PTZ cameras (see placement maps below) must provide night vision capabilities (0LUX). Hardware DVR(s)/VRM must be capable of archiving 15 days of video content for review. DVR(s)/VRM installation must be standalone storage system in that it is not preferred to piggyback off of existing servers.

B. The video System shall consist of (9) exterior digital cameras with resolution to support reading of license plates if needed), Wiring and Installation (per plans and camera schedules) DVR(s)/VMS - Video Management System Software (per camera schedule) . Optional MOS - Mobile Operations System (per user schedule) System servers (DVR (s)) and storage to support VMS/MOS (supplied by vendor). Network PoE Switches or Encoders as needed (supplied by vendor if DVR is not sufficient). UPS on all stand-alone DVR(s) and camera power blocks (supplied by vendor). Main Office Site LIVE monitoring capabilities with added front office Employee controls for PTZ. Joystick or physical interface is preferred.

C. Provide & install conduit, cable, junction boxes, pull boxes, outlet boxes, all conduit fittings or accessories, necessary mounting accessories and any additional equipment as required for a fully functional system that meets current building codes. Install must meet approval of Litchfield Public Schools IT staff.

D. Bid responses must be submitted using the bid response form with line item breakdown. The project includes video system platform system install, optimization and training and camera cabling and installation. Bidder is responsible for any hired contractors and must adhere to the guidelines listed in this document.

1.2 SYSTEM OPERATION

A. The video system will monitor all (9) new installed low light external cameras.

B. The video system shall have the capability to be accessed from any remote computer workstation with the proper software and authorization for both user and administrator access.

C. The mobile operations system shall be fully integrated with the VMS system so that the MOS has access to camera live view and recorded views for external (off LAN) monitoring. The mobile system will support user connections from up to 25 simultaneous apple/android smartphones or tablet devices with future expansion capability. The access should work well over local school WiFi and cellular based internet using modern compression formats. System will provide custom views with access to any mix of cameras from any location. It will provide a single user interface that is easy to operate and provides access to both live and recorded custom camera views from any facility. Smart search capabilities are preferred. Cameras should be PTZ if possible low light Bosch cameras such as Dinion IP Starlight 8000MP or similar to be compatible with video Encoders (Qty 3) to deliver video over IP should be Bosch VIP x1600 XF 4-Channel H.263 Video/Audio Encoder or similar. Video storage via network to be housed at Litchfield High School server room to be Bosch VRM capable of recording video from all 9 external cameras from 4 schools with low network latency for up to 15 days of continuous recording.

Camera Details: Dinion IP Starlight 8000 MP 5MP Box with Lens

2992 x 1680 Resolution at 30 fps

Electronic Day/Night

Two-Way Audio

Micro SD Slot Supports Up to 2TB

RJ45 Ethernet Connection with PoE

H.264 and M-JPEG Dual Streaming

Wide Dynamic Range (WDR)

ONVIF Profile S Compliant

Camera Encoder Details: The Bosch VIP X1600 XF 4-Channel H.264 Video/Audio

Encoder Module delivers high-quality H.264 video over IP at a resolution up to 704 x 576 (4CIF). With 4 camera input support, the module offers 2 independent streams per camera with full frame rate. This enables recording and viewing video at 2 different quality levels to save bandwidth and storage resources.

The video/audio module supports 4 alarm in, 1 relay, dual mono audio in, and mono audio out.

Delivers high-quality H.264 video over IP at a resolution up to 704 x 576 (4CIF) at 25 (PAL) / 30 (NTSC) ips

4 camera input support

2 independent streams per camera with full frame rate

Allows you to record and view video at 2 different quality levels to save bandwidth and storage resources

Cameras must be able to work with Bosch VRM server or similar for continuous recording for 15 days.

Access rights shall be controlled from a central point and must be encrypted so that internal or internet based mobile users have access. A mobile device app should be self-configuring and not require any technical setup outside of downloading application and entering credentials. User groups and access to configuration should be accessible to the LPS IT staff.

D. In the event that cabling home runs are not needed or recommended; the interior camera cabling will be Category 6 cable or coaxial cable. The cabling will route from a RJ-45 plug outlet at the camera location to the TR/TE/TELE (IDF) rooms. Inside the IDF Room, the Category 6 cables will plug into rack mounted Category 6 Cable patch panels. The cameras will then be patched using Category 6 cables to a Power-over-Ethernet network switch providing IEEE 802.3af PoE (if needed). Camera install locations noted in the attached drawing set sheets (Appendix B).

E. The surveillance system shall include live viewing, smart viewing, image retrieval and image storage. The images will be stored on the VMS/DVR(s) primary storage device via the VMS software for a minimum of 15 days. The minimum recorded Images (or Frames) per Second (IPS's) shall be 12.

F. The surveillance system will be proactively monitored by an outside party to alert by designated email. Among all of the standard server health alerts of CPU, Disk, Ram, etc., the system should also include dead camera and recording engine failure alerts.

See attached Photos for each schools Security Video Camera Placement



Parking lot Views
Campus Entrance Views

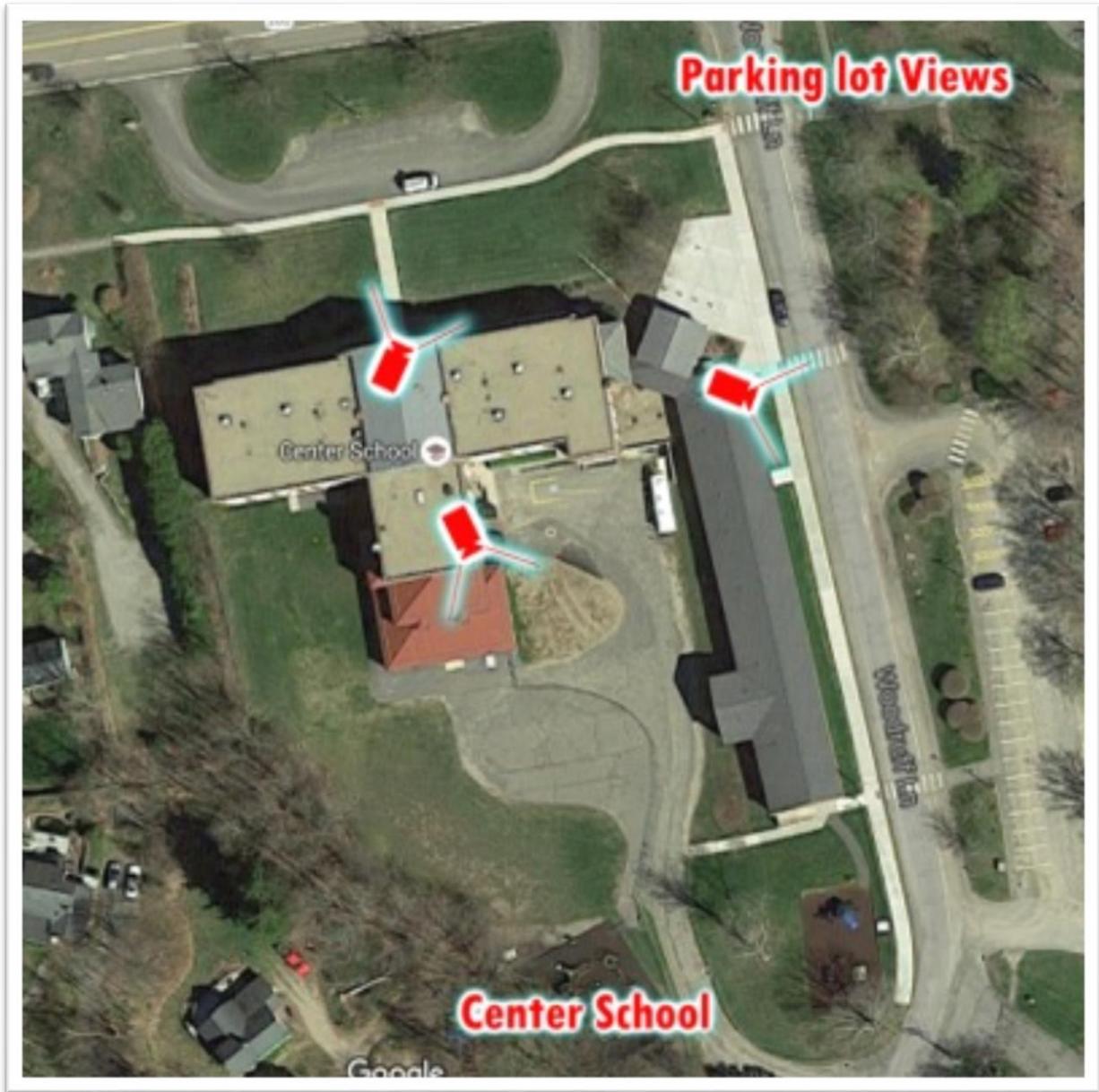
Litchfield High School

High School



Parking lot Views
Playing Field Views

Intermediate School -
Central Office



Bid Schedule

Installation of Exterior Video Cameras at all Litchfield Schools 2017

Town of Litchfield

Lump Sum Bid \$ _____

_____ U. S. Dollars

Construction Start Date _____

** If a discrepancy the written word will prevail.

The undersigned is familiar with the conditions surrounding this call for bids, is aware that the Town reserves the right to reject any and all bids, and is submitting this bid without collusion with any other person, individual, or corporation.

Bidder _____

By _____

(Signature)

(Title)

Name – Typed _____

Date _____

Address _____

Phone _____

Fax _____

Email _____



NON-COLLUSION AFFIDAVIT

(This affidavit must be signed and sworn to by the person signing bid)

AFFIDAVIT FOR CORPORATION BIDDER

STATE OF _____

COUNTRY OF _____

_____ Being first duly sworn, deposes and says:
(Persons Name)

That they are the _____ of the corporation who
(Official Title of Cooperate Officer or Agent)

Is the Bidder submitting the accompanying bid for Town Project, and that they, being duly authorized, signed this affidavit on behalf of said Bidder; and that such bid is genuine and not a sham or collusive or made in the interest or on behalf of any person not therein named; and that said Bidder has not directly or indirectly, induced or solicited any other Bidder to put in a sham bid, or any other person, firm or corporation to refrain from bidding and that said Bidder has not in any manner sought by collusion to secure said Bidder any advantage over any other Bidder; and that said Bidder has not otherwise taken any action in restraint of free competitive bidding in connection with the subject bid.

Signed and sworn to before me this _____ day of _____, 20__

_____ My Commission expires _____

Notary Public
(Seal)

(Signature of Cooperate Officer or Agent)



NON-COLLUSION AFFIDAVIT

(This affidavit must be signed and sworn to by the person signing bid)

AFFIDAVIT FOR INDIVIDUAL BIDDER

STATE OF _____

COUNTRY OF _____

_____ Being first duly sworn, deposes and says:
(Persons Name)

That they are the person who is the Bidder submitting the accompanying bid for Town Project, and that they, having read, understood, and agreed to all the terms and provisions thereof, signed this affidavit; and the accompanying bid; and that such bid is genuine and not a sham or collusive or made in the interest or on behalf of any person not therein named; and that said Bidder has not directly or indirectly, induced or solicited any other Bidder to put in a sham bid, or any other person, firm or corporation to refrain from bidding and that said Bidder has not in any manner sought by collusion to secure said Bidder any advantage over any other Bidder; and that said Bidder has not otherwise taken any action in restraint of free competitive bidding in connection with the subject bid.

Signed and sworn to before me this _____ day of _____, 20____

_____ My Commission expires _____

Notary Public
(Seal)

(Signature of named individual)



TOWN OF LITCHFIELD

NONDISCRIMINATION CERTIFICATION

Representation by Entity

Written representation that complies with the nondiscrimination agreements and warranties under the Connecticut General Statutes ss/ss 4a-60(a)(1) and 4a-60a(a)(1) as amended.

Instructions:

For use by an entity (corporation, limited liability company, or partnership) when entering into any contract type with the Town of Litchfield, regardless of contract value. Submit to the awarding agency prior to contract execution.

Representation of an Entity:

I, _____, _____, of _____,
Authorized Signatory Title Name of Entity

An entity duly formed and existing under the laws of _____,
Name State of Commonwealth

Represent that I am authorized to execute and deliver this representation on behalf of

_____ and that _____ has a
Name of Entity Name of Entity

Policy in place that complies with the nondiscrimination agreements and warranties of Connecticut General Statutes ss/ss 4a-60(a)(1) and 4a-60 (a) (1) as amended.

Authorized Signatory

Date

Printed Name



TOWN OF LITCHFIELD

NONDISCRIMINATION CERTIFICATION

Representation by Individual

Written representation that complies with the nondiscrimination agreements and warranties under the Connecticut General Statutes ss/ss 4a-60(a)(1) and 4a-60a(a)(1) as amended.

Instructions:

For use by an individual who is not an entity (corporation, limited liability company, or partnership) when entering into any contract type with the Town of Litchfield, regardless of contract value. Submit to the awarding agency prior to contract execution.

Representation of an Individual:

I, _____, of _____,
Signatory Business Address

Represent that I will comply with the nondiscrimination agreements and warranties of Connecticut General Statutes ss/ss 4a-60(a)(1) and 4a-60 (a) (1) as amended.

Signatory

Date

Printed Name