

# REQUEST FOR PROPOSALS

March 17, 2017

## SECURITY SYSTEMS INTEGRATOR - ACCESS CONTROL

### MANDATORY PRE-PROPOSAL CONFERENCE

3:00 PM, Monday, April 17, 2017

### PROPOSAL SUBMISSION DEADLINE

3:00 PM, Monday, May 8, 2017

### PUBLIC PROPOSAL ACKNOWLEDGEMENT

5:30 PM, Monday, May 22, 2017

### PROPOSAL RESPONSES MUST BE RECEIVED IN THE *Principal's Office*:

Salisbury Central School  
45 Lincoln City Road  
Lakeville, CT 06039  
And labeled: Security - RFP

PROPOSALS RECEIVED AFTER DEADLINE SHALL BE CONSIDERED NON-RESPONSIVE AND REJECTED.

### PROPOSALS TO BE ACKNOWLEDGED PUBLICLY AT THE FOLLOWING TIME/LOCATION:

5:30 PM, Monday, May 22, 2017

Principal's Office  
Salisbury Central School  
45 Lincoln City Road  
Lakeville, CT 06039

### RFP Contact Persons are:

Brian Shippa, Head Custodian

Telephone: (860)435-9871 x. 133 - Email: [bshippa@salisburycentral.org](mailto:bshippa@salisburycentral.org)

**THE PERSON SIGNING THIS RFP MUST BE LEGALLY AUTHORIZED TO BIND THE COMPANY.**

COMPANY NAME

PRINT CERTIFYING/ENGAGING COMPANY OFFICIAL'S NAME

ADDRESS

SIGNATURE OF CERTIFYING/ENGAGING COMPANY OFFICIAL

TITLE OF CERTIFYING/ENGAGING COMPANY OFFICIAL

AREA CODE, TELEPHONE NO., AND EXTENSION

           -             
**FEDERAL I.D. NUMBER**

OFFEROR FAX NUMBER

DATE

OFFEROR E-MAIL ADDRESS

OFFEROR WEB ADDRESS

**SECURITY SYSTEMS INTEGRATOR - ACCESS CONTROL**

Time is of the essence. Specify your earliest \_\_\_\_\_ and latest \_\_\_\_\_ service commencement dates after receipt of award letter.

***Approval by the Salisbury Board of Education***

Official approval by the Salisbury Board of Education is required for this procurement. No contract shall be construed to be formed without the advance official approval of the Salisbury Board of Education. **The successful offeror will be notified after Salisbury Board of Education approval.**

***Funding Provisions***

No award or contract will be made if funding is not approved by the Salisbury Board of Education.

***Compliance With Requirements***

Offeror must indicate below whether or not their proposal is in complete compliance with the stated requirements. If there are any deviations from these requirements, offeror must indicate in writing what the exact deviations are and what actual services will be provided. Attach and label additional sheets if necessary.

\_\_\_ Proposal is in complete compliance with proposal requirements.

\_\_\_ Proposal deviates from stated requirements as follows:

***Cancellation***

Awards, contracts, and extensions may be canceled for convenience by the Salisbury School District (the Board of Education) at any time. In the event of termination of contract by the Board of Education, the the Board of Education will be responsible only for those services that have been delivered and accepted according to the RFP requirements.

***Fiscal Year Funding Implications***

The fiscal year for the Board of Education begins July 1 and ends June 30. This solicitation and any resulting contract(s) may contain renewal and extension options. This solicitation, any resulting contract(s), and any renewal

and extension options shall terminate absolutely without further obligation on the part of the Board of Education at the end of the fiscal year in which this solicitation was issued and at each June 30 renewal anniversary date thereafter unless the successful offeror is notified otherwise and agrees in writing to the exercise of renewal and extension options.

***Rights Reserved***

the Board of Education reserves the right to accept or reject any and/or all parts of responsive proposals received and/or to reject all proposals submitted. the Board of Education reserves the right to award any resulting contract in the manner that is in the best interest of and most advantageous to the Board of Education. the Board of Education reserves the right to waive any technicalities or minor irregularities in responses received and to award the contract in the most beneficial manner for the Board of Education. The decision of the Board of Education shall be final.

the Board of Education reserves the right to request and negotiate a “best and final” response from offerors.

***Taxes***

Purchases made by the Board of Education are not subject to federal, state, or local sales tax. A Sales Tax Exemption Certificate will be furnished upon request.

***F.O.B. Delivery***

All prices are to be F.O.B. delivery to various the Board of Education locations.

***Estimated Quantities***

The quantities shown in this RFP document are estimates, which are provided for your information. However, actual quantities purchased by the Board of Education may vary.

***Inside Delivery Required***

Equipment must be delivered, set in place, and functionality must be demonstrated to the Board of Education staff.

***Exclusions of Trade Usages***

This RFP contains all of the terms, conditions and obligations to which the parties agree, and shall not be modified, controlled, explained, supplemented or affected in any way by any usage of trade not expressly included in this agreement.

***Brand Name or Catalog Number***

Any manufacturer name, trade name, brand name or catalogue number used in these specifications are for the purpose of describing and establishing general performance and quality levels. Such references are not intended to be restrictive or to eliminate competing articles of equal quality. Offerors are at liberty to quote on substitutions so long as the quality or performance of the proposed product meets or exceeds the quality of the specifications listed for any item.

***No Obligation/No Award Guaranteed/Cost to Propose***

The contract, if any, will be awarded to the offeror whose proposal offers the best value to the Board of Education in meeting the required scope of work described herein, if the appropriate funds are available and the contract is approved by the Salisbury Board of Education. No obligation or commitment is incurred by the Salisbury Board of Education from the receipt of any proposal, marketing materials, or presentations. There is no guarantee that any offeror will receive an award as a result of submitting a proposal. Any/all costs incurred by the offeror in preparation and submission of this proposal are the sole responsibility of the offeror. Expenses incurred by the offeror will not be reimbursed by the Board of Education or become a reason for contracting with the offeror.

Offeror must sign below acknowledging the above statement:

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Signature of Engaging Official

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Date

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Company Name

***Conditional Proposals***

Proposals that are conditional and/or in any way qualify or vary the terms of these instructions, conditions, and specifications shall be considered non-responsive and disqualified.

***Offeror Failure***

In the event services to be furnished by the successful offeror should for any reason fail to conform to the scope of work contained herein, the Board of Education reserves the right to reject the services and further reserves the right to terminate the contract.

***No Assignment of Award***

The successful offeror may not assign the award or contract to or subcontract with another party without the express written permission of R1SD.

***The Laws of the State of Connecticut***

This RFP and subsequent agreement are subject to the laws of the State of Georgia.

***Additional Terms***

In the event an award is made to an offeror, the resulting contract shall not depart from this document unless agreed to in writing by the Board of Education and the successful offeror. the Board of Education shall not be bound by additional terms and conditions and/or extraneous language added to this document by offerors.

Proposal responses will be received in the Principal's Office between the hours of 8:30 AM and 4:00 PM only, Monday through Friday, excluding the Board of Education holidays, furlough days, and inclement weather closings.

**The Board of Education is not responsible for misdirected mail, mail not received, and/or mail delivered late by designated carriers.**

**PROPOSALS RECEIVED IN THE PRINCIPAL'S OFFICE AFTER THE STATED DEADLINE DATE AND TIME SHALL BE CONSIDERED NON-RESPONSIVE AND REJECTED.**

**PROPOSALS DELIVERED TO ANY SCHOOL OR LOCATION OTHER THAN THE SALISBURY CENTRAL SCHOOL SHALL BE CONSIDERED NON-RESPONSIVE AND REJECTED.**

**PROPOSALS THAT ARE DELIVERED BY EXPRESS CARRIER (e.g., FEDEX, UPS) AND RECEIVED IN THE PRINCIPAL'S OFFICE WITH VERIFYING SIGNATURE BEFORE THE SCHEDULED PROPOSAL DEADLINE SHALL BE CONSIDERED RESPONSIVE AND ENTERED INTO THE PROPOSAL TABULATION.**

**LABELS WITH THE PROPER IDENTIFICATION INFORMATION ARE PROVIDED IN YOUR REQUEST FOR PROPOSAL PACKAGE FOR YOUR CONVENIENCE AND USE.**

**SEALED PROPOSAL RESPONSES MUST BE CORRECTLY ADDRESSED AS SHOWN ON THE REQUEST FOR PROPOSAL COVER SHEET.**

**BOXES OR EXPRESS CARRIER PACKAGES CONTAINING SEALED PROPOSALS MUST BE CORRECTLY ADDRESSED AS WELL.**

**BIDS RECEIVED BY TELEGRAM, FACSIMILE, E-MAIL, OR TELEPHONE WILL NOT BE ACCEPTED.**

**SECURITY SYSTEMS INTEGRATOR - ACCESS CONTROL**

**NOTICE TO OFFERORS**

***FOR SECURITY REASONS, ALL OFFERORS ATTENDING THE PUBLIC PROPOSAL ACKNOWLEDGEMENT MUST REGISTER AT THE MAIN OFFICE:***

***SALISBURY CENTRAL SCHOOL  
45 LINCOLN CITY ROAD  
LAKEVILLE, CT 06039***

***BEFORE ATTENDING THE PROPOSAL ACKNOWLEDGEMENT.***

**ALL OFFERORS SUBMITTING SEALED PROPOSALS IN PERSON TO THE PRINCIPAL'S MUST HAVE THEIR SEALED PROPOSALS STAMPED WITH THE DATE AND TIME BY THE MAIN OFFICE SECRETARY AND MUST LEAVE THEIR SEALED PROPOSALS IN THE CARE OF MAIN OFFICE SECRETARY.**

**SEALED PROPOSALS LEFT RANDOMLY AT THE BUILDING WITHOUT BEING DATE AND TIME STAMPED OR WITHOUT ENSURING A MAIN OFFICE EMPLOYEE TAKES POSSESSION OF SAME SHALL BE CONSIDERED NON-RESPONSIVE AND REJECTED.**

**THE SALISBURY BOARD OF EDUCATION RESERVES THE FULL AND UNQUALIFIED RIGHT TO AWARD THE PROJECT, WAIVE ANY AND ALL PROPOSAL CONDITIONS OR FORMALITIES, AWARD THE PROJECT TO OTHER THAN THE LOWEST BIDDER, AWARD THE PROJECT TO OTHER THAN THE OFFERORS, REJECT ANY AND ALL PROPOSALS RECEIVED, OR DIVID THE AWARD, SHOULD THEY DEEM ANY OF THE FOREGOING TO BE IN THE BEST INTEREST OF THE SCHOOL DISTRICT.**

# **REQUEST FOR PROPOSALS**

## **SECURITY SYSTEMS INTEGRATOR – ACCESS CONTROL**

# **TABLE OF CONTENTS**

The Board of Education Solicitation Boilerplate	1-5
RFP Cover Page	6
Table of Contents	7

## **PART I – BACKGROUND AND INFORMATION**

A. Objectives	8
B. Procurement Process	8
C. Addenda	8
D. Proposal Deadlines	8
E. Format and Submission of Proposals	9
F. Mandatory Pre-Proposal Conference	9
G. Proposal Contact Persons	9
H. Questions and Answers	9

## **PART II – GENERAL REQUIREMENTS**

A. Offeror Performance	10
B. Non-Discrimination	10
C. Drug Free Workplace	10
D. Smoke Free Workplace	10
E. Costs Incurred	11
F. Insurance	11
G. Permits and Applicable Laws	14

## **PART III – SCOPE OF WORK**

A. Purpose / Project Overview	14
B. General Guidelines	15
C. Execution Requirements	15
D. Warranty Requirements	16
E. Owner’s Acceptance of the System	16
F. References	16

## **ATTACHMENTS**

Attachment A – Official Proposal Form	17
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**PART I**  
**BACKGROUND AND INFORMATION**

**A. OBJECTIVES**

The Salisbury School District (the Board of Education) is seeking a highly qualified, experienced, capable, fully licensed, and responsible Offeror to provide Security Systems Integrator Services for various the Salisbury Central School as stated in this RFP.

Awarded offeror shall furnish all necessary services, management, personnel, training, materials, and equipment for the performance of professional Security Systems Integrator Services.

Awarded offeror shall furnish and provide services in accordance with the specifications, requirements and terms and conditions stated herein. Services shall include all labor, materials, tools, specialized equipment, supplies, trained personnel, insurance, travel, per diem, direct and indirect administrative costs, overhead, tolls, parking, fuel, lodging, all other cost and charges, and all things and services necessary to provide Security Systems Integrator Services in accordance with the requirements of this RFP.

**B. PROCUREMENT PROCESS**

The procurement will be on a formally advertised basis. Proposals must be responsive to all aspects of this RFP.

**C. ADDENDA**

If addenda are issued for this project, prospective offerors will receive the information via the email address provided by the offerer at the mandatory pre-proposal conference.

**D. PROPOSAL DEADLINES**

Proposals in response to this RFP must be received by the Principal's Office at the Salisbury Central School - 45 Lincoln City Road, Lakeville, CT 06039, no later than **3:00 p.m., Monday, May 8, 2017**. Proposals received after the stated deadline will be considered non-responsive and rejected.

Proposals will be acknowledged publicly on **Monday, May 22, 2017 at 5:30 p.m.**

## **E. FORMAT AND SUBMISSION OF PROPOSALS**

The format requirements for RFP responses are designed to ensure uniformity in the responses, provide the information necessary to understand each offeror's proposal, and facilitate an efficient and comprehensive evaluation of all responses. Proposals must comply with the specifications and detailed instructions stated in this RFP document, be signed by the certifying company official, and be presented to the Principal's Office according to the detailed instructions stated in this document.

Proposals must be presented in an orderly manner. All attachments must be identified properly for easy recognition and association.

**Each page of the response must be numbered, and the offeror's company name must appear in the lower right-hand corner of each page.**

Responses shall be organized simply and economically. Emphasis must be placed on completeness and clarity. Proposals that do not include all required information may be disqualified.

RFP responses must be submitted in a sealed envelope plainly addressed and labeled SECURITY RFP.

## **F. MANDATORY PRE-PROPOSAL CONFERENCE**

All prospective offerors are required to attend a **Mandatory** Pre-Proposal Conference. The mandatory pre-proposal conference will be held on **Monday, April 17, 2017 at 3:00 p.m.** at the Salisbury Central School - 45 Lincoln City Road, Lakeville, CT 06039. All participants should meet in the lobby in the upper building.

## **G. PROPOSAL CONTACT PERSONS**

Head Custodian Brian Shippa, telephone: (860)435-9871 x. 133, email: [bshippa@salisburycentral.org](mailto:bshippa@salisburycentral.org).

## **H. QUESTIONS AND ANSWERS**

It is intended that this RFP be adequate for any offeror to respond to the Salisbury Board of Education's requirements. However, should offerors have questions all questions shall be

submitted electronically to: **Brian Shippa at [bshippa@salisburycentral.org](mailto:bshippa@salisburycentral.org)**. Questions submitted to any other mailbox, voice mail or e-mail address will not be considered for response.

## **PART II**

### **GENERAL REQUIREMENTS**

#### **A. OFFEROR PERFORMANCE**

The successful offeror is required to perform and fulfill all the undertakings, covenants, terms, conditions, and agreements of this RFP document and any negotiated contract(s). Specifications contained herein and in the successful response will become contractual obligations, if an award ensues. Failure of the offeror to fully perform these obligations may result in cancellation of the award and contract.

The Board of Education will look to the offeror and his/her identified personnel to coordinate and deliver the services described in this RFP. The services shall not be delegated to sub offerors or assigned to any third party.

#### **B. NON-DISCRIMINATION**

The Board of Education does not discriminate on the basis of race, color, religion, sex, national origin, age, or disability in any of its employment practices, education programs, services or activities.

The Board of Education supports an open, fair, and impartial free-market system which maximizes competition and seeks to include all responsible businesses and to provide ample opportunities for business growth and development. Minority businesses are encouraged and given the opportunity to bid on various projects; however, all responses will be evaluated on the same criteria. It is not the intention or desire of the Board of Education to restrict or impede competition, nor to increase the cost of the work.

#### **C. DRUG-FREE WORKPLACE**

By submission of a response to this RFP, the offeror certifies that he/she and his/her employees shall not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of controlled substance or drugs during the performance of the contract.

#### **D. SMOKE-FREE WORKPLACE**

By submission of a response to this RFP, the offeror certifies that he/she and his/her employees shall not use tobacco products on the Board of Education property at any time during the performance of this contract.

**E. COSTS INCURRED**

The Board of Education is not liable for any costs incurred by an offeror in preparing and/or submitting a response to this RFP or for any interview if requested. Any and all costs incurred by the offeror in preparing and/or submitting a response to this RFP and interviewing with the Board of Education, if requested, shall be the sole responsibility of the offeror and shall not be reimbursed by the Board of Education.

There is no guarantee of any offeror receiving an award as a result of submitting a response to this RFP.

**F. INSURANCE**

The Region One Business Manager sets insurance and indemnification requirements for each solicitation.

Certificate of Insurance / Accord Form is required with solicitation submittal. **Provision of Certificate of Insurance is a mandatory requirement.** Proposals submitted with certificates of insurance will be considered conditionally responsive to the insurance and indemnification requirement. Final award of this RFP will be contingent upon receipt within three (3) business days of request for insurance documentation complete with the following requirements and fully acceptable to the Region One Business Manager. No work will commence / no purchases will be made without the written statement of approval of insurance coverage from the Region One Business Manager. In the event the awarded offeror cannot produce insurance coverage acceptable to the Business Manager within the time provided, the Board of Education reserves the right to award this solicitation to the first runner-up.

1. The successful Offeror shall procure and maintain throughout the term of this agreement a policy or policies of insurance providing coverage as set forth below that shall protect the offeror and the Indemnitees (as defined in Part II, Section I of this RFP) from any claims for bodily injury, property damage, or personal injury which may arise out of offeror's operations under this agreement.

The foregoing policies shall be obtained from insurance companies approved to do business in the State of Connecticut and companies acceptable to the Board of Education. Offeror shall procure the insurance policy(ies) at the offeror's own expense and shall furnish to the Board of Education a certificate of insurance containing the following:

- a. Name and address of authorized agent;
  - b. Name and address of insured;
  - c. Name of insurance company;
  - d. Description of coverage in standard terminology;
  - e. Policy period;
  - f. Policy Number;
  - g. Limits of liability;
  - h. Name and address of certificate holder;
  - i. Acknowledgment to the Board of Education of notice of expiration or cancellation;
  - j. Signature of authorized agent;
  - k. Telephone number of authorized agent; and
  - l. Details of policy exclusions applicable to this agreement in comments section of insurance certificate. All certificates evidencing primary and excess layers shall be renewed and kept current and up to date on an annual basis.
2. Offeror is required to maintain the following insurance coverage during the term of this agreement:
- a. Workers Compensation Insurance in the amounts of the statutory limits established by the General Assembly of the State of Connecticut. Offeror shall have the ability to self-insure its required workers compensation coverage if offeror is an approved self-insurer in the State of Connecticut.
  - b. Comprehensive General Liability Policy, or equivalent coverage, to include contractual liability. The Comprehensive General Liability Policy shall have dollar limits sufficient to insure that there is no gap in coverage between this policy and any excess or Commercial Umbrella Policy described below.
  - c. Comprehensive Auto Policy to include but not be limited to liability coverage on any owned, non-owned and hired vehicle used by offeror or offeror's personnel in the performance of this agreement. The Comprehensive Automobile Policy shall have dollar limits sufficient to insure that there is no gap in coverage between this policy and the excess or Commercial Umbrella Policy required under this agreement.
  - d. Commercial Umbrella or Excess Liability Policy, which must provide the same or broader coverage than those provided for in the above Comprehensive General Liability and Business Auto Policies. Policy limits for the Commercial Umbrella or Excess Liability Policy shall have an annual aggregate limit not less than \$2,000,000.

- e. Under all coverage and certificates required hereunder, policies shall or be endorsed to include the following terms and conditions:
- i. All policies and coverage shall be on an “occurrence” not “claims made” basis.
  - ii. The foregoing policies shall contain a provision that coverage afforded under the policies will not be canceled, or not renewed, allowed to lapse for any reason until at least sixty (60) days prior written notice has been given to the Board of Education.
  - iii. Shall waive all right of subrogation against Indemnitees (as defined in Part II, Section I of this RFP) for losses arising out of this agreement.
  - iv. A severability of interest or cross liability clause or endorsement applies to commercial general liability and excess liability policies.
  - v. Certificates of Insurance showing such coverage to be in force shall be filed with the Board of Education prior to commencement or continuation of any work under this agreement.
  - vi. All such coverage shall remain in full force and effect during the term and any renewal or extension thereof.
  - vii. (f) Under coverage and certificates required under Sections 2(b), (c), and (d) above, policies shall be endorsed to include the following terms and conditions:
    - Minimum limits of \$1,000,000 per occurrence \$2,000,000 in the annual aggregate.
    - Primary limits of coverage in the amount of \$1,000,000 per occurrence must be with insurers approved to conduct business in the State of Georgia. Excess or umbrella liability insurance may be placed with any insurer submitted by offeror, including captive or self-insured programs, with the prior written approval of the Board of Education.
    - Contractual liability coverage, specifically referencing this agreement and its Indemnity, applies to liability assumed by the named insured.
    - Shall include Indemnitees as additional insured.
    - Shall waive all right of subrogation against Indemnitees (as defined in Part II, Section I of this RFP) for losses arising out of this agreement.
    - A severability of interest or cross liability clause or endorsement applies to commercial general liability and excess liability policies.
    - Shall be primary and not excess to any other coverage provided by or available to the Indemnitees (as defined in Part II, Section I of this RFP).
- f. Offeror shall require any and all sub-offerors performing work under this agreement to carry insurance of the types and with limits of liability as offeror shall deem appropriate and adequate for the work being performed. However, the obligations of the offeror to the Indemnitees assumed in Sections of Indemnification, and

Insurance shall not be reduced or diminished by the standards set for the sub-offerors. Further, offeror agrees that their obligations to indemnify and insure the Indemnitees shall pertain to all losses arising out of the sub-offeror's acts or negligence in the same manner and to the same extent as if committed by the offeror. Offeror shall obtain and make available for inspection by the Board of Education, current certificates of insurance evidencing insurance coverage by such sub-offerors.

**G. PERMITS AND APPLICABLE LAWS**

Offerors shall at their own expense obtain all necessary permits, certifications, and licenses and shall comply with all applicable local, state, and federal laws, ordinances, rules, and regulations necessary to the full execution of the requirements stated herein. Offerors shall maintain all such permits, licenses, certifications, and compliances in a current status throughout the course of the contract. Offerors shall submit copies of permits, licenses, and certifications evidencing proof of the aforementioned immediately upon request of the Board of Education. Offerors shall be in compliance with registration with the Connecticut Secretary of State's office as applicable.

**PART III**  
**SCOPE OF WORK**

**A. PURPOSE / PROJECT OVERVIEW**

1. Background Information  
The Salisbury Central School is seeking a company to replace its existing lock system with an expandable wireless lock system.
2. Details of Goods to be purchased or task to be accomplished  
We have a total of 68 doors with electronic locks (interior/exterior). We want to have the capability of locking down the doors from one location in each building (upper/lower buildings). We want to have the ability to program and change access from one central location for both buildings (head custodian office in the upper building). Any components added to the school's existing IT infrastructure shall be reviewed for compatibility by the district's IT consultant.

## **B. GENERAL GUIDELINES**

### **1. Hours of Work**

The majority of work will be performed between the hours of 7:00 AM to 5:00 PM, Monday through Friday. All after hours and weekend work shall be performed at the same rate as for the hours of 7:00AM to 5:00PM weekdays (the Board of Education will not pay overtime rates).

### **2. Concurrent Installations**

The selected offeror is expected to substantially complete the work by July 7, 2017.

### **3. Assignment Coordination**

The selected offeror must coordinate all work through head custodian Brian Shippa.

### **4. Specific Security Requirements**

The selected offeror must meet all the Board of Education safety and security requirements (I.e. signing in and out at schools, submitting to background checks, obtaining the Board of Education Contractor Identification Badges, etc.).

## **C. EXECUTION REQUIREMENTS**

1. All equipment will be installed as per the manufacturer's recommendations and as required by the specifications.
2. All equipment, wiring, conduit and outlet boxes required to produce a complete and operating system will comply with all applicable local, state and national codes, the manufacturer's recommendations and all contract documents.
3. The offeror must be a manufacturer's authorized representative/installer of all equipment provided under this RFP. The offeror will provide supervision of the final system panel connections, perform a complete functional test of all systems and submit a written report to the the Board of Education attesting to the proper operation of the system.
4. All system devices will be mounted on wall / ceiling surfaces, so as to provide maximum coverage and use of the device. All devices will be marked with an indelible marker on their surface indicating their zone identifications.
5. All work will be performed using licensed and certified installers with current licenses as required by the State of Connecticut for the type of work being performed. Copies of all licenses and certifications held by offeror's personnel will be provided to the Board of Education for its review at the shop drawing stage of the project. The licensed personnel will be on site at all times when work is being performed at the Board of Education sites.
7. The offeror is required to provide documentation from Continental Access stating that the company is an authorized reseller of the system.



**D. WARRANTY REQUIREMENTS**

1. All Equipment and wiring will be guaranteed against defects in materials and workmanship for a minimum five-year period from the acceptance and beneficial use of the system. Emergency repairs, programming changes and additions to the system by the Board of Education personnel shall not invalidate this warranty.

**E. OWNER'S ACCEPTANCE OF THE SYSTEM**

1. Walk through testing of the system will be completed prior to putting the system on line. This testing will be performed at a time when students are not present and there are no activities at the school.
2. Walk through testing will include arming of the system and activation of each zone device to ensure proper operation, programming and installation of the device.
3. Walk through testing will include but is not limited to the following persons; the offeror's representative, the installer, the Head Custodian, the Principal and a representative of the Board of Education. The offeror will coordinate with all parties concerned and provide adequate notice to schedule all parties.
4. The offeror will have available for the Board of Education use at the time of the walk through cut sheets listing all equipment installed including applicable names, serial numbers, zone numbers, IP addresses, etc. for each system device or component and indicating the exact location of the device.
5. The offeror will provide adequate training on the system. Training will be provided at both buildings. Training will include but not be limited to the following; detailed instructions of how each system operates, programming of the system and system operations in both the normal state and activated or alarm states.

**F. REFERENCES**

Offeror must provide the names and contact phone numbers of at least three (3) current clients, preferably client's comparable to the Board of Education, for whom the offeror is providing or has provided Security Systems Integrator Services.

**Salisbury Central School  
SECURITY SYSTEMS - ACCESS CONTROL RFP**

**ATTACHMENT A  
OFFICIAL PROPOSAL FORM**

Name and Address of Offerer: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Individual to contact: \_\_\_\_\_

Offeror's Telephone No.: \_\_\_\_\_

Offeror's Email Address: \_\_\_\_\_

Written Signature of Bidder or Authorized Representative:  
\_\_\_\_\_

Title of Person signing bid: \_\_\_\_\_

Date of this bid submission: \_\_\_\_\_

Proposal Amount: \$ \_\_\_\_\_

Alternate Proposal: \$ \_\_\_\_\_  
(hard wired system that would meet the needs of the school system)

All proposals must be submitted in a sealed envelope bearing the full name and address of the bidder, plainly marked "Security RFP". Proposals must be submitted prior to 3 PM, Monday, May 8, 2017 at the Principal's Office, Salisbury Central School, 45 Lincoln City Road, Lakeville, CT 06039.