

**TOWN OF WATERTOWN  
WATERTOWN, CONNECTICUT**

**NOTICE OF BID**

**Comprehensive Lockdown and Emergency Notification System**

**John Trumbull Primary School, Judson Elementary School, Polk Elementary School, Swift Middle School, Watertown High School, St. Mary Magdalen School, and St. John's School in Watertown, CT.**

Sealed bids are invited and will be received by the Purchasing Agent of the Town of Watertown until **11:00 a.m., Thursday, November 23, 2023**, at the office of the Purchasing Agent, Town Hall, 61 Echo Lake Road, Watertown, Connecticut, at which time and place they will be publicly opened and read aloud for the installation of a comprehensive Lockdown and Emergency Notification System at the following locations: John Trumbull Primary School, Judson Elementary School, Polk Elementary School, Swift Middle School, Watertown High School, St. Mary Magdalen School, and St. John's School in Watertown, CT.

The Information for Bidders, Form of Bid, Specifications and other contract documents may be obtained or examined at the office of the Purchasing Agent, Town Hall 61 Echo Lake Road, Watertown, Connecticut 06795 or by accessing the Town's website at [www.watertownct.org](http://www.watertownct.org).

Proposals must be submitted on the forms provided and in a sealed envelope plainly marked "**Bid – Comprehensive Lockdown and Emergency Notification System**". To receive consideration, bids must be in the hands of the Purchasing Agent or his authorized representative no later than the day and hour mentioned above. The Purchasing Agent reserves the right to accept or reject any or all bids; to waive any informalities; or to accept any bid deemed in the best interests of the Town of Watertown. All bids will be considered valid for a period of sixty (60) days.

This contract is subject to state set-aside and contract compliance requirements.

An Affirmative Action/Equal Opportunity Employer. Minority/Women's Business Enterprises are encouraged to apply.

Donna L. Ford  
Purchasing Agent  
Town of Watertown

PLEASE,  
IT IS A REQUIREMENT OF THIS  
BID THAT EACH PROPOSAL  
SUBMITTED MUST HAVE A  
DUPLICATE COPY ATTACHED.

YOUR COOPERATION IS  
APPRECIATED.

## **INFORMATION FOR BIDDERS**

### **TOWN OF WATERTOWN WATERTOWN, CONNECTICUT 06795**

**Comprehensive Lockdown and Emergency Notification System  
John Trumbull Primary School, Judson Elementary School, Polk Elementary School, Swift  
Middle School, Watertown High School, St. Mary Magdalen School, and St. John's School in  
Watertown, CT.**

**BID OPENING: 11:00 a.m., Thursday, November 23, 2023**

#### **PROPOSALS RECEIVED**

All bids must be in a sealed envelope and received by **11:00 a.m. Thursday, November 23, 2023**, at the office of the Purchasing Agent, 61 Echo Lake Road, Watertown, Connecticut 06795.

#### **PREPARATION OF PROPOSALS**

Proposals must be made upon forms contained herein. The blank spaces in the Proposal must be filled in correctly where indicated. The Bidder must state the prices for which he proposes to do each item of the work contemplated. In case of discrepancy where both words and the numerals are requested, the words shall govern. Ditto marks are not considered writing or printing and shall not be used. The Bidder shall sign his Proposal correctly. If the Proposal is made by an individual, his/her name, post office address and telephone number must be shown. If made by a firm, partnership, or corporation, the Proposal must be signed by an official of the firm, partnership, or corporation authorized to sign contracts, and must show the post office address and telephone number of the firm, partnership, or corporation. Failure to do so may disqualify the bid.

Each bid must be submitted in a sealed envelope bearing on the outside the name of the Bidder, post office address, and name of the project for which the bid is submitted. If forwarded by mail, the sealed envelope containing the bid must be enclosed in another envelope addressed to: The Purchasing Agent, Town Hall 61 Echo Lake Road, Watertown, CT 06795.

All information shall be entered in ink or by typewriter. Mistakes may be crossed out and corrections inserted before submission of your bid. The person signing the bid shall initial corrections in ink.

Corrections and/or modifications received after the closing time specified will not be accepted.

All proposals and literature shall be submitted **IN DUPLICATE** on the proposal form, which is a part of these specifications.

Descriptive literature containing complete specifications must accompany each bid. If a bidder wishes to furnish additional information, more sheets may be added.

## **INCURRING COSTS**

The Town of Watertown is not liable for any cost incurred for the preparation of proposals or submission of samples by the firms submitting proposals for the work requested in this bid document or request for proposals.

## **FAMILIARITY WITH THE WORK**

Each bidder is considered to have examined the work to fully acquaint himself with the exact existing conditions relating to the work and has fully informed himself as to the work involved and the difficulties and restrictions attending the performance of this bid. Failure to do so will not relieve a bidder of his obligation to furnish all materials, labor and equipment necessary to carry out the work for the consideration set forth in this bid. The submission of a bid will be considered as conclusive evidence that the bidder has made such examination.

## **CONSIDERATION OF PRIOR SERVICE**

Previous performance, quality of service and merchandise will be considered.

## **ADDENDA AND INTERPRETATIONS & ALTERNATE PROPOSALS**

At the time of the opening of bids each bidder will be presumed to have inspected the work and to have read and to be thoroughly familiar with all of the Contract Documents (including all addenda). The failure or omission of any bidder to receive or examine any form, instruction or document shall in no way relieve any bidder from any obligation in respect to his bid.

If any person contemplating submitting a proposal is in doubt as to the true meaning of any part of these specifications, he may submit a written request for an interpretation to the Purchasing Agent. No interpretations as to the meaning of the plans, specifications or other Contract Documents will be made to any bidder orally.

Every request for such interpretation should be in writing addressed (duplicate copy) to the Town of Watertown, Purchasing Agent, 61 Echo Lake Road, Watertown, Connecticut 06795, and to be given consideration, must be received at least five (5) days prior to the date fixed for the opening of Bids. Any and all such interpretations and any supplementary instructions will be in the form of written Addenda to the Specifications which, if issued, will be mailed by Registered Mail with Return Receipt Requested to all prospective bidders at the respective addresses furnished for such purposes, not later than three (3) days prior to the date fixed for the opening of bids. Failure of any bidder to receive any such Addendum or interpretations shall not relieve any bidder from any obligations under his bid as submitted. All Addenda so issued shall become part of the Contract Documents. Oral explanations will not be binding on the Town.

The specifications listed are to be interpreted as meaning the minimum acceptable by the Town of Watertown. Bidders are requested to submit quotations on the basis of these specifications. Alternative bids providing a broader scope and/or services than requested in these specifications may receive consideration providing such equipment and/or service is clearly explained. Any exceptions to the specifications requested herein must be

clearly noted in writing and are to be included as a part of your bid proposal. If none are included it will be assumed that there are none.

Definition of the word "complete" means that each unit of the equipment proposed shall include all appurtenances, fasteners, parts, accessories, and services ordinarily catalogued.

The Bidder may furnish an item equal to that named or described in the specifications, except where expressly noted as "no substitutions." The naming of any commercial name, trademark, or other identification shall not be construed to exclude any item of any manufacturer not mentioned by name, nor limit competition, but shall establish a standard of equality only. An item shall be considered equal to the item so named or described if:

- A. It is at least equal in quality, durability, appearance, strength and design.
- B. It will perform at least equally the function imposed by the design for the work being contracted for or the material being purchased.
- C. It conforms substantially, even with deviations, to the detailed requirements for the item in the specifications.
- D. It is mutually agreed upon with the overseeing project manager representing the Town of Watertown and Watertown Board of Education.

The Bidder shall hold the Town of Watertown, its officers, agents, servants, and employees, harmless from liability of any nature or kind because of use of any copyrighted or uncopyrighted compositions, secret process, patented or unpatented inventions, articles or appliances furnished or used under this bid, and agrees to defend, at his own expense, any and all actions brought against the Town of Watertown or himself because of the unauthorized use of such articles.

### **QUOTATION LIMITATION**

Bidders shall offer only **ONE ITEM AND PRICE** for each line item bid. If an or equal item is to be bid, the bidder is to select the brand and model that meets or exceeds the specified item, and submit his bid for that item.

### **ESTIMATE OF WORK**

For bidding purposes, the work is offered as a lump sum project. The quantities shown are to be considered as approximate only. The Purchasing Agent does not expressly or by implication agree that the actual quantity will correspond therewith, but reserves the right to increase or decrease the amount of any item or portion of the work as deemed necessary.

### **SAMPLES**

Samples of articles, when required shall be furnished free of cost of any sort to the Town of Watertown. Samples received may be retained by the Town for future comparison. Samples which are not destroyed by testing, or which are not retained for future comparison will be returned upon request at the bidder's expense.

## **WITHDRAWAL OF BID**

Bidders may withdraw their proposals at any time prior to the bid date. No agent/broker shall withdraw or cancel their proposal for a period of sixty (60) days after the bid closing date of **11:00 a.m., Thursday, November 23, 2023**. The successful agent/broker shall not withdraw, cancel or modify their proposal.

## **PERFORMANCE BONDS / BID BONDS**

A performance bond is required and shall be in the amount of 100% of the bid award, in the name of the "Town of Watertown", in the form and with a surety company approved by the State Commissioner of banking and insurance, and issued within ten (10) calendar days of the bid award date. Surety companies executing Bonds must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State of Connecticut. This financial instrument shall be for the faithful performance of the contract, and shall be used at the sole discretion of the Town of Watertown to pay liquidated Damages for failure or refusal to perform in accordance with the contract. No withdrawals shall be made until after five (5) calendar days' notice of noncompliance with the contract is sent by certified U.S. Mail. This in no way limits further actions the Town of Watertown may take.

## **POWER OF ATTORNEY**

Attorneys-in-fact who sign contract bonds must file, with each bond, a certified and effectively dated copy of their power of attorney.

## **SUBCONTRACTORS**

- A. Each bidder contemplating the use of any subcontractor shall submit a list of subcontractors as listed on the Bid Form. **Subcontractors shall be subject to the current *Prevailing Wage* determination of the Connecticut Department of Labor.**
- B. The apparent low bidder shall file with the Town of Watertown, within five (5) days after the date of bid opening, a complete list of the names and addresses of competent, responsible and qualified subcontractors who are actually to perform major portions of the work. This in no way restricts or limits the requirement that all subcontractors must be approved by the Town.
- C. Subcontractors listed on the Bid Form or those previously approved may not be changed without the approval of the Town of Watertown.

Local subcontractors, material suppliers, and labor in the Town of Watertown should be considered and sought insofar, as is practical in the performance of this project.

## **QUALIFICATION OF BIDDER**

In determining the qualifications of a bidder, the Town may consider his record in the performance of any contracts for similar work into which he may have previously entered; and the Town expressly reserves the right to reject the bid of such bidder if such record discloses that such bidder, in the opinion of the Town, has not properly performed such contracts or has habitually, and without just cause, neglected the payment of bills or has

otherwise disregarded his obligations to subcontractors, suppliers, state or local codes, men or employees of subcontractors.

The Town may make such investigation as he deems necessary to determine the ability of the bidder to perform the work and the bidder shall furnish to the Town all such information and data for this purpose as the Town may request. The Town reserves the right to reject any bid if the evidence submitted by or the investigation of such bidder fails to satisfy the Town that such bidder is properly qualified, or that such bidder misrepresented material facts in the bid documents.

## **DISQUALIFICATION OF BIDDERS**

More than one proposal from an individual, firm, partnership, corporation, or an association under the same or different names will not be considered. Reasonable grounds for believing that any Bidder is interested in more than one proposal for the work contemplated will cause the rejection of all proposals in which such Bidder is interested. Any or all proposals in which such Bidder is interested will be rejected if there is reason for believing that collusion exists among the Bidders and all participants in such collusion will not be considered in future proposals for the same work. Proposals in which the prices are obviously unbalanced may be rejected. No Contract will be awarded except to competent Bidders capable of performing the class of work contemplated.

## **DELIVERY**

Inasmuch as this work concerns a needed public improvement, the provisions of this bid relating to the time of delivery, performance and completion of the work are of the essence of this bid. Accordingly, the successful bidder, shall commence work **upon receipt of the signed Purchase Order** unless the Town shall authorize or direct a further delay. Time of delivery shall be stated as the number of calendar days following receipt of the Purchase Order by the Bidder to receipt of the goods or services by the Town of Watertown.

Prices quoted must include delivery to the Town of Watertown as specified on the Purchase Order. No charges will be allowed for parking, crating, freight, express or cartage unless specifically stated and included in this bid.

Time of delivery may be considered in the award.

## **PAYMENT**

The Town, after inspection and acceptance of workmanship, and in consideration of the faithful performance by the Bidder of all and singular his covenants, promises, and agreements contained herein, agrees to pay the Bidder for the full completion by him of the work embraced in this Contract, within (30) Thirty Days of the receipt of the final invoice. When subcontractors or suppliers are utilized, the successful Bidder for this project shall be required to submit a Mechanics Lien Waiver, acceptable to the Town, with each progress payment and/or at time of final payment prior to any payment being made.

Time, in connection with any discount offered, will be computed from the date of delivery to the Town or from the date a correct invoice is received by the Town's Finance Department, if the latter date is later than the date of delivery.

Prices will be considered as **NET**, if no cash or payment discount is shown.

The successful bidder shall submit invoices to the following address:

Town of Watertown  
Town Hall  
61 Echo Lake Road  
Watertown, CT 06795

**IT IS UNDERSTOOD AND AGREED THAT SHOULD A BID BE ACCEPTED, IT WILL AUTOMATICALLY BECOME THE CONTRACT OR AN ADDENDUM TO ANY CONTRACT AGREED UPON.**

Notification of the bid award will be made by issuance of a purchase order. Bidders are to list their bids on the appropriate attached sheets. Bidders may attach a letter of explanation. A clear notification should be made on the standard bid sheets at the appropriate point of explanation that there is a letter of explanation attached. All bids must be NET prices.

The successful bidder shall submit an itemized invoice to the Town of Watertown for the work as described herein.

The bidder shall be required to submit a Mechanics Lien Waiver, acceptable to the Town of Watertown, with each progress payment and at time of final payment prior to any payment being made.

At the time of award, the successful bidder shall be required to supply the Town of Watertown a Certificate of Good Standing, certifying that the corporation is in fact a valid corporation and presently licensed to conduct business in the State of Connecticut.

### **SALES TAX**

Certain materials and supplies incorporated in the work of this project are exempt from Connecticut Sales Tax. The Bidder shall familiarize himself with current regulations of the State Tax Department. The tax on materials or supplies exempted by such regulations shall not be included as part of the bid. The Town will furnish the successful Bidder sales tax exemption authorization.

### **CARE AND PROTECTION OF PROPERTY**

The Bidder shall take particular care to avoid damages to all private and public property and to private or public improvements within the Town's right of way. He shall make good any damages to the satisfaction of the Town. There shall be no additional compensation for the repair or restoration of private or public property improvements.

### **COMPLIANCE WITH FEDERAL, STATE AND LOCAL CODES**

The Bidder shall be responsible for full compliance with any Federal, State and/or Local codes, laws, regulations and standards, as applicable, to any project fully or partially funded by Local, State and/or Federal funding.



## **AWARD**

The Town of Watertown reserves the right to accept or reject any bid to best serve its interests, or to hold the bids for sixty (60) days before decision.

The Town reserves the right to reject any and all bids (or any part thereof), to waive defects in proposals, or to accept any proposal deemed to be in its best interest.

### **Exceptions will be considered to the specification provided, providing they are listed and fully explained on a separate page entitled "EXCEPTIONS TO SPECIFICATIONS"**

Each exception will be considered as to its degree of impact and total effect on the bid. The purchaser shall determine which (if any taken) exceptions are acceptable, and this determination shall be final.

The Town of Watertown reserves the right:

- 1) To award bids received on the basis of individual items, or groups of items, or on the entire list of items.
- 2) To reject any or all bids, or any part thereof.
- 3) To waive any informality in the bids.
- 4) The Town of Watertown reserves the right to take into account the residency of bidders within the Town of Watertown and/or the location of the bidders business within the Town of Watertown in awarding this bid.
- 5) To accept the bid that is in the best interest of the Town of Watertown. The Purchasing Agent's decision shall be final.

## **INSURANCE**

### **A. General:**

The Bidder shall be responsible for maintaining insurance coverage in force for the life of the contract of the kinds and adequate amounts to secure all of the Bidder's obligations under the contract with an insurance company with an AM Best Rating of A - VII or better licensed to write such insurance in Connecticut and acceptable to the Town of Watertown.

The insurer shall provide the Town of Watertown with Certificates of Insurance signed by an authorized representative of the insurance company(ies) prior to the performance of this contract describing the coverage and providing that the insurer shall give the Town of Watertown written notice at least thirty (30) days in advance of any termination, expiration, or any and all change in coverage.

Such insurance or renewals or replacements thereof shall remain in force during the Bidder's responsibility

under this agreement.

The Bidder at the Bidder's own cost and expense, shall procure and maintain all insurance required and shall name the Town of Watertown as an additional insured on all contracts except Worker's Compensation and Professional Errors & Omissions coverage.

In order to facilitate this requirement for insurance, it is recommended that the bidder forward a copy of this exhibit to the bidder's insurance representative(s).

#### B. Specific Requirements:

##### (1) Workers' Compensation Insurance

The Bidder shall provide Workers' Compensation Insurance required by law and the Employer's Liability Insurance for at least the amounts of liability for Bodily Injury by accident of \$100,000 each accident; Bodily Injury by Disease each employee of \$100,000; Bodily Injury by Disease, policy limit of \$500,000.

##### (2) Commercial General Liability Insurance

The Bidder shall carry Commercial General Liability policy (Insurance Services Office Incorporated Form CG-0001 or equivalent). A per occurrence limit of \$1,000,000 is required. The Aggregate Limit will be not less than \$1,000,000.

##### (3) Business Automobile Liability Insurance

The Bidder shall carry Business Automobile Liability Insurance. (Insurance Services Office Incorporated Form CA-00001 or equivalent). A per occurrence limit of \$1,000,000 is required. "Any Auto" (symbol 1 or equivalent) is required.

#### C. Hold Harmless & Subcontractor's Requirements:

The Bidder shall require the same insurance that it is required to carry by the Town of Watertown to be carried by any subcontractors and independent contractors hired by the Bidder and to obtain Certificates of Insurance before subcontractors and independent contractors are permitted to begin work.

The Bidder shall require that the Town of Watertown be named as Additional Insured on all subcontractor's and independent contractor's policies before they are permitted to begin work.

The Bidder and all subcontractors and independent contractors and their insurers shall waive all rights of subrogation against the Town of Watertown, and its officers, agents, servants and employees for losses arising from the work performed by each on this contract.

The Bidder assumes and agrees to hold harmless, indemnify, protect and defend the Town of Watertown against any and all liability for injuries and damages to Bidder and to Bidder's employees, agents, subcontractors and guests, third parties or otherwise incident to or resulting from any and all operations performed by a contractor under any terms of this contract.

D. Other Data:

NOTE 1: If Bidder is only a vendor shipping goods via Common Carrier only, General Liability is required.

NOTE 2: If Bidder is a Professional, Errors & Omission coverage will be required.

NOTE 3: The Town reserves the right to amend amounts of coverage required and the types of coverage provided based on work or service to be performed.

**GUARANTEE**

The bidder shall unconditionally guarantee for a period of one (1) year from the date of acceptance, all materials, supplies, equipment, and services; including but not limited to its workmanship, delivery and installation. If within the guarantee period there are any defects or signs of deterioration the bidder shall repair, adjust or replace the item(s) to the complete satisfaction of the Town. These repairs, adjustments, or replacements are at the sole expense of the bidder and shall be made at such times that are agreeable to the Purchasing Agent so that it is least detrimental to instructional programs.

**PERMITS**

All licenses and permits for complying with any applicable Federal, State, and Municipal laws, codes, regulations in connection with the prosecution of the work shall be obtained by the Bidder, at no additional cost to the Town. The Town of Watertown will assess the cost of Local permits. The successful contractor will be responsible for payment to the Town of Watertown Building Inspection Department.

**PREVAILING WAGE RATES**

The Town of Watertown shall require the payment of prevailing rates of wages in accordance with the wage section of the Connecticut General Statutes 31-53, 93-392 and shall institute such investigations and periodic monitoring procedures as deemed necessary to determine compliance with labor standard provisions and the Federal requirements of the Statutes as amended.

**NONDISCRIMINATION IN EMPLOYMENT**

The successful bidder shall agree and warrant that, in the performance of this contract, he will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, sex, religion, or national origin in any manner prohibited by State, Federal, County, or Municipal law. A certification of Nonsegregated Facilities and a Certification Regarding Equal Employment Opportunity shall be considered a part of this contract.

**MECHANICS LIEN WAIVERS**

The successful Bidder shall be required to submit a Mechanics Lien Waiver, acceptable to the Town of Watertown, with each progress payment, and/or at time of final payment, prior to any payment made.

**STATE SET ASIDE REQUIREMENTS**

The contractor who is selected to perform this State project must comply with CONN. GEN. STAT. §§ 4a-60, 4a-60a, 4a-60g, and 46a-68b through 46a-68f, inclusive, as amended by June 2015 Special Session Public Act 15-5. State law requires a minimum of twenty-five (25%) percent of the state-funded portion of the contract be set aside for award to subcontractors holding current certification from the Connecticut Department of Administrative Services (“DAS”) under the provisions of CONN. GEN. STAT. § 4a-60g. (25% of the total state-funded value with DAS-certified Small Businesses and 6.25% of the total state-funded value with DAS-certified Minority-, Women-, and/or Disabled-owned Businesses.) The contractor must demonstrate good faith effort to meet the 25% set-aside goals

**TOWN OF WATERTOWN  
WATERTOWN, CONNECTICUT**

**GENERAL REQUIREMENTS**

**Comprehensive Lockdown and Emergency Notification System  
John Trumbull Primary School, Judson Elementary School, Polk Elementary School, Swift  
Middle School, Watertown High School, St. Mary Magdalen School, and St. John's School in  
Watertown, CT.**

**General:**

1. Install a comprehensive emergency notification platform that integrates with each school's phone and paging/intercom systems that utilize 3 options to trigger the system: Press a 'lockdown button', dial a code on a phone, use a smart device app
  - a. The said notification system is required to be: rapid/automated; include pre-recorded announcements to be played over the PA system; include LED beacons and signboards to provide visual notification; ability to call to both cell phones and land lines (desk phones); ability to include PC pop-ups, emails, text messages and prerecorded calls to the police (law enforcement agencies).
2. Install wireless enabled speakers and LED beacons both outside and inside all buildings.
3. Install access control and video surveillance that can be incorporated with the comprehensive emergency notification system.
4. Install any cameras, consoles, or other equipment to enable any of the features above.
5. Replace any damaged fixtures or structures that may have been damaged from installation or act as an obstruction to the installation of the new emergency notification system.
6. Job site shall be left in a clean and safe manner on a daily basis and all debris removed from job site upon completion of work.
7. All permits and fees are required to be included

**TOWN OF WATERTOWN  
WATERTOWN, CONNECTICUT**

**TECHNICAL SPECIFICATIONS**

**Comprehensive Lockdown and Emergency Notification System**

**John Trumbull Primary School, Judson Elementary School, Polk Elementary School, Swift Middle School, Watertown High School, St. Mary Magdalen School, and St. John's School in Watertown, CT.**

**Overview:**

Watertown, Connecticut Board of Education School District is seeking proposals and pricing for the installation of a campus wide Emergency Notification System. The system should be able to notify everyone on school grounds in a matter of seconds of an emergency event both inside and outside the school building, including remote fields, parking lots, outbuildings, etc. The system must be able to be activated from multiple sources including telephones in classrooms, panic buttons within the school, or even an app on a smart device. Once activated, the system should provide various forms of notification including pre-recorded audio messages over the school's existing PA system as well as remote speakers in ballfields and parking lots, strobe lights/beacons installed both inside and outside the building (including remote locations such as bus entrances), call to 911 requesting assistance, and LED message boards able to spell out the nature of the emergency. As an option, Emergency Notification System should be able to be integrated with a PBX in order to provide additional notification via phone calls to desk phones, cell phones, as well as emails, text messages, and PC screen pops.

**Vendor Qualifications:**

Watertown, CT Board of Education School District desires to have one vendor provide a turn-key solution including installation and configuration of all system components such as strobes, speakers, panic buttons, etc. Successful vendor should possess a working knowledge of paging systems and telephone systems to ensure proper integration. In addition, vendor should provide training and ongoing support of the system. All work to be done under the Connecticut Prevailing Wage Act.

**Solution Capabilities:**

- Must be able to notify individuals on school grounds of an emergency event within seconds. Notification must extend to all parts of school grounds including remote areas more than 1000 feet from the school building.
- Must be able to notify individuals in multiple ways including:
  - Audibly via a pre-recorded message played out over speakers/horns
  - Visually via strobes/beacons
  - Visually via LED signboards
  - Physically through vibration for visual and/or hearing-impaired people via a device such as a pager.

- Strobes/beacons must be waterproof for placement in the exterior of the building including remote locations
- Must have the ability to activate more than 100 strobes/beacons simultaneously
- Must be able to integrate with school's existing PA system (regardless of brand) to play a pre-recorded message throughout the interior of school building as well as around the perimeter of school building
- Must be able to integrate with school's existing phone system (regardless of brand) and provide additional notifications such as calls to desk phones, calls to cell phones, PC screen pops, emails, and text messages
- Must be able to integrate with school's existing access control system to initiate a 'lockdown mode' for that system (e.g. access control system, when prompted, would lock doors and disable swipe cards for everyone except police and security personnel)
- Must have the ability to wirelessly activate a specific audio message over speaker/horns for school fields, including fields over 1000 feet away and fields that can be difficult to access due to a roadway or a stream
- Must have the ability to wirelessly activate strobes/beacons in school fields, including fields over 1000 feet away and fields that can be difficult to access due to a roadway or a stream
- Speaker/horns and strobes/beacons in remote locations must have the option of being powered by battery charged through solar panel
- Must call police/911 and play an automated, pre-recorded message announcing the nature of the emergency

Activation:

- System must provide a hard-wired (non-ethernet based) button to activate the solution with the following characteristics:
  - A light to show location of the button in the event of a power-outage
  - Ability to ensure for the user that the button was pressed successfully (e.g. button stays depressed, light changes color, etc.)
- System must also be capable of being activated by multiple types of third-party devices such as classroom phones, other types of panic buttons, and apps on a smart device.
- System must provide an option to activate other types of emergency messages such as Evacuation, Shelter-in-Place, Lock Out, etc.
- System must provide a Reset or All Clear message to announce the emergency event is over
- Must provide the ability to only activate strobe lights and allow an administrator to make a custom message over the school's existing PA speakers

Vendor Qualifications:

- System must provide a total turn-key solution. If third-party vendors handle certain aspects of the solution, provide the details explaining which components will be installed by your company and which parts by third-party vendors?
- The Emergency Notification Solution will interface with our school's existing PA system. Therefore, the chosen vendor must be capable of upgrading our PA system to ensure complete coverage throughout the school building. Does your company install and/or upgrade school PA systems? If so, please provide references.
- The Emergency Notification Solution will interface with our school's existing VoIP phone system. Therefore, the chosen vendor must have experience interfacing their Emergency Notification Solution with these types of systems. Does your company have this type of experience? If so, please describe and provide references.
- Is your company certified and capable of running low-voltage and telecommunications wiring?
- Will you provide training and ongoing support of the system? If so, please describe.
- All work to be done under the CT Prevailing Wage Act.

Pricing to include installation and cabling for all speakers, lights, buttons, equipment, etc. by vendors own personnel. Installation expertise needs to include interfacing with existing overhead paging system and/or augmenting speaker coverage.



**TOWN OF WATERTOWN  
WATERTOWN, CONNECTICUT 06795**

**BID PROPOSAL**

**Comprehensive Lockdown and Emergency Notification System  
John Trumbull Primary School, Judson Elementary School, Polk Elementary School, Swift  
Middle School, Watertown High School, St. Mary Magdalen School, and St. John's School in  
Watertown, CT.**

**BID OPENING: 11:00 a.m., Thursday, November 23, 2023**

*TO: Donna Ford, Purchasing Agent  
Town of Watertown  
Town Hall  
61 Echo Lak Road  
Watertown, CT 06795*

The undersigned, as bidder, agrees to furnish material, labor and equipment to install a **Comprehensive Lockdown and Emergency Notification System in the following schools: John Trumbull Primary School, Judson Elementary School, Polk Elementary School, Swift Middle School, Watertown High School, St. Mary Magdalen School, and St. John's School in Watertown, CT** and declares that no person or persons, other than those named herein, are interested in this Proposal; that this Proposal is made without collusion with any person, firm, or corporation; that he has carefully examined the location of the proposed work therein referred to; that no person or persons acting in any official capacity for the Town is directly or indirectly interested therein or in any portion of the profit thereof; and that he proposes and agrees, if this Proposal is accepted; to provide all necessary equipment, tools, labor and deliver and to do all work and furnish all materials specified, in the manner and time therein prescribed, and according to the requirements of the Town as therein set forth, and that he will take in full payment therefor, the following unit prices and lump sums, to wit:

FIRM Name \_\_\_\_\_

FIRM Street \_\_\_\_\_

FIRM City \_\_\_\_\_

FIRM State \_\_\_\_\_ FIRM ZipCode \_\_\_\_\_

NAME (Please Print) \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

**PROPOSAL**

Payment Terms \_\_\_\_\_ Time to

Completion \_\_\_\_\_ Working Days

Workmanship Warranty \_\_\_\_\_

Material Warranty \_\_\_\_\_

**Cost Complete per Specifications (including licensing):**

\$ \_\_\_\_\_

**Price for each school building including materials, licensing if any, and labor:**

**John Trumbull Primary School**     \$ \_\_\_\_\_

**Judson Elementary School**     \$ \_\_\_\_\_

**Polk Elementary School**     \$ \_\_\_\_\_

**Swift Middle School**     \$ \_\_\_\_\_

**Watertown High School**     \$ \_\_\_\_\_

**St. Mary Magdalen School**     \$ \_\_\_\_\_

**St. John's School**     \$ \_\_\_\_\_

Have you taken any exceptions or have you deviated from our printed specification and if so, are such suggested changes clearly noted on the page provided for exceptions to specifications?

\_\_\_ yes \_\_\_ no

EXCEPTIONS TAKEN TO SPECIFICATIONS:

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

**RECEIPT OF ADDENDA**

<b><u>ADDENDUM #</u></b>	<b><u>SIGNATURE</u></b>	<b><u>DATE</u></b>
1.	_____	__/__/__
2.	_____	__/__/__
3.	_____	__/__/__
4.	_____	__/__/__

NAME OF BIDDER: \_\_\_\_\_

OFFICIAL ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

BY: \_\_\_\_\_ TITLE: \_\_\_\_\_  
(Please Print)

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**PROPOSED SUBCONTRACTORS**

FIRM \_\_\_\_\_  
Name \_\_\_\_\_  
Street \_\_\_\_\_  
City State Zip Code

CONTACT \_\_\_\_\_ TELEPHONE \_\_\_\_\_  
Please Print  
TYPE OF WORK TO BE PERFORMED \_\_\_\_\_

.....

FIRM \_\_\_\_\_  
Name \_\_\_\_\_  
Street \_\_\_\_\_  
City State Zip Code

CONTACT \_\_\_\_\_ TELEPHONE \_\_\_\_\_  
Please Print  
TYPE OF WORK TO BE PERFORMED \_\_\_\_\_

.....

---

**REFERENCES**

**The Bidder is required to fill out the following form to enable the Owner to make inquires and judgment as to the Bidder's experience, skill, available financial resources, credit and business standing.**

1. Number of years the Bidder has been in business as a Technology/Data Firm of Emergency Notification and Lockdown Systems: \_\_\_\_\_.

2. List three (3) projects of similar in nature to the project described herein that the Bidder has completed along with the approximate construction cost. Include the name, address and telephone number of a reference for each project.

---

---

---

---

---

---

---

---

---

---

3. List projects presently under construction by the Bidder, dollar volume of the Contract and percent completed.

---

---

---

---

4. Has the Bidder ever failed to complete work awarded to him; and if so, state where and why.

---

---

---

---

5. Does the Bidder plan to sublet any part of this work; and if so, give details.

---

---

---

---

**BID BOND**

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned,

\_\_\_\_\_ as Principal, and  
\_\_\_\_\_ as

Surety, are hereby held and firmly bound unto \_\_\_\_\_ as OWNER in the penal sum of \_\_\_\_\_ for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, successors and assigns. Signed, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_. The Condition of the above obligation is such that whereas the Principal has submitted to \_\_\_\_\_ a certain BID, attached hereto and hereby made a part hereof to enter into a contract in writing, for the:

\_\_\_\_\_  
\_\_\_\_\_

NOW, THEREFORE,

(a) If said BID shall be rejected or

(b) If said BID shall be accepted and the Principal shall execute and deliver a contract in the Form of Contract attached hereto (properly completed in accordance with said BID) and shall furnish a BOND for his faithful performance of said contract, and for the payment of all persons performing labor or furnishing materials in connection therewith, and shall in all other respects perform the agreement created by the acceptance of said BID, then this obligation shall be void, otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its BOND shall be in no way impaired or affected by any extension of the time within which the OWNER may accept such BID; and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and the year first set forth above.

\_\_\_\_\_ (L.S.)

\_\_\_\_\_

Principal

Surety

By: \_\_\_\_\_



**PERFORMANCE BOND**

KNOW ALL MEN BY THESE PRESENTS THAT:

\_\_\_\_\_  
(Name of Contractor)

\_\_\_\_\_  
(Address of Contractor)

A \_\_\_\_\_, hereinafter called Principal  
(Corporation, Partnership, or Individual)

\_\_\_\_\_  
(Name of Surety)

\_\_\_\_\_  
(Address of Surety)

hereinafter called SURETY, are held and firmly bound unto

\_\_\_\_\_  
(Name of Owner)

\_\_\_\_\_  
(Address of Owner)

Hereinafter called OWNER, in the penal sum of \_\_\_\_\_ Dollars,  
\$ \_\_\_\_\_ in lawful money of the United States, for the payment of which sum well and truly  
to be made, we bind ourselves, successors, and assigns, jointly and severally, firmly by these presents.

**THE CONDITION OF THIS OBLIGATION IS SUCH THAT WHEREAS,** THE Principal entered into a certain  
contract with the OWNER, dates the \_\_\_\_ day of \_\_\_\_\_ 20\_\_, a copy of which is hereto attached  
and made a part hereof for the construction of:

\_\_\_\_\_  
\_\_\_\_\_  
**NOW, THEREFORE,** if the Principal shall well, truly and faithfully perform its duties, all the undertakings,  
covenants, terms, conditions, and agreements of said contract during the original term thereof, and any  
extensions thereof which may be granted by the OWNER, with or without notice to the SURETY and during the  
guaranty period, and if he shall satisfy all claims and demands incurred under such contract, and shall fully  
indemnify and save harmless the OWNER from all costs and damages which it may suffer by reason of failure  
to do so, and shall reimburse and repay the OWNER all outlay and expense which the OWNER may incur in  
making good any default, then this obligation shall be void, otherwise to remain in full force and effect.

**PROVIDED, FURTHER**, that the said surety, for value received hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the contract or to WORK to be performed thereunder or the SPECIFICATIONS.

**PROVIDED, FURTHER**, that no final settlement between the OWNER and the CONTRACTOR shall abridge the right of any beneficiary hereunder, whose claim may be satisfied.

**IN WITNESS WHEREOF**, this instrument is executed in \_\_\_\_\_ counterparts each one of which shall be deemed an original, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

ATTEST:

\_\_\_\_\_  
Principal

By: \_\_\_\_\_(s)

(Principal)  
Secretary (SEAL)

\_\_\_\_\_  
(Witness as to Principal)

\_\_\_\_\_  
(Address)

ATTEST:

\_\_\_\_\_  
(Surety)  
Secretary (SEAL)

**IMPORTANT:** Surety companies executing BONDS must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the state where the PROJECT is located.