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MAYOR

TOWN OF EAST HARTFORD

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East Hartford, Connecticut 06108

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PURCHASING DEPARTMENT

WWW.EASTHARTFORDCT.GOV

TOWN OF EAST HARTFORD, CT INVITATION TO BID

BID #15-22

RE: Supply and Install a Video Surveillance System for Raymond Library

Proposals will be received at the Office of the Purchasing Agent, Town Hall, 740 Main Street, East Hartford, Connecticut, 06108 until Wednesday, May 13, 2015 at 11 a.m. at which time they will be publicly opened and recorded.

There will be a **Mandatory Pre-Bid Conference** at Raymond Library, 840 Main Street, East Hartford, CT 06108 on Wednesday, May 6, 2014 at 10:00 a.m.

Information and Specifications are available at the above office or on the Town of East Hartford bid's website at <http://www.easthartfordct.gov/bids>

The right is reserved to reject any or all bids when such action is deemed to be in the best interest of the Town of East Hartford, Connecticut

Michelle A. Enman
Purchasing Agent
(860) 291-7271



TOWN OF EAST HARTFORD, CONNECTICUT

STANDARD INSTRUCTIONS FOR BIDDERS

1. Sealed bid proposals will be received by the purchasing agent until the date and time on the title sheet. **Bids received later than the date and time specified will not be considered and will be returned unopened.**
2. Bids are to be returned to the Purchasing Department with the bid number prominently indicated on the mailing envelope. The name and address of the bidder should appear in the upper left hand corner of the envelope. **Bids will not be accepted via fax or e-mail.**
3. All proposals will be opened and read publicly and are subject to public inspection. Bidders may be present or be represented at all openings. Bid results are mailed to all responding bidders.
4. Municipalities are exempt from any sale, excise or federal taxes. Bid prices must be exclusive of taxes and will be so construed.
5. The Town of East Hartford reserves the right to reject any or all bids or any part of all bids and to waive any informality when such action is in the best interest of the Town. The Town also reserves the right to extend by mutual consent an awarded bid when such action is in its best interest.
6. Bidders should familiarize themselves with the items and/or conditions set forth in the bid specifications. Failure by the bidder to inform himself will not be accepted as an excuse from fulfillment of the bid specifications.
7. All vendors doing business with the Town certify upon acceptance of a bid by virtue of their signature on that bid, that they have read, understood and will comply with the section of the Town's updated plan of affirmative action and equal opportunity relating to contractual and purchasing procedures - section VIII dated 1/88. Vendor agrees to cooperate fully should the Town choose to audit this compliance.
8. In case of an error in the extension or addition of prices, the unit price will govern. The Town will not be subject to any price increases after a bid award if not part of the original bid terms.
9. The Town reserves the right to increase or decrease quantities listed in order to stay within the allocated funding at time of bid opening.
10. The purchasing department has the obligation to accept the lowest responsible bid which is in the Town's best interest. Factors include, but are not limited to, price, compliance to specifications, quality offered, freight costs, delivery time, past performance, standardization of current equipment, financial resources, technical qualifications, equipment and experience.

11. Bidders shall state in writing and attach to the bid, any conditions/exceptions that are part of the bid price. Comments to the effect “see literature” will not be acceptable.
12. Any manufacturers names, trade names, brand names or catalog numbers used in the specifications are there for the purpose of establishing and describing general performance and quality levels. Such references are not intended to be restrictive and bids are invited on these and approved equal brands or products of any manufacturer.
13. The Town’s competitive bidding process is not a means for competitors to obtain private/proprietary information that is not otherwise normally available. Such information relates to a bidder’s financial records and responsibility, test data, manufacturing drawings, formulas and processes. To promote competition and protect valid interests this type of information/data will remain confidential.
14. All bidder questions shall be directed to the Purchasing Agent. Procedural and clarification questions will be answered appropriately. Questions that require an answer that will in effect change/alter the intent of the specifications will only be answered in writing to all bidders by a bid addendum.
15. Awarded bidders are responsible for obtaining all necessary permits as required by OSHA, Federal, State and/or Town regulations. Town permits will be issued at no cost.
16. Alternate proposals will not be considered unless specifically called for in the bid.
17. Prices shall include packing, transportation and delivery charges F.O.B. to East Hartford/delivered unless specifically noted otherwise.
18. Bidder declares that the proposal is not made in connection with any other bidder submitting a proposal for the same bid and is in all respects fair and without collusion or fraud.
19. Cash discounts may be offered by bidder for prompt payment of bills, but such cash discount will not be taken into consideration in determining the awarded low bidder except in the case of tie bids and then only provided such discount is based on payment of invoice not less than fourteen (14) days after satisfactory delivery and/or receipt of invoice, whichever is later.
20. The Town will not award a bid to any bidder who owes a delinquent tax to the Town. Bidders certify by virtue of their signature on the bid sheet that neither the bidder nor any business or corporation which the Bidder owns an interest is delinquent in tax obligations to the Town. The purchasing department will verify that no delinquent taxes are owed before any bid is awarded.
21. Please include a corporate resolution with your submittal. Sample formats for Corporations and Professional Corporations, Limited Liability Company and Partnerships (including Limited Partnership and Limited Liability Partnership) are attached in this packet.

22. The bidding entity is required to provide evidence from the Connecticut Secretary of State that they are in good standing and qualified to conduct business in the State of Connecticut.
23. Shipping costs will be the responsibility of the bidder.

**A CERTIFICATE OF INSURANCE WILL ONLY BE REQUIRED OF
THE AWARDED BIDDER**

INSURANCE INDEMNIFICATION CLAUSE

The Town of East Hartford, CT is to be named as an “**additional insured**” and an additional insured policy endorsement must be submitted with the certificate of insurance and the nature of the project is to be stated on the certificate.

INDEMNIFICATION

Contractor agrees to defend, indemnify and hold the Town of East Hartford harmless against and from any and all claims by or on behalf of any person arising from or in connection with:

A: Any act, error, omission, negligence or fault of contractors or any of its agents, servants, employees and sub-contractors.

B: Any accident, injury or damage whatsoever caused to any person occurring during the performance of this contract.

Further, the contractor agrees to defend, indemnify and hold harmless the Town of East Hartford against and from all reasonable costs, counsel fees, expenses and liabilities incurred in or with respect to any such claim and any action or proceeding brought thereon; and in any case any action or proceeding shall be brought against the contractor by reason of any such claim, contractor upon notice from the Town of East Hartford agrees to resist and defend such action proceeding, unless contractor causes the same to be discharged and satisfied.

INSURANCE REQUIREMENTS

A. **GENERAL REQUIREMENTS**

The **CONTRACTOR** shall be responsible for maintaining insurance coverage in force for the life of this contract of the kinds and adequate amounts to secure all of the **CONTRACTOR’S** obligations under this contract with an insurance company(ies) with an AM Best Rating of A-VII or better licensed to write such insurance in the State of Connecticut and acceptable to the Town of East Hartford.

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

Such insurance or renewals or replacements thereof shall remain in force during the **CONTRACTOR’S** responsibility under this contracts.

The **CONTRACTOR** at the **CONTRACTOR’S** own cost and expense , shall procure and maintain all insurance required and shall name the Town of East Hartford as Additional Insured on all contracts, except Workers’ Compensation and Professional Errors & Omissions coverage’s.

B. SPECIFIC REQUIREMENTS:

1) Workers' Compensation Insurance

The **CONTRACTOR** shall provide Statutory Workers' Compensation Insurance, including Employer's Liability with Limits of:

- \$100,000 Each Accident
- \$500,000 Disease, Policy Limit
- \$100,000 Disease, Each Employee

2) Commercial General Liability Insurance

The **CONTRACTOR** shall carry Commercial General Liability Insurance (Insurance Services Office Incorporated Form CG-0001 or equivalent). As per occurrence limit **\$1,000,000** is required. The Aggregate Limit will be not less than **\$2,000,000**. Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.

3) Business Automobile Liability Insurance

The **CONTRACTOR** 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. "Auto Auto" (symbol 1 or equivalent) is required. Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.

4) Umbrella Liability Insurance

The Town reserves the right to require the **CONTRACTOR** to carry an umbrella policy up to **\$5,000,000**

C. OTHERS: PROFESSIONAL SERVICES - ARCHITECTS, ENGINEERS, ET AL.

Shall carry Errors & Omissions coverage in the amount \$1,000,000 per occurrence for all professional services contracts only. If the insurance coverage is written on a claims made basis, an extended reporting period of at least 3 years after substantial completion of the project is required.

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

D. SUBCONTRACTOR'S REQUIREMENTS:

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

The **CONTRACTOR** shall require that the Town of East Hartford be named as Additional Insured on all subcontractors and independent contractors insurance before permitted to begin work.

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



TOWN OF EAST HARTFORD
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INSTRUCTIONS FOR CONSTRUCTION AND/OR LABOR SERVICE BIDS

1. A Certificate of Insurance naming the Town as an additional insured will be required of the **awarded bidder**. The insurance indemnification clause is contained with the bid specifications. .

LINE CHECKED RELATES TO THIS PROJECT:

This is a **prevailing wage bid** and the wage rates are included within the Bid Specifications.

This **is not** a prevailing wage bid.

2. In accordance with state law, each contract for the construction, remodeling or repair of any public building or public works or improvements shall contain the following provision when the cost of construction, remodeling or repair exceeds the limits as provided in Connecticut General Statutes 31-53; “the wages paid on an hourly basis to any mechanic, laborer or workman employed upon the work herein contracted to be done and the amount of payment or contribution paid or payable on behalf of each such employee to any employee welfare fund, as defined in Subsection (h) of Section 31-53 for the Connecticut General Statutes, shall be at a rate equal to the rate customary or prevailing for the same work in the same trade or occupation in the Town of East Hartford. Any contractor who is not obligated by agreement to make payment or contribution on behalf of such employees to any such employee welfare fund shall pay to each employee as parts of his wages the amount of payment or contribution for his classification on each pay day”.

LINE CHECKED RELATED TO THIS PROJECT:

This **is a required bonded project**

No bonds or any other form of guarantee will be required for this bid project.

3. **(IF REQUIRED):** A Bid Bond must be submitted with the bid and may be in the form of certified check or cashier’s check **payable to “The Town of East Hartford” or a bond of a surety company authorized to transact business in the State of Connecticut**. No checks will be returned until the bid is awarded. If you are the awarded bidder, your check will be held until it is replaced with another Guarantee of Performance. **Bid Bond shall be 5% (five percent) of total bid price.**

A Guarantee of Performance will be required of the awarded bidder and may be in the form of a certified check or cashier's check payable to "The Town of East Hartford" or a bond of a surety company authorized to transact business in the State of Connecticut. Checks will be retained by the Town for period of time after final acceptance and payment as determined by the complexity of the project. Performance Bond shall be 100% (one hundred percent) of awarded bid price.

4. **(IF REQUIRED): The Town reserves the right to require the contractor to carry an umbrella liability limit of (not required).**
5. Before starting any work awarded bidders are responsible for obtaining permits as required by Federal, State, MDC, Utilities and/or Town regulations. Any applicable fees shall be included in the total bid price. Town of East Hartford permits will be issued at no charge.
6. The bidder shall abide by all OSHA, Federal, State and local laws, ordinances and/or regulations, which may affect in any manner those engaged or employed on the work, or the materials or equipment used in the work, or in any way affect the conduct of the work, and no pleas of misunderstanding will be considered on account of ignorance.

If the bidder shall discover any provisions in the drawings, specifications or contract, which are in conflict with any such law, by-law or ordinance or regulation, he shall report it to the Town in writing with the bid proposal.
7. Throughout the work period, the contractor shall maintain the work site in a generally accepted standard of cleanliness, free from accumulation of waste materials or rubbish caused by his operations and shall take prompt action to correct any hazardous conditions reported.
8. It is the responsibility of each bidder before submitting a bid, to familiarize themselves with the specifications and conditions that may affect cost, progress, performance or completion of the project.
9. All materials and equipment shall be applied, installed, connected, erected, used, cleaned and conditioned in accordance with generally accepted industry standards.
10. Unless otherwise specified, the contractor shall furnish and assume full responsibility for all materials, equipment, labor, transportation, construction equipment and machinery, tools, fuel, appliances, power, light, heat, telephone, water, sanitary facilities, temporary facilities and all other facilities and incidentals necessary for the furnishing, performance, testing, start-up and completion of the work.
11. The Contractor may utilize the services of specialty subcontractors on those parts of the work which, under normal contracting practices, are performed by specialty subcontractors.

The Contractor shall not award any work to any subcontractor without prior approval of the Town, which approval will not be given until the Contractor submits to the Town a

written statement concerning the proposed award to the subcontractor, which statement will contain such information as the Town may require.

The Contractor shall be as fully responsible to the Town for the acts and omissions of his subcontractors, and of persons either directly or indirectly employed by them, as he is for the acts and omissions of person directly employed by him.

The contractor shall cause appropriate provisions to be inserted in all subcontracts relative to the work to bind subcontractors to the Contractor by the terms of the General Conditions and other contract documents insofar as applicable to the work of subcontractors and to give the Contractor the same power as regards to terminating any subcontract that the Town may exercise over the Contractor under any provision of the Contract documents.

Nothing contained in this bid shall create any contractual relation between any subcontractor and the Town.

12. The Contractor shall not assign the whole or any part of this contract or any moneys due or to become without written consent of the Town. In case the Contractor assigns all or any part of any moneys due or to become due under this contract, the instrument of assignment shall contain a clause substantially to the effect that it is agreed that the right of the assignee in and or any moneys due or to become due to the contractor shall be subject to prior claims of all person, firms and corporations for services rendered or materials supplied for the performance of the work called for in this contract.

RESOLUTION FOR CORPORATIONS AND PROFESSIONAL CORPORATIONS
(required)

(TO BE TYPED ON CORPORATION LETTERHEAD PAPER)

I _____, Secretary of _____
(Name of Corporation's Secretary) (Legal name of Corporation)
a Corporation duly organized and operating under the laws of _____ and
(State)

Qualified and authorized to do business in the State of Connecticut, DO
HEREBY CERTIFY that the following is a true, correct and accurate copy of a
Resolution duly adopted at a meeting of the Board of Directors of such
Corporation, duly convened and held on _____, at which meeting
a duly constituted quorum of the Board of Directors was present and voted in
favor of such Resolution. I further CERTIFY that such Resolution has not been
modified, rescinded or revoked since the date on which it was enacted, and it is
at present in full force and effect:

RESOLVED: That the following Officers of this Corporation, or any one
them: _____

_____,
(Name and title of Officer or Officers)
is empowered to execute and deliver in the name and on behalf of this
Corporation contracts, bids and other documents to the Town of East Hartford, State of
Connecticut, and are further authorized to affix the Corporate Seal to such documents and to
bind the Corporation to such contracts, bids and other documents.

IN WITNESS WHEREFORE, the undersigned has affixed his/her signature and the
Corporate Seal of the Corporation, this _____ day of _____.

(Affix Corporate Seal Below)

(Typed name of Corporation's Secretary)

SIGNATURE OF SECRETARY

Resolution for Limited Liability Company (required)
(TO BE TYPED ON LIMITED LIABILITY COMPANY LETTERHEAD PAPER)

The undersigned, all of the members [or, if applicable, the managing member] of _____
_____ (legal name of LLC)
A Limited Liability Company duly organized and operating under the laws of _____ and _____ (State)
qualified and authorized to do business in the State of Connecticut, DO

HEREBY CERTIFY that the following is a true, correct and accurate copy of a Resolution duly adopted at a meeting of the Members of such Limited Liability Company, duly convened and held on _____, at which meeting a duly constituted quorum of the voting Members was present and voted in favor of such Resolution. We further CERTIFY that such Resolution has not been modified, rescinded or revoked since the date on which it was enacted, and it is at present in full force and effect:

RESOLVED: That the following Members of this Limited Liability Company, or any one them: _____

_____,
(Name and title of Members)
is empowered to execute and deliver in the name and on behalf of this Limited Liability Company, contracts bids and other documents to the Town of East Hartford, State of Connecticut, and are further authorized to seal to such documents and to bind the Limited Liability Company to such contracts, bids and other documents.

IN WITNESS WHEREFORE, the undersigned have executed this resolution, this _____ day of _____.

Have all necessary parties sign and indicate their name and title, such as member, managing member etc..

Resolution for Partnership (including Limited Partnership and Limited Liability Partnership)
(required)

(TO BE TYPED ON PARTNERSHIP LETTERHEAD PAPER)

The undersigned, all of the partners (or, if a Limited Partnership, all of the general partners, or if a Limited Liability Partnership, all of the partners) of _____, a partnership (or, if applicable, a Limited Partnership or Limited Liability Partnership) duly organized and operating under the laws of _____ and qualified and authorized to do business in the State of Connecticut, DO HEREBY CERTIFY that the following is a true, correct and accurate copy of a Resolution duly adopted at a meeting of the voting partners of such partnership duly convened and held on _____, at which meeting a duly constituted quorum of the voting partners was present and voted in favor of such Resolution. We further CERTIFY that such Resolution has not been modified, rescinded or revoked since the date on which it was enacted, and it is at present in full force and effect:

RESOLVED: That the following partners, or any one of them: _____

(Name and title of Partners)

is empowered to execute and deliver in the name and on behalf of this partnership, contracts, bids and other documents to the Town of East Hartford, State of Connecticut, and are further authorized to seal to such documents and to bind the partnership to such contracts, bids and other documents.

IN WITNESS WHEREFORE, the undersigned have signed this resolution on, this _____ day of _____.
(day) (month and year)

Have all necessary partners sign and indicate their name and title, such as partner, general partner, etc.

PART 1 - GENERAL

1.1 SECTION INCLUDES

- A. Video Surveillance Cameras
- B. Video Surveillance Management Software
- C. Network Video Server
- D. Network Storage Device
- E. Monitor

1.2 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.
- B. Related Drawings:
 - 1. "SEC" Drawings – Technology Plans

1.3 SUMMARY

- A. This Video surveillance system described within this specification shall including user access and browser interface of each video surveillance camera from any computer and mobile device within the LAN and via the internet.
- B. All installation of each product specified within this document, peripheral devices, required licensing and configurations are required as part of this specification to establish a coherent, functional system as described within this bid package.
- C. Data Cabling: Category 6 Plenum rated cabling and all termination has been furnished and installed by other trades and is not required as part of this bid specification.
- D. System Functionality Overview:
 - 1. System shall provide high-quality delivery and processing of IP-based video and control data using standard Ethernet-based networks.
 - 2. System shall have seamless integration of all video surveillance and control functions.
 - 3. Graphical user interface software shall manage all IP-based video matrix switching and camera control functions and recording and archive/retrieval management. IP system shall also be capable of integrating into larger system environments.
 - 4. System design shall include all necessary compression software for high-performance, dual-stream, Motion JPEG and H.264 video.

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5. All camera signals shall be compressed to H.264, encoded, and delivered onto the network for processing and control by the IP video-management software.
 6. Camera system units shall be ruggedly built and designed for extreme adverse environments, complying with NEMA Type environmental standards.
 7. The Camera's recorded images shall include masking of the unwanted areas within each camera view to minimize storage space. These recorded images shall be defined with the Owner and technology consultant.
 8. Configuration of the Video Server to utilize two (2) Ethernet connections and Network Interface cards; one (1) for incoming video and recording and one (1) to send recorded video to the storage device.
 9. Video management software shall be configured for the following.
 - a. Recorded Video Compression Rate: H.264
 - b. Frame Recorded Per Second: Twelve (12).
 - c. Resolution should be set at the highest obtainable from each camera specified.
 - d. Stored data shall be saved for thirty (30) calendar days.
 - e. Interior cameras shall record eighteen (18) hours per day.
 - f. Exterior cameras shall record twenty-four (24) hours per day.
 - g. Each camera "Field of View" shall be set up with the assistance of the Owner and/or the Technology consultant.
- E. Surge Protection: Protect components from voltage surges originating external to equipment housing and entering through power, communication, signal, control, or sensing leads. Include surge protection for external wiring of each conductor's entry connection to components.

1.4 SYSTEM CONFIGURATIONS – OVERVIEW

- A. All system configuration(s) shall be included to attain a fully functional system and shall be within the Scope of work of the awarded Contractor of this section. This configuration shall include but not be limited to the following:
1. Configuration of all cameras to be managed via the Milestone Video Management software.
 2. Configuration of Video Surveillance Server to view/record/access all cameras.
 3. Configuration of video storage devices with the server.
 4. Configuration of the Video Server.
 5. Configuration of LAN switches – Active Electronics, as related to the systems specified within this document. Including VLANs and IP addressing shall be as indicated by the Owner.

1.5 DEFINITIONS

- A. AGC: Automatic gain control.
- B. BNC: Bayonet Neill-Concelman – type of connector.
- C. B/W: Black and white.

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- D. CCD: Charge-coupled device.
- E. FTP: File transfer protocol.
- F. IP: Internet protocol.
- G. LAN: Local area network.
- H. WAN: Wide area network.
- I. H.264: Standard for Video Compression
- J. M-JPEG: Motion JPEG
- K. NTSC: National Television System Committee.
- L. PC: Personal computer.
- M. PTZ: Pan-Tilt-Zoom.
- N. RAID: Redundant array of independent disks.
- O. TCP: Transmission control protocol – connects hosts on the Internet.
- P. UPS: Uninterruptible power supply.

1.6 SUBMITTALS

- A. Product Data: For each type of product indicated. Include dimensions and data on features, performance, electrical characteristics, ratings, and finishes.
- B. Shop Drawings: For video surveillance. Include plans, elevations, sections, details, and attachments to other work.
 - 1. Detail equipment assemblies and indicate dimensions, weights, loads, required clearances, method of field assembly, components, and location and size of each field connection.
 - 2. Functional Block Diagram: Show single-line interconnections between components for signal transmission and control. Show cable types and sizes.
 - 3. Dimensioned plan and elevations of equipment racks, control panels, and consoles. Show access and workspace requirements.
 - 4. Wiring Diagrams: For power, signal, and control wiring.
- C. Equipment List: Include every piece of equipment by model number, manufacturer, serial number, location, and date of original installation. Add pretesting record of each piece of equipment, listing name of person testing, date of test, set points of adjustments, name and description of the view of preset positions, description of alarms, and description of unit output responses to an alarm.

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- D. Field quality-control reports.
 - E. Operation and Maintenance Data: For cameras, power supplies, infrared illuminators, monitors, videotape recorders, digital video recorders, video switches, and control-station components to include in emergency, operation, and maintenance manuals.
 - F. Warranty: Sample of special warranty.
- 1.7 QUALITY ASSURANCE
- A. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for intended location and application.
 - B. Comply with NECA 1.
 - C. Comply with NFPA 70.
 - D. Electronic data exchange between video surveillance system with an access-control system shall comply with SIA TVAC.
- 1.8 PROJECT CONDITIONS
- A. Environmental Conditions: Capable of withstanding the following environmental conditions without mechanical or electrical damage or degradation of operating capability:
 1. Interior, Controlled Environment: System components installed in temperature-controlled interior environments shall be rated for continuous operation in ambient temperatures of 36 to 122 deg F (2 to 50 deg C) dry bulb and twenty to ninety percent (20-90%) relative humidity, noncondensing. Use NEMA 250, Type 1 enclosures.
 2. Interior, Uncontrolled Environment: System components installed in non- temperature-controlled interior environments shall be rated for continuous operation in ambient temperatures of 0 to 122 deg F (minus 18 to plus 50 deg C) dry bulb and twenty to ninety percent (20-90%) relative humidity, noncondensing. Use NEMA 250, Type 3R enclosures.
 3. Exterior Environment: System components installed in locations exposed to weather shall be rated for continuous operation in ambient temperatures of minus 30 to plus 122 deg F (minus 34 to plus 50 deg C) dry bulb and twenty to ninety percent (20-90%) relative humidity, condensing. Rate for continuous operation when exposed to rain as specified in NEMA 250, winds up to 85 mph and snow cover up to 24 inches thick. Use sufficiently rated NEMA 250 enclosures.
 4. Hazardous Environment: System components located in areas where fire or explosion hazards may exist because of flammable gases or vapors, flammable liquids, combustible dust, or ignitable fibers shall be rated, listed, and installed according to NFPA 70.
 5. Corrosive Environment: System components subject to corrosive fumes, vapors, and wind-driven salt spray in coastal zones. Use sufficiently rated NEMA 250 enclosures.
 6. Security Environment: Camera housing for use in high-risk areas where surveillance equipment may be subject to physical violence.

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1.9 BIDDING CONTRACTOR QUALIFICATIONS

- A. The Contractor shall be a certified and trained installer of each product specified within this document.
- B. The Milestone software vendor shall be a certified partner, whereby training and certification programs shall qualify the suitability of the installers. The vendor shall provide various levels of training including advanced training to the Owner.

1.10 WARRANTY

- A. Special Warranty: Manufacturer's standard form in which manufacturer agrees to repair or replace components of cameras, equipment related to camera operation, and control-station equipment that fail in materials or workmanship within specified warranty period.
1. Warranty Period: Three (3) years from date of Substantial Completion.

PART 2 - PRODUCTS

2.1 BILL OF MATERIAL - BOM

- A. The following BOM is offered as reference and only depicts the major components of this system. All quantities must be confirmed to the architectural plans. All components not listed but required to achieve a complete system must be included.

| Item # | Qty | Description | Manufacturer | Part No. |
|--------|-----|--|--------------|-----------|
| 1 | 8 | Interior Cameras - Vandal Resistant Fixed 720P IP Dome Camera w/ WDR | Sony | SNCEM601 |
| 2 | 3 | Exterior Cameras -Vandal Resistant Fixed 1080P IP Dome Camera w/ IR | Sony | SNCEM632R |
| 3 | 3 | Exterior penetrations / Weather Proofing | a/r | a/r |
| 4 | 1 | Milestone VMS, XProtect Essential | Milestone | Specify |
| 5 | 11 | Camera License | a/r | a/r |
| | | Server/Storage device sized per manufacturers recommendations to accommodate the VMS. Storage sized to record all cameras per the specified requirements within the written specification. | | |
| 6 | 1 | Must including one 19" monitor, keypad and mouse | Dell / HP | specify |
| 7 | 11 | Installation & Configuration of Server/Storage, VMS and Cameras onto the LAN/WAN. | a/r | a/r |

2.2 CAMERAS

- A. Manufacturer: The selected manufacturer shall be SONY Electronics Inc., Park Ridge, NJ
- B. Subject to compliance with the indicated camera requirements, any submitted alternate must be a certified camera of the Milestone Network Management Software and meet the specifications within this document.
1. INTERIOR CAMERAS:

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- a. SONY #SNC-EM601, Network HD, mini-dome, 1.37 Megapixel Camera
2. EXTERIOR CAMERAS
 - a. SONY #SNC-EM632R, Network HD, mini-dome, 2.14 Megapixel Camera
- C. Alternate manufacturers: Subject to compliance with the indicated SONY camera part numbers and specifications, the following manufacturers are approved alternates:
 1. AXIS Communications
 2. IQInvision.
- D. All associated devices and/or licensing is required to obtain a fully functional system, as mandated by this bid specification, shall be included as part this bid specification.
- E. Licensing
 1. All required licensing shall be included as part of this specification.
- F. Camera Locations:
 1. All camera locations MUST to be field verified with the Owner prior to start of project. Architectural drawings are for approximation purposes only. Additional charges will not be allowed for installation in areas not reviewed or approved by the Owner.
- G. General Requirements:
 1. All equipment and materials used shall be standard components that are regularly manufactured and used in the manufacturer's system.
 2. All systems and components shall have been thoroughly tested and proven in actual use in the presence of the Owner or technology consultant.
 3. All systems and components shall be provided with the availability of a toll-free (U.S.), 24-hour technical assistance program (TAP) from the manufacturer. The TAP shall allow for immediate technical assistance for either the dealer/installer or the end user at no charge for as long as the product is installed.
 4. All systems and components shall be provided with a one-day turnaround repair express and 24-hour parts replacement. The repair and parts express shall be guaranteed by the manufacturer on warranty and non-warranty items.
- H. Camera Certifications:
 1. CE, Class B.
 2. FCC, Class B.
 3. UL/cUL Listed.
 4. C-Tick.
- I. Camera Warranty
 1. Three (3) years, parts and labor.

VIDEO SURVEILLANCE SYSTEM

2.3 VIDEO SURVEILLANCE MANAGEMENT PLATFORM

- A. The selected manufacturer shall be MILESTONE – USA in Pearl River, NY. Other manufacturers will not be considered for this project. The Owner has standardized on this manufacturer within the district.
- B. The selected Management platform shall be – **Milestone XProtect Essential**

2.4 NETWORK VIDEO SEVER/STORAGE DEVICE

- A. The network video surveillance server/storage device shall be a single, rack mountable unit.
- B. Manufacturers of the server shall be:
 - 1. Dell
 - 2. HP
 - 3. Approved Equivalent.
- C. Other manufacturers will be considered but must be an approved manufacturer of Milestone for complete to be integration.
- D. Video Server/Storage chassis for the MILESTONE VMS software and video storage shall be sized to include but not limited to the following minimum requirements:
 - 1. Server shall be sized to accommodate the Milestone Video Management Software,
 - 2. Server and storage device shall be sized to accommodate all the cameras described within this specification and to the recording requirements stated within this document. Video management server and storage devices shall be configured for the following.
 - a. Recorded Video Compression Rate: H.264.
 - b. Frame Recorded Per Second: Twelve (12).
 - c. Resolution should be set at the highest obtainable from each camera specified.
 - d. Stored data shall be saved for thirty (30) calendar days.
 - e. Interior cameras shall record eighteen (18) hours per day.
 - f. Exterior cameras shall record twenty-four (24) hours per day.
 - g. Each camera “Field of View” shall be set up with the assistance of the Owner and/or the Technology consultant.
 - 3. 19” monitor shall be included as part of this installation.
 - 4. Hardwired Mouse and Keyboard shall be included as part of this installation.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine pathway and mounting surfaces intended for the cameras. Check structure and other elements for compliance with space allocations, installation tolerance, hazards to camera installation, and other conditions affecting installation.

VIDEO SURVEILLANCE SYSTEM

- B. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 VIDEO SURVEILLANCE SYSTEM INSTALLATION

- A. Install cameras level and plumb.
- B. Install cameras with 84-inch minimum clear space below cameras and their mountings. Change type of mounting to achieve required clearance.
- C. Set pan unit and pan-and-tilt unit stops to suit final camera position and to obtain the field of view required for camera. Connect all controls and alarms, and adjust.
- D. Install power supplies and other auxiliary components within the Telecommunication Room unless otherwise indicated.
- E. Install tamper switches on components indicated to receive tamper switches, arranged to detect unauthorized entry into system-component enclosures and mounted in self-protected, inconspicuous positions.
- F. Identify system components, wiring, cabling, and terminals according to industry standards.

3.3 FIELD QUALITY CONTROL

- A. Manufacturer's Field Service: Engage a factory-authorized service representative to inspect, test, and adjust components, assemblies, and equipment installations, including connections.
- B. Tests and Inspections:
 1. Inspection: Verify that units and controls are properly installed, connected, and labeled, and that interconnecting wires and terminals are identified.
 2. Pretesting: Align and adjust system and pretest components, wiring, and functions to verify that they comply with specified requirements. Conduct tests at varying lighting levels, including day and night scenes as applicable. Prepare video-surveillance equipment for acceptance and operational testing as follows:
 - a. Prepare equipment list described in "Submittals" Article.
 - b. Verify operation of auto-iris lenses.
 - c. Set back-focus of fixed focal length lenses. At focus set to infinity, simulate nighttime lighting conditions by using a dark glass filter of a density that produces a clear image. Adjust until image is in focus with and without the filter.
 - d. Set back-focus of zoom lenses. At focus set to infinity, simulate nighttime lighting conditions by using a dark glass filter of a density that produces a clear image. Additionally, set zoom to full wide angle and aim camera at an object 50 to 75 feet away. Adjust until image is in focus from full wide angle to full telephoto, with the filter in place.
 - e. Set and name all preset positions; consult Owner's personnel.
 - f. Set sensitivity of motion detection.

VIDEO SURVEILLANCE SYSTEM

- g. Connect and verify responses to alarms.
 - h. Verify operation of control-station equipment.
3. Test Schedule: Schedule tests after pretesting has been successfully completed and system has been in normal functional operation for at least fourteen (14) days. Provide a minimum of ten (10) days notice of test schedule.
 4. Operational Tests: Perform operational system tests to verify that system complies with Specifications. Include all modes of system operation. Test equipment for proper operation in all functional modes.
- C. Video surveillance system will be considered defective if it does not pass tests and inspections.
- D. Prepare test and inspection reports.
- 3.4 ADJUSTING
- A. Occupancy Adjustments: When requested within twelve (12) months of date of Substantial Completion, provide on-site assistance in adjusting system to suit actual occupied conditions. Provide up to two (2) visits to this Project location during other-than-normal occupancy hours for this purpose. Tasks shall include, but are not limited to, the following:
1. Check cable connections.
 2. Check proper operation of cameras and lenses. Verify operation of auto-iris lenses and adjust back-focus as needed.
 3. Adjust all preset positions; consult Owner's personnel.
 4. Recommend changes to cameras, lenses, and associated equipment to improve Owner's use of video surveillance system.
 5. Provide a written report of adjustments and recommendations.
- 3.5 CLEANING
- A. Clean installed items using methods and materials recommended in writing by manufacturer.
- B. Clean video-surveillance-system components, including camera-housing windows, lenses, and monitor screens before installation and prior to final acceptance.
- C. Remove rubbish and debris: Installation contractor is not allowed you use the onsite dumpster and is responsible to discard their own debris off site.
- 3.6 SERVICE LEVEL AGREEMENTS (SLA'S)
- A. The bidding contractor shall include pricing for a Three (3) year SLA as part of the base bid and shall include the following procedures:
1. Windows upgrades/patches shall be installed and updated two times (2x) per year to the Video management Server and Network Storage Devices and the S2 devices.
 2. Firmware updates shall be performed two times (2x) per year to all of the cameras.

VIDEO SURVEILLANCE SYSTEM

- a. This shall be a flash upgrade to all cameras on the tree via the Milestone Manager which resides on the Server(s). These upgrades will improve integration between the cameras and the Milestone Management software.
3. Physical Maintenance shall be performed two times (2x) per year on all of the cameras within this specification and shall minimally include:
 - a. Correct lens adjustments.
 - b. Verify heating elements.
 - c. Lens and enclosure cleaning.
 - d. Secure screws.

3.7 DEMONSTRATION – TRAINING

- A. Bidding contractor shall engage a factory-authorized service representative to train the Owner's maintenance personnel to adjust, operate, and maintain video-surveillance system.
- B. The vendor shall provide various levels of training including advanced training (i.e., “Gold” level).
- C. Twenty-four (24) hours of training shall be included as part of this specification. These training hours shall be partitioned as the Owner mandates and as required.

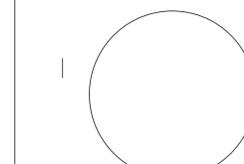
END OF SECTION 282300

CONSULTANT:

THIS DRAWING AND DETAIL, ON IT, AS AN INSTRUMENT OF SERVICE IS THE PROPERTY OF D'AGOSTINO & ASSOCIATES. IT IS TO BE USED ONLY FOR THE SPECIFIC PROJECT AND SHALL NOT BE LOANED, COPIED OR REPRODUCED WITHOUT WRITTEN CONSENT OF D'AGOSTINO & ASSOCIATES.

KEY PLAN:

REVISION: DATE:



PRINCIPAL IN CHARGE: MARC J. D'AGOSTINO

PROJECT MANAGER:

DESIGNER: NAD

PROJECT ARCHITECT / ENGINEER:

DRAWN BY: NAD

PROJECT:

ADDITIONS & RENOVATIONS TO
RAYMOND LIBRARY
840 MAIN STREET
EAST HARTFORD, CT

DRAWING TITLE
SECURITY PLANS
FIRST FLOOR PLAN

DATE: JANUARY 23, 2015

SCALE:

PROJECT NUMBER:

DRAWING NO. **T. 2**

SYMBOL LEGEND

VIDEO SURVEILLANCE

- CEILING MOUNTED VIDEO SURVEILLANCE CAMERA
REFER TO WRITTEN SPECIFICATIONS FOR CAMERA MODEL NUMBERS.
- WALL MOUNTED VIDEO SURVEILLANCE CAMERA
REFER TO WRITTEN SPECIFICATIONS FOR CAMERA MODEL NUMBERS.
- PEOPLE COUNTER DEVICE LOCATION CONSISTING OF:
QTY (1) THERMAL IMAGING MASTER SENSOR; MANUFACTURER: SENSOURCE #PC-VAIR-5-N
QTY (1) PLATINUM SHIELD PROGRAM & VEA CORE SOFTWARE; MANUFACTURER:
SENSOURCE #WSP-PSVID

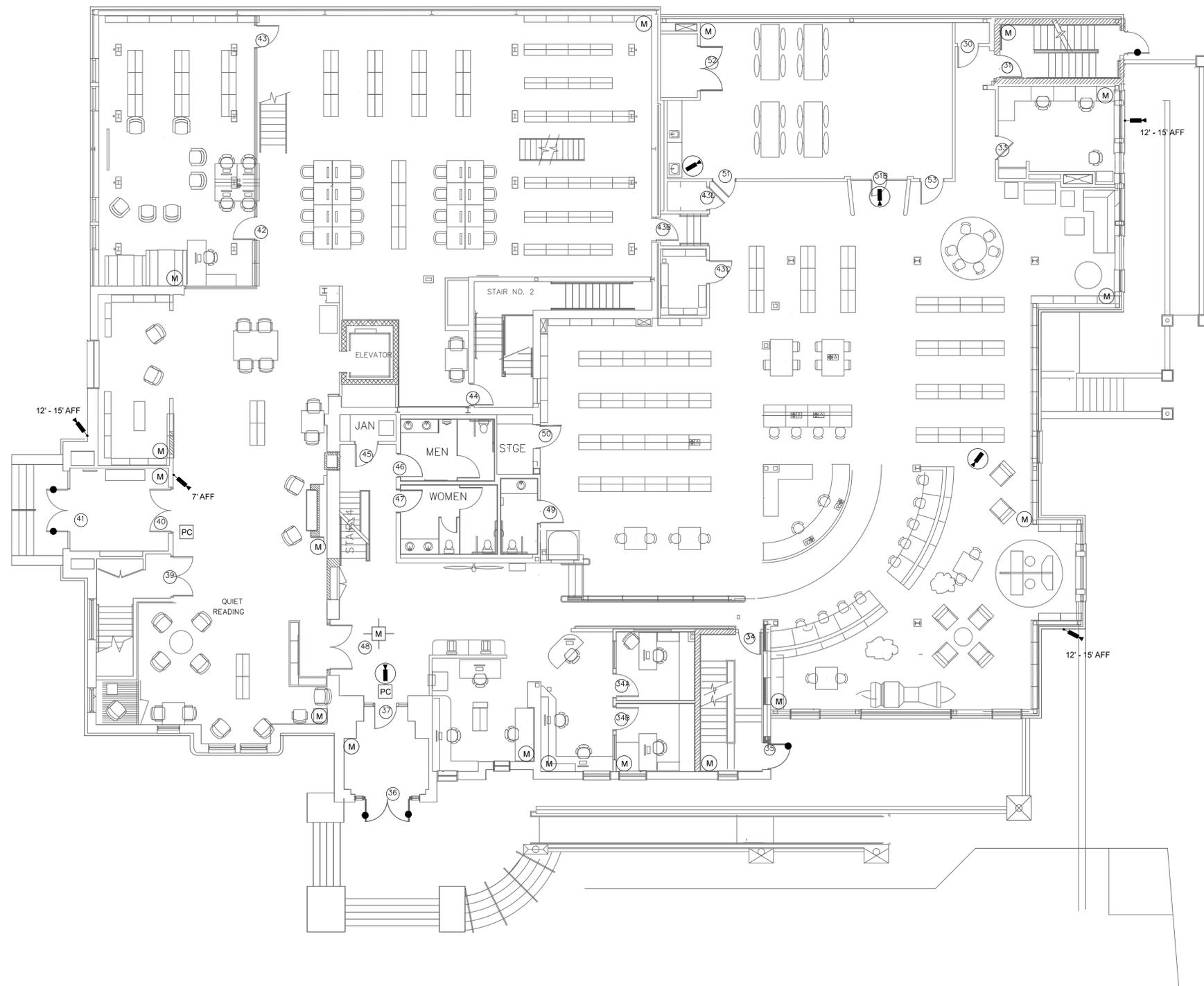
INTRUSION DETECTION; SECTION, 28 10 00

- DOOR CONTACTS LOCATION FOR BURGLAR SYSTEM CONSISTING OF:
REFER TO WRITTEN SPECIFICATION
- MOTION DETECTOR LOCATION FOR BURGLAR SYSTEM CONSISTING OF:
REFER TO WRITTEN SPECIFICATION
- INTRUSION DETECTION KEYPAD LOCATION CONSISTING OF:
REFER TO WRITTEN SPECIFICATION
- MOTION DETECTOR LOCATION FOR INTRUSION DETECTION SYSTEM CONSISTING OF:
REFER TO WRITTEN SPECIFICATION

TECHNOLOGY ABBREVIATIONS

(NOTE: NOT ALL ABBREVIATIONS APPLICABLE)

- AFF ABOVE FINISH FLOOR
- A/C ABOVE COUNTER
- ANSI AMERICAN NATIONAL STANDARDS INSTITUTE
- AWG AMERICAN WIRE GAUGE
- BICSI BUILDING INDUSTRY CONSULTING SERVICE INTERNATIONAL
- BNC BAYONET NEIL-CONCELMAN CONDUIT(S)
- C CONDUIT(S)
- DEMARC DEMARCATION
- DPDT DOUBLE THROW DOUBLE PULL
- EIA ELECTRONICS INDUSTRIES ALLIANCE
- EMT ELECTRICAL METALLIC TUBING
- F FACSIMILE (FAX)
- LAN LOCAL AREA NETWORK
- MER MAIN EQUIPMENT ROOM
- NEC NATIONAL ELECTRIC CODE
- NIC NOT IN CONTRACT
- PA PUBLIC ADDRESS
- PBX PRIVATE BRANCH EXCHANGE
- PC PERSONAL COMPUTER
- P/E POWER OVER ETHERNET
- PP PATCH PANEL
- PVC POLYVINYL CHLORIDE CONDUIT
- QTY QUANTITY
- STP SHIELDED TWISTED PAIR
- TBB TELECOMMUNICATIONS BONDING BACKBONE
- TGB TELECOMMUNICATIONS GROUNDING BUSBAR
- TIA TELECOMMUNICATIONS INDUSTRY ASSOCIATIONS
- TMGB TELECOMMUNICATIONS MAIN GROUNDING BUSBAR
- TR TELECOMMUNICATIONS ROOM
- TV TELEVISION
- TYP TYPICAL
- UPS UNINTERRUPTIBLE POWER SUPPLY
- UTP UNSHIELDED TWISTED PAIR
- VGA VIDEO GRAPHICS ARRAY
- VoIP VOICE OVER INTERNET PROTOCOL
- W WALL TELEPHONE (VOICE)
- WAN WIDE AREA NETWORK
- WAO WORK AREA OUTLET
- WAP WIRELESS (DATA) ACCESS POINT
- WG WIREGUARD
- WP WEATHERPROOF



BID SHEET

Company Name: _____

This proposal is made with the understanding that it will be accepted or rejected within sixty days; this may be extended by mutual consent. The undersigned declares that all information and specifications have been examined and understood and makes the following offer:

| Item | Qty | Item Desc | Mfg | Part No | Unit Price | Total |
|----------|-------------|---|-----------|-----------|------------|-------|
| Material | Total Price | | | | | \$ |
| 1 | 8 | Interior Camera – Vandal Resistant Fixed 720P IP Dome Camera w/ WDR | Sony | SNCEM601 | | \$ |
| 2 | 3 | Exterior Cameras – Vandal Resistant Fixed 1080P IP Dome Camera W/ IR | Sony | SNCEM632R | | \$ |
| 3 | 3 | Exterior Penetrations / Weather Proofing | a/r | a/r | | \$ |
| 4 | 1 | Milesont VMS, XProtect Essential | Milestone | Specify | | \$ |
| 5 | 11 | Camera License | a/r | a/r | | \$ |
| 6 | 1 | Server/Storage device sized per manufacturer recommendations to accomidate the VMS. Storage sized to record all cameras per the specified requirements within the attached written specifications. Must include one 19” monitor, keypad and mouse | Dell / HP | Specify | | \$ |
| 7 | 11 | Installation and Confugration of the Server/Storage, VMS and Cameras onto the LAN/WAN | a/r | a/r | | \$ |
| | | | | | | \$ |

| | |
|----------------|----|
| Project Total: | \$ |
|----------------|----|

Total Project Cost \$ _____

- Please pay special attention to Part 1 – General, Section 1.3.
- Please submit with bid package, the completed Bid Sheet (previous page), Corporate Resolution, and Submittal requirements listed under 1.6 of the bid specifications.

Please Acknowledge any Addenda here _____

PRINT OR TYPE ONLY

BIDS SUBMITTED BY A CORPORATION OR LLC SHALL HAVE A SEALED CORPORATE RESOLUTION ATTACHED TO THE BID SHEET **IDENTIFYING THE OFFICER WHOSE SIGNATURE APPEARS ON THE BID** BY NAME AND TITLE AND AUTHORIZING SAID PERSON TO SUBMIT THE BID AND SIGN A CONTRACT, IF AWARDED, ON BEHALF OF SAID CORPORATION.
THE ACCEPTABLE FORMAT IS INCLUDED IN THIS PACKET

BIDDER _____

BY _____ TITLE _____

WRITTEN SIGNATURE _____

ADDRESS _____

TELEPHONE _____ ZIP CODE _____

FAX _____

EMAIL _____

TAX COLLECTOR VERIFICATION _____
 NO DELINQUENT TAXES OWED BY THE **AWARDED**
 BIDDER TO THE TOWN OF EAST HARTFORD