

Litchfield County Dispatch  
REQUEST FOR PROPOSAL (RFP)  
PSDN Rollout  
Bid # 0002 Due Date: March 19, 2015 10:00AM

## **GENERAL INSTRUCTIONS TO BIDDERS**

Litchfield County Dispatch, (hereinafter referred to as LCD), through the Office of the Executive Director, will accept sealed **bids, for any or all goods and services listed on the bid sheet** from qualified suppliers (herein after referred to as responder, firm or bidder) to design and deployment of network connectivity to 44 Litchfield County Dispatch (LCD) site locations utilizing the State of CT PSDN backbone. The success of this project is dependent not only on the hardware and software, but also on the bidder's skill, effort, and experience working in a municipal environment and in accordance with the terms and conditions, specifications, and requirements contained herein.

### **1. PREPARATION OF PROPOSALS**

Bids shall be submitted by using the BID PROPOSAL FORM that accompanies this request. Submit one (1) ORIGINAL and one (1) EXACT COPY. Bidders should submit bids in a clear, concise and legible manner to permit proper evaluation of responsive bids.

### **2. BID SUBMISSION**

Bids are to be submitted in a sealed envelope clearly marked and addressed as follows:

**Bid 0002 Due: March 19, 2015 10:00AM**  
**Mr. Daniel Soule, Executive Director**  
**Litchfield County Dispatch**  
**111 Water Street**  
**Torrington, CT 06790**

Please be advised that the person signing the formal proposal must be authorized by your organization to contractually bind your firm with regard to prices and related contractual obligations for the delivery period requested.

### **3. BID TIME**

Bids shall be received at the office of the Executive Director, Litchfield County Dispatch, prior to the advertised hour of opening, at which time all proposals will be publicly opened. Any bid received after that time will not be opened or considered. A bidder may withdraw a proposal at any time prior to the above scheduled date and time.

### **4. LCD OPTIONS**

LCD reserves the right to reject any or all bids and to waive any requirements, irregularities, technical defects or service therein when it is deemed to be in the best interest of LCD. If your proposal does not meet or better the required specifications on all points that must be outlined in a letter otherwise it will be presumed that a proposal is in accordance with the required specifications.

## **5. TAXES**

All purchases made by LCD, and associated with the award of this requirement, shall be tax exempt. LCD is a 501(c)(3) organization. A Tax Exemption Certificate shall be furnished upon request.

## **6. INQUIRIES**

All inquiries regarding this request shall be answered up to the close of business on **March 18, 2015**, after which time no additional questions will be accepted. To ensure consistent interpretation of certain items, answers to questions Litchfield County Dispatch deems to be in the interest of all bidders will be made available on our website ([www.lcd911.com](http://www.lcd911.com)) to all bidders. Inquiries of a technical nature may be directed to **Mr. Brian Mirizzi, at 860-626-7521 or [bmirizzi@lcd911.com](mailto:bmirizzi@lcd911.com)** all other questions shall be directed to: **Mr. Daniel Soule, Executive Director, Litchfield County Dispatch, at 860-626-7523 or [dsoule@lcd911.com](mailto:dsoule@lcd911.com)**.

Additionally, after proposals are received, Litchfield County Dispatch reserves the right to communicate with any or all of the bidders to clarify the provisions of proposals. Litchfield County Dispatch further reserves the right to request additional information from bidders.

## **7. AWARD AND AUTHORITY**

The Executive Director of LCD will issue notification of award in writing or with a formal purchase order.

## **8. PRICING**

All prices quoted are to be firm for a period of one (1) year following bid opening. Special consideration will be given to responses with extended firm price dates. LCD is always interested in any and all cost reduction opportunities.

## **9. ASSIGNMENT OF RIGHTS, TITLES, AND INTERESTS**

Any assignment or subcontracting by a bidder, firm, or contractor for work to be performed, or goods and/or services to be provided, in whole or in part, and any other interest in conjunction with this procurement shall not be permitted without the express written consent of LCD.

## **10. HOLD HARMLESS CLAUSE**

The Bidder further agrees to indemnify, hold harmless and defend LCD from and against any and all liability for loss, damage or expense which LCD may suffer or for which LCD may be held liable by reason of injury, including death, to any person or damage to any property arising out of or in any manner connected with the operations to be performed under this contract, whether or not due in whole or in part of any act, omission or negligence of the owner or any of his representatives or employees.

## **11. WORK REGULATIONS AND STANDARDS**

All work activities performed in association with this request must be performed and completed for LCD in accordance with current federal state and local regulations. All services performed shall also conform to the latest OSHA standards and/or regulations.

**12. INSURANCE**

The successful bidder shall provide LCD with a certificate of insurance before work commences. LCD shall be named as an additional insured with an insurance company licensed to write such insurance in Connecticut, against the following risks and in not less than the following amounts:

	Each Person	Each Occurrence	Aggregate
Bodily Injury Liability	\$1,000,000	\$1,000,000	\$1,000,000
Property Damage Liability		\$1,000,000	\$1,000,000
Personal Injury Liability		\$1,000,000	\$1,000,000
Comprehensive Automobile Liability			
Bodily Injury	\$1,000,000	\$1,000,000	\$5,000,000
Property Damage		\$1,000,000	\$1,000,000

Such policies shall provide that no coverage shall be changed or cancelled unless thirty- (30) days prior notice of such change or cancellation shall be made to the owner. Such notice shall be made by registered mail; postage prepaid, to the Executive Director, Litchfield County Dispatch, 111 Water Street, Torrington, Connecticut 06790.

In the event of cancellation, the contractor shall cease all operations on or before the effective date of said cancellation and he shall not commence work again until he has obtained replacement insurance and has delivered a Certificate of Insurance to the office of the owner's purchasing department.

**13. CONFLICT OF INTEREST**

No purchase shall be made from nor shall services (other than services as an officer, agent, or employee of LCD) be secured from any officer or employee of LCD, or from any partnership or corporation in which such officer or employee is a partner or officer, or holds a substantial interest, unless such relationship and the fact that such purchase is contemplated shall be made known in writing to the agency making such purchase, and notice thereof posted, for at least five (5) days before such purchase be made , in the office of the agency making such purchase and in a public place at LCD.

**14. ADENDUMS**

It is the responsibility of the bidder to verify prior to final submittal of a bid or bid if any addenda to this request have been issued. Any addenda to this request shall be posted on the LCD website [www.lcd911.com](http://www.lcd911.com) under the RFP section. Bidders may also call the Executive Director directly 860-626-7523 for inquiries regarding addenda.

## GENERAL REQUIREMENTS, SPECIFICATIONS

### 1. Objective:

Design, deploy and provide training to LCD for site to site network to support IP Radio, CAD and emergency intercom connectivity to 44 proposed locations utilizing Layer 3 topology. Success of this project is dependent not only on the hardware and software, but also on the bidder's skill, effort, and experience working in a public safety environment. All network switch configuration to be done at 111 Water Street, Torrington. Hardware deployment will be done by LCD after configuration and testing have been completed.

### 2. Experience:

Bidder must show history of experience working with similar products and services specified in this bid by providing documentation of similar services the bidder has provided for three (3) other public safety organizations, towns, cities or municipalities in the State of Connecticut.

### 3. Details:

All hardware, software and labor must be itemized. **Bidder may choose to bid on any or all of project listed on the itemized bid sheet.**

### 4. Non-Conformance:

Bids submitted that do not conform to the specification must include a complete explanation of where equipment does not conform, what is offered in its place and why. While conformance to specs is desirable it is not absolutely required.

### 5. Delivery:

Bidder shall commit to a delivery date and this will be a consideration in awarding the bid.

### BID PROPOSAL FORM

THE UNDERSIGNED AFFIRMS AND DECLARES that this proposal is executed with full knowledge and acceptance of the specifications, requirements, terms and conditions contained herein and with complete understanding and full compliance of system requirements and hereby submits this proposal for the request noted above and certifies that this proposal meets all the specifications and conditions requested herein. Any substitutions to the specifications requested are clearly and completely noted. Any alternate proposals are presented in a similar format to those requested and are attached herein. It is understood that LCD reserves the right to reject any or all proposals or waive any formalities in this request. The proposed rates and discounts as follows:

Lead time for equipment delivery: \_\_\_\_\_ Days after receipt of order (ARO)

Anticipated time for completion: \_\_\_\_\_ Days after receipt of order (ARO)

Above Price Shall Remain Firm for: \_\_\_\_\_ Days

Work shall commence \_\_\_\_\_ days after receipt of Purchase Order

The quality of workmanship is guaranteed for a period of \_\_\_\_\_ year(s) from acceptance.

Note any and all exceptions or clarifications: (use additional pages as necessary)

(To be submitted with proposal – attach additional pages as necessary)

### Itemized Bid Sheet

Qty	Prod #	Description	Unit Price	Extended Price
44 Units		Dell S55 high-performance 1/10 GbE Top-of-Rack switch with 3 year Prosupport Next Business Day Onsite		
24 Units	SMC1500-2U	APC Smart-UPS C 1500VA 2U LCD 120V - 1500 VA/900 W - 2U Rack-mountable		
19 Units	3140-3	Linier 6U Fixed Wall Mount Cabinet 14" H x 20.5" Inside Depth. Square Holes. Locking Glass Door. 250lb Capacity. Black		
Contract Price	Services On Site	Switch Configuration, Integration and Training (Statement of work detailed in Bid Doc)		
Hourly Rate	Services at Sites	Wiring at external locations(Statement of work detailed in Bid Doc)		
50 Units		3' CAT 6 yellow patch cables		
10 Units		1000' Boxes of yellow CAT 6 cable		
10 Units		Mitel 5340 IP Phone		
12 Licenses		MITEL Teleworker Licenses		
45 Units		Mitel PoE Injectors		
Hourly Rate	Programming Services	Mitel support and services.		
<b>Total Bid Amount</b>				

Company Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Type of Entity: Corporation: \_\_\_\_\_ Type of Corp.: \_\_\_\_\_ LLC: \_\_\_\_\_

Partnership: \_\_\_\_\_ Joint Venture: \_\_\_\_\_

Sole Proprietorship: \_\_\_\_\_

Other (please describe): \_\_\_\_\_

1. CT State Business License Number (if applicable): \_\_\_\_\_

State Agency issuing license: \_\_\_\_\_

2. Number of years in business under entity name: \_\_\_\_\_

\_\_\_\_\_  
Company Name By (Signature)

\_\_\_\_\_  
Address Print Name

\_\_\_\_\_  
Company Name Title

\_\_\_\_\_  
Date Telephone/Fax

\_\_\_\_\_  
email

\_\_\_\_\_  
website

## **Statement of Work for services to be performed:**

### **Switches:**

Develop IP Subnets and VLANs for all new site locations

Configure 44 Dell S55 Switches with Layer 3 dynamic routing

Work with LCD staff to physically connect switches and turn-up at site locations, confirm traffic flow from LCD

Troubleshoot connection issues

Allow existing reporting server to access new VLAN for monitoring purposes

### **Wiring at external locations:**

Run and terminate CAT 6 cable from PSDN State fiber equipment cabinet to LCD equipment cabinet. In some cases this may be in finished areas in other cases it may be unfinished.

Some locations will require the installation of a 110v duplex receptacle.

### **Mitel Services:**

Program existing 44 phones for use as extension only devices both as on network devices and off network (teleworker) devices.

REFERENCES

**(To be submitted with proposal – attach additional pages as necessary)**

List references for similar services provided for at least three (3) clients in the past five (5) years (attach any other client references if desired). PLEASE NOTE IT IS LCD'S INTENT TO COMMUNICATE WITH THE REFERENCES LISTED HEREIN.

CLIENT 1:

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Dates: \_\_\_\_\_

Project(s):  
\_\_\_\_\_

CLIENT 2:

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Dates: \_\_\_\_\_

Project(s):  
\_\_\_\_\_

CLIENT 3:

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Service Dates: \_\_\_\_\_

Project(s):  
\_\_\_\_\_