EAST WINDSOR POLICE DEPARTMENT

Edward J. DeMarco, Jr.
Chief of Police

Police Department Dispatch Console System

2014

The following pages contain Standard Instructions to bidders and the bid specifications for the contracted completion of "Dispatch Console System" for the Town of East Windsor Police Department.

Bid Specification

Contract Terms and Conditions
Police Department Dispatch Console System

Scope of Contract: The East Windsor Police Department communications center is currently operating using a two (2) position Orbacom TDM-1509230 dispatch console system. The Orbacom console system is approximately fifteen (15) years old and has reached its end of life. Orbacom is no longer in business and the parts necessary to keep the system running are obtainable only by finding an entity that possesses an old system that is being parted out.

The dispatch consoles are a vital interface that enables dispatch personnel to monitor and control all radio traffic, town wide as well as the ability to monitor and respond to the State Hot Line and RAFS, Channel 1 and 2. The consoles are also intricate in controlling the Police Department facility controls, such as personnel door and sally port access.

This project will include the removal of the 2 position Orbacom Console System and the installation of a 2 position Motorola MCC7500 IP dispatch console system or suitable equivalent. The installation of the new dispatch console system must be integrated with the current town radio system, the E911 system, and any facilities controls. The installation must take in to account the necessity for continued operation of the Town of East Windsor's Public Safety Answering Point (PSAP) before, during and after installation.

The dispatch consoles' positions will each include all equipment necessary for the operation of the Motorola MCC7500 IP or suitable equivalent dispatch console system including but not limited to, monitors, PCs, desktop speakers, headset jacks, headsets, headset top, foot switch, and gooseneck microphones.

All permits will be the responsibility of the contractor or his/her sub-contractor.

Nothing in these terms and conditions will prevent the Town from re-bidding this project if the submitted project plans do not meet the scope of the project as determined by the Town.

Price Increases: The East Windsor Police Department reserves the right to reject any requested price increase deemed excessive in the opinion of the East Windsor Police Department and cancel the contract. The contractor must submit a formal request for an increase to the East Windsor Police Department, 25 School Street, East Windsor, CT 06088, no later than thirty (30) days prior to the effective price increase date. The request shall contain the date the increase takes effect.

No retroactive price increases will be allowed. In the event a retroactive request for a price increase is received, the East Windsor Police Department will set the effective date on the increase as ten (10) days from the receipt of the request.

Price Decreases: Price decreases will become effective immediately on the date specified in the Contractor's printed notice of change. The Contractor shall bill the East Windsor Police Department at the reduced price on all deliveries made on or after the date of the Contractor's price reduction. The Contractor shall promptly provide the East Windsor Police Department with a letter of notice concerning the change.

Site Inspection: The East Windsor Police Department reserves the right to make an inspection of the work site during the terms of the contract.

Security of Facility: The contracted work will be completed inside the East Windsor Police Department which is a secure facility. Any actions that jeopardize the facilities security, and therefore the public safety of our community will be immediate grounds for termination of this contract. All contracted personnel may be subject to limited background checks to ensure the safety and security of the facility.

Certificate of Insurance: Contractor must provide the East Windsor Police Department an up to date certificate of liability.

Insurance: Contractor shall not commence work under this contract until he has obtained all insurance required under this Section, nor shall the Contractor allow any sub-contractor to commence work on his subcontract until all similar insurance required of the subcontractor has been obtained.

Change of Address: In the event the contractor moves or updates contact information, it is the responsibility of the contractor to advise the East Windsor Police Department of such changes in writing. The East Windsor Police Department will not be held responsible for payments or purchase orders delayed due to the lack of routing caused by the lack of notification on the contractor's part. Change of address or telephone updates must be forwarded to: The East Windsor Police Department, Attention Maria Diana, 25 School Street, East Windsor, CT 06088.

END OF BID SPECIFICATIONS

TOWN OF EAST WINDSOR, CONNECTICUT
BID FORM

Police Department Dispatch Console System

Under penalty of perjury and other remedies available to the Town of East Windsor, the undersigned certifies this bid is submitted without collusion and all responses are true and accurate. If awarded this bid, it is agreed this form and the attached Project Plans constitutes a contractual obligation to provide service at fees specified within subject to and in accordance with all instructions, bidding and contractual documents, including any addenda, which are all made part of this bid.

The undersigned agrees to furnish and deliver said service according to specifications at the bid price as indicated.

Contractor's Name and/or Company Name: _____

Business Address: _____

_____

_____

CT Contractor's License Number: _____

Out Right Purchase Price: _____

Lease Option Price/Terms: _____

Managed Service Agreement Option Price/Terms: _____

Signature of Bidder: _____ **Date:** _____

Print Name: _____

Witness: _____ **Date:** _____

STANDARD INSTRUCTIONS TO BIDDERS

1. INTRODUCTION

The Town of East Windsor is soliciting bids for the above-named Project. If there are any conflicts between the instructions in these standards to bidders, and any other bidding document(s), these Standard Instructions to bidders shall prevail.

2. KEY EVENT DATE

Advertisement of invitation to bid: December 9, 2014

Public bid opening: December 16, 2014 at 10:00 AM
25 School Street, Police Department, East Windsor, CT 06088

Bid awarded: December 17, 2014

3. OBTAINING BID DOCUMENTS

Specifications and bidding documents may be obtained from the Office of the Chief of Police, East Windsor, CT 06088, telephone 860-292-8240 ext. 100.

4. BID SUBMISSION INSTRUCTIONS

1. One (1) original and two (2) copies of all bids and, proposed project plans must be submitted in a sealed envelope clearly marked **Police Department Dispatch Console System**. If forwarded by mail or courier, the sealed envelope must be addressed to **East Windsor Police Department, Office of the Chief of Police, Attention: Deputy Chief Hart, 25 School Street, East Windsor, CT 06088**. Bids must be at the Office of the Chief of Police four (4) hours before the "Public Bid Opening Day" notice in section 2, titled Key Event Dates. Postmarks are not acceptable waivers of this policy. Corrections and/or modifications received after the first bid is publicly opened will **not** be accepted.

2. Ditto marks or words such as "same" on the bid form are not considered writing and must not be used. All information must be submitted in ink or typewritten. Mistakes may be crossed out and corrections inserted. Corrections must be initialized by the person signing the bid.

3. Bids are considered valid for ninety (90) days after bids are opened. Bidders may not withdraw, cancel and/or modify their bid for a period of ninety (90) days after bids are opened.

4. Bids must be signed by the authorized person representing the legal entity of the bidder.

5. The inability to meet any specified requirements must be stated in writing and attached to the bid form or written on the bid form.

5. INTERPRETATION OF ACCEPTABLE WORK

The specifications, bidding and contract documents are to be interpreted as meaning those acceptable to the Town of East Windsor. Any substantive changes or interpretations will be issued by the town in writing as an addendum.

6. TAX EXEMPTIONS

The Town of East Windsor is exempt from federal excise taxes and Connecticut's sales-tax and use taxes. Bidders shall avail themselves of these exceptions.

7. INSURANCE

The bidder awarded this bid must provide a current certificate of insurance to the Office of the Chief of Police prior to the commencement of work with the following requirements;

A. liability limits for bodily injury and personal injury $1,000,000 per occurrence

B. liability limits for property damage including that caused by motor vehicle $1,000,000 per occurrence.

C. contractual liability $1,000,000 per occurrence

D. owner's protective liability and property damage

E. Workers compensation as required by Connecticut state statute

F. The Town of East Windsor is to appear as an additional insured on all certificate of insurance.

G. All insurance is to be provided by a company authorized to issue such insurance in the State of Connecticut

H. Insurance may not be canceled or modified without sixty (60) days written notice by registered US mail to East Windsor Police Department, Office of the Chief of Police, Town of East Windsor, 25 School St., East Windsor, Connecticut 06088.

I. The insurance company rating should be no less than A-VII by A.M. Best.

8. GUARANTEE

The contractor awarded this bid shall guarantee all labor material and workmanship for a period of one (1) year from the date of substantial completion as determined by the town as a condition of the performance. In addition, any product warrantees offered by the manufacturer or distributor in excess of one (1) year shall be given to the Town by the contractor at the time of substantial completion.

9. FAIR EMPLOYMENT PRACTICES

The bidder agrees not to discriminate against any employee or applicant for employment in the performance of this bid work with respect to hire, tenure, terms, condition or privileges of employment due to race, sex, age, religion, national origin, or other condition prescribed by state or federal law.

10. AWARDING THE BID

The Town of East Windsor reserves the right to accept or reject all or any part of bids, to waive formalities or informalities, and to award the bid deemed to be in the best interest of the town.

It is the Town's policy to not award bids to those who owe Town of East Windsor prior year(s) property taxes.

The "Bid Awarded" date in section 2, titled **Key Event Dates** is the date the bid is anticipated to be awarded. It is not a date certain.

The lowest bid price is **NOT** the sole determining factor when awarding this bid.

11. EXTENSION OF BID

There shall be no bid extension except for the extension of the time constraints associated with the term and conditions. Any extension must be justified by extenuating circumstances, and mutually agreed upon by both parties.

END OF STANDARD INSTRUCTIONS TO BIDDERS