

City of Portsmouth
Portsmouth, New Hampshire
Police Department

INVITATION TO BID

Sealed bid proposals, **plainly marked** "POLICE DEPARTMENT UPGRADE ACCESS CONTROL SYSTEM Bid #27-06" **on the outside of the envelope**, addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801, will be accepted until **December 30, 2005 at 2:00pm**, at which time all bids will be publicly opened and read aloud.

Scope: **To Upgrade Existing Police Department Access Control System**
(See breakdown in Police Department Bid List section)

There will be a mandatory pre-bid meeting on **Monday, December 19, 2005 at 2:00pm** at the Portsmouth Police Department. **Interested vendors must contact Communications Supervisor Gil Emery at 603-610-7411 to confirm attendance at the meeting.**

Please continue below for the complete bid package. If you have any questions regarding this bid, please call the Purchasing Clerk at 603-610-7227.

The City of Portsmouth reserves the right to reject any or all bids, to waive technical or legal deficiencies, and to accept any bid that it may deem to be in the best interest of the City.

Instruction to Bidders

1. **Preparation of Bid Proposal**

- a) The bidder shall submit her/his proposal upon the form furnished by the City (attached). The bidder shall specify a unit price, in words and figures, for each pay item for which a quantity is given. If there is a discrepancy between the unit price in words or figures, the prices written in words shall govern. All figures shall be in ink or typed.

If a unit price or lump sum bid already entered by the bidder on the proposal form is to be altered it should be crossed out with ink, the new unit price or lump sum bid entered above or below it, and initialed by the bidder, also with ink.

- b) The bidder's proposal must be signed with ink by the individual, by one or more members of the partnership, by one or more members or officers of each firm representing a joint venture; by one or more officers of a corporation, or by an agent of the contractor legally qualified and acceptable to the owner. If the proposal is made by an individual, his name and post office address must be shown. If by a partnership the name and post office address of each partnership member must be shown. If as a joint venture, the name and post office address of each must be shown. If by a corporation, the name of the corporation and its business address must be shown, together with the name of the state in which it is incorporated, and the names, titles, and business addresses of the President, Secretary, and Treasurer.

2. **Irregular Proposals/Disqualification**

Bid proposals will be considered irregular and bidders may be disqualified for any of the following reasons:

- a) If the proposal is on a form other than that furnished by the Owner or if the form is altered or any thereof is detached;
- b) If there are unauthorized additions, conditional or alternated bids;
- c) If the bidder adds any provisions reserving the right to accept or reject an award, or to enter into a contract pursuant to an award;
- d) Evidence of collusion among bidders;
- e) Failure to pay, or satisfactorily settle, all bills due for labor and materials on former contracts;
- f) Default or unsatisfactory performance on previous contracts; or
- g) Such disqualification would be in the best interests of the City.

3. **Delivery of Bid Proposals**

When sent by mail, the sealed proposal shall be addressed to the owner at the address and in the care of the official in whose office the bids are to be received. All proposals shall be filed prior to the time and at the place specified in the invitation for bids. Proposals received after the time for opening of the bids will be returned to the bidder, unopened. Faxed bid proposals are not acceptable.

4. **Withdrawal of Bid Proposals**

A bidder will be permitted to withdraw his proposal unopened after it has been deposited if such request is received in writing prior to the time specified for opening the proposals.

5. **Public Opening of Bid Proposals**

Proposals will be opened and read publicly at the time and place indicated in the invitation for bids. Bidders, their authorized agents, and other interested parties are invited to be present. Anyone unable to attend the bid opening who would like a copy of the tabulation should contact the Purchasing Clerk at 603-610-7227.

6. **Award**

Within 30 calendar days after the opening of proposals, if an award is to be made, the award will be made to the lowest responsible and qualified bidder whose proposal complies with all the requirements prescribed and whose bid best meets the needs of the City. The successful bidder will be notified, by the form mailed to the address on his proposal, that his bid has been accepted and that he has been awarded the bid. In case of discrepancy between the prices written in words and those written figures, the prices written in words shall govern.

Service is an important component of this bid. A bidder may be disqualified if bidder does not have a record of quality and timely service.

7. **Cancellation of Award**

The City reserves the right to cancel the award with 60 days notice without any liability against the City. Should the contractor materially breach its obligations under the bid documents, such as by failing to meet delivery requirements, the City reserves the right to terminate the award with 10 days notice.

8. **Reservation of Rights**

The City reserves the right to reject any or all proposals, to waive technicalities or to advertise for new proposals, if in the judgment of the City, the best interest of the City of Portsmouth will be promoted thereby. **The Police Department reserves the right to reject parts of a submitted proposal due to budgetary constraints.**

**CITY OF PORTSMOUTH
PORTSMOUTH, NEW HAMPSHIRE**

**POLICE DEPARTMENT
BID LIST**

MAXxess AXxess Control System:

The Portsmouth Police Department is currently utilizing a security system that is over thirteen years old. Components of this system are obsolete and are no longer supported by the manufacturer. The purpose of this bid request is to seek proposals for system upgrades. Proposals are only being sought for components compatible with MAXxess AXxess 202 Security Management Software.

The scope of project:

- Replace existing card readers with proximity card readers
- Replace processor panels with proximity controller panels
- Replace input modules
- Interface the above with existing badge software.
- Provide LAN connectivity to remote processors
- Provide CCTV (closed circuit TV) system integration
- Provide new Prox ID badges
- Upgrade power supplies as needed
- Installation materials (cables, wires, hardware)
- Labor (installation, wiring, programming, testing, and training)
- Layout map of component locations/installations
- The Police Department is also seeking pricing on a Service Maintenance Contract that includes parts and labor for both 24 hour Emergency Response and 8:am to 5:pm non-emergency Response. We are asking for pricing on two different contract durations.
Option A: 1-Year Contract
Option B: 3-Year Contract
- **Attendance at a SITE VISIT meeting is required to evaluate the system prior to vendor bid proposal submission. The site visit has been scheduled for Monday, December 19, 2005 at 2:00pm at the Portsmouth Police Department. The vendor must contact Communications Supervisor Gil Emery at 603-610-7411 to confirm attendance at the meeting.**
- All workers will be subject to criminal background check prior to working in the Police Department. All work, including installation and testing of the upgraded security system, shall be completed within ninety

(90) days of the award. Work shall be carefully coordinated with the Police Department to ensure that the security of the Police Department and its functioning is maintained.

- Bidder shall be responsible for obtaining all permits and performing all work to applicable codes.

The Police Department reserves the right to reject parts of a submitted bid proposal due to budgetary constraints.

The City reserves the right to request references and to make inquiries regarding the quality, workmanship and timeliness of the products and service to be performed in order to verify the bidder's qualifications for this project.

Bid Proposal Form

Portsmouth Police Department security system upgrade:

Item A:	Replace existing card readers with proximity card readers	\$ _____ Price in Words	\$ _____ Price in Figures
Item B:	Replace processor panels with proximity controller panels	\$ _____ Price in Words	\$ _____ Price in Figures
Item C:	Replace input modules	\$ _____ Price in Words	\$ _____ Price in Figures
Item D:	Interface the above with existing badge software	\$ _____ Price in Words	\$ _____ Price in Figures
Item E:	Provide LAN connectivity to remote processors	\$ _____ Price in Words	\$ _____ Price in Figures
Item F:	Provide CCTV (closed circuit TV) system integration	\$ _____ Price in Words	\$ _____ Price in Figures
Item G:	Provide new Prox ID badges	\$ _____ Price in Words	\$ _____ Price in Figures
Item H:	Upgrade power supplies as needed	\$ _____ Price in Words	\$ _____ Price in Figures
Item I:	Installation materials (cables, wires, hardware)	\$ _____ Price in Words	\$ _____ Price in Figures
Item J:	Labor (installation, wiring, programming, training)	\$ _____ Price in Words	\$ _____ Price in Figures
Item K:	Layout map of component locations/installations	\$ _____ Price in Words	\$ _____ Price in Figures
Total Bid	Proposal Items A through K	\$ _____ Price in Words	\$ _____ Price in Figures

Service Maintenance Contract:

Option A: 1-Year Contract	\$ _____	\$ _____
	Price in Words	Price in Figures
Option B: 3-Year Contract	\$ _____	\$ _____
	Price in Words	Price in Figures

The Police Department reserves the right to reject parts of a submitted proposal due to budgetary constraints. The low bidder will be determined by the sum of the parts of the submitted proposal actually selected by the Police Department for award.

DELIVERY AND COMPLETION OF WORK:

Bidder must state approximate number of days to complete all work, not to exceed 90 days.

_____.

WARRANTY:

Minimum one-year warranty parts and labors on new equipment required.

The undersigned agrees that he/she on behalf of Bidder has read the bid proposal documents, including the instruction to bidders and bid specifications and agrees to the terms and conditions set forth therein. The Bidder specifically understands that the City is under no obligation to purchase a particular quantity of the products listed. Bidder also understands that bid prices shall include delivery FOB to the address identified in the bid documents. Bidder understands that bid prices shall be inclusive of any and all taxes, fees or other charges.

Bidder further agrees that this bid is not made jointly or in conjunction, cooperation or collusion with any person, firm, corporation or other legal entity.

Bidder agrees no officer, agent or employee of the Owner is directly or indirectly interested in this Bid.

(Print Name & Title)

Submitted by: _____

Signature: _____

Date: _____

Company: _____

Address: _____

City/State/Zip: _____

Telephone: (_____) _____

Fax No: _____

Insurance Requirements

Insurance shall be in such form as will protect the Contractor from all claims and liabilities for damages for bodily injury, including accidental death, and for property damage, which may arise from operations under this contract whether such operation by himself or by anyone directly or indirectly employed by him.

AMOUNT OF INSURANCE

- A) Comprehensive General Liability:
Bodily injury or Property Damage - \$1,000,000/\$2,000,000
Per occurrence and general aggregate
- B) Automobile and Truck Liability:
Bodily Injury or Property Damage - \$1,000,000/\$2,000,000
Per occurrence and general aggregate

Additionally, the Contractor shall purchase and maintain the following types of insurance:

- A) Full Workers Comprehensive Insurance coverage for all people employed by the Contractor to perform work on this project. This insurance shall at a minimum meet the requirements of the most current laws of the State of New Hampshire.
- B) Contractual Liability Insurance coverage in the amounts specified above under Comprehensive General Liability.
- C) Product and Completed Operations coverage to be included in the amounts specified above under Comprehensive General Liability.