

# CITY OF BRISTOL

## INVITATION TO BID

Please quote us your prices on the commodities or services listed below. All prices must be FOB Destination. You must show Unit Price, Amount and Total or bid may be rejected.

Since the City of Bristol is exempt from the payment of Federal Excise Taxes and the Connecticut Sales Tax, do not include such taxes. The City reserves the right to reject in whole or in part any or all bids submitted. The attached standard terms and conditions shall become a part of any resultant contract award.

<http://www.bristolct.gov/bids>



Vendor Name \_\_\_\_\_

Page 1 of 4

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

**THIS IS NOT AN ORDER.** Fill in and return to the address below.

ISSUED BY: <b>City of Bristol, Connecticut</b>		(Return Bid attention of) <b>Roger D. Rousseau</b>	BID NUMBER <b>2011-103</b>
ADDRESS <b>111 North Main Street Purchasing Department Bristol, CT 06010</b>			DATE ISSUED <b>May 17, 2011</b>
SHIPPING ADDRESS (address for shipment of purchased materials only) <b>551 Peacedale Street, Bristol CT 06010</b>		TELEPHONE NUMBER <b>(860) 584-6195</b>	DATE BID REQUIRED <b>June 6, 2011 11:00 am</b>
ITEM NO.	DESCRIPTION	UNIT	QUANTITY
		To be Completed by bidder	
		Unit Price	Amount

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	Unit Price	Amount
	Installation of Telephone system as follows, in accordance with the requirements outlined in Attachment A.				
1	VODAVI XTS Digital Phone System	Ea	1	\$ _____	\$ _____
2	48 Button DSS console	Ea	4	\$ _____	\$ _____
3	8 Button enhanced speaker non-display with bracket	Ea	3	\$ _____	\$ _____
4	8 Button executive display	Ea	20	\$ _____	\$ _____
5	30 Button executive display	Ea	4	\$ _____	\$ _____
6	3200 Promo pack	Ea	1	\$ _____	\$ _____
7	XTS-IP Basic KSU	Ea	1	\$ _____	\$ _____
8	XTS-IP Modu modem unit	Ea	1	\$ _____	\$ _____
9	XT-IP Called ID module	Ea	4	\$ _____	\$ _____
10	Paging interface	Ea	1	\$ _____	\$ _____
11	Analog interface card	Ea	18	\$ _____	\$ _____
12	Message waiting board	Ea	2	\$ _____	\$ _____

To be completed	QUOTE NO:	DATE SUBMITTED	DELIVERY AS REQ'D. (Unless noted here)	
	SIGNED	TITLE	TELEPHONE NO. & EXTENSION	CASH DISCOUNT PAYMENT TERMS
by bidder	VENDOR FEIN/SSN	ARE YOU INCORPORATED	PURCHASE ORDER ADDRESS (If different from bidder's address above)	
		YES <input type="checkbox"/> NO <input type="checkbox"/>		

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			DATE MATERIAL REQUIRED <b>June 28, 2011</b>		
ITEM NO.	DESCRIPTION	UNIT	QUANTITY	To be Completed by bidder	
				Unit Price	Amount

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	Unit Price	Amount
13	LMU1 INK module kit	Ea	1	\$ _____	\$ _____
14	LMU2 LING module kit	Ea	1	\$ _____	\$ _____
15	Power supply	Ea	3	\$ _____	\$ _____
16	Ring generator	Ea	3	\$ _____	\$ _____
17	ISA W2K PC turn-key integration	Ea	1	\$ _____	\$ _____
18	8 Port digital pathfinder	Ea	1	\$ _____	\$ _____
19	XTS-IP Expansion cabinet	Ea	2	\$ _____	\$ _____
20	Analog phones	Ea	144	\$ _____	\$ _____
21	Classroom media control system	Ea	1	\$ _____	\$ _____
22	600 feet of 300 pair cable	Ea	1	\$ _____	\$ _____
<b>TOTAL</b>					\$ _____

Chippens Hill Middle School is currently wired to sufficiently accommodate a digital telephone system; it is not sufficiently wired to accommodate a system based on VoIP (i.e. requiring four-pair data terminals). The selected

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		YES <input type="checkbox"/> NO <input type="checkbox"/>		

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Telephone \_\_\_\_\_

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system is required to fit within the existing wiring capability as currently installed. Site visits to examine existing condition can be arranged with the Board of Education by contacting the City of Bristol Purchasing Department.

The system outlined within these specifications are based on provision and installation of a Vodavi system. Other systems that meet or exceed the requirements described herein will be considered. The Bristol Board of Education shall be the sole determinant of compliance with these specifications.

All equipment for the system shall be delivered no later than June 28, 2011; installation of said system shall be completed by July 15, 2011.

**Please Note:**

Responses to this Request for Quotation must be submitted in writing prior to the due date and time noted above, to the address noted above, as a sealed bid response. Responses received after the required due date and time will not be considered for award.

**Faxed bid responses are Not Acceptable.**

To be completed by bidder	QUOTE NO:	DATE SUBMITTED	DELIVERY AS REQ'D. (Unless noted here)	
	SIGNED	TITLE	TELEPHONE NO. & EXTENSION	CASH DISCOUNT PAYMENT TERMS _____ % _____ days, net 30 days
	VENDOR FEIN/SSN	ARE YOU INCORPORATED YES <input type="checkbox"/> NO <input type="checkbox"/>	PURCHASE ORDER ADDRESS (If different from bidder's address above)	

# CITY OF BRISTOL



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ITEM NO.	DESCRIPTION	UNIT	QUANTITY	To be Completed by bidder Unit Price      Amount

Bids must be enclosed in a sealed envelope, addressed to the City of Bristol and clearly identified as  
**"Bid #2011-103 Phone System at CHMS"**

<b>To be completed by bidder</b>	QUOTE NO:	DATE SUBMITTED	DELIVERY AS REQ'D. (Unless noted here)	
	SIGNED	TITLE	TELEPHONE NO. & EXTENSION	CASH DISCOUNT PAYMENT TERMS _____ % _____ days, net 30 days
	VENDOR FEIN/SSN	ARE YOU INCORPORATED YES <input type="checkbox"/> NO <input type="checkbox"/>	PURCHASE ORDER ADDRESS (If different from bidder's address above)	

**RETURN THIS FORM IMMEDIATELY!**

City of Bristol, Connecticut  
Acknowledgment: Receipt of Bid Documents

Bid Number: **2011-103**

Title: **Phone System at CHMS**

Please take a moment to acknowledge receipt of the attached bid documents. Your compliance with this request will help us to maintain proper follow-up procedures while ensuring that all recipients have the opportunity to submit proposals.

Date Invitation to Bid was issued

May 17, 2011

Date Invitation to Bid was received

\_\_\_\_/\_\_\_\_/\_\_\_\_

Do you plan to submit a proposal?

Yes\_\_\_\_\_ No\_\_\_\_\_

---

Print or type the following information:

Company name: \_\_\_\_\_

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

City or Town: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Received by: \_\_\_\_\_

**Note: Faxed acknowledgments are requested!**

**FAX (860)584-6171**

**A cover sheet is NOT necessary.**

**IMPORTANT: DO NOT FAX PROPOSALS**

**PROPOSALS MUST BE SUBMITTED IN SEALED PACKAGES**



## CITY OF BRISTOL, CONNECTICUT NON-COLLUSION CERTIFICATION

The undersigned certifies under penalty of false statement that this proposal or contract has been made, submitted and executed in good faith and without collusion or fraud with any other person, and without any agreement designed to limit independent bidding or competition. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

I further certify that I have not provided or directed to be provided gifts, meals, or gratuities, as defined in Sec. 2-129(b) of the Bristol Code of Ordinances to any official or employee of the City of Bristol responsible for awarding or administering this bid or contract.

### Please complete and sign

Legal Name of Bidder: \_\_\_\_\_

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

Name of Authorized Agent \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employment Information Form



**City of Bristol**  
Workplace Analysis Affirmative Action Report  
Employment Information Form

Purchasing Department  
111 North Main Street  
Bristol, CT 06010

Company Name Street Address City State Zip	Contact Person	Phone Number	Date
--	----------------	--------------	------

Report all permanent full-time or part-time employees, including apprentice and on-the-job trainees. Enter the number on all lines and in all columns.

JOB CATEGORY	A. OVERALL TOTALS (sum of all columns, B-F Male & Female)	B. WHITE (not of Hispanic origin)		C. BLACK (not of Hispanic origin)		D. HISPANIC		E. ASIAN/PACIFIC ISLANDER		F. AMERICAN INDIAN OR ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officers/Managers											
Professionals											
Technicians											
Sales Workers											
Office/Clerical											
Craft Workers (skilled)											
Operatives (semi-skilled)											
Laborers (unskilled)											
Service workers											
<b>TOTALS ABOVE</b>											

Do you use minority businesses as subcontractors or suppliers? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:
If CT based, do you post all employment openings with the State Of CT Employment Service? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:
Do you use an Affirmative Action Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:
Describe your recruitment, hiring, training and promotion anti-discrimination practices.	

**Invitation to Bid 2011-103  
Telephone Communications System  
Attachment A**

**PART 1:      GENERAL**

**1.01           GENERAL REQUIREMENTS**

- A. The intent of this specification is to provide a complete and properly operating **digital telephonic communications** system. The system shall be of modular design to facilitate both expansion and service and shall be completely solid state. All necessary hook-up and testing shall be by a factory approved representative.
- B. The system shall be supplied by the manufacturer's authorized representative.
- C. The system assemblies shall be completely factory tested by manufacturers of established reputation, who have and can refer to similar systems which are currently installed and functioning properly. The factory pre-assembled cabinets, consoles, and power supplies shall be approved and listed by a National Recognized Testing Laboratory (NRTL) such as ETL or UL.
- D. The system shall be guaranteed for a period of two years from the date of acceptance or first beneficial use, whichever is first, against defects in materials, workmanship, design and improper adjustment. Any defects in the system shall be corrected at no expense to the Owner, provided the system does not show signs of abuse. During the guarantee period any work found not to be in conformance with the plans, specifications and addenda shall be brought into conformity with same at no additional cost to the owner.
- E. The equipment described herein, and furnished per these specifications shall be supplied by one communications contractor.
- F. Bidder shall provide all pertinent information including: manufacturer specification sheets, working drawings, shop drawings and a demonstration of the system. Final approval of the system shall be determined at the time of job completion. Failure to provide precise functional requirements shall result in the removal of the system at the installer's expense.
- G. The communications contractor shall furnish all equipment, accessories and material required for the installation of a comprehensive Telephone Communications System in strict compliance with these specifications and applicable contract drawings. Any material and/or equipment, not specified or described herein necessary for the proper operation of the system shall be deemed part of this specification.
- H. The contractor shall make available, and maintain a radio dispatched mobile service department capable of furnishing equipment inspection and timely service at the owner's location. The contractor shall be prepared to offer a service contract for the maintenance of the system beyond the warranty period.
- I. The contractor shall instruct personnel designated by the owner in the proper use, basic care, and maintenance of the equipment. Such training shall be provided as an integral component of the system. These training sessions will be on both the general operation and basic programming of these systems. The contractor will also provide the owner with limited programming access to the system. The main programming for the system shall be PC/Windows based for ease of operation.
- J. All systems herein specified shall be provided and installed by a Factory Authorized Dealer for the

equipment. All systems shall be supplied and installed by one Systems Contractor, who shall be the sole source, responsible party with complete authority over all aspects of the project. Certificates of authorization showing that the submitting contractor is qualified to install and maintain all the types of equipment shall be part of the submission process.

**1.02**            **SCOPE**

- A. Provide a complete and comprehensive Microprocessor based school Communications / Telemedia / clock system. The system shall incorporate integrated Speaker Intercom / Paging and a fully non-blocking Telecommunication system, capable of integrated LAN based call processing and connection to outside telephone lines as specified. All system functions shall be enabled by microprocessor control. The communications system shall be provided by one supplier to assure smooth coordination of all communications needs.

**PART 2:**        **PRODUCTS**

**2.01**            **FEATURES - TELEPHONE/INTERCOM**

- A. A fully integrated Digital Telephone System shall be provided. The system shall provide for non-blocking internal and external communications from any telephone in the system by simple familiar touch pad dialing or accessed from the LAN computer terminals. Types and quantities of station instruments shall be as specified and/or as shown on the plans.
- B. The system shall be equipped with digital DSS/BLF Modules at the Central Answering Position (CAP) . The DSS/BLF stations shall be able to monitor the status of any telephone in the system, and be able to call any station by simply depressing the associated key button. The DSS / BLF stations shall be labeled with the classroom number, staff station location, administrative location or desired architectural coding as indicated by the owner. Incoming calls to the Central Answering Position (CAP) from any telephone, call switch and handset in the system shall light the appropriate indicator on the BLF/DSS module and sound a tone to alert the operator of an incoming intercom call. The intercom call tone shall be distinctly different from outside line ringing tones.
- C. The system shall have, at a minimum, the following features:
  - 1. The system shall be completely solid state utilizing time division digital technology with stored digital program control and digital transmission. The system shall contain main operators console with DSS/BLF. Multi-line digital display or non display telephones shall be used at the administrative locations as specified herein. Systems that can not utilize all different types of devices will not be considered. The system shall be of American manufacture and registered under Part 15 (class A) of the FCC regulations for connection to outside telephone lines.
  - 2. The Telephone System shall have unrestricted speech paths, with a non blocking digital architecture and shall be fully integrated with the classroom communication system.
  - 3. The speaker control central processor and switching unit shall be of the modular plug-in printed circuit board type, using HMOS microprocessor and TTL logic with HCMOS memory and sensing. CMOS circuitry shall be protected with transient suppression devices on all inputs and outputs. Non volatile EPROM shall store field programmable memory.
  - 4. The system shall have the following wired capacity (wired capacity is defined as the maximum configuration allowable on the system. This capacity may be obtained through the use of

manufacturers' standard hardware and software expansion as allowed by system architecture). Wired capacity shall be a standard configuration of the manufacturer.

Wired capacity: 32 lines by 432 stations

The system shall contain all cabinets, wired circuitry, circuit cards, power supplies, and programming firmware for the below installed capacities. Systems which require expansion cards or add on modules to reach the specified capacities must include these items under this specification.

Installed capacity: 16 lines by 144 stations

5. Provide direct-dial private two-way telephone communications with other administrative stations and staff stations.
6. Provide two-way amplified-voice communications with any 8 inch classroom station loudspeaker.
7. Provide all building zone paging and all call paging to classroom station loudspeakers.
8. DCS system programming shall be from a standard Windows Computer Terminal (local or remote), and allowed administrative telephone(s). Class of Service Programming (COS) for system shall be on a per line / per station basis allowing for flexible assignment of functions. Further, toll restriction administration class of service for enable and deny tables shall be class of service programmable by time of day. All system initialization data shall be stored in non-volatile memory.
9. All telephones may turn program material on or off by dialing a pre-set code.
10. The system shall provide 4 built-in alarm tones each accessed by dialing a three-digit number from designated administrative telephones.
11. There shall be a system-wide all call feature. The emergency all-call shall be accessed at designated staff or administrative phones. The emergency all-call shall activate an external relay for control of external functions.
12. There shall be an integral program material interface which shall accept up to 3 program control modules. This shall contain input modules for program sources and digital announcement messages.
13. The system shall provide for field programmable three or four digit architectural speaker station numbers, to match the building architectural numbers.
14. There shall be an automatic level control for return speech during amplified-voice communications.
15. There shall be 8 time signaling schedules with a total of 1024 user-programmable events. Each event shall sound one of 8 user-selectable tones. It shall be possible to assign each schedule to a day of the week, or manually change schedules from the administrative phone.
16. Each station loudspeaker shall be assigned to any of 8 time signaling zone.
17. Each station loudspeaker shall be assigned to any 8 page zone plus all call.
18. There shall be a pre-announce tone signal at any loud-speaker selected for amplified-voice communication. The pre-announce tone shall be disabled by programming.

19. There shall be a periodic privacy tone signal at any loud-speaker selected for amplified-voice communications. The privacy tone shall be disabled by programming.
20. The entire system shall include diagnostic / programming software for system testing and for remote maintenance.
21. It shall be possible to configure the integrated communication system MDCS with a sub-system of non dial handsets, call switches, administrative display phones and speakers. It shall be possible to program each sub-system station location as a staff station (handset or speaker and call in switch), All station locations shall also have the option of being used with loudspeakers. Systems which do not allow for this sub-system configuration may not be considered.
22. System that would need to provide 2 consoles or telephone at the attendant position shall be considered in direct conflict with the intent of this specification and shall be deemed not acceptable.

D. The system shall offer at least the following standard operations:

- Alpha-Numeric Calling Party and Line Display
- Automatic Number I.D. (Caller I.D.)
- Automatic Route Selection
- Access Denied
- Call Forwarding
- Call Conferencing (5 way unsupervised)
- Call Parking
- Call Pickup
- Class of Service (Each Station & Line)
- Class of Service Program Storage to Disk
- Computer Telephony Interface (CTI)
- DID Trunk Support
- DISA Trunk Support
- Night Transfer of Ringing Assignments(3 schedules)
- ISDN BRI Data transmission
- Off Premise Extensions
- Open Applications Interface (OAI)
- Music on Hold
- Power Failure Transfer
- Station Message Detail Reporting (SMDR)
- Toll restriction (allow and deny tables)
- Do Not Disturb
- RS 232 Serial Ports
- SMDR and programming Via Serial Port
- Station Locking button
- Station Speed dial (10 per Station)
- System Speed dial (200 minimum capacity)
- Subdued Off Hook Voice Announce (SOVA)
- TAP - Hookswitch Flash for PBX functions
- TSAPI / TAPI compliance and compatibility
- Intercom System (telephone)
- Intercom Speaker System/Programmable Access
- Intercom Line Lock-out
- Mute of Handset and Microphone Transmitters

Multiple Attendant Positions  
Message Waiting Lamps  
T-1 Direct interface  
Voice Mail Interface  
Toll Restriction Override with access code  
Least Cost Routing  
Digit Translation  
Three Color LED's

- E. Provide the facilities for a Station Message Detail Report (SMDR) System. Included shall be all terminal equipment, wire, installation and programming to allow for local traffic analysis of the telephone system from any RS-232 compatible serial device (e.g. data printer). This feature shall allow for a record of calls to be kept for each telephone station in the system. All incoming and outgoing calls greater than 20 seconds in length shall be recorded. The outside telephone line used and digits dialed (up to 32) shall be recorded. On incoming calls, the answer time (in tenths of a minute) shall be kept.
- F. The system shall be connected to the public telephone network. The communications system contractor shall develop a comprehensive cut-over plan with the owner's representative to ensure an orderly transition of service to the new telephone system. Provide owner with all pertinent FCC registration numbers and RE numbers to allow for the connection of the system to the public telephone network as customer premise equipment.
- G. The system will allow for the addition of third party developed equipment thru OAI. Systems without OAI will not be acceptable.
- H. The LCD's will log all calls. This creates a printout that can be retrieved at a later date on the SMDR report.
- I. The system will be capable of supporting a call processing system that will be compatible with the DCS. This will also turn on and off message waiting lights.
- J. Subdued Off-hook Voice Announce: a subdued announcement can be made from one station to another station that is off-hook and busy on a call. With this feature the announcement is delivered and responded to in a subdued manner that prevents the distant party from hearing either the announcement or the response. Users can respond to the announcement in a verbal or non-verbal manor. They can effect a response by pressing a Mute button or soft key response and speaking into the handset. They can effect non-verbal response by pressing a pre-programmed button to send a message to be shown on the display of the announcing station (if it is an LCD speakerphone).
- K. The administrative phones shall have tri-color LED's, for easier identification of system traffic. Incoming calls will appear in green, calls placed on station hold will appear in orange, and all other calls and busy lines will appear in red.

**2.02            FUNCTION - REMOTE MAINTENANCE**

- A. Remote maintenance shall be provided for the entire system. It shall be possible to perform all programming and software maintenance functions on the system from a remote computer located at the installing contractor's site and/or from a central owner maintenance location to be determined by the owner. Automatic line sharing devices shall be included at remote sites so that an existing outside line resource may be used for remote maintenance when not being used for its primary function.
- B. Provide, install and configure a complete and functioning remote maintenance system. System shall include,

but not be limited to, all on site hardware and software, modems, transfer devices, installation, programming, testing, etc. and off site modems, software, installation, programming, testing, etc. (Owner will provide a computer for owner remote end location).

- C. Connect and test the remote maintenance functions for all of the systems under remote control. Perform actual remote maintenance operations from the owner's remote site and demonstrate proper system operation in front of owner's designated maintenance personnel.
- D. Provide 4 hours minimum instruction time in the operations of the remote maintenance features.

### **2.03            EQUIPMENT SPECIFICATIONS**

- A. ADMINISTRATIVE TELEPHONES - DISPLAY: Shall be for desk top or wall mounting. All administrative telephones shall be American made digital touch dial type speaker phones, with 24 line capability, and monitor speaker. All administrative telephones shall have full programmable access to internal intercom system, speaker intercom system and PBX/CO telephone functions. Administrative telephones shall have built in Liquid Crystal Display to give elapsed time of calls and 10 programmable messages. Any of the 24 dynamic "soft key" buttons shall be programmable for line access, DSS/BLF or speed dial functions as required.
- B. ADMINISTRATIVE PHONES - NON DISPLAY: Shall be for desk top or wall mounting. All administrative telephones shall be American made digital touch dial type monitor phones, with 12 line capability, and monitor speaker. All administrative telephones shall have full programmable access to internal intercom system, speaker intercom system and PBX/CO telephone functions. Any of the 12 dynamic "soft key" buttons shall be programmable for line access, DSS/BLF or speed dial functions as required.
- C. MAIN ATTENDANT CONSOLE (Central Answering Position) shall be an American made digital 24 line multi-button electronic Digital LCD display speaker phone with access to outside lines and Intercom Control Console as enabled by programming. Telephone shall have built in Liquid Crystal Display to give elapsed time of calls and 10 programmable messages. Any of the 24 dynamic "soft key" buttons shall be programmable for line access, DSS/BLF or speed dial functions as required. The console shall have dedicated DSS/BLF positions for each telephone in the system. A monitor button and speaker phone shall be standard. The Console shall be programmed to provide message waiting indication at selected stations.
- D. TELEPHONE CONTROL CABINET: Shall be a standard American made solid state device designed to operate at 117 VAC (+/- 10%) single phase. Switching principle shall be solid state, time division digital switching with stored program control. The Telephone Control Cabinet shall meet the regulatory standards of FCC Part 15 (Class A), EIA RS478, Bell 48002 guidance and be UL Listed. RS-232 serial ports (2), data storage interface, and PC control support shall be standard. Memory shall be fully protected by internal battery like device and shall keep program resident in memory for a minimum of 30 hours if power fails. Customer programming shall be downloaded onto floppy disk as a permanent record and delivered with operations manuals to owner. Connection and terminations of lines and stations shall be via standard 50 pin female connectors. Capacity and features shall be as specified elsewhere herein.
- E. SURGE PROTECTOR: Provide over-voltage and transient spike surge protector to condition AC voltages into all microprocessor control systems.
- F. REMOTE MAINTENANCE EQUIPMENT: As required to meet performance specifications.
- G. OTHER - Provide no less than two (2) IST ports for interconnect into school communication system for call transfer. Equip with standard ring generator.

**PART 3:        INSTALLATION**

**3.01            EXECUTION**

- A. All work under this section shall be performed by persons having specific familiarity with telephone, data and sound system installation. Upon request the contractor shall submit resumes, references or other corroborating documentation, to the engineer to confirm the contractor's capabilities and experience.
- B. **GROUNDING:** Except were specifically indicated otherwise, all exposed non-current carrying metallic parts of the communications system shall be grounded. This may be accomplished via a driven ground rod, cold water pipe or building power ground. If the building power ground is used, a separate ground conductor shall be used from the equipment to the grounding grid. All grounding shall be done with #6 solid copper wire or larger. The contractor shall use every effort to insure system stability and safety.
- C. **WIRING:** A comprehensive, documented communications wiring system is to be installed. Wiring is to be identified by room number, segregated, neatly laced, and terminated on telephone type punch blocks. Back boards and cross connect fields shall be neatly organized as to function.

**3.02        TESTING AND TRAINING:**

- A. Prior to connection of any terminal equipment all cables shall be tested. All defective cabling is to be replaced prior to device hook-up.
- B. All telephones, programming and functions are to be tested for proper operation.
- C. A minimum of eight hours time shall be included in the bid for instruction of the owner's personnel in proper operation and routine maintenance of the system. Instruction shall cover all materials indicated in the owners and operations manual.
- D. Operational guidelines shall be given in written form in sufficient numbers so that all key personal have operational instructions for programming, station use and special features.



# City of Bristol Connecticut

Purchasing Department  
111 North Main Street  
Bristol, CT 06010

Telephone Number:  
(860) 584-6195

Fax Number:  
(860) 584-6171

<http://www.bristolct.gov>

## Standard Bid and Contract Terms and Conditions

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**All Invitations For Bids issued by the City of Bristol ("City") will bind Bidders to the terms and conditions listed below, unless specified otherwise in any individual Invitation For Bids.**

**The contractor agrees to comply with the statutes and regulations as they exist on the date of this contract and as they may be adopted or amended from time to time during the term of this contract and any amendments thereto.**

### **Submission of Bids**

1. Bids must be submitted on forms supplied by the City Purchasing Department. Telephone or facsimile bids will not be accepted in response to an Invitation For Bids.

2. Bidders shall bear any and all costs associated with response to this invitation to bid, including the costs for any presentation and/or demonstrations (if applicable).

3. The time and date bids are to be opened is given in each bid issued. Bids received after the specified time and date of bid opening given in each bid proposal shall not be considered. **Bid envelopes must clearly indicate the bid number** as well as the date and time of the opening of the bid. The name and address of the Bidder shall appear in the upper left hand corner of the envelope.

4. If it becomes necessary to revise any part of this request or if additional data is necessary to enable interpretation of provisions of this document, revisions or addenda will be provided to all prospective firms who receive this document; such revisions or addenda will additionally be posted on the following website:  
<http://www.bristolct.gov/bids>

5. This document includes an acknowledgement page; this page must be faxed back to the Purchasing Department, to ensure proper notification of changes to the published documents. The City of Bristol does not assume responsibility for any vendor that does not receive revisions or addenda, where the vendor has not acknowledged receipt of any portion thereof.

6. Incomplete bid forms may result in the rejection of the bid. Amendments to bids received by the City after the time specified for opening of bids, shall not be considered. Bids shall be computer prepared, typewritten or handwritten in ink. All bids shall be signed by a person duly authorized to sign bids on behalf of the bidder. Unsigned bids shall be rejected. Errors, alterations or corrections on both the original and copy of the proposal schedule to be returned must be initialed by the person signing the bid proposal or their authorized designee. In the event an authorized designee initials the correction, there must be written

authorization from the person signing the bid proposal to the person initialing the erasure, alterations, or correction. Failure to do so shall result in rejection of bid for those items erased, altered or corrected and not initialed.

7. The City of Bristol reserves the right to accept or reject any and all bid responses, in whole or in part, to waive technical defects, irregularities and omissions if, in its judgement, the best interests of the City will be served.

8. Conditional bids are subject to rejection in whole or in part. A conditional bid is defined as one which limits, modifies or supplements any of the terms and conditions and/or specifications of the invitation for bids.

9. Alternate bids will not be considered, unless specifically authorized in the invitation to bid. An alternate bid is defined as one which is submitted in addition to the bidders primary response to the invitation for bids.

10. Prices should be extended in decimal, not fraction, to be net, and shall include transportation and delivery charges fully prepaid by the Contractor to the destination specified in the bid, and subject only to cash discount. In the event of a discrepancy between the unit price and the extension, the unit price shall govern.

11. Pursuant to Section 12-412 of the Connecticut General Statutes, municipalities are exempt from the payment of excise, transportation and sales taxes imposed by the Federal Government and/or the State. Such taxes must not be included in bid prices.

12. By its submission the Bidder represents that the bid is not made in connection with any other Bidder submitting a bid for the same commodity or commodities and is in all respects fair and without collusion or fraud.

13. All bids will be opened and read publicly and upon award are subject to public inspection, subject to the provisions of Section 1-210 of the Connecticut General Statutes (Freedom of Information). Copies of information resulting from any bid opening are generally not available until a contract has been formally awarded.

### **Guaranty or Surety**

14. Bid and or performance bonds may be required, if specifically required within the specifications. Bonds must meet the following requirements:

**Corporation** - must be signed by an official of the corporation above their official title and the corporate seal must be affixed over the signature; **Firm or Partnership** - must be signed by all the partners and indicate they are "doing business as"; **Individual** - must be signed by the owner and indicated as "Owner". The surety company executing the bond or countersigning



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must be licensed in Connecticut and the bond must be signed by an official of the surety company with the corporate seal affixed over their signature. Signatures of two witnesses for both the principal and the surety must appear on the bond. Power of attorney for the official signing the bond for the surety company must be submitted with the bond.

15. The City requires General Liability insurance (including Completed Operations coverage) from all contractors doing business with the City, in the amounts of \$1,000,000 (combined single limit) Bodily Injury-Property Damage Coverage per occurrence and \$2,000,000 aggregate coverage; as well as \$1,000,000 automobile liability where the use of a vehicle is used in the performance of this contract, and workers compensation as defined in the Connecticut General Statutes. The City is to be named as an additional insured on all policies.

### **Samples**

16. Accepted bid samples do not supersede specifications for quality unless sample is superior in quality. All deliveries shall have at least the same quality as the accepted bid sample. Samples are furnished free of charge. Samples may be held for comparison with deliveries.

### **Award**

17. Award will be based on quality of the articles or services to be supplied, their conformance with specifications, delivery terms, price, administrative costs, past performance, and financial responsibility. The Purchasing Department may correct inaccurate awards resulting from clerical or administrative errors.

18. The Purchasing Department may reject any bidder in default of any prior contract or guilty of misrepresentation or any bidder with a member of its firm in default or guilty of misrepresentation.

19. In the event that a local business submits a bid to the City that is within 4% of the lowest qualified bidder and is considered to be in compliance with the requirements set forth in the bid, the local business shall be allowed the opportunity to accept the award of the contract at the amount of the lower bid. Such practice shall apply to all City bids for all City departments, with the following exceptions:

1. Contracts exceeding \$1,000,000.00.
2. Professional services, awarded on subjective and objective criteria in addition to cost.
3. Contracts using state, federal or other funds that have governing regulations disallowing such practice.
4. Contracts awarded on behalf of the Bristol Water Department as a separate enterprise fund.

### **Contract**

20. The existence of the contract shall be determined in accordance with the requirements set forth above. However, the award of the contract is not an order to ship.

21. The Contractor shall not assign or otherwise dispose of their contract or their right, title or interest, or their power to execute such contract to any other person, firm or corporation without the prior written consent of the Purchasing Department.

22. Bidders have ten days after notice of award to refuse acceptance of the award; after ten days the award will be binding on the Contractor. If the Contractor refuses to accept the award within the ten day period, the award will be made to the next lowest responsible qualified bidder.

23. Failure of a Contractor to deliver commodities or perform services as specified will constitute authority to purchase said commodities or services on the open market. Contractor agrees to promptly reimburse the City for excess cost of these purchases. The purchases will be deducted from the contracted quantities.

24. The bidder hereinafter referred to as persons requesting the use of city facilities of the City of Bristol, or in contracting with the City of Bristol for goods, services, materials, labor and the like with the city of Bristol and its respective officers, agents and servants agrees to indemnify, defend and save harmless from and against any and all claims, damages, losses, litigation expenses, counsel fees and compensation arising out of any injuries (including death) sustained by, or alleged to have been sustained by, the servants, employees or agents of the City of Bristol and its respective officers, agents and servants, or of the bidder or of any participant or spectator, and from injuries including death) sustained by, or alleged to have been sustained by, the public or any persons on or near the site or on any other person or damage to property, real or personal, including property of the city of Bristol and their respective officers, agents, and servants, caused in whole or in part by the acts or omission of the Bidder or any participant or spectator or anyone directly or indirectly employed or working for the bidder while engaged in the activity in the City of Bristol.

25. Notwithstanding any provision or language in this contract to the contrary, the purchasing agent may terminate this contract whenever he/she determines in his/her sole discretion that such termination is in the best interests of the City. Any such termination shall be effected by delivery to the Contractor of a written notice of termination. The notice of termination shall be sent by registered mail to the Contractor address furnished to the City for purposes of correspondence or by hand



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delivery. Upon receipt of such notice, the Contractor shall both immediately discontinue all services affected (unless the notice directs otherwise) and deliver to the City all data, drawings, specific-ations, reports, estimates, summaries, and such other information and materials as may have been accumulated by the Contractor in performing his duties under this contract, whether completed or in progress. All such documents, information, and materials shall become the property of the City. In the event of such termination, the Contractor shall be entitled to reasonable compensation as determined by the Office of Corporation Counsel for the City of Bristol, however, no compensation for lost profits shall be allowed.

26. The individual signing this submittal hereby declares that no person or persons other than members of his/her own organization are interested in this Project or in the contract proposed to be taken; that it is made without any connection with any other person or persons making a proposal for the same work and is in all respects fair and without collusion or fraud; that no person acting for or employed by the City of Bristol is directly or indirectly interested therein, or in the supplies or works to which it relates or will receive any part of the profit or any commission therefrom in any manner which is unethical or contrary to the best interests of the City of Bristol.

### **Delivery**

27. All products and equipment delivered must be new, and shall include any and all manufacturer warranties, unless otherwise stated in the bid specifications.

28. Delivery will be onto the specified City loading docks by the Contractor unless otherwise stated in the bid specifications.

29. Payment terms are net 30 days after receipt of goods or properly executed invoice, whichever is later, unless otherwise specified. A contractor may quote payment discount terms which may be considered in making the award.

30. Charges against a Contractor shall be deducted from current obligations. Money paid to the City by the Contractor shall be payable to the Treasurer, City of Bristol.

### **Saving Clause**

31. The Contractor shall not be liable for losses or delays in the fulfillment of the terms of the contract due to wars, acts of public enemies, strikes, fires, floods, acts of God or any other acts not within the control of or reasonably prevented by the Contractor. The Contractor will give written notice of the cause and probable duration of any such delay.

### **Advertising**

32. Contractors may not reference sales to the City for advertising and promotional purposes without the prior specific approval of the Purchasing Department.

### **Rights**

33. Any and all data collected by the contractor relative to either the performance of services or delivery of materials shall remain the sole property of the City of Bristol. Such data includes historic usage of materials and services as collected by the contractor, as it relates to Bristol purchasing activity. The City has sole and exclusive right and title to all printed material produced for the City, whether acceptable or unacceptable, and the contractor shall not copyright any printed matter produced under the contract.

34. The Contractor assigns to the City all rights title and interests in and to all causes of action it may have under Section 4 of the Clayton Act, 15 USC 15, or under Chapter 624 of the general statutes. This assignment occurs when the Contractor is awarded the contract.

35. Contractor agrees that it is in compliance with all applicable federal, state and local laws and regulations, including but not limited to Connecticut General Statutes Sections 4a-60 and 4a-60a. The Contractor also agrees that it will hold the City harmless and indemnify the City from any action which may arise out of any act by contractor concerning lack of compliance with these laws and regulations. All purchases will be in compliance with Section 22a-194 to Section 22a-194g of the Connecticut General Statutes related to product packaging.

37. This contract is subject to provisions of Executive Order No. Three of Governor Thomas J. Meskill promulgated June 16, 1971, the provisions of Executive Order No. Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973 and section 16 of Public Act 91-58 nondiscrimination regarding sexual orientation, and the provisions of Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999 regarding Violence in the Workplace Prevention Policy.