

**NORTH HAMPTON SCHOOL DISTRICT
201 Atlantic Ave
North Hampton, New Hampshire**

**INTERCOMMUNICATION SYSTEM REPLACEMENT - 2018
Invitation to Bid
and
Instructions to Bidders**

INVITATION TO BID

The North Hampton School District will receive sealed bids for the replacement of the Intercommunication System at the North Hampton School, 201 Atlantic Ave, North Hampton, New Hampshire.

INSTRUCTIONS TO BIDDERS

1. Submit bids on the bid form enclosed herein.
2. The scope of work and specifications are attached.
3. It is anticipated the actual work will be completed during the February school vacation (February 25 through March 1, 2019). If additional time is necessary, this can be coordinated with the Facilities Manager.
4. Bidders shall carefully examine the specifications to obtain first-hand knowledge and verify measurements of existing conditions.
5. It is **mandatory** that all interested bidders attend a walk-through at the school with Mr. John Gamache, Facilities Manager, on **Thursday, January 3, 2019 at 3:30PM**. Please meet at the North Hampton School, office to sign in.
6. If you have any questions or concerns regarding this project, please contact Mr. John Gamache at (603) 418-5679 or jgamache@sau21.org.
7. The School District reserves the right to accept or reject any or all bids in part or whole, whether from responsible bidders or otherwise, even though the bidder may not submit the lowest bid. The School District has sole discretion in determining the best interest of the district and to waive any informality deemed to be in the best interest of the School District. Bidders shall be responsible for any and all expenses that they may incur in preparing their bids.
8. Faxed or electronic bids will not be accepted.
9. Submit bids in a sealed envelope, **clearly marked**:

“BID FOR INTERCOMMUNICATION SYSTEM REPLACEMENT - NORTH HAMPTON SCHOOL DISTRICT”

Send to:

Mr. Matt Ferreira
Business Administrator
North Hampton School District
c/o SAU #21, 2 Alumni Drive
Hampton, New Hampshire 03842

10. **BID CLOSING: 2:00PM, Thursday, January 10, 2019**. Any bids received after this date and time will not be considered and shall be returned unopened to the bidder.
11. **PUBLIC BID OPENING:** Sealed bids will be opened in public immediately following the closing in the SAU #21 Conference Room, 2 Alumni Drive, Hampton, NH.

**INTERCOMMUNICATIONS SYSTEM REPLACEMENT
NORTH HAMPTON SCHOOL DISTRICT
SPECIFICATIONS**

A. SCOPE OF THE WORK

1. Furnish and install all equipment, cabling, electrical and labor required for complete, operable, new intercommunications system for the North Hampton School.
2. Remove two (2) existing simplex communication towers
3. Provide strobe indication lights in GYM and CAFETERIA during an active announcement per Homeland Security Requirements.
4. All material and/or equipment necessary for the proper operation of the system, even though not specifically mentioned in the contract documents, shall be deemed part of this contract.

B. PRODUCT SPECIFICATIONS

- 1 Bogen Communication GS500D Series Amplifier System – 500 watt amp
- 1 Bogen TG4C Tone Generator for bell sound
- 1 Bogen DDU250 Desk microphone
- 65 (approx.) Bogen Communications S86T725 8 inch 4 watt Ceiling Speakers
- 1 Bogen BCMA-3RO-0004-1 Master Clock for Bells
- 2 Strobe lights – for gymnasium and cafeteria

C. OPERATION AND MAINTENANCE DATA

1. Submit operation and maintenance data.
2. Include operator instructions, routine troubleshooting procedures, manufacturer's operation and maintenance manual.

D. REGULATORY REQUIREMENTS

1. The entire installation shall comply with all applicable electrical and safety codes. The Intercommunications SYSTEM and additional applicable equipment shall be tested and certified to UL/CSA 60065. Certifications shall be completed by a Nationally Recognized Testing Laboratory, (UL, CSA, TUV, ect.).
2. All equipment with digital apparatus (microprocessors) that generate and use timing signals at a rate in excess of 9,000 pulses per second to compute and operate must meet FCC, Industry Canada regulations, and DOC CSA standards C108.8 (Electromagnetic Emissions). Any non-compliant equipment supplied or installed shall not be accepted and shall nullify the contract.

E. WARRANTY

1. The manufacturer shall provide a five year warranty against defects in material and workmanship. All materials shall be provided at no expense to the owner during normal working hours. The warranty period shall begin on the date of acceptance by the owner/engineer. Any warranty less than five years shall not be considered. Intercommunications Contractor shall provide onsite warranty labor at no charge for one year.
2. Software service packs released from time to time shall be available to the user for the life of the product at no additional cost.

F. USER TRAINING & SUPPORT

1. The contractor shall supply up to 4 hours of onsite user training. User training shall consist of operation of all system functions and scheduling software.
2. The user shall have access to telephone support from the manufacturer at no additional cost for the life of the product.

G. FEATURES

1. Only systems designed primarily as an Intercommunication System shall be considered. Life safety features shall include but not limited to; priority based access to voice functions, emergency paging, emergency call-in, optional covert PC based call-in, pre-recorded emergency announcements, external and internal telephone access, and optional district wide communication functions. Paging systems, traditional school intercom systems, or any system that does not include the above minimum features shall not be considered.
2. The Intercommunications system shall contain natively RS232, RS485, USB, and Ethernet ports for communication to any third party system. Intercommunications Systems that do not contain all of the above communication ports or require additional equipment shall not be considered.
3. The Intercommunication System central cabinet shall be a wall mounted.
4. The Intercommunication system shall have integrated surge protection for all audio ports and switching/line card ports. Said surge protection shall be replaceable in the field with no need to return parts for repair.
5. The Intercommunication System shall use Class D digital amplifier with at least 250 Watts RMS and 300 Watts peak output. Amplifier distortion shall not exceed 0.2% at 90% load.
6. The Class D amplifier shall be direct drive 25V constant voltage type. Intercommunication Systems using transformer based amplifiers shall not be considered.
7. The Intercommunication System shall filter all voice signals through a Digital Signal Processor (DSP) to maximize voice intelligibility.
8. The intercommunication System amplifiers shall go to sleep thus reducing their current draw when not in use.
9. The Intercommunication System amplifiers shall have a built in pink noise generator for testing speaker quality and audio levels.
10. The Intercommunication system shall have at least 25 tones available for bells, reminders, and other events.
11. The Intercommunication System shall support WAV type audio files. The user shall be able to add 25+ custom WAV files for use as pre-recorded announcements, bells, reminders, pre-announce tones, and other system tones.
12. The Intercommunication System internal clock shall be capable of being synchronized by an external Master Clock system.
13. The Intercommunication System integral clock shall provide for automatic daylight saving time adjustment with leap year programming. Intercommunication systems that require user intervention for daylight savings events shall not be considered.
14. The Intercommunication System integral clock shall support unlimited schedules with unlimited events on said schedules.
15. The Intercommunication System integral clock shall be calendar based capable of future event programming.
16. The Intercommunication System integral clock shall allow for scheduling tone events, output events and program source events.
17. The Intercommunication System Administrative telephone shall have the following features.
 - a. Desk & wall mountable
 - b. Minimum 8 line by 20 character back lit display
 - c. Wizard driven menu system for ease of use
 - d. 200 speed dials
 - e. Head set compatible
 - f. Integrated speaker phone for hands free use

18. The Intercommunication System shall allow for the use of normally open, normally closed, wireless, and virtual call buttons.
19. The Intercommunication System shall allow for the use of optional virtual call buttons installed on local PC computers.
20. The Intercommunication System shall allow for the integration of a mobile lock down app, motion sensors, glass break sensors, and door contacts in parallel with call buttons. Events from these apps and sensors shall be capable of being programmed to activate pre-recorded Lock Down announcements and WAV files. Intercommunication Systems that do not support integration of security apps and sensors shall not be considered.

H. INTERCOMMUNICATION SYSTEM OPERATION

1. The Intercommunication System shall allow for user-programmable room number assignment in the form of 3, 4, 5 or 6-digit alphanumeric format for architectural room numbering and a 60 character alpha-numeric caller ID description associated with each audio port. Intercommunication Systems that do not support caller-ID on all ports or require additional equipment to support caller-ID shall not be considered.
2. The Intercommunication System shall allow for a minimum of 64 page/time/program zones that can be assigned and configured as desired.
3. The Intercommunication System administrative telephone shall allow for the user to view the alphanumeric room address and the caller-ID information of the calling station and the call priority (e.g., emergency, normal) on the display. The administrative telephone shall use distinctive ringing patterns to annunciate the type of call.
4. The Intercommunication System shall communicate with each classroom loudspeaker hands-free. The staff member or occupant in the classroom need not operate any buttons to reply to a call. The Administrative telephone operator shall be able to use the hands-free speaker phone or handset on an Administrative telephone.
5. The Intercommunication System shall operate under the following audio priority scheme.
 - a. An emergency page suspends all other audio
 - b. An emergency tone suspends all other audio except the above
 - c. A normal page suspends all other audio except the above
 - d. A tone suspends all other audio except the above
 - e. A program source audio event suspends nothing
 - f. Interrupted lower priority functions shall be restored after conclusion of the higher priority function.
6. The Intercommunication System shall allow a call-in to be escalated from a normal call-in to an emergency call-in at any time by pressing the call button twice within 2 seconds
7. The Intercommunication system shall allow for any connected telephone to place an emergency voice paging announcement.
8. The Intercommunication System shall allow for an optional operation via a GUI based PC based application. The PC application shall allow for emergency paging, normal paging, intercom, activation of any system/user tone, schedule changes, program distribution, call-in management, and on the fly room exclusion.
9. The Intercommunication System shall include a PC based GUI scheduling tool for schedules and tone management. This tool shall not allow access to any system configuration controls. This tool shall not prevent the Intercommunication System from operating when being used. This tool shall allow the user to schedule events and manage tones over the local LAN/WAN and the Internet. It shall not be required to be directly connected to the central system to use this tool. Intercommunication Systems that do not separate scheduling and tone functions from any other configuration functions or cannot be used over LAN/WANs or the Internet shall not be considered.
10. The Intercommunication System shall have a built in 30 day log of every system function and access.
11. The Intercommunication System shall have a built in real time system diagnostics application.

H. INTERCOMMUNICATION SYSTEM OPERATION- CONT

12. The Intercommunication System shall allow for system diagnostics, system log access firmware updates, and programming over the local LAN/WAN or over the Internet.
13. The Intercommunication System shall include a strobe light in the Gym and Cafeteria that is activated during an announcement.
14. The Intercommunications system will reuse and connect to existing speaks, cable and circuits. It shall be assumed all existing speakers and cable are in good working order. Any need to replace or repair existing speakers or cable will be brought to the owner's attention and will be quoted separately.
15. Owner to supply necessary 110AC power.
16. Owner to coordinate interfacing with owner supplied telephone system.

I. EXAMINATION

1. Contractor must examine existing area to determine all final field measurements.

J. LAWS AND REGULATIONS

1. Contractor shall be solely responsible for complying with all Laws and Regulations governing the work, including, without limitation, applicable OSHA, EPA and State regulations and Town of North Hampton ordinances.

K. QUALIFICATION REQUIREMENTS

1. A qualified installer with a minimum of 5 years of experience.
2. All work shall be executed by skilled tradesmen in a workmanlike manner. All employees must be properly trained and familiar with the work, products and procedures. This work shall be carefully done.
3. Contractor **must** provide a list of at least 3 references relating to work of a similar project and scope. Reference list must include contact name, address and phone number.
4. This bid cannot be assigned or transferred to any other Contractor. 2

L. WORK SITE

1. All material will be reviewed and approved by Owner prior to painting.
2. Furnish only the materials as specified herein, in strict accordance with and approval by the manufacturer.
3. Any damage to the physical plant or equipment shall be repaired by skilled mechanics of the trade involved at no additional cost.
4. The Contractor must examine the conditions under which the project is to be performed, and notify the Owner of unsatisfactory conditions. Do not proceed with the work until unsatisfactory conditions have been corrected in a manner acceptable to the Owner.
5. Contractor shall supply all tools and equipment necessary for the tasks at hand, use of school tools and equipment will not be permitted.
6. Daily Cleanup: Remove trash and debris resulting from work at the end of each day's work.
7. The North Hampton School and grounds are a non-smoking area.
8. Non-prescription drugs or alcoholic beverages are not permitted on the grounds.

M. REMOVAL AND DISPOSAL OF MATERIALS

1. It is the responsibility of the contractor to remove and dispose of all material according to federal, state and local policies
2. Use of the school's dumpster is prohibited.
3. At the completion of the job, all discarded materials, trash and debris shall be removed from the site and all work areas shall be clean.

N. DELIVERY, STORAGE, AND PROTECTION

1. Products on site must be sealed and properly labeled, in manufacturer's original containers, dry and undamaged. Do not use materials which have been opened prior to this project or damaged in any manner.
2. Products and other materials shall be delivered to site at such a time as required for proper coordination of the work. North Hampton School has minimal storage space and therefore, cannot make accommodations to store materials for an extended period of time.
3. The Contractor shall arrange material storage so as not to interfere with the Owner's operations.
4. The Contractor is responsible for coordinating and receiving all deliveries and shipments.
5. The Contractor shall hold the Owner harmless from any loss arising from lost, stolen or damaged materials stored at the job site.

O. SPECIAL CONDITIONS

1. The acquisition of all applicable permits and associated costs to obtain said permits will be the responsibility of the Contractor.
2. The Owner shall have general rights of inspection of the work and has the authority to stop work whenever such stoppage may be necessary to insure the proper execution of the contract and shall have the authority to reject any and all materials, whether worked or unworked, if such materials are not in accordance with the plans and specifications.
3. If at any time, the Owner determines that the Contractor's rate of performance is jeopardizing completion of the work within the Contract Time, the Contractor may be considered in default of the contract and the Owner may terminate the contract.
4. Equipment may be stored on site during the project period as required for proper coordination of the work. All equipment shall be removed at the conclusion of the project. The Contractor shall hold the Owner harmless from any loss arising from lost, stolen or damaged equipment stored at the job site.
5. The contractor shall insure that all subcontractors shall perform criminal background checks for all persons that will be present on the jobsite at any time. If background checks reveal convictions of any crimes involving offense against children, notify the Owner immediately and do not allow the offender access to the jobsite.
6. Any ladders used on this project must be in good condition and must be OSHA approved.

P. SAFETY

1. The safety of people within the work area is paramount. If non-authorized people enter the work area, the Contractor shall cease any function that may result in injury to personnel and not restart the operation until work area is deemed safe. The Contractor shall take all possible means of preventing injury including the placement of signs, ropes, barricades or other warning devices to exclude people from the work zone.
2. Contractor **must** comply with all OSHA and EPA guidelines for safety of workers and other citizens.

Q. INSURANCE

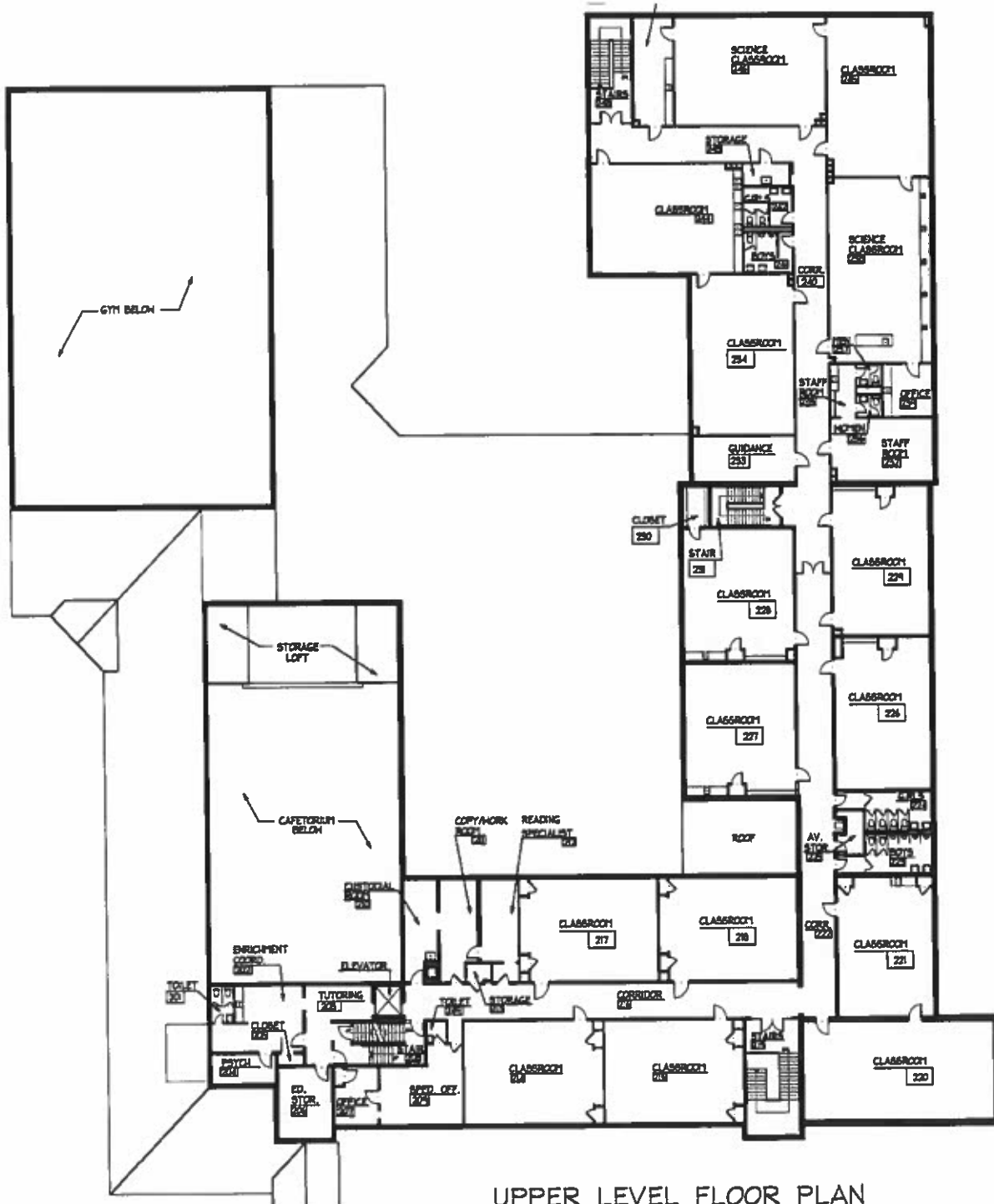
1. The Contractor shall purchase and maintain such insurance as will protect him from claims set forth below which may arise out of or result from the Contractor's operations under the Contract, whether such operations be by himself or by any subcontractor or by anyone directly or indirectly employed by any of them or by anyone for whose acts any of them may be liable. The Contractor shall submit a Certificate of Insurance showing the Contractor has the required coverage.

- The contractor shall name the North Hampton School District as an additional insured.
- Claims under Workers' Compensation, disability benefit and other similar employee benefit acts.
- Claims for damages because of bodily injury, occupational sickness or disease, or death of his employees, and claims insured by usual personal injury liability coverage.
- Claims for damage because of bodily injury, occupational sickness or disease, or death of any person other than his employees, and claims insured by usual personal injury liability coverage.
- Claims for damage because of injury to or destruction of tangible property, including loss of use resulting therefrom.

a. Workers Compensation and Employers' Liability	Statutory Limits
Each Accident	\$1,000,000
Disease (Policy Limit)	\$1,000,000
Disease (Each Employee)	\$1,000,000
b. Comprehensive General Liability	
Bodily Injury (Each person/Each occurrence)	\$1,000,000
Property Damage	\$1,000,000
c. Comprehensive Automobile Liability	
Bodily Injury (Each person/Each occurrence)	\$1,000,000
Property Damage	\$1,000,000

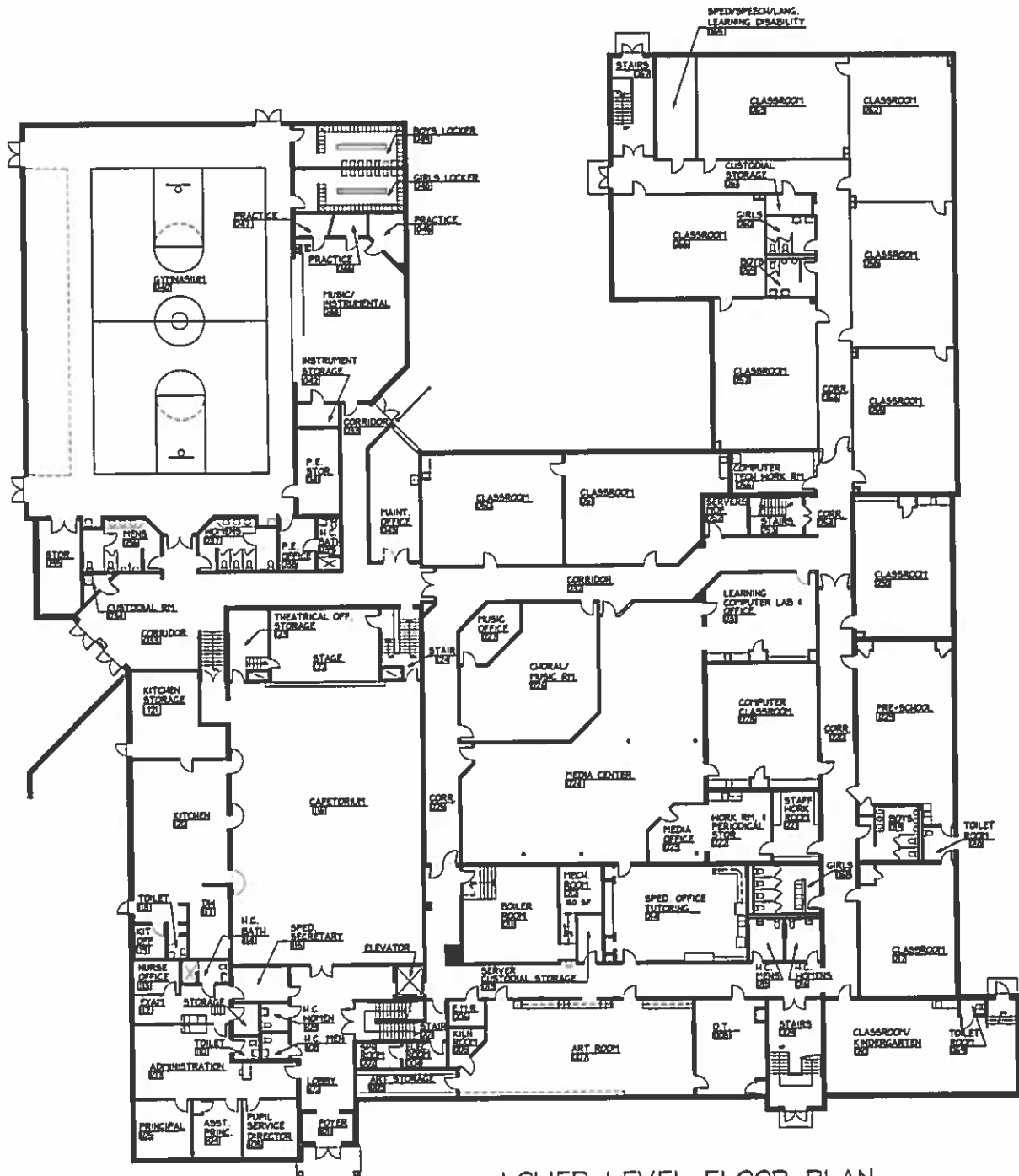
R. FINAL INSPECTION

1. At completion of the painting project and associated work, meet with Owner or their agent to inspect work. Owner or their agent will list all items requiring correction or completion and furnish a copy of items to each party in attendance.
2. Repair or replace defective work found at time of inspection, as necessary to produce a project which is free of damage and deterioration and according to warranty requirements.
3. Notify the Owner upon completion of corrections.



UPPER LEVEL FLOOR PLAN





LOWER LEVEL FLOOR PLAN



▲
MAIN ENTRANCE

COMPANY PROFILE
and
REQUIRED SUBMITTALS

Please provide the following information regarding your business. **This form is required as part of your bid submission.** You may attach additional sheets or documents as needed.

1. DUNS Number or Federal Tax ID # _____
2. Size of Company: Total number of employees _____
Total number of service employees _____
3. Number of years in business _____
Number of years under current management _____
4. Office locations (service, retail, other) _____

5. Please provide website address: _____
6. Insurance – Please provide proof of insurance per specifications.
7. Warranty Information
 - A. Warranty Coverage: _____ (Company Name)
 - B. Number of years on equipment _____
 - C. Number of years on labor _____
 - D. Number of years on installation _____
 - E. Exclusions: _____ (Company Name) will not have any liability or obligation under the limited warranty in case of:
 1. Damage caused by natural disasters
 2. Damage caused by snow removal activities
 3. Any defect caused by misuse or abuse of the equipment
 4. Damage caused by unauthorized modification
 5. Damage caused by improper maintenance
 6. _____

Hereby warranties the project listed at North Hampton School, 201 Atlantic Ave, North Hampton, NH is free of any defect in material and workmanship. The period of warranty is one (1) year from the date of completion, final inspection and acceptance. Any defects in material or workmanship resulting from construction procedures that occur during the warranty period will be repaired or replaced.

Date of Final Inspection: _____
Date of Warranty Expiration: _____

8. Provide operations and maintenance manuals.
9. Identify maintenance requirements of proposed equipment (if applicable).
 - A. Required service to maintain warranty.

 - B. Service schedule for equipment proposed (example: weekly, monthly, yearly).

COMPANY PROFILE cont

Page 2

10. Provide list of proposed equipment/materials to be used on this project (per specifications)

No equipment substitutions will be part of this project. _____ Please initial above

Proposed Alternate Equipment:

11. List 3 references for which your Company performed similar scope and size work for, include company/agency name, contact name and telephone number and email address.

1) _____

2) _____

3) _____

12. List all subcontractors to perform work including contact name and telephone number or check box below.

No subcontractor will be performing work on this project. _____ Please initial above

A. _____

B. _____

C. _____

Provide references for each subcontractor under separate attachment.

(Company Name)

(Print Name)

(Authorized Signature & Title)

(Date)

NORTH HAMPTON SCHOOL DISTRICT
BID PROPOSAL FORM
INTERCOMMUNICATIONS SYSTEM REPLACEMENT
2018

To: Mr. Matt Ferreira
Business Administrator
SAU #21
2 Alumni Drive
Hampton, NH 03842

Having carefully examined the description of the work to be accomplished, as contained in the Specifications, and having fully inspected the site for all particulars, the undersigned agrees to perform the work, for the following sum of money:

TOTAL COST \$ _____

Submittals Included:

- _____ Company Profile
- _____ Certificate of Insurance
- _____ Provide product cut sheets/brochures /documentation for equipment
- _____ Provide detailed description of warranty coverage

By signature below, the bidder, if awarded a contract,

- Agrees to complete the work by March 1, 2019

NAME OF CONTRACTOR: _____

ADDRESS OF CONTRACTOR: _____

PHONE #: _____

EMAIL: _____

SIGN HERE: _____
DATE

NAME OF AUTHORIZED OFFICER