



CITY OF GREENFIELD, a/k/a TOWN OF GREENFIELD  
GREENFIELD, MASSACHUSETTS

RFQ TITLE: CCTV FOR SCHOOL PROPERTIES

RFQ #: 15-17

DATE OF ISSUANCE: Tuesday, April 28, 2015 at 10:00 a.m.

RESPONSE DATE: Wednesday, May 20, 2015 at 2:00 p.m.

SUBMIT TO: PURCHASING DEPARTMENT  
TOWN OF GREENFIELD  
14 COURT SQUARE  
GREENFIELD, MA 01301

## Advertisement for Bidders Closed Circuit Television System for School Properties

On behalf of the Greenfield Public schools, the Town of Greenfield Purchasing Office is soliciting quotes for the delivery and installation of Closed Circuit Television Systems for six of its school properties. The scope of work calls for a base bid for installation of cameras at the entry doors and driveways of the schools. Alternate bids include expansion of coverage to other limits of the properties. This is a prevailing wage project as required under Massachusetts General Laws.

As of 10:00 a.m., Wednesday, April 29, 2015, copies of this RFQ 15-17 for "CCTV Systems School Properties" showing the full scope of work may be obtained from the Town of Greenfield website at [www.greenfield-ma.gov](http://www.greenfield-ma.gov) under "Departments", "Finance", "Purchasing", "Active Bids/RFQ/RFP" or from the Purchasing Department, Town of Greenfield, 14 Court Square, Greenfield, MA 01301, attn: A. LaBonté at 772-1560 x-6136.

Bids will be due on Wednesday, May 20, 2015 by 2 p.m. in the Office of the Mayor, Greenfield Town Hall, 14 Court Square, Greenfield, MA 01301.

Bidders wishing to visit the sites, should contact Alan Schmidt, GPS Maintenance Supervisor, at 413-772-1333 or by e-mail at [alasc1@gpsk12.org](mailto:alasc1@gpsk12.org).

# **REQUEST FOR QUOTES FOR CLOSED CIRCUIT TELEVISION SYSTEM FOR SCHOOL PROPERTIES**

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1. The Town of Greenfield Procurement Office on behalf of the Greenfield Public Schools is soliciting quotes for the delivery and installation of closed circuit television systems for its school properties.
2. The RFQ consists of a base bid and two (2) alternates. Because each school site has different challenges for security, the Procurement Officer reserves the right to accept combinations of base bids and alternates for each school. There is a separate bid form for each site.
3. The Procurement Officer will select a vendor who can match the specifications as listed on "Attachment A -Specifications".
4. Envelopes/packaging must be clearly marked on the outside "School CCTV Bid."
5. Each proposal shall be made on the bid form marked "Attachment B" and must include all documents requested in this bid package.
6. The Town reserves the right to reject any and all proposals in whole or in part; to waive any technicalities and informalities; to amend and/or cancel the RFQ prior to the time of submission; and to correct any proposal erroneously made as a result of a clerical error on the part of the Town. The Town reserves the right to make such selection, as in its judgment, is best suited for the purpose intended.
7. The Town assumes no liability for any costs incurred by Proponents in responding to this RFQ or in responding to any further requests for interviews, additional information, etc. prior to the issuance of the contract.
8. Questions regarding the RFQ must be submitted before 5:00 pm on Wednesday, May 13, 2015. They may be sent electronically via e-mail and directed to Purchasing at [purchasing@greenfield-ma.gov](mailto:purchasing@greenfield-ma.gov). In the subject line of the e-mail put "Question- School CCTV". Alternatively, they may be faxed to 413-772-1519 Attn: M.L. Kelly. Failure to provide the correct information in the email will deem the question unanswerable, and it will not be considered as part of any addenda.
9. All equipment and accessories shall be inspected and any items found not in conformance with the intent of contract and the quality specified shall be repaired or replaced promptly without additional charge. All workmanship and products shall be guaranteed against defective parts, materials, and finish under normal usage for a period of no less than one

(1) year from date of final acceptance. Any defective materials or faulty workmanship occurring within that time shall be replaced or corrected promptly, without charge, upon notification by the Owner. Product warranties and guarantees of manufacturers exceeding one (1) year shall remain effective for their expressed duration.

10. All bidders must be licensed to perform the required work in the Commonwealth of Massachusetts and must comply with all federal, state and local regulations.
11. All bidders are required to complete the Tax Compliance Certification (Attachment "C") and Certificate of Non-Collusion (Attachment "D") included in the RFQ.
12. Because work is expected to be performed during while school is in session, the vendor chosen to perform the work will be responsible for submitting appropriate documentation for CORI and SORI checks for all employees. Form swill be provided when the award is made.
13. Minority and Women Business Enterprises are strongly encouraged to submit responses to this RFQ, either as prime vendors, joint venture partners or other type of business partnerships.
14. The Town reserves the exclusive right to accept any, any part of, or reject any or all bids received, as deemed to be in the best interests of the Owner, and the Owner's decision shall be final.
15. A copy of the Owner's purchase contract (the "Contract") that the vendor selected will be required to sign is included as "Attachment "E". Please review the Contract carefully and take the terms of the Contract into account as you prepare your proposal. Only minor modifications of the Contract will be considered by the Owner, and any proposed modifications must be clearly identified in your proposal.
16. Once the award is made, work should start as soon as possible beginning with the Federal Street School. Work at that site must be completed no later than June 19, 2015. Work at other sites must be at substantial completion no later than July 31, 2015.

## **GREENFIELD PUBLIC SCHOOLS-CCTV SYSTEM SPECIFICATIONS**

The basic specifications are to provide and install CCTV systems at the entry way of each of the following Greenfield schools:

- Federal Street School, 125 Federal Street
- Four Corners School, 21 Ferrante Avenue
- Newton School, 70 Shelburne Road
- Green River School, 63 Meridian Street
- Academy of Early Learning, 21 Place Terrace
- Greenfield Middle School, 195 Federal Street

There are alternate bids to enhance coverage over the rest of the properties.

### **Camera specifications:**

- Base bid is for IP cameras for surveillance at all public entries and exits and the driveway(s) to parking lots
- Cameras should be outdoor cameras with mechanized autofocus capability, preferably bullet type in design
- Cameras should offer no less than 2.0MP resolution
- Cameras should be designed to operate in extreme weather conditions and be tamper proof
- Cameras should be equipped with infrared LEDs and a mechanical cut filter.
- Cameras should be able to operate day and night allowing for high resolution recording
- Cameras should have minimum 12 month parts warranty.

### **Recorder and Monitor Specifications**

- Recorder should be a network video recorder capable of recording for at least 30 days
- Recorder should offer “plug and play” support for IP cameras
- Recorder should offer high resolution recording
- Recorder should have HDMI and VGA output
- Monitor should be no smaller than a 17” LCD video monitor
- Recorder and monitor should have minimum 12 month parts warranty.
- Recorder should be ONVIF compliant

### **Installation**

- Contractor is responsible for installation and testing of all cabling and associated hardware.

- Contractor must be licensed in the commonwealth of Massachusetts and must maintain full compliance with all federal state and local regulations.
- Contractors are reminded that this is a prevailing wage project and all bids must be in conformance with the prevailing wage schedule attached to this request.

### **Service/Maintenance Agreements**

- All contractors must be able to provide service/maintenance agreements for repair and service work after the original warranty period has expired.

Attachment B  
RFQ: School CCTV  
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**Town of Greenfield  
Greenfield Public Schools CCTV System  
BID FORM**

Signature of bidder indicates that the bidder understands and will comply with all terms and conditions and all other specifications made a part of this invitation for Bid and any subsequent award or contract. All terms, conditions and representations made in this invitation will become an integral part of the contract.

In compliance with this invitation to Bid and to all conditions imposed herein, the undersigned offers and agrees to furnish and deliver CCTV coverage for the Greenfield Public Schools as per the bid price(s) as indicated hereafter.

Because each school site has different challenges for security, the school system reserves the right to accept combinations of base bids and alternates for each school. There is a separate bid form for each site. Bidders should be sure each sheet is completed with all required information.













Attachment C  
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## **TAX COMPLIANCE CERTIFICATION**

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

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Signature of person submitting bid or proposal

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Name of business

Attachment D  
RFQ: School CCTV  
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## **CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. 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.

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(Signature of individual submitting bid or proposal)

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(Name of business)

Attachment F  
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## CONTRACT FOR PURCHASE OF GOODS

**PURCHASE CONTRACT** made and entered into as of the \_\_\_ day of \_\_\_\_, 2015 by and between the Buyer and the Vendor in connection with the Goods, all as defined below.

**Buyer: The Town of Greenfield**, a municipality of the Commonwealth established in 1753, having its usual place of business at 14 Court Square, Greenfield, MA 01301 (referred to hereinafter as the “Owner”)

**Vendor:** \_\_\_\_\_, having its principal place of business at \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**Goods:** School CCTV

**RFQ: 15-17**

**Contract Sum:** \_\_\_\_\_

**Exhibits and Attachments:**

Request for Quotes RFQ 15-17

Notice of Award dated \_\_\_\_\_

**Exhibit A:** Vendor’s Proposal dated \_\_\_\_\_, including submitted Cost Proposal Form

The Owner and the Vendor enter into this contract for purchase and sale of certain goods and for support services (hereinafter the “Purchase Contract”) on the terms and conditions hereinafter set forth and specifically incorporate into this Purchase Contract the Attachments and Exhibits referenced above.

## **TERMS AND CONDITIONS OF PURCHASE CONTRACT** **BETWEEN OWNER AND VENDOR**

1. **Purchase and Sale of Products.** The Vendor shall sell, deliver to the Owner the merchandise described in the Owner's Request for Proposal, **Attachment A**, and shall provide other necessary services in connection therewith, and the Owner shall purchase and pay for the merchandise, all in accordance with the terms and provisions of this Purchase Contract.
2. **Product Quality and Specifications.** All Goods sold to the Owner by the Vendor shall be new, of first quality, and shall meet the product specifications set forth in the Owner's Request for Proposal, **Attachment A**, including any Addenda thereto, and in the Vendor's Proposal, **Attachment B**. The Vendor hereby warrants that the Goods shall be fit for the particular purpose contemplated by the RFQ.
3. **Price.** The price to be paid for the Goods purchased by the Owner shall be as set forth in **Attachment B**, as accepted by the Owner.
4. **Owner's Sales Tax Exemption Number.** The Owner shall provide to the Vendor its sales tax exemption number for use in connection with this Purchase Contract.
5. **Delivery of Goods.** The Vendor shall, at its sole cost and expense, deliver all Goods purchased by the Owner to the Project premises. Delivery shall take place during normal business hours, unless specifically approved by the Owner and the Contractor, in writing and in advance, and shall be fully coordinated with the Contractor and the Owner. The Owner shall have no liability to the Vendor for any delays, hindrances, or disruptions incurred by Vendor during the delivery and installation of the Goods.
6. **Materials.** All Goods shall be new, unused, and of recent manufacture, unless otherwise approved by the Owner in advance and in writing.
7. **References.** Each bidder shall include at least three (3) references with the bid form. References shall be from work of similar type and include the name, address, phone number, and e-mail address of a contact person.
8. **Indemnification.** To the fullest extent provided by law, the Vendor shall indemnify and hold harmless the Owner, the Town of Greenfield, including their respective members and trustees, consultants, agents, officers, and employees against any and all liability, loss, damages, penalties, costs (including reasonable attorneys' fees) or expenses for personal injury or damage to real or tangible personal property which the Owner may sustain, incur, or be required to pay, resulting from, arising out of, or in connection with the services performed or goods delivered under this Purchase Contract by reason of acts, inactions, omissions, negligence, reckless or intentional misconduct of the Contractor, its agent(s), officers, employees or subcontractors.
9. **Owner's Inspection.** All Goods supplied hereunder shall be delivered subject to the Owner's examination and right of rejection for a reasonable period, notwithstanding any prior payment if the Goods are not in conformity with the specifications set forth in **Attachment A**. All expenses incurred by the Owner as a result of rejection(s) hereunder shall be for the Vendor's account, and the Owner may return rejected merchandise at the Vendor's expense. Upon rejection by the Owner, the Vendor shall have (ten) 10 days to provide acceptable evidence of arrangements to remedy the basis for rejection.

10. Title and Risk of Loss. The Vendor shall bear the risk of any and all loss or damage to the Goods occurring prior to their delivery as herein provided and the Owner's acceptance thereof and payment in full to the Vendor. The Owner shall be under no obligation to insure Goods that do not conform to the Contract Documents or that the Owner has rejected. Under such circumstances, the risk of loss shall remain with the Vendor. Title of Goods shall pass to Owner upon full payment to Vendor.
11. Invoices and Payment. The Vendor shall submit complete an itemized invoice, upon delivery. The Vendor shall provide to the Owner two (2) copies of an original invoice indicating the Purchase Contract Number, Item Number, and Unit and Total Prices for each item furnished hereunder, and said invoice prices shall be in accordance with the prices set forth in the Vendor's Cost Proposal Form, submitted as a part of its proposal. The Owner shall pay for the Goods purchased within thirty (30) days after the receipt of said complete invoice from the Vendor or thirty (30) days after receipt and acceptance of all merchandise to which the invoice applies, whichever date is later.
12. Modification of Purchase Contract. The terms of this Purchase Contract cannot be modified, altered or amended without the prior written consent of the Owner, which consent the Owner shall have no obligation to provide.
13. Additional Warranties. The Vendor expressly warrants to the Owner that the Work complies with the requirements of the Purchase Contract and all attachments and exhibits. The Vendor further warrants that the Owner shall receive the benefit of standard manufacturer's warranties and guarantees applicable to the Goods. The Vendor provides to the Owner all warranties relating to the Goods implied by law, including but not limited to the warranty of merchantability.
14. Applicable Law. This Purchase Contract shall be governed by the laws of the Commonwealth of Massachusetts and shall be considered to be for sale of goods and shall be governed by the Uniform Commercial Code (UCC) as adopted in the Commonwealth.
15. Insurance. The Vendor shall purchase and maintain the required insurance coverage limit as outlined in "Attachment C" during the life of the Agreement:  
  
Copies of such certificates and policies shall be delivered at the upon the execution of the Purchase Contract to the Owner, who shall be designated as a certificate holder.
16. Default. In the event of default by the Vendor, including failure to deliver the Goods at the time or times set forth herein, or if the Owner rightfully rejects the merchandise or revokes acceptance, the Owner may without waiving any other remedy permitted by law, make covering purchases and hold the Vendor liable for all additional costs incurred. Furthermore, in such event, the Owner may, at its option, elect not to accept such items as are subsequently delivered by the Vendor pursuant to this Purchase Contract.
17. Termination. This Agreement may be terminated, as follows:
  - (a) by the Owner without cause effective upon a date specified in a written notice to the Vendor given at least ten (10) days' prior to the effective date of termination;

(b) by the Owner or the Vendor for cause in the event of the other party's failure to perform its obligations hereunder, which failure is not cured within ten (10) days after written notice is sent to the non-performing party;

(c) by the Owner in the event that the Vendor sells or transfers a substantial portion of its assets to or merges with an unaffiliated third party; and

(d) by the Owner should the Vendor file a voluntary petition in bankruptcy, make an assignment for the benefit of its creditors, enter into a compromise of its obligations with substantially all of its creditors, have a trustee, receiver or liquidator appointed for a substantial portion of its property, or be the subject of an involuntary petition in bankruptcy not dismissed within thirty (30) days after its filing.

18. Assignment. The Vendor shall not assign this Purchase Contract without the prior written consent or the Owner, which consent the Owner shall have no obligation to provide.

19. No Additional Terms. The terms and provisions of this Purchase Contract, including the Attachments and the Exhibits hereto represent the entire understanding between the parties and supersede all prior discussions, negotiations and proposals of the parties other than the IFB. Acceptance of the offer contained in the Notice of Award is expressly limited to the terms and conditions contained in the IFB, the Notice of Award and this Contract, and no provision of Vendor's Proposal that is inconsistent therewith shall form a part of this Contract.

This Purchase Contract is entered into as of the day and year first written above.

OWNER:

VENDOR:

TOWN OF GREENFIELD

\_\_\_\_\_

By: \_\_\_\_\_

William Martin  
Mayor

By: \_\_\_\_\_

In accordance with Section 31 of Chapter 44 of the General Laws (Ter. Ed.) the undersigned as Town Accountant of the Town of Greenfield hereby certifies that the appropriation in the amount of \_\_\_\_\_ has been made subject of the contract and that no portion thereof has heretofore been expended or encumbered.

\_\_\_\_\_  
TOWN ACCOUNTANT

**Certificate of Acknowledgment of Contractor if a Corporation  
For AGREEMENT**

State of \_\_\_\_\_)

SS:

County of \_\_\_\_\_)

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

before me personally came \_\_\_\_\_

to me known, who being by me duly sworn, did depose and say as follows:

That he resides at \_\_\_\_\_

and is the \_\_\_\_\_

of \_\_\_\_\_

the corporation described in and which executed the foregoing instrument; that he knows the corporate seal of said corporation; that the seal affixed to the foregoing instrument is such corporate seal and it was so affixed by order of the Board of Directors of said corporation; and that by the like order he signed thereto his name and official designation.

\_\_\_\_\_  
Notary Public (Seal)

My commission expires: \_\_\_\_\_

Attachment E  
RFQ: School CCTV  
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## BIDDERS CHECKLIST

- Submitted all information as requested
- Submitted signed proposal in sealed envelope duly marked
- Received \_\_\_\_\_ number of addendum(s).
- No conditions or restrictions have been placed by the company on this proposal that would declare it non-responsive.
- Prepared to provide insurance if required.

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**Signature of Authorized Official Date**

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**Company Name**