

Submission Requirements
Integrated Security System Upgrade Project, 2023

NEWMARKET SCHOOL DISTRICT
REQUEST FOR QUALIFICATIONS

Integrated Security System Upgrade Project, 2023

DEADLINE FOR RECEIPT: March 9, 2023 3:00 PM

LOCATION OF NES: Newmarket School District
School Administrative Unit # 31
243 Main Street
Newmarket, NH 03857

PROPOSAL SUBMITTAL ADDRESS: Newmarket School District
School Administrative Unit # 31
Attn: Janna Mellon, Business Administrator
186A Main Street
Newmarket, NH 03857

School Administrative Unit #31- Newmarket School District ("District") is issuing this request for qualifications ("RFQ"), for the purpose of requesting qualification statements from Contractors with the appropriate qualifications, credentials and accomplishments in security camera, alarm and door access system installations in effort to pre-qualify Contractors for a Newmarket School District Facilities Security Systems Upgrade Project Public Bid. Pre-Qualification is required in order to submit a bid for the project.

The estimated cost of the project is \$100,000. Bid, Performance and Payment sureties will be required for this project. The scope of work for the School's Facilities Security Systems Upgrade Project will include, but not be limited to, an integrated and upgraded security camera and door access systems for the following Newmarket School District facilities: Newmarket Elementary School at 243 South Main Street; Newmarket Junior Senior High School at 213 South Main Street; SAU 31 Offices located at the Newmarket Town Hall, 186A South Main Street, and the Newmarket School District Annex Building located at 218 South Main Street. There is also a potential opportunity to expand this project to Town facilities as well, since the District currently shares some aspects of its current security system with the Town of Newmarket.

TERMS AND CONDITIONS:

1. **BID ACCEPTANCE:** The Newmarket School District reserves the right to accept or reject any and all bids or proposals received or any parts thereof for any reason whatsoever, to waive any informalities in any bid or proposal or in any provision in the request for bids or proposals, to negotiate with any or all proposers, to require a modification of the RFQ at any time, and to select the proposer whom, the District, in its sole discretion determines is in the best interests of the District even though the proposer may not submit the lowest bid or proposal. Under no circumstances will the District be responsible for the cost of preparing any bid or proposal.
2. **NON-TRANSFERRING OF AWARD:** No bidder will be allowed to assign the contract.

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3. LATE SUBMITTALS: ONLY SEALED RFQ SUBMITTALS will be accepted. **No submittals will be accepted after 3:00 pm March 9, 2023.** Any submittals received after **March 9, 2023 at 3:00 p.m.** will not be considered, nor will late submittals be opened.
4. WITHDRAWAL OF SUBMITTALS: RFQ SUBMITTALS may be withdrawn prior to the opening date and time upon written request of the Contractor.
5. RFQ LIST RESULTS: The SAU Business Office will not respond to phone inquiries for RFQ results. Individuals or company representatives may attend RFQ opening which is open to all interested parties or by emailing for a summary of the RFQ submittal list. A list of qualified contractors will only be released to parties via email once the qualified contractors have been selected by the Newmarket School District. Submittals are governmental records and shall be available to the public under the Right-to-Know Law. The District will not accept submittals marked confidential in whole or in part. All concepts, information, and cost savings alternatives presented by the Contractor during the submittal process shall become the property of the District and shall thereafter be used at the District's sole discretion. The District shall own all instruments of service.
6. CONTRACT REQUIREMENTS:
 - (a) The selection of the Contractor is conditioned upon the Contractor executing an agreement acceptable to the District. In the event the District cannot reach an agreement with the apparently selected Contractor to the District's satisfaction, the District reserves the right to terminate negotiations with no obligation to the apparently selected Contractor and to enter into any agreement with any other party of the District's choosing.
 - (b) The District may at any time terminate the services and/or contract with the Contractor for the District's convenience and without cause. In the case of such termination for the District's convenience, the Contractor shall be entitled to receive payment from the District limited to actual documented expenses of the Contractor as of the termination date as its sole remedy. In no event will the District be responsible for lost profits, compensatory or other consequential damages.
 - (c) To the fullest extent permitted by law, Contractor shall indemnify and hold harmless SAU 31-Newmarket School District, and the District's officials, agents, employees, and volunteers or any of them from and against claims, damages, losses and expenses, including but not limited to attorneys fees arising out of or resulting from performance of the work provided that such claim, damage, loss or expenses is attributable to bodily injury, sickness, disease or death, or to injury or to destruction of tangible property caused by the negligent and intentional acts or omissions of Contractor, a subcontractor or anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part or by a party indemnified hereunder. The indemnification provision shall survive termination or expiration of this agreement.
7. NON-APPROPRIATION CLAUSE: Multi-year contracts entered as a result of this RFQ require a non-appropriation clause.
8. INSURANCE: The selected Contractor awarded the bid will be required to submit a certificate of insurance and policy endorsements naming the SAU 31-Newmarket School District as additional insured. Said certificate of insurance must have a minimum liability limit of \$1,000,000.00 for Comprehensive General Liability and Professional Liability Combined Single Limit and workers' compensation coverage in accordance with NH State law for all employees that are engaging in any work at the project site, whether directly employed or subcontracting associates. The Contractor shall provide builders risk insurance. Upon award of the bid, Contractor will furnish a current Certificate of Insurance to the SAU Business Office no later than 5 business days of receiving notification of bid award, and **prior to the commencement of any work being performed.** The Newmarket School District shall be named an Additional Insured on the Certificate of Insurance and policy endorsements.

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9. All quotations must be signed by an authorized representative of the Contractor.
10. Should a Contractor find discrepancies in or omissions from the specifications, or should he/she be in doubt as to their meaning, the Contractor shall at once notify the District, who will send written instructions to all Contractors. The District will not be responsible for any oral instructions or addendums.
11. Proposals should be prepared simply and economically providing a straightforward, concise description of the Contractor's ability to meet the requirements of the RFQ.
12. All work in the District must meet the requirements of all applicable town, local and state codes, laws and ordinances, permits, in addition to any technical societies referenced herein. Contractor shall obtain all required permits and provide copies of the permits to the District.
13. All questions during the bidding period should be directed to David Reilly, Facilities Director. Questions should be submitted by email and will be shared with all potential bidders. Email: reillyd@newmarket.k12.nh.us. Please copy Janna Mellon, Business Administrator at mellonj@newmarket.k12.nh.us. **Last opportunity to submit questions shall be Tuesday, March 7, 2023 by 3pm.**
14. **Proposal due date is Thursday, March 9, 2023 by 3pm.** Sealed proposals should be submitted to Janna Mellon, Business Administrator at 186A South Main Street, Newmarket, NH. Please reference ***Integrated Security System Upgrade RFQ*** on the sealed envelope.
15. The District's decision with regard to the selection of the Contractor shall be considered final.
16. The District reserves the right to investigate the financial responsibility of any and all submitters to determine the ability of the firm and/or individual to assure services throughout the term of the project and to provide insurance that will be required by the District.
17. **PAYMENT AND PERFORMANCE BONDS:** The Newmarket School District requires Payment and Performance Bonds for projects that are over \$125,000.00 be supplied to the SAU Business Office, prior to commencing work.
18. **GUARANTEES AND WARRANTY:** All parts and labor must be guaranteed and include a warranty of at least one year after final completion of the work and with an additional one-year warranty commencing on the date that any defective or nonconforming work was corrected.

Additional Information (see also attached drawings and sections):

General:

To be considered for Pre-Qualification, Contractors must be responsive to the requested information set forth in the Request for Qualifications. Contractors will be evaluated and rated based on the qualifications and experience presented. The District may choose to interview selected Contractors as a factor in determining qualifications.

In general, the following criteria will be used in the Pre-Qualification:

- Experience and accomplishments in Integrated IP-based security, camera and door access control system installations, and alarms.
- Organizational capability.
- Satisfactory review of subcontractors.
- Satisfactory references and evidence that Contractor can meet service requirements for the District. Due to the nature of our school environment, Contractor responsiveness is very important. Contractors must be generally able to guarantee a 24-hour maximum response time for equipment and software service and maintenance.
- Evidence of adequate liability insurance and ability to attain bonding.
- Disclosure of ownership and business affiliations, allowing a review of any potential conflict of interest.

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Pre-qualified Contractors will be invited to bid the formal project as described herein.

Other RFQ Requirements and Conditions:

- a. See summary of equipment list, attached as Exhibit 1.
- b. Due to the sensitive nature of this project, floor plans, including locations of cameras and equipment will be provided to qualified organizations as a separate document package and will not be posted with this RFP. Should a qualified vendor wish to obtain a copy of this additional document packet, please contact Janna Mellon at mellonj@newmarket.k12.nh.us. Your request should include the name and contact information of the person requesting the documents, the name and address of the qualified organization and a link to the organization's website, a description of the services provided by the organization and any other relevant material that would demonstrate adequate qualifications to submit a proposal.

Note: These supplemental drawings and lists represent a preliminary intent or degree of project magnitude. Final actual camera layout, component count, systems hardware and software will be designed and built by the Contractor successfully awarded with project.

- c. **A walk-through of our facilities will be required for all contractors wishing to submit qualifications. This walk-through will be held on Tuesday, February 28, 2023 at 10:00 am, with a snow day of Wednesday February 29, 2023 at 10:00 am in case of inclement weather. All interested Contractors shall meet at the Annex Building at 218 South Main Street, Newmarket which is located directly across the street from the Newmarket Junior Senior High School. Should you have any questions please contact David Reilly at 603-770-0193 or reillyd@newmarket.k12.nh.us.**

SUBMISSION REQUIREMENTS

Sealed, written qualifications statements will be accepted until Thursday, March 9, 2023 by 3pm and should be submitted to Janna Mellon, Business Administrator at:

Newmarket School District
186A South Main Street
Newmarket, NH 03857

Please reference **Integrated Security System Upgrade Project, 2023** on the sealed envelope. All qualification statements shall include as a minimum the following information:

1. Name of firm.
2. Address of firm.
3. Name of contact person.
4. Email Address
5. Phone number(s) of contact person.
6. Names and addresses of all partners, officers, and directors and any other person with an ownership interest greater than 5%.
7. Names of any School District officials or employees who are related to any of the partners, officials or directors of the firm or have any ownership interest in the firm.
8. Names and resumes of personnel and Subcontractors (as well as the name and qualifications of project superintendent) who will work on the project including any registrations and certifications.
9. A list and descriptions of similar or relevant projects with contact information, **also indicating software platform and major component manufacturers** used on project. Identify projects as completed or underway. The Newmarket School District anticipates visiting one or more of the proposer's projects and will contact a representative to discuss proposer's qualifications.

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10. A list of manufacturers whose products you are authorized to sell or otherwise distribute that comply with section 889(A)(1)(a) of the 2019 National Defense Authorization Act (NDAA). If applicable, indicate your partner "status" or "level" (e.g. Gold, Silver, Premier) with each manufacturer.
11. At least 3 references for similar projects completed in the past 3 years.
12. If a joint venture proposal, provide the information for all parties to the joint venture.
13. Insurance Certificates and Bond capacity.
14. Other information, which will document the firm's capabilities and qualifications for the project.
15. Appropriately completed certification from Appendix A.

Proposals should be printed on 8 ½" x 11" papers. There is no page limit. Exhibits, including renderings and visuals, can be presented. These may be submitted in printed format or on disk as an addendum.

EVALUATION AND SELECTION

To be considered for Pre-Qualification, Contractors must be responsive to the requested information set forth in the Request for Qualifications. ***The proposal shall include all of the information noted in the Submission Requirements section of this document. Failure to include all of the required information may result in disqualification of a bidder.***

Contractors will be evaluated and rated based on the qualifications and experience presented. The District may choose to interview selected Contractors as a factor in determining qualifications. In general, the following criteria will be used in evaluating contractors for the Pre-Qualification:

- Experience and accomplishments in IP-based security, camera and door access control system installations.
- Organizational capability.
- Satisfactory review of subcontractors.
- Satisfactory references and evidence that the Contractor can meet service requirements for the District.
- Evidence of adequate liability insurance and ability to attain bonding.
- Disclosure of ownership and business affiliations allowing a review of any potential conflict of interest.

Pre-qualified Contractors will be invited to bid the formal project as described herein.

Exhibit 1: Equipment Listing

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Annex Building

# Cameras	# Card Readers	# Intercom Controls	Intercoms	# Video Screens
2	2	0	0	0

SAU Office Suite

# Cameras	# Card Readers	# Intercom Controls	Intercoms	# Video Screens
4	1	3	1	2

Newmarket Elementary School

# Cameras	# Card Readers	# Intercom Controls	Intercoms	# Video Screens
64	16	2	6	2

Newmarket Junior Senior High School

# Cameras	# Card Readers	# Intercom Controls	Intercoms	# Video Screens
82	12	3	6	1

RFQ Contractor Pre-Qualification

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Appendix A

CERTIFICATIONS

The undersigned certifies that he has not given, offered or agreed to give any gift, contribution or offer of employment as an inducement for, or in connection with, the award of contract for services;

The undersigned declares that no person in the employ of the Newmarket School District is pecuniary interested in this proposal or in the contract for the work which is proposed to be done;

The undersigned certifies that no consultant to, or subcontractor for, has given, offered, or agreed to give any gift, contribution or offer of employment to the proposer, or any other person, corporation, or entity as an inducement for, or in connection with, the award to the consultant or subcontractor of a contract by the proposer.

The undersigned certifies under penalties of perjury that he has 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, other organization, entity, or group of individuals.

Have you, or any of the Principals of your company been involved in any litigation, arbitrations, mediations, or administrative proceedings in the past 10 years?

Yes. No

If yes, please note the details of the claims, attorneys and resolution below.

The undersigned certifies that all statements of fact contained in the submission.

SIGNATURE

Date: _____

Signature: _____

(owner/proprietor/authorized representative)

Name (print): _____

Business Name (print): _____

Business Address (print): _____

seal (if corporation)

Vendor Qualifications:

The proposal shall include **all of the information noted in the Submission Requirements** section of this document. Failure to include all of the required information may result in disqualification of a bidder.