

**Request for Proposals (RFP)
Analog to IP Classroom Phone Replacement for Horace W. Porter School
Columbia, CT
Solicitation Number 2019-3**



TOWN OF COLUMBIA

323 Jonathan Trumbull Highway, Columbia, CT 06237
(860) 228-0110 Fax: (860) 228-1952

The Town of Columbia is accepting sealed bids for the RFP for Analog to IP Classroom Phone Replacement for Horace W. Porter School (HWP) at the Town Administration Office at Town Hall, 323 Route 87, Columbia, Connecticut, until **3:00 p.m. on July 15, 2019**.

Thereafter, the names of those submitting qualifications and proposals will be read aloud.

The RFP documents will be available from the Town Administration Office at Town Hall, 323 Route 87, Columbia, Connecticut, telephone number (860) 228-0110 or the Town's website, <http://www.columbiact.org>. After bids are received, the Town Administrator may analyze whether vendors have submitted comparable bids and meet the requirements called for. In reviewing the bids, the Town Administrator may consider the past performance, financial responsibility, and sales and service experience of the vendors. The Town reserves the right to reject any or all bids, to waive any defects in same, or to choose to make purchases other than strictly in accordance with price considerations, and/or to choose other than the lowest bidder, if it be deemed in the best interest of the Town of Columbia.

**Request for Proposals (RFP)
Analog to IP Classroom Phone Replacement for Horace W. Porter School
Columbia, CT
Solicitation Number 2019-3**

TABLE OF CONTENTS

INTRODUCTION..... 3

MANDATORY WALKTHROUGH 3

KEY EVENT DATES..... 3

OBTAINING RFP DOCUMENTS 3

QUESTIONS ABOUT PROPOSAL REQUIREMENTS..... 4

RFP RESPONSE SUBMISSION INSTRUCTIONS..... 4

PRESUMPTION OF FIRM BEING FULLY INFORMED 4

INTERPRETATION OF ACCEPTABLE WORK 5

TAX EXEMPTIONS 5

INSURANCE 5

 1) General Conditions: 5

 2) Insurance Limits and Coverage: 7

INDEMNIFICATION AND HOLD HARMLESS 8

PERMITS 8

FAIR EMPLOYMENT PRACTICES 8

TERMS AND CONDITIONS OF CONTRACT 8

AWARDING THE CONTRACT..... 8

GENERAL INSTRUCTIONS 9

INSTRUCTIONS FOR FIRMS SUBMITTING RESPONSES 9

EVALUATION AND SELECTION CRITERIA 9

SELECTION PROCEDURES 9

 RESPONSE FORM # 1 REQUIRED RESPONSE 10

 RESPONSE FORM #2 REQUIRED RESPONSE 11

 RESPONSE FORM #3 REQUIRED RESPONSE 12

EXHIBIT A – SCOPE OF SERVICES 13

EXHIBIT B - SAMPLE CONTRACT 15

Request for Proposals (RFP)
Analog to IP Classroom Phone Replacement for Horace W. Porter School
Columbia, CT
Solicitation Number 2019-3

INTRODUCTION

THE TOWN OF COLUMBIA is requesting responses from all vendors of Analog to IP Classroom Phone Replacement that meet the Horace W. Porter School requirements as stated below. Qualified firms (including individuals) interested in providing Analog to IP Classroom Phone Replacement services (hereinafter "Contractor" or "Firm") to the TOWN OF COLUMBIA, Horace W. Porter School.

The Town of Columbia and Columbia Board of Education are looking for bids to replace 62 existing analog phones with Avaya J129 IP phones. The phones will be installed into the existing Avaya phone system. An IP office upgrade to R11 Essential License will be required for this project.

EQUIPMENT LIST

- 62- Avaya IP office model j129 phones in charcoal block
- 62-25' coiled handset cord color to match phone
- 57- Avaya IP j129 wall mounts
- 5- Avaya IP j129 desk mount
- 62- 10' Cat. 6 patch cables

Carefully examine the specifications, conditions and limitations. The selection of the successful Contractor will be made based on a thorough evaluation and determination of the relative ability of each Bidder to deliver quality installation and commissioning services in a cost-effective manner.

MANDATORY WALKTHROUGH

The Town will hold a walkthrough of the Horace Porter School on July 8, 2019 at 2:00pm. The Horace Porter School is located at 3 Schoolhouse Rd., Columbia, CT. Proposals submitted by vendors that did not attend the walkthrough shall be rejected.

KEY EVENT DATES

Advertisement of RFP	June 26, 2019
Public Opening of Responses	3:00 pm, July 15, 2019
Contract Awarded (Not Definite)	July 17, 2019

OBTAINING RFP DOCUMENTS

Specifications and RFP documents may be obtained from The RFP documents will be available from the Town Administration Office at Town Hall, 323 Route 87, Columbia, Connecticut, telephone number (860) 228-0110 or the Town's website, www.columbiact.org.

Request for Proposals (RFP)
Analog to IP Classroom Phone Replacement for Horace W. Porter School
Columbia, CT
Solicitation Number 2019-3

STANDARD INSTRUCTIONS TO PROPOSERS (continued)

QUESTIONS ABOUT PROPOSAL REQUIREMENTS

Respondents with questions regarding the submission requirements may contact the following purchasing agent of the Town of Columbia by email: Mark Walter, townadministrator@columbiact.org.

RFP RESPONSE SUBMISSION INSTRUCTIONS

- A. One (1) original and two (2) copies of all responses must be submitted in a sealed envelope clearly marked " Analog to IP Classroom Phone Replacement for Horace W. Porter School". If forwarded by mail or courier, the sealed envelope must be addressed to "Town Administrator Town of Columbia, 323 Route 87, Columbia, Connecticut 06237". Responses must be at the office of the Town Administrator by the time of the Public Opening of Responses date noticed in Section 2 titled Key Event Dates. Postmarks are NOT an acceptable waiver of this policy. Corrections and/or modifications received after the first response is publicly opened will NOT be accepted. Late submittals will be rejected.
- B. Ditto marks or words such as "SAME" on the Response Form are NOT considered writing and must not be used.
- C. All information must be submitted in ink or typewritten. Mistakes may be crossed out and corrections inserted. Corrections must be initialed by the person signing the response.
- D. Responses are considered valid for ninety (90) days after response(s) are opened. Firms submitting responses may not withdraw, cancel or modify their response for a period of ninety (90) days after response(s) are opened.
- E. Responses must be signed by an authorized person representing the legal entity of the firm submitting the response.
- F. The inability to meet any specified requirements(s) must be stated in writing and attached to the response form or written on the response form.
- G. Any and all exceptions of the respondent to the terms and specifications of this RFP shall be made in writing and submitted in full with the proposal.
- H. The respondent shall bear all costs associated with submitting its RFP.
- I. Any and all written RFP documents submitted to the Town shall be property of the Town and therefore shall be subject to public disclosure under the Freedom of Information Act.

PRESUMPTION OF FIRM BEING FULLY INFORMED

At the time the first response is opened, each Firm is presumed to have read and be thoroughly familiar with all RFP and contract documents herein. Failure or omission of the Firm to receive or examine any information shall in no way relieve any Firm from obligations with respect to their response.

Request for Proposals (RFP)
Analog to IP Classroom Phone Replacement for Horace W. Porter School
Columbia, CT
Solicitation Number 2019-3

STANDARD INSTRUCTIONS TO PROPOSERS (continued)

The Town may, before or after proposal opening and in its sole discretion, clarify, modify, amend or terminate this RFP if the Town determines it is in the Town's best interest. Any such action shall be effected by a posting on the Town's website, www.columbiact.org. Each respondent is responsible for checking the Town's website to determine if the Town has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.

INTERPRETATION OF ACCEPTABLE WORK

The specifications, response and contract documents are to be interpreted as meaning those acceptable to the TOWN of COLUMBIA. Any substantive changes or interpretations will be issued by the Town in writing as an addendum.

TAX EXEMPTIONS

The TOWN of COLUMBIA is exempt from Federal Excise taxes and Connecticut Sales and Use taxes. Firms shall avail themselves of these exemptions.

INSURANCE

The firm awarded this contract must provide a current Certificate of Insurance to the Town Administrator PRIOR to commencement of work, with the following requirements:

- 1) **General Conditions:** Within ten (10) business days of the award or notice, or prior to the start of work, whichever comes first, the contractor/insured will provide, pay for, and maintain in full force and effect the insurance outlined here for coverage's at not less than the prescribed minimum limits of liability. Such coverage is to remain in force during the life of the contract and for such additional time as may be required, and will cover the contractor/insured's activities, those of any and all subcontractors, or anyone directly or indirectly employed by any of them, or by anyone for whose acts of them may be liable.
 - A. **Certificates of insurance:** The contractor/insured will give the Town of Columbia a certificate of insurance completed by a duly authorized representative of their insurer certifying that at least the minimum coverage's required here are in effect and specifying that the liability coverage's are written on an occurrence form and that the coverage's will not be canceled, non-renewed, or materially changed by endorsement or through issuance of other policy(ices) of insurance without sixty (60) days advance written notice to the Town of Columbia's, Town Administrator.

Request for Proposals (RFP)
Analog to IP Classroom Phone Replacement for Horace W. Porter School
Columbia, CT
Solicitation Number 2019-3

STANDARD INSTRUCTIONS TO PROPOSERS (continued)

Failure of the owner to demand such certificate or other evidence of full compliance with these insurance requirements or failure of the town to identify a deficiency from evidence provided will not be construed as a waiver of the contractor/insured's obligation to maintain such insurance.

- B. **Insurer Qualifications:** All Insurance will be provided through companies authorized to do business in the State of Connecticut and considered acceptable by the Town.
- C. **Additional Insured:** The policy or policies providing insurance as required, with the exception of professional liability and worker's compensation, Contractor shall add the Town of Columbia on all insurance policies. Contractor shall provide the Town of Columbia with a certificate of insurance. Contractor insurance shall be primary and non-contributory.
- D. **Retroactive Date and Extended Reporting Period:** Any coverage written on a claims made basis requires an extended reporting period of at least 36 months upon final payment or date of project completion, whichever occurs later.
- E. **Subcontractors' Insurance:** The contractor will require and cause each subcontractor hired and/or employed by the contractor to purchase and maintain insurance of the types specified below. When requested by the town, the contractor will furnish copies of certificates of insurance evidencing coverage for each subcontractor. Any coverage written on a claims made basis requires an extended reporting period of at least 36 months upon final payment or date of project completion, whichever occurs later.
- F. **Waiver of Subrogation:** The contractor shall waive subrogation and all rights of recovery against the Town of Columbia. Contractor will require all insurance policies related to the work and secured and maintained by the contractor to include clauses waiving subrogation in the certificate of insurance. The contractor/insured will require of subcontractors, by appropriate written agreements, similar waivers each in favor of all parties enumerated in this section.
- G. **Hold Harmless:** To the fullest extent permitted by law, Contractor shall defend, indemnify and hold harmless the Town of Columbia, and their boards, employees and agents from and against all claims, damages, losses, judgments and expenses, including but not limited to attorney fees of counsel selected by the Town, that arise from or may arise from the performance of the work, the supplying of materials and/or the breach of this Agreement provided that such claim, loss, damage, judgment and/or loss expense is attributable to bodily injury, sickness, disease or death, or to injury or destruction of tangible property (other than the work itself) but only to the extent caused by the

Request for Proposals (RFP)
Analog to IP Classroom Phone Replacement for Horace W. Porter School
Columbia, CT
Solicitation Number 2019-3

STANDARD INSTRUCTIONS TO PROPOSERS (continued)

H. negligent acts or omissions of the Contractor, subcontractors, 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 by a party indemnified hereunder.

2) Insurance Limits and Coverage:

- A. To the extent applicable, the amounts and types of insurance will conform to the minimum terms and conditions and coverages of the national Insurance Services Office (ISO) policies, forms, and endorsements.
- B. If the contractor/insured has self-insured retention's or deductibles under any of the following minimum required coverage's, the contractor/insured must identify on the certificate of insurance the nature and amount of such self-insured retention's or deductibles and provide satisfactory evidence of financial responsibility for such obligations. All self-insured retention's or deductibles will be the contractor/insured's sole responsibility.
- C. Commercial General Liability: The contractor/insured will maintain commercial general liability insurance covering all operations by or on behalf of the contractor/insured on an occurrence basis against all claims for personal injury (including bodily injury or death) and property damage (including loss of use).

Such insurance will have these minimum limits:

- \$ 1,000,000 each occurrence.
 - \$ 1,000,000 each occurrence if blasting is required.
 - \$ 2,000,000 general aggregate with dedicated limits per project site.
 - \$ 2,000,000 products and completed operations aggregate.
 - \$ 1,000,000 personal and advertising injury.
- D. Automobile Liability: The contractor/insured will maintain business auto liability coverage for liability arising out of any auto, including owned, hired, and non-owned autos.
 - E. Workers' Compensation: The contractor/insured will maintain workers' compensation and employer's liability insurance in the following minimum limits:
 - Workers' Compensation: statutory limits.
 - Employer's Liability: \$1,000,000 bodily injury for each accident.
 - Employer's Liability: \$1,000,000 bodily injury by disease each employee.
 - Employer's Liability: \$1,000,000 bodily injury disease aggregate.
 - F. Professional Liability: \$1,000,000

Request for Proposals (RFP)
Analog to IP Classroom Phone Replacement for Horace W. Porter School
Columbia, CT
Solicitation Number 2019-3

STANDARD INSTRUCTIONS TO PROPOSERS (continued)

- G. Governing Law: This agreement shall be governed by the laws of the State of Connecticut.
- H. These are, minimum insurance limit requirements only. Additional insurance coverage's and amounts may be required by the Town of Columbia on a per project basis.

INDEMNIFICATION AND HOLD HARMLESS

To the fullest extent permitted by law the Firm shall defend, indemnify and hold harmless the Town, its officers, officials, employees and volunteers from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of services hereunder, except for injuries and damages caused by the sole negligence of the Town.

PERMITS

The Firm is solely responsible for obtaining all required permits, obtaining all necessary inspections and approvals, and satisfying any and all fees. The Town will waive all TOWN of COLUMBIA fees for building permits and inspections.

FAIR EMPLOYMENT PRACTICES

The Firm agrees not to discriminate against any employee or applicant for employment in the performance of this RFP's work with respect to hire, tenure, terms, conditions, or privileges of employment due to race, sex, age, religion, national origin, or other condition proscribed by State or Federal law.

TERMS AND CONDITIONS OF CONTRACT

The terms, conditions, and requirements of the contract for Surveillance Security System for Horace W. Porter School are detailed in the attached specimen contract.

AWARDING THE CONTRACT

The TOWN of COLUMBIA reserves the right to accept or reject, any, all, or any part of responses, to waive formalities or informalities, and to make awards that are deemed to be in the best interests of the Town.

It is the Town's policy to not award to those who owe TOWN of COLUMBIA prior year(s) property taxes.

The "Contract Awarded" date in section 2. entitled Key Event Dates is the date the contract is anticipated to be awarded. It is not a date certain.

The lowest priced response is NOT the sole determining factor when making awards.

END OF STANDARD INSTRUCTIONS TO PROPOSERS

Request for Proposals (RFP)
Analog to IP Classroom Phone Replacement for Horace W. Porter School
Columbia, CT
Solicitation Number 2019-3

GENERAL INSTRUCTIONS

INSTRUCTIONS FOR FIRMS SUBMITTING RESPONSES

The services to be performed under the Contract are more particularly described in Exhibit A attached hereto. Requirements as to how the services are to be performed are set forth in the Sample Contract, Exhibit B, attached hereto.

EVALUATION AND SELECTION CRITERIA

THE TOWN OF COLUMBIA will base its evaluation of responses on the following criteria, which are not necessarily in order of importance:

- a) The Firm's understanding of the work as evidenced by the quality of the response submitted.
- b) The background and experience of the Firm in providing services requested and past successful history of assignments on an as-needed basis.
- c) The demonstrated effectiveness of the Firm's proposed service delivery system to ensure quality service and timely completion of services in an efficient manner.
- d) The background, education, qualifications and relevant experience of key personnel to be assigned to this contract that would work with the Town on a regular basis. Also, the qualifications of any subconsultant or subcontractors the Firm intends to use in the performance of this contract.
- e) The appropriate licenses, if applicable held by Firm's staff and subconsultant and subcontractors.
- f) References attesting to the quality of similar services performed.
- g) Competitiveness of proposed fees and costs, although the Town is not bound to select the Firm(s) who proposes the lowest fees and costs.
- h) The Town reserves the right to negotiate fees with the selected Firm(s).
- i) Any other factor or criterion that THE TOWN OF COLUMBIA, in its sole discretion, deems or may deem relevant or pertinent for such evaluation.
- j) Firm's willingness to execute the contract as provided.

SELECTION PROCEDURES

- a) The Town reserves the right to reject any or all responses, to accept any response, to negotiate changes to response terms, and to waive minor inconsistencies with the RFP, if deemed in the best interest of the Town.
- b) Responses submitted in response to this RFP will be reviewed against the Selection Criteria listed above.
- c) A Selection Committee may assist the Town in choosing a Firm(s) to provide the requested services.
- d) Firms submitting the most comprehensive and qualified responses may be invited to an interview with a Selection Committee.
- e) The Town intends to enter into contracts with the Firm(s) whose responses are determined to best meet the needs of the Town.

**Request for Proposals (RFP)
Analog to IP Classroom Phone Replacement for Horace W. Porter School
Columbia, CT
Solicitation Number 2019-3**

**TOWN OF COLUMBIA, CONNECTICUT
RESPONSE FORM # 1 REQUIRED RESPONSE**

ANALOG TO IP CLASSROOM PHONE REPLACEMENT FOR HORACE W. PORTER SCHOOL penalty of perjury and other remedies available to the TOWN of COLUMBIA, the undersigned certifies this response is submitted without collusion and all responses are true and accurate. If selected to perform services(s) hereunder, it is agreed this form's a contractual obligation to provide such services at fees specified in Response Form #2, subject to and in accordance with all instructions, responses and contract documents, including any addenda, which are all made part of this response.

Signature of Authorized Person	Date
Printed Name of Authorized Person	
Company Title of Authorized Person	
Name of Company	
Address of Company	
Address of Company	
City, State, and Zip Code	
Telephone Number	Facsimile Number
e-mail address	

END OF RESPONSE FORM #1

**Request for Proposals (RFP)
Analog to IP Classroom Phone Replacement for Horace W. Porter School
Columbia, CT
Solicitation Number 2019-3**

**TOWN OF COLUMBIA, CONNECTICUT
RESPONSE FORM #2 REQUIRED RESPONSE**

**ANALOG TO IP CLASSROOM PHONE REPLACEMENT FOR HORACE W. PORTER
SCHOOL**

I, WE, the undersigned, hereby agree to furnish and deliver at the net price named herein, the following items, subject to and in accordance with specifications and conditions contained herein, all of which are made a part of this proposal.

TOTAL

Lump Sum Price to furnish Analog to IP Classroom Phone Replacement for Horace W. Porter School as described above: _____

BIDDING
COMPANY: _____

ADDRESS: _____

COMPANY REP: _____

SIGNATURE: _____ DATE: _____

TELEPHONE: _____ EMAIL: _____

THE TOWN RESERVES THE RIGHT TO ACCEPT OR REJECT PROPOSALS IN WHOLE OR IN PART DUE TO TECHNICAL DEFECTS, BUDGET LIMITATIONS OR ANY LEGAL REASON DEEMED TO BE IN THE IN THE TOWN'S BEST INTEREST.

END OF RESPONSE FORM #2

Request for Proposals (RFP)
Analog to IP Classroom Phone Replacement for Horace W. Porter School
Columbia, CT
Solicitation Number 2019-3

EXHIBIT A – SCOPE OF SERVICES

TOWN OF COLUMBIA, CONNECTICUT
ANALOG TO IP CLASSROOM PHONE REPLACEMENT FOR HORACE W. PORTER
SCHOOL

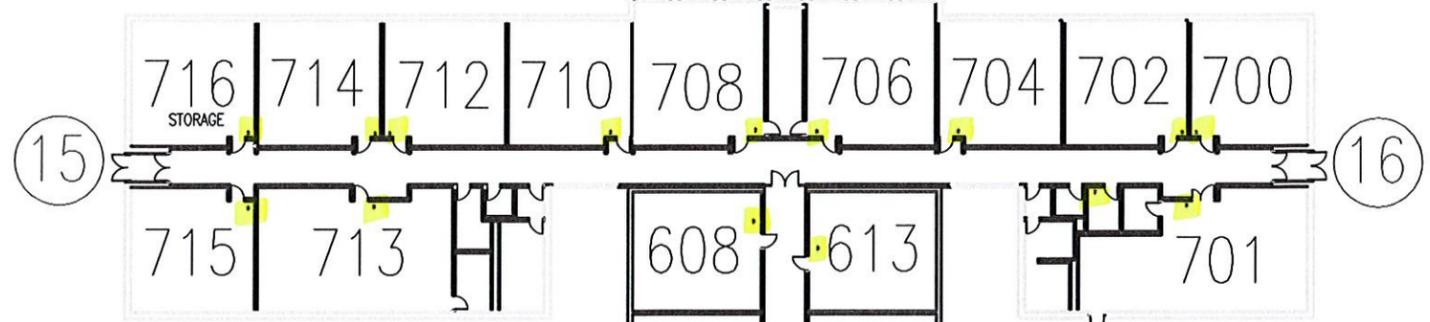
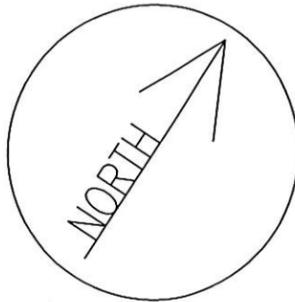
- Remove existing phones and cable from conduit or wiremold secure ends of wires and coil up in the ceiling.
- Reuse existing wiremold in locations noted on the drawing.
- Install new Cat. 6 patch cables from phone to ethernet jack located in the ceiling.
- Terminate ends of the Cat. 6 cable.
- Wall mount or desk mount phones as indicated on the drawing.
- Provision each phone.
- Upgrade IP office to R11 Essential License
- Provide training on the operation of the phone system to school personnel.
- Provide documentation on how to use the phone system for school personnel.
- All phones are to be installed and tested by August 26, 2019.
- Provide a 3-week time period for any system changes, to be made at no cost to the Town of Columbia or the Columbia Board of Education.
- Work areas are to be cleaned up daily.

PROJECT NOTES

Wall mounted phone on column in LMC is to be relocated as a desk phone on the circulation desk. A blank stainless-steel plate is to be used to cover the box in the column.

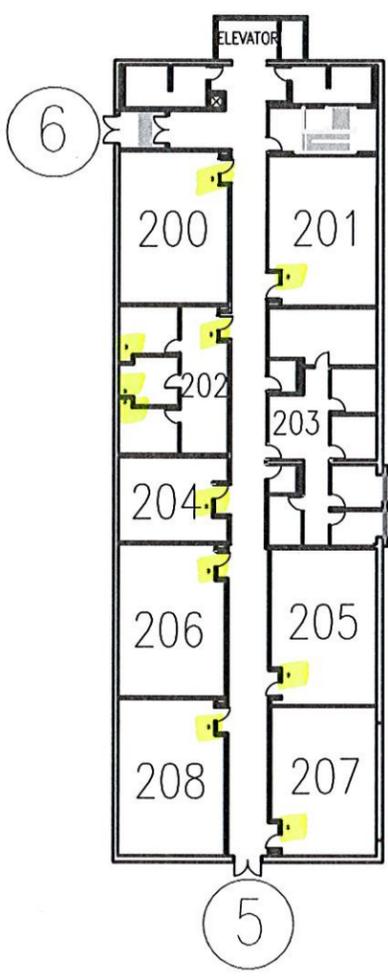
SYSTEM WARRANTY

A one-year Manufacturer's warranty is to be included on the new Avaya system. Any additional extended warranties are to be noted on the bid sheet if available at the time of installation.



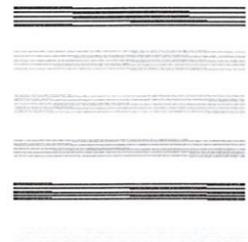
500= ROOM NUMBERS

① = DOOR NUMBERS



* = reuse existing wiremold

* = NEW IP PHONES



Request for Proposals (RFP)
Analog to IP Classroom Phone Replacement for Horace W. Porter School
Columbia, CT
Solicitation Number 2019-3

SAMPLE

EXHIBIT B - SAMPLE CONTRACT
ANALOG TO IP CLASSROOM PHONE REPLACEMENT FOR HORACE W. PORTER
SCHOOL

Contract for
ANALOG TO IP CLASSROOM PHONE REPLACEMENT FOR HORACE W. PORTER
SCHOOL
by and between
THE TOWN OF COLUMBIA
and

This Contract is by and between THE TOWN OF COLUMBIA, a municipal corporation having its territorial limits within the County of Hartford, and State of Connecticut, hereinafter referred to as the **Town**, and _____, whose address is _____, hereinafter referred to as the **Firm**.

WHEREAS, the Town is seeking qualified firms (including individuals) interested in providing Surveillance Security Systems services.

WHEREAS, the Firm is qualified, ready, willing, and able to perform such services for an agreed upon compensation,

NOW, THEREFORE,

The Town and Firm do mutually covenant and agree as follows:

1. Scope of Services

1.1 General

The Firm agrees to provide, THE TOWN OF COLUMBIA Analog IP Classroom Phone Replacement services that meet the Horace W. Porter School requirements as stated below. Prospective vendors must be experienced in evaluating the proposed systems/needs thus providing the best possible solution and installing the best type of Analog to IP phone replacement system for Horace W. Porter School.

Request for Proposals (RFP)
Analog to IP Classroom Phone Replacement for Horace W. Porter School
Columbia, CT
Solicitation Number 2019-3

SAMPLE

- Remove existing phones and cable from conduit or wiremold secure ends of wires and coil up in the ceiling.
- Reuse existing wiremold in locations noted on the drawing.
- Install new Cat. 6 patch cables from phone to ethernet jack located in the ceiling.
- Terminate ends of the Cat. 6 cable.
- Wall mount or desk mount phones as indicated on the drawing.
- Provision each phone.
- Upgrade IP office to R11 Essential License
- Provide training on the operation of the phone system to school personnel.
- Provide documentation on how to use the phone system for school personnel.
- All phones are to be installed and tested by August 26, 2019.
- Provide a 3-week time period for any system changes, to be made at no cost to the Town of Columbia or the Columbia Board of Education.
- Work areas are to be cleaned up daily.

PROJECT NOTES

Wall mounted phone on column in LMC is to be relocated as a desk phone on the circulation desk. A blank stainless-steel plate is to be used to cover the box in the column.

SYSTEM WARRANTY

A one-year Manufacturer's warranty is to be included on the new Avaya system. Any additional extended warranties are to be noted on the bid sheet if available at the time of installation.

2. Technical Standards

The Firm shall perform all work in accordance with good engineering practice and all applicable local, state and federal industry standards.

3. Term of Contract

The term of this Contract shall be from July 17, 2019-September 20, 2019, inclusive.

Request for Proposals (RFP)
Analog to IP Classroom Phone Replacement for Horace W. Porter School
Columbia, CT
Solicitation Number 2019-3

SAMPLE

4. Compensation

4.1 Negotiated Fee

The fee proposal shall include the lump sum cost to the Town of providing the proposed services, unless another cost basis is approved by the Town (e.g., unit cost). If applicable, the costs shall be listed for each task or phase. If requested by the Town, additional information such as the estimated number of man-hours of each position classification per task or phase shall be submitted. The fee proposal shall include an allowance for estimated reimbursable expenses for normal reimbursable out-of-pocket costs such as outside printing costs and approved subconsultant and subcontractor fees. All anticipated reimbursable expenses for each specific project shall be itemized in the fee proposal, with unit and estimated total costs listed for each expense. Reimbursement shall be for actual out-of-pocket costs including the services of subconsultant and shall not include a mark-up and shall not be made for normal overhead expenses such as office supplies, telephone charges, mileage, and inside copying and printing.

Once the scope of services, schedule, proposed staffing plan, and the proposed compensation have been accepted by the Town, the Town will authorize the Firm to proceed with the work, which shall be performed in accordance with the accepted proposal and the terms and conditions of this Contract.

The Firm shall prepare and submit invoices accompanied by such documentation as may be required by the Town. Payments will be made to the Firm within 30 days of Town approval of each invoice. Payments are conditioned upon the satisfactory performance of all work. In the event that the Town determines the Firm to be in nonconformance with the terms of this Contract or if in the Town's judgment the Firm's work is not satisfactory, the Town may take corrective action, including, but not limited to, the following:

- 1) Delay of payment
- 2) Adjustment of payment
- 3) Suspension or termination of this Contract

The Firm agrees to meet with representatives of the Town, at no cost to the Town, to discuss billing issues as the Town deems necessary. Payments to the Firm will be made on a periodic basis in accordance with the percentage of work actually completed. Payments for each phase of the work within the project will be prorated based upon the amount of work actually completed within that phase. Except in the case of work which is performed on an hourly rate basis, the amount of the payment for a fixed fee task will not be based simply on the amount of hours expended by the Firm on the task.

Request for Proposals (RFP)
Analog to IP Classroom Phone Replacement for Horace W. Porter School
Columbia, CT
Solicitation Number 2019-3

SAMPLE

5. Management and Administration of the Contract

The Town's designated Managing Authority for this Contract will be the Town Administrator, or his authorized designee, who will have complete authority to act for and on behalf of the Town and control, supervise, and direct the Firm's activities hereunder. The Managing Authority will make all arrangements for services by the Firm. All proposals for work to be done under this Contract and any resulting expenditures must be approved by said Managing Authority before any work is initiated or any expenditure made. Services are to be provided by the Firm, except where the use of specific subconsultants or subcontractors has been approved in writing by the Town for a particular project.

The Firm's primary contact person will be _____, who will communicate and report directly to the Town's Managing Authority, be responsible for directing and coordinating the activities of the firm's personnel and approved subconsultants and subcontractors, provide information for projects assigned under this Contract as may be required from time to time by the Town and shall be authorized to prepare and execute proposals, including scopes of services, fee proposals, proposed staffing plans, and schedules as requested by the Town under this Contract.

The Firm and the Town shall work closely together in all aspects of this program, and each shall follow the reasonable suggestions of the other to improve the operation of the program.

6. Relationship Between the Parties

It is mutually agreed that the Firm, including its employees, is an independent contractor and not an officer, employee, or agent of the Town, and that this Contract is a contract for services and not a contract of employment, and that, as such, the Firm and its employees shall not be entitled to any employment benefits from the Town such as, but not limited to: vacation, sick leave, insurance, workers' compensation, pension and retirement benefits. All personnel matters affecting Firm's staff will be the responsibility of the Firm.

In no event shall anything in this Contract be deemed to confer upon any person or entity agency status or third-party beneficiary rights against the Town.

7. Indemnification and Hold Harmless Contract

To the fullest extent permitted by law the Firm shall at all times indemnify and save harmless the Town and its officers, agents, and employees on account of and from any and all claims, damages, losses, workers' compensation payments, judgments, litigation expenses, and legal counsel fees arising out of injuries to persons (including death) or damage to property alleged to have been caused in whole or in part by the willful, wanton, or negligent acts or

Request for Proposals (RFP)
Analog to IP Classroom Phone Replacement for Horace W. Porter School
Columbia, CT
Solicitation Number 2019-3

SAMPLE

omissions of the Firm, his employees, subconsultants, subcontractors, or materialmen. The existence of insurance shall in no way limit the scope of this indemnification. The Firm shall reimburse the Town for damage to property of the Town caused by the Firm, or his employees, subconsultants, subcontractors, or materialmen.

8. Insurance

The selected Firm shall furnish a Certificate of Insurance evidencing the following insurance coverage in effect on or before the date of execution of this Contract. Insurance coverage shall remain in full force for the duration of the Contract term, including any extensions. Renewal certificates shall be furnished at least thirty (30) days prior to policy expiration. Failure to maintain insurance coverage as required and to name the Town as an Additional Insured will be grounds for termination of the Contract. The interest of the Town shall be included in all insurance policies required herein, except Workers' Compensation and Professional Liability, as Additional Insured as its interest may appear, which shall be noted on the Certificate of Insurance, and shall include, but not be limited to, investigation, defense, and payment of settlement or judgment. Such insurance must be written by companies of recognized standing, qualified and licensed to engage in the insurance business in the State of Connecticut. All deductibles are the sole responsibility of the Firm to pay and/or indemnify.

The Firm awarded this proposal must provide a current Certificate of Insurance to the Town Administrator PRIOR to commencement of work, with the following requirements:

Insured Limits and Coverage:

- A. To the extent applicable, the amounts and types of insurance will conform to the minimum terms and conditions and coverages of the national Insurance Services Office (ISO) policies, forms, and endorsements.
- B. If the contractor/insured has self-insured retention's or deductibles under any of the following minimum required coverage's, the contractor/insured must identify on the certificate of insurance the nature and amount of such self-insured retention's or deductibles and provide satisfactory evidence of financial responsibility for such obligations. All self-insured retention's or deductibles will be the contractor/insured's sole responsibility.
- C. Commercial General Liability: The contractor/insured will maintain commercial general liability insurance covering all operations by or on behalf of the contractor/insured on an occurrence basis against all claims for personal injury (including bodily injury or death) and property damage (including loss of use).

Request for Proposals (RFP)
Analog to IP Classroom Phone Replacement for Horace W. Porter School
Columbia, CT
Solicitation Number 2019-3

SAMPLE

Such insurance will have these minimum limits:

- \$ 1,000,000 each occurrence.
- \$ 1,000,000 each occurrence if blasting is required.
- \$ 2,000,000 general aggregate with dedicated limits per project site.
- \$ 2,000,000 products and completed operations aggregate.
- \$ 1,000,000 personal and advertising injury.

E. Automobile Liability: The contractor/insured will maintain business auto liability coverage for liability arising out of any auto, including owned, hired, and non-owned autos.

F. Workers' Compensation: The contractor/insured will maintain workers' compensation and employer's liability insurance in the following minimum limits:

- Workers' Compensation: statutory limits.
- Employer's Liability: \$1,000,000 bodily injury for each accident.
- Employer's Liability: \$1,000,000 bodily injury by disease each employee.
- Employer's Liability: \$1,000,000 bodily injury disease aggregate.

G. Professional Liability: \$1,000,000

H. Governing Law: This agreement shall be governed by the laws of the State of Connecticut.

I. These are, minimum insurance limit requirements only. Additional insurance coverage's and amounts may be required by the Town of Columbia on a per project basis.

9. Indemnification and Hold Harmless

The Firm shall defend, indemnify and hold harmless the Town, its officers, officials, employees and volunteers from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of services hereunder, except for injuries and damages caused by the sole negligence of the Town.

10. Ethics and Conflict of Interest

In order to avoid perceived or actual conflicts of interest, the Firm shall disclose to the Town any known special personal or financial interests, beyond those applicable to the general public, of the Firm, its employees, subconsultants, or subcontractors, regarding any matter that they are working on under this Contract. The Town will determine if a significant conflict of interest exists, and if necessary, will assign the work to others to avoid the conflict of interest.

Request for Proposals (RFP)
Analog to IP Classroom Phone Replacement for Horace W. Porter School
Columbia, CT
Solicitation Number 2019-3

SAMPLE

11. Events of Default and Remedies

11.1 Events of Default

Any of the following occurrences or acts shall constitute an Event of Default under this Contract:

- 11.1.1 If in the opinion of the Town, default shall have been made by the Firm, its successors or assigns, in the performance or observance of any of the covenants, conditions or Contracts on the part of the Firm set forth in this Contract; or
- 11.1.2 If in the opinion of the Town, the Firm fails to deliver services by the dates agreed upon for any specific project and the Firm has not received written approval from the Town for an extension to the agreed upon schedule; or
- 11.1.3 If any determination shall have been made by a competent authority such as, but not limited to, any authorized federal, state or local government official, or a certified public accountant, that the Firm's management or any accounting for its funding, from whatever source, is improper, inadequate or illegal, as such management or accounting may relate to the Firm's performance of this Contract; or
- 11.1.4 If a decree or order by a court having jurisdiction in the matter shall have been entered adjudging the Firm as bankrupt or insolvent or approving as properly filed a petition seeking reorganization, readjustment, arrangement, composition or similar relief for the Firm under the federal bankruptcy laws, or any other similar applicable federal or state law.

11.2 Election of Remedies

If any Event of Default hereunder shall have occurred and be continuing, the Town may elect to pursue any one or more of the following remedies, in any combination or sequence:

- 11.2.1 Take such action as it deems necessary, including, without limitation, reduction of payment or temporary withholding of payment;
- 11.2.2 Require the Firm to pay Liquidated Damages in the amount of five hundred dollars (\$500), or one percent of the total compensation for the project on which it has contracted to work, whichever is less, per calendar day to the Town until the work is complete;
- 11.2.3 Suspend work under the Contract;

Request for Proposals (RFP)
Analog to IP Classroom Phone Replacement for Horace W. Porter School
Columbia, CT
Solicitation Number 2019-3

SAMPLE

11.2.4 Require the Firm to correct or cure such default to the satisfaction of the Town; and Board of Education.

11.2.5 Terminate this Contract for cause in accordance with Section 11 hereof.

The selection of any remedy shall not prevent or stop the Town from pursuing any other remedy and shall not constitute a waiver by the Town of any other right or remedy.

12. Termination of Contract

12.1 Termination

“Termination”, for purposes of this Contract, shall mean the cessation, upon the effective date of termination, of the following obligations only: The Firm’s obligation to perform the services described in Section 1, Scope of Services, of this Contract, and the Town’s obligation, as described in Section 4, Compensation, of this Contract, to pay for such services.

12.2 Termination for Cause

Upon the occurrence of any Event of Default, as set forth in Section 10.1 hereof, the Town may terminate this Contract by giving five (5) days’ written notice thereof to the Firm.

12.3 Termination for Program Change

In the event the on-call engineering program shall be terminated or significantly changed, the Town may terminate this Contract by giving ten (10) days’ written notice thereof to the Firm.

12.4 Termination for Non-availability of Funds

In the event the Town shall not have funds available for this program, the Town may terminate this Contract by giving ten (10) days’ written notice thereof to the Firm.

12.5 Termination for Convenience

The Town may terminate this Contract for convenience at any time, and for any reason, or for no reason, by giving ten (10) days’ prior written notice thereof to the Firm.

12.6 Payment upon Termination

In the event this Contract is terminated as herein provided, the Town shall make full payment to the Firm for all authorized services performed up to and including the date of termination.

Request for Proposals (RFP)
Analog to IP Classroom Phone Replacement for Horace W. Porter School
Columbia, CT
Solicitation Number 2019-3

SAMPLE

13. Amendments

This Contract may be amended by written instrument executed by the parties hereto, acting therein by their duly authorized representatives. The Firm's duly authorized representative shall be _____, and the Town's duly authorize representative shall be the Managing Authority.

14. Establishment and Maintenance of Records

The Firm agrees to establish and maintain fiscal control and accounting procedures that assure proper accounting for all funds paid by the Town to the Firm under this Contract. The Firm agrees that all records with respect to all matters covered by this Contract shall be maintained during the term of this Contract, including any renewal or extension, and for one full year following termination or expiration.

15. Audits

At any time during normal business hours, and as often as may be deemed necessary, the Firm shall make available to the Town, for examination, all records with respect to all matters covered by this Contract.

16. Reports and Information

The Firm shall furnish the Town with such information and reports concerning the progress and management of this project as may be required from time to time. The form of said reports shall be determined by the Town.

17. Non-Assignability

The Firm shall not assign or transfer any interest in this Contract without prior written consent of the Town.

18. Severability

If any provision of this Contract is held invalid, the remainder of this Contract shall continue in full force and effect.

19. Cumulative Remedies

All rights and remedies of the Town hereunder shall be cumulative and the exercise or beginning of the exercise by the Town of any of its rights or remedies hereunder shall not preclude the Town from exercising any other right or remedy granted hereunder or permitted by law.

Request for Proposals (RFP)
Analog to IP Classroom Phone Replacement for Horace W. Porter School
Columbia, CT
Solicitation Number 2019-3

SAMPLE

20. Governing Law

This Contract shall be governed by, and construed in accordance with, the laws of the State of Connecticut.

21. Subconsultants and Subcontractors

Portions of this work may be subcontracted, provided that:

21.1 The Town shall give prior approval to such subcontract in writing.

21.2 All of the terms, covenants, conditions and provisions of this Contract shall have been incorporated in such subcontract(s) and the subconsultant(s) and subcontractor(s) shall have agreed in writing to assume, perform and be bound by this Contract and all the terms, covenants, conditions and provisions hereof.

21.3 The Town shall not be liable for payment of any wages, materials, or other expenses of any subconsultants or subcontractors.

22. Gender/Number/Title

Words of any gender used in this Contract shall be held and construed to include any other gender, and words in the singular shall be held and construed to include the plural, unless the Contract requires otherwise. In the event of any discrepancy or conflict between the name and title of any person referred to in this Contract, the title shall prevail.

23. Notices

All notices, approvals, demands, requests, or other documents required or permitted under this Contract, other than routine communications necessary for the day-to-day operation of this contract, shall be deemed properly given if hand delivered or sent by United States mail, first class postage, to the following addresses:

As to the Town:

(The Managing Authority designated
in Section 5 of this Contract)
323 Route 87
Columbia, CT 06237

As to the Firm:

24. Non-Waiver

Any failure by the Town or the Firm to insist upon the strict performance by the other of any of the terms and provisions hereof shall not be a waiver, and each party hereto, notwithstanding

Request for Proposals (RFP)
Analog to IP Classroom Phone Replacement for Horace W. Porter School
Columbia, CT
Solicitation Number 2019-3

SAMPLE

any such failure, shall have the right thereafter to insist upon the strict performance by the other, of any and all of the terms and provisions of the Contract and neither party hereto shall be relieved of such obligation by reason of the failure of the other to comply with or otherwise enforce any of the provisions of this Contract.

25. Delinquency in Obligations

The Firm hereby agrees that throughout the period of the Contract, all taxes, debts, contractual obligations, and audit responsibilities owed to the Town shall be and shall remain current.

26. Ownership of Work Product

All work produced under this Contract shall be the property of the Town. The Firm shall turn over to the Town all original documents and other work products upon completion or demand.

**Request for Proposals (RFP)
Analog to IP Classroom Phone Replacement for Horace W. Porter School
Columbia, CT
Solicitation Number 2019-3**

SAMPLE

27. Entire Contract

This Contract, and its exhibits attached hereto and referenced herein, contain the entire understanding between the parties hereto and supersedes any and all prior understandings, negotiations, and Contracts, whether written or oral, between them respecting the written subject matter.

IN WITNESS THEREOF, the TOWN OF COLUMBIA and the FIRM have executed this Contract on this _____day of _____, 2018.

TOWN OF COLUMBIA

Reviewed:

By: Michael Sylvester
Title: BOE, Facilities Manager

Approved:

By: Mark B. Walter
Title: Town Administrator

Witness:

FIRM

Approved:

Signature

Title:_____

Witness:

Signature

Title:_____

END OF SECTION