

INVITATION FOR BID

**PATTONVILLE SCHOOL DISTRICT
Purchasing Department
11097 St. Charles Rock Road
St. Ann, MO 63074-1509**

SPECIFICATIONS

FOR

ALARM SYSTEM MONITORING

For additional information contact:

Mary Ann Brann/Purchasing Agent
(314) 213-8036

Bid Closing Date: Thursday, February 2, 2017
Bid Closing Time: 2:00 p.m. local time

BIDDER'S COMPANY NAME _____

REPRESENTATIVE _____ PHONE _____

SIGNATURE & TITLE OF PERSON AUTHORIZED TO SIGN THIS BID

GENERAL SPECIFICATIONS

ALARM SYSTEM MONITORING

1. Pattonville School District invites bids for Alarm System Monitoring. Bids must be submitted on the attached forms, and sent to the attention of Mary Ann Brann, Purchasing Agent, 11097 St. Charles Rock Road, St. Ann, MO 63074, no later than 2:00 p.m. on Thursday, February 2, 2017. Bids will be publicly opened and read aloud at that time.
2. Award may be made to one lowest and best bid for the total of all items.
3. The term of the agreement will be March 1, 2017 – February 28, 2018. The District, with the consent of the successful bidder, shall have the option to renew this agreement for two additional one-year terms at the same terms, conditions, and prices.
4. Pattonville School District reserves the right to reject any or all bids and accept that bid which appears to be in the best interest of the school district. The district reserves the right to waive any informalities in, or reject any or all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of the bids. Any bid received after the time and date specified shall not be considered.
5. Purchases made by the Pattonville School District are not subject to state or local taxes, or federal excise taxes. The official Tax Exemption Letter will be furnished upon request.
6. **A pre-bid conference will be held on Friday, January 27, 2017 at 2:00 p.m. at Pattonville Learning Center, 11097 St. Charles Rock Road, St. Ann, MO 63074 in Room 308.** Attendance is not mandatory, however, it is highly recommended that all bidders attend the conference.

INSTRUCTIONS TO BIDDERS

Sales Tax: The bidder shall include no sales tax. Pattonville is a tax exempt entity in the State of Missouri.

Submittal of Bid: Bids shall be submitted on the form provided in a sealed envelope clearly marked with the Contractor's name and "Alarm Monitoring System Bid".

Installation: The bidder will furnish all labor, tools, equipment, and material to complete all work as specified in this Invitation for Bid.

Workmanship: All work shall be done by workmen experienced in this line of work, and the job site left in a clean first-class condition, free of debris. The successful bidder is responsible for clean-up and for disposal of old material.

Award of Contracts: Pattonville reserves the right to reject any or all bids and to waive any technicalities therein.

Laws & Regulations: The Contractor shall comply with all applicable state laws, municipal ordinances, and the rules and regulations of governing authorities. The Contractor shall observe all regulations governing the provisions of the State Worker's Compensation Law. The Contractor shall save and hold harmless Pattonville from and against all liability, claims and demands on account of personal injuries, property loss, or damage of any kind whatsoever connected with the performance of this contract.

General Conditions: The bid price will remain firm. The successful bidder agrees to furnish all labor and materials for the performance of all work required.

Permits, Licenses, Inspections: The contractor shall obtain and pay for all permits and licenses, and shall give all notices, and comply with all laws, ordinances, rules and regulations bearing on the work.

Contractor's Insurance: The successful bidder agrees to carry the following insurance coverage during the period of this contract, and will provide the Pattonville School District, with certificates of insurance on all required coverage prior to commencement of the work under this contract.

Worker's Compensation: All Contractor's on site must have workmen's compensation in compliance with statutory requirements.

Public Liability and Property Damage Insurance: Limits of not less than \$1,000,000 per person and \$1,000,000 per occurrence and \$1,000,000 property damage per occurrence.

Automotive, Liability and Property Damage: Same coverage as above for all owned and rented automotive equipment used in the performance of this contract.

Payments to Contractors: Payment will be made after complete acceptance by the Pattonville School District.

Waivers of Lien: Payment will not be released until Pattonville receives a complete release of liens signed by all subcontractors and suppliers associated in any way with the work. Liens shall be notarized and indicate the full amount of the subcontractor's or supplier's contract. If any lien remains unsatisfied after payment has been made, the Contractor shall refund Pattonville all moneys necessary to discharge such liens including all costs and attorney's fees.

Pattonville School District is concerned about the health and safety of our building occupants and staff, and also contractors like yourself who work in our facilities. Our facilities were inspected for asbestos containing materials by a certified asbestos inspector and also a certified developer of asbestos management plans. We have an Asbestos Management Plan for our facilities. In addition, 3-year re-inspection plans were completed.

We have copies of this management plan in our administrative office. We require all of our personnel to review the management plan before beginning work in an area that may contain asbestos containing materials (ACM). Their review of the plan will alert them to any ACM in the area and what work practices should be used. We now require all contractors who work in our facilities to review the Asbestos Management Plan before beginning work in our facilities and strictly follow safe work practices to avoid disturbing the ACM. For your knowledge and information we have Floor Plan Diagrams showing locations of asbestos containing building materials in the district facilities.

We intend to comply with all relevant EPA and OSHA regulations in this area and will be closely monitoring all asbestos activities. We look forward to working with you in the future to protect your health and provide safe working conditions.

SPECIFICATIONS

1. Pattonville School District presently has intrusion alarm systems. They, and other components, are listed by system location on the attached Alarm Equipment Inventory lists.
2. Pattonville School District presently owns all alarm systems in its buildings. No parts or components of these systems are rented or leased.
3. Pattonville is seeking bids that are to include the following:
 - a. The one-time equipment and labor conversion or modification cost you would charge in order to make our present alarm system properly communicate and operate with your alarm central monitoring station.
 - b. A monthly monitoring cost – intrusion and fire.
 - c. A monthly maintenance cost.
 - d. A monthly guard response cost.
 - e. All GSM 4G backup coverage through Alarmnet.
4. The bidder will list all equipment and components that you plan to install in our buildings, including name of the manufacturer and model numbers. **Bidder will attach this list to the bid form.**
5. Pattonville School District is also seeking a bid proposal for replacement and labor cost in the event an alarm component, not covered under our maintenance agreement needs replacement.
6. Submit, with your bid proposal, any warranty statements that would apply to any new alarm equipment and/or components you may install in our building either for the one-time conversion or as a future repair.
7. The successful bidder will comply with the specifications listed below:
 - a. Specification – Central Station Monitoring
 - b. Specification – Alarm System Maintenance & Repair Facility
 - c. Specification – Guard Responses to Pattonville School District Alarm conditions

The bidder must explain any deviation from these specifications and attach these explanations to the bid form.

SPECIFICATION – Central Station Monitoring

The successful bidder will:

1. Be located preferably within the St. Louis area.
2. Have sufficient personnel and self-owned equipment to receive telephone alarms at time of occurrence and expedite proper alarm response procedures including notification of the local fire department as described.
3. Provide monitoring of alarm system 24 hours a day, 7 days a week, all year long.
4. Possess and maintain all necessary licenses and permits to fulfill requirements of all government agencies within the Pattonville School District boundaries.
5. Be U.L. and F.M. listed and meet or exceed Underwriter's Laboratories Factory Mutual, and National Fire Protection Association standards.
6. Have redundant stand-by generators and emergency procedures.
7. Be capable of monitoring and identifying each point of protection within our alarm systems.
8. Be capable of programming from your location new user passcodes, arm and disarm alarm systems, and make programming changes in the alarm system data base.
9. Be capable of creating and maintaining a computer database with all alarm response and emergency procedures for each alarm system in the Pattonville buildings.
10. Provide a daily report listing all district related alarm occurrences and action taken.
11. Provide a monthly alarm activity report, listing all alarm systems opening and closing times and alarm user identification numbers if or as requested.
12. Provide an alarm system database program that will call each alarm system within the Pattonville buildings automatically each day and perform a system check to make sure all alarm equipment is functioning properly.
13. Please provide line item pricing as follows:

Price for Alarm System Equipment \$ _____

Labor rate per hour (regular) \$ _____

Labor rates per hour (overtime hours) \$ _____

SPECIFICATIONS – Alarm System Maintenance & Repair Facility

The successful bidder will:

1. Be located preferably within the St. Louis area.
2. Have and maintain all necessary licenses and permits to fulfill requirement of all government agencies within the Pattonville School District boundaries.
3. Have sufficient personnel to respond within four hours to any of the Pattonville alarm systems for any needed repair, maintenance, or programming needs, 24 hours a day, 7 days a week, all year long.
4. Have and maintain an adequate inventory of parts, supplies, equipment, in order to perform all necessary repairs, maintenance and reprogramming to all Pattonville alarm systems.
5. Become completely familiar with the school district buildings and locations of all alarm equipment.
6. The successful bidder will maintain the alarm system in good repair and in operable condition at all times. The cost of repairing and maintaining the alarm systems is included in the bid price for the monthly maintenance fee. The cost of all maintenance parts, replacement equipment and labor and programming is included in the monthly maintenance fee.
7. The successful bidder will be solely responsible for all costs of maintenance and repair except in the following circumstances:
 - a. When vandalism damage occurs to the security system and is reported by the successful bidder to the designated Pattonville representative.
 - b. When damage occurs to the security system from lightning, water, fire and other acts of God and is reported by the successful bidder to the designated Pattonville representatives.
 - c. Fire alarm systems and equipment will be maintained by Pattonville School District. No repairs or modifications are to be made to these systems by your facility. If a fire alarm system is in need of repair, you are to contact the designated Pattonville representative and it will be Pattonville's responsibility to make the necessary repairs or modifications.
8. The successful bidder will contact the designated Pattonville representative and inform him or her of the cost of the needed repairs and must obtain approval before any work is performed.
9. Please provide line item pricing as follows:

Price for Alarm Equipment \$ _____
10. List hourly labor rate \$ _____ Overtime \$ _____
(For any additions to the systems that may be needed)

SPECIFICATION – Guard Response to Pattonville School District Alarm

The successful bidder will:

1. Be located preferably in the St. Louis area to ensure a fifteen minute response time.
2. Have sufficient personnel or sufficient personnel under contract to respond to alarm conditions within fifteen minutes.
3. Have sufficient personnel or sufficient personnel under contract to respond to alarm conditions whenever the building alarm systems have been set including Saturday, Sunday and holidays.
4. Have and maintain all necessary licenses and permits to fulfill the requirements of all government agencies within the Pattonville School District boundaries.
5. To maintain a file of Pattonville representatives and contacts, and to notify these contacts, immediately when necessary, if alarm conditions meet the criteria as outlined by Pattonville.
6. To complete and forward to Pattonville all alarm condition reports within one business day.
7. Become completely familiar with the school district building and locations of all alarm equipment.
8. The guard service is expected to respond to at least the following conditions and others as may occur.
 - a. Motion detectors are in alarm conditions.
 - b. Door contacts are in alarm condition.
 - c. If alarm system is disarmed at a non-scheduled time by unauthorized user.
 - d. If alarm system is not armed within the preset time range.
 - e. Elevator movement sensor is in alarm condition.
 - f. Photo beams sensor is in alarm condition.

The police would be dispatched in the following circumstances:

- a. There are signs of forced entry into a building.
- b. A panic button is in an alarm condition.
- c. As requested by the Pattonville representative.

The designated Pattonville representative must be notified if the following conditions occur:

- a. A low heat sensor is in an alarm condition.
- b. A freezer or cooler temperature sensor is in an alarm condition.
- c. Boiler monitoring sensor is in an alarm condition.
- d. Power failure.
- e. Phone line failure.

The local Fire Department or Police would be notified if the following conditions occur:

- a. If a burglary or vandalism has occurred.
- b. Fire panel, smoke detector, or high heat sensor is in an alarm condition.

9. Please provide line item pricing as follows:

Price for Alarm Equipment as Listed \$ _____

**ALARM SYSTEM MONITORING
BID FORM**

Bidder's Name

System Location	One Time Conversion Cost		Monthly Monitoring	Monthly Maintenance	Monthly Guard Responses
	Equipment	Labor			
Radionics					
Briar Crest					
Briar Crest Annex (First Alert)					
Bridgeway					
Drummond					
Parkwood					
Remington					
Rose Acres					
Willow Brook					
Pattonville Heights					
Holman					
Holman Fire					
Holman B Gym					
Senior High					
Senior High Auditorium					
Senior High Commons					
Senior High Pool					
Senior High Stadium					
Senior High Fire					
Senior High Home Locker Room					
Senior High Visitor Locker Room					
Senior High Freezers					
Learning Center					
Maintenance					
Print Shop					
Transportation					
Warehouse					
Total Conversion Cost					
Sub Total for Monthly Monitoring, Maintenance & Guard Responses			\$ _____	\$ _____	\$ _____
			Monitoring	Maintenance	Guard Responses
Grand Total Cost for Monthly Monitoring, Maintenance, Guard Responses & Fire Response					
			\$ _____		
X 12 months			\$ _____		Annual Cost
Hourly Wage Rate	Regular Time	\$ _____	Overtime	\$ _____	