

Town of Hooksett



Police
Chief Janet Bouchard
March 22, 2021

REQUEST FOR PROPOSAL
21-06 Design and Purchase Telephone System for Police Department

Acceptance Date: April 15, 2021 at 10:00 am

Sealed bid proposals, plainly marked, **“Bid #21-06 Design and Purchase Telephone System for Police Department”** on the outside of the mailing envelope as well as the sealed bid envelope, addressed to the Administration Department, Town Hall, 35 Main Street, Hooksett, New Hampshire, 03106, will be accepted until **April 15, 2021 at 10:00 am** when all bids will be publicly opened and read aloud.

Bid packages may be obtained from the Town’s web site: www.hooksett.org, or by contacting the Hooksett Police Department, 15 Legends Dr, Hooksett NH 03106, the contact person is Communications Supervisor Richard Belanger at rbelanger@hooksettpolice.org or at 603-624-1560 extension 327.

The Town of Hooksett reserves the right to reject any or all bids, to waive technical or legal deficiencies, and to accept any bid that it may deem to be in the best interest of the Town.

Inquiries

Inquiries pertaining to the request for proposal must cite the RFP title and acceptance date and be directed to Richard Belanger at rbelanger@hooksettpolice.org or at 603-624-1560.

Competition

It is the Town's intent that this RFP shall permit competition. It shall be the respondent's responsibility to advise the Town Administrator, **André L. Garron**, Town Administrator at agarron@hooksett.org in writing if any language, requirement, specification etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this RFP to a single source. Such notifications must be received not later than ten (10) days prior to the proposal acceptance date.

Introduction

The Town of Hooksett, NH seeks proposals from qualified Telephone vendors who can design and install a new telephone system at the Hooksett Police Department located at 15 Legends Dr, Hooksett NH 03106 and remove all old and existing telephone system components.

Items that need to be done are as follows, removal of all existing telephones, cables, wires, and wall blocks. Installation of all new cabling, telephones, wall blocks and connections to the computers and computer server as needed. System must be compatible with Equature Voice Recording system in Compliance with Criminal Justice Information System (CJIS). The system will also need to be compatible with the Hooksett Fire Department phone system located in the IT Room, also will need to work with Emergency Operations Center (EOC) roll out emergency phone cart which consists of 4 Police Department phones. It will also be required to remove all existing wiring to the server rack and replace with all new cabling to the server rack can be moved into a convenient work area to meeting existing standards of the other server racks.

There will be a **MANDATORY** walk through on April 2, 2021 at 10:00 am to view the layout of the work and detailed explanation of what is expected for the RFP.

Background

The Town of Hooksett is home to an estimated 15,000 residents and is located in south-central New Hampshire.

Scope of Work

Upon being awarded the bid, the work must begin as soon as all of the materials are available to the contactor. Prep work can start as soon as the vendor is available. All contactors working on this project in the building must become CJIS Compliant which requires a Criminal Background check, Fingerprints, and a short training provided by the Hooksett Police Department. Employees of the contract that can't pass the CJIS compliant part **WILL NOT** be allowed to work in the building.

Vendor Qualifications

Vendor and its employees must be familiar with the design and installation of Telephone Systems, running of all required cabling and knowledge of making appropriated connections to all the phones and servers involved in the project.

Criteria for Reviewing Proposals

In reviewing proposals, the Town will carefully weigh: 1) vendor's qualifications 2) municipal experience, 3) pricing 4) delivery of services. The contract will be awarded to the Vendor with in 5 business days of the acceptance and approval of the Town Councils approval to move forward with this project.

Submission Requirements**Items Addressed**

The proposal should address all the points outlined in the request for proposals. The proposal should be prepared simply and economically, providing a straightforward, concise description of the firm's capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following subjects and questions must be addressed:

1. Name, address, telephone number, fax number and e-mail address of the company.
2. Name of contact person and telephone number for purposes of following up on proposal.
3. Narrative including the qualifications of the company and municipal experience.
4. Has the company been in bankruptcy, reorganization, or receivership in the last five years? If so, please explain status.
5. Has the company been disqualified or terminated by any public agency or Town? If so, please explain under what circumstances this disqualification or termination occurred.
6. Proposal must include 3 copies of the bid proposal, 1 Copy to the Police Department, 1 Copy to the Town Administrators Office, and 1 copy to the Finance Director.

Firm Pricing

Proposed fees must be firm for Town acceptance for 365 days from acceptance date of proposals. Pricing must be inclusive, clear, and concise, including such other information as requested or required.

Submission

Be sure the proposal container is completely and properly identified. The face of the container shall indicate BID# 21-06 Design and Purchase Telephone System for Police Department and the April 15, 2021 at 10:00 am.

Prospective proposers must monitor the Town's website for any addendums.

Proposals must be received by the Town of Hooksett ON or BEFORE the hour specified on the acceptance date. Proposals may be either mailed to [André L. Garron, Town Administrator](#), Town Administrator, 35 Main Street, Hooksett, NH 03106, or hand delivered to the Hooksett Municipal Center, 35 Main Street, Hooksett, NH, Attention: [André L. Garron, Town Administrator](#), Town Administrator.

Insurance

The awarded vendor at their cost will be required to provide certificate of liability insurance before installation can commence naming the Town of Hooksett as additional insured. The following standard insurance shall be required:

General Liability:	\$1,000,000	Per Occurrence
	\$2,000,000	Aggregate
Automobile Liability:	\$ 100,000	Bodily Injury per Person
	\$ 300,000	Per Occurrence
Professional Liability:	\$ 500,000	Per Occurrence
	\$1,000,000	Aggregate
Workers Compensation:	\$1,000,000	Per Occurrence (Coverage B – Employer’s Liability)
	\$1,000,000	Per Employee (Coverage A – Statutory)

Reservation of Rights

The Town of Hooksett reserves the right to reject all or any part of any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it deems to be in the best interest of Town.

LATE PROPOSALS WILL NOT BE ACCEPTED

Bid Form

Bid #21-06 Design and Purchase Telephone System for Police Department

Date:

BID AMOUNT: _____
(NUMERALS)

BID AMOUNT: _____
(WRITE OUT IN WORDS)

Available Start Date:

RESPECTIVELY SUBMITTED:

(PLEASE PRINT BIDDER / CONTRACTOR'S NAME)

Print Representative's Name and Title

Signature

Address / Street-City-Zip Code

Telephone Number and E-Mail Address

Person signing proposed bid must be a person in your company authorized to sign a contract with the Town of Hooksett, NH.

Notes to Bidders:

- All work included in this bid is dependent upon the bid amounts and available funding.
- Actual quantities are subject to change and will be based upon actual field measurements taken during construction.
- Responses in pencil will be considered invalid.

END OF REQUEST FOR PROPOSAL