

**EAST HARTFORD PUBLIC SCHOOLS**

**COST PROPOSAL # 1601-08**

Sealed Cost Proposals addressed to the Director of Business Services for:

**WAN/LAN Equipment**

Will be received at the East Hartford Public Schools, Department of Business Services, 1110 Main Street, East Hartford, Connecticut, 06108, until **2:00 P.M. on Tuesday, March 11, 2008**, at which time they will be publicly opened and read aloud, in the Department of Business Services.

Specifications are included. **Technical/specification questions may be directed to Ken Sayers, Network Administrator, East Hartford Public Schools at (860)622-5137 or [sayers.km@easthartford.org](mailto:sayers.km@easthartford.org)** . Bid questions may be directed to Stanley Staron at [sstaron@easthartford.org](mailto:sstaron@easthartford.org) or (860)622-5134.

Cost Proposals to be plainly marked in the lower left-hand corner of the envelope as follows:

**COST PROPOSAL NUMBER: #1601-08**  
**COST PROPOSAL NAME: WAN/LAN Equipment**  
**OPENING DATE: Tuesday, March 11, 2008**  
**OPENING TIME: 2:00 P.M.**

The right is reserved to purchase either by option or the total options indicated, split awards and act, as it seems in the best interest of the East Hartford Public Schools.

After the opening of the Cost Proposals, no Cost Proposal can be withdrawn for a period of ninety (90) days.

East Hartford Public Schools is seeking a qualified vendor to provide the listed equipment on/before June 1, 2008 however pricing for additional purchase of same shall be extended for a one (1) year period with an option to extend contract subject to mutual written agreement.

The East Hartford Public Schools reserves the right to waive any formalities in Cost Proposals; to reject any or all Cost Proposals, or to accept the ones that in its judgement will be in the best interest of the East Hartford Public Schools and/or the Town of East Hartford, Connecticut.

The East Hartford Public Schools do not discriminate on the basis of sex, race, religion or national origin.

cc: Marion Martinez  
File

## **INSTRUCTIONS TO BIDDERS**

These instructions are standard for all Cost Proposals issued by the East Hartford Public Schools, East Hartford, Connecticut, where a vendor is to furnish professional service to complete a Cost Proposal as outlined in our detailed specifications. The East Hartford Public Schools may delete, supersede or modify any of these standard instructions for a particular Cost Proposal.

- 1.0 The attached Cost Proposal is signed by the vendor with full knowledge of and Agreement with the general specifications, conditions and requirements of this Cost Proposal.
- 1.1 Submit Cost Proposal in an envelope marked with the vendor's name and address in the upper left-hand corner. Cost Proposal number, name, opening date and opening time must be marked in the lower left hand corner.
- 1.2 Cost Proposals received later than date and time specified will not be considered. Amendments to, or withdrawals of, Cost Proposals received later than the date and time set for Cost Proposal opening will not be considered.
- 1.3 The East Hartford Public Schools reserves the right to reject any and all Cost Proposals, to waive technical defects and to make such award, including accepting a Cost Proposal, although not the low bid, as it deems to be in the best interest of the East Hartford Public Schools.
- 1.4 The East Hartford Public Schools may withhold acceptances of work and payment thereof when it is determined that said work or materials do not meet the specified requirements. Payment will not be made until corrections are made which are acceptable to the East Hartford Public Schools officials and/or their authorized agent.
- 1.5 The East Hartford Public Schools may make such investigation as deemed necessary to determine the ability of the bidder to discharge his contract. The bidder shall furnish the East Hartford Public Schools with all such information and data including references of similar projects conducted for other school systems as may be required for that purpose. The East Hartford Public Schools reserves the right to reject any Cost Proposal if the bidder fails to satisfactorily convince the East Hartford Public Schools that he/she is properly qualified by experience and has the facilities to carry out the obligations of the contract and to satisfactorily complete the work called for herein. Conditional Cost Proposals will not be accepted.
- 1.6 Specifications cannot be relieved by anyone other than an assigned agent for the East Hartford Public Schools. All changes must be in writing, signed by agent.
- 1.7 The successful vendor will be required to provide proof of insurance as outlined in Appendix A and sign an Indemnification Statement, a copy of which can be found in Appendix B.

## **APPENDIX A**

### **INSURANCE REQUIREMENTS**

#### **A. GENERAL REQUIREMENTS**

The **VENDOR** shall be responsible for maintaining insurance coverage in force for the life of this contract of the kinds and adequate amounts to secure all of the **VENDOR'S** obligations under this contract with an insurance company (ies) with an AM Best Rating of A-VII or better licensed to write such insurance in the State of Connecticut and acceptable to the Town of East Hartford Public Schools.

The insurer shall provide the East Hartford Public Schools with **Certificates of Insurance signed by an authorized representative of the insurer** prior to the performance of this contract describing the coverage and providing that the insurer shall give the East Hartford Public Schools written notice at least thirty (30) days in advance of any termination, expiration, or any and all changes in coverage.

Such insurance or renewals or replacements thereof shall remain in force during the term of this contract and any extensions.

The **VENDOR** at the **VENDOR'S** own cost and expense shall procure and maintain all insurance required and shall name the East Hartford Public Schools as Additional Insured on all contracts, except Workers' Compensation and Professional Errors & Omissions coverage's.

#### **B. SPECIFIC REQUIREMENTS:**

- 1) **Workers' Compensation Insurance**  
The **VENDOR** shall provide Statutory Workers' Compensation Insurance, including Employer's Liability with limits of:  
  
\$100,000 each accident  
\$500,000 disease, policy limit  
\$100,000 disease, each employee
- 2) **Commercial General Liability Insurance**  
The **VENDOR** shall carry Commercial General Liability Insurance (Insurance Services Office Incorporated Form CG-0001 or equivalent). A per occurrence limit of \$1,000,000 is required. The Aggregate Limit will be not less than \$2,000,000. Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.
- 3) **Business Automobile Liability Insurance**  
  
The **VENDOR** shall carry Business Automobile Liability Insurance (Insurance Services Office Incorporated Form CA-00001 or Equivalent). A per occurrence limit of \$1,000,000 is required. "Any Auto" (symbol 1 or equivalent) is required. Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.

OTHER:

The **VENDOR** shall carry Excess Liability Coverage in the amount of \$1,000,000 per occurrence.

East Hartford Public Schools reserves the right to amend amounts of coverage required and type of coverage's provided based on work or service to be performed.

**C. SUBCONTRACTOR'S REQUIREMENTS:**

The **VENDOR** shall require the same insurance that it is required to carry by the East Hartford Public Schools to be carried by any subcontractors and independent contractors hired by the **VENDOR** and to obtain Certificates of Insurance before subcontractors and independent contractors are permitted to begin work.

The **VENDOR** shall require that the East Hartford Public Schools be named as Additional Insured on all subcontractors and independent contractors insurance before permitted to begin work.

The **VENDOR** and all subcontractors and independent contractors and their insurers shall waive all rights of subrogation against the East Hartford Public Schools and its officers, agents, servants and employees for losses arising from work performed by each on this contract.

## APPENDIX A

| CONTRACT                                                          | BROAD FORM CGL<br>REQUIRED | AUTO LIABILITY<br>REQUIRED | WORKMEN'S COMP.<br>REQUIRED | PROFESSIONAL<br>E & O REQ'D | UMBRELLA<br>REQUIRED |
|-------------------------------------------------------------------|----------------------------|----------------------------|-----------------------------|-----------------------------|----------------------|
| CONSTRUCTION                                                      | \$1,000,000                | \$1,000,000                | CGS/100/500/100             |                             | \$2,000,000          |
| NON-CONSTRUCTION                                                  | \$1,000,000                | \$1,000,000                | CGS/100/500/100             |                             |                      |
| PROFESSIONAL (1)<br>SERVICES/ARCHI-<br>TECTURAL OR<br>ENGINEERING | \$1,000,000                | \$1,000,000                | CGS/100/500/100             | \$1,000,000                 |                      |
| DELIVERED GOOD<br>SERVICES UNDER<br>CONTRACT                      | \$1,000,000                | \$1,000,000                | CGS/100/500/100             |                             |                      |
| BUILDING RENTAL<br>ALL USE                                        | \$1,000,000                |                            |                             |                             |                      |

**D. Asbestos Abatement companies are required to provide an Asbestos Abatement Liability Policy in the amount of \$1,000,000. This is in addition to all requirements under Construction Category.**

THE CONTRACTOR MUST NAME THE TOWN OF EAST HARTFORD AS AN ADDITIONAL INSURED ON BOTH THE GENERAL AND AUTO LIABILITY POLICIES. CONTRACTOR MUST MAINTAIN COVERAGE FOR TERM OF THE CONTRACT.

**FOOTNOTES:**

- (1) Broad Form Commercial General Liability – Coverages shall be minimum limits of \$1,000,000 per occurrence, combined single limit for bodily injury and property damage liability. Automobile Liability – Coverage shall have minimum limits of \$1,000,000 per occurrence, combined single limit for bodily injury and property damage liability. This shall include owned vehicles, non-owned vehicles and employee non-ownership.  
Workers Compensation – Must meet statutory limits of \$100,000 for each accident.

Builder's risk insurance – For all construction projects exceeding \$2,000,000 in value, Builders' Risk Insurance shall be required for the project. The General Contractor must carry this coverage with their base bid, however, the Owner may consider, after the Contract award, carrying this cost through their insurance carrier and accepting a credit from the General Contractor. The amount of coverage to be carried will be for the project amount. The bid shall include a separate charge for the Builders Risk policy.

# **Lockout/Tagout Policy**

The Town of East Hartford and East Hartford Board of Education have developed a Lockout/Tagout Program. It is designed to meet the requirements found in Code of Federal Regulations (C.F.R.) 29 part 1910.147.

Part of that program is to give notice to all outside contractors, that when they are working on any equipment covered by this Code in or on our grounds, they are required to abide by these regulations.

It is the purpose of these procedures to establish a uniform and safe method of rendering machines and equipment inoperative for servicing and maintenance. It shall be used to ensure that the machine or equipment is isolated from all potentially hazardous energy sources. It should be locked out, tagged out, or both, before employees perform any servicing or maintenance activities where the unexpected energization, start-up or release of stored energy could cause injury to these employees or others.

A copy of our program is available for viewing at our Maintenance Office as well as a copy of OSHA Regulation, C.F.R.29 part 1910.147.

The Director of Facilities will be notified by outside contractors when they are required to perform (lockout/tagout) procedures on our premises. Failure on the contractors part to comply will leave him open to any liability actions the "Board" feels is necessary; forfeiture of contract award and responsible for any fines levied by OSHA for failing to comply.

Authorized employees will be responsible to comply with the procedures spelled out in our policy. A copy of the policy will be provided for review to each contractor authorized to perform work in the school system.

If any tag/lockout is to remain for duration over 8 hours, they are to notify and receive permission from the Maintenance Supervisor to do so. When restoring power back to any device, they will be responsible to notify those responsible at the building site as well as the Maintenance Supervisor, they have restored the equipment to running order. They are also required to provide any and all notification as outlined in our policy.

AT NO TIME SHALL ANY PROCEDURE IN THE EAST HARTFORD BOARD OF EDUCATION LOCKOUT/TAGOUT POLICY BE CONSTRUED AS A LICENSE TO VIOLATE PROPER SAFETY PRACTICES AND REQUIREMENTS OUTLINED IN CRF 29. PART 1910.147.

The Director of Facilities and Maintenance Supervisor may be reached at (860)622-5952 and (860)622-5954 respectively.

## **CONFINED SPACE ENTRY**

The Town of East Hartford and East Hartford Public Schools have developed a Confined Space Permit Policy to comply with OSHA CFR 29 Part 1910.146. In the event that the Scope of Work requires a Confined Space Permit, the contractor shall apply for such to the Director of Facilities. Any Contractor interested in viewing the Owner's Confined Space Policy may do so by visiting the following location between the hours of 8 A.M. to 4 P.M. weekdays.

## APPENDIX B

### CONTRACTOR INDEMNIFICATION

The Contractor shall at all times indemnify and save harmless the East Hartford Public Schools and its officers, agents and/or employees against any and all claims, demands, damages, losses judgments, costs, worker's compensation payments, litigation expenses and counsel fees arising out if injuries to the person (including death) or damage to property alleged to have been sustained by:

- a. officials, officers, agents and/or employees of the East Hartford Public Schools or;
- b. the Contractor, his subcontractors or materialmen or;
- c. any other person, whose injuries are alleged to have occurred on or near the work, or to have been caused in whole or in part by the acts, omissions or neglect of the Contractor or his sub-contractor or materialmen by reason of his or their use of faulty defective or unsuitable work.

The existence of insurance shall in no way limit the scope of this indemnification. The Contractor further undertakes to reimburse the East Hartford Public Schools for damage to property of the East Hartford Public Schools caused by the Contractor, or his employees, agents, subcontractors or materialmen or by faulty, defective or unsuitable material or equipment used by him or them.

STATE OF CONNECTICUT:

SS

COUNTY OF:

Signed: \_\_\_\_\_

Contractor

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

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street

\_\_\_\_\_  
City/State      Zip

\_\_\_\_\_  
Date

Subscribed and Sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_ .

\_\_\_\_\_  
Notary Public

**EAST HARTFORD PUBLIC SCHOOLS  
1110 MAIN STREET  
EAST HARTFORD, CT 06108**

TO: All Vendors

FROM: Paul Mainuli, Director/Business Services

SUBJECT: Affirmative Action

The East Hartford Public Schools is an Equal Opportunity Employer. The Board of Education has made it a matter of policy that it will not transact business with firms, which are not in compliance with all Federal and State Statutes and Executive Orders pertaining to non-discrimination.

A copy of the Board of Education Affirmative Action Statement is printed on the bottom of this letter.

In order to have your firm listed on our acceptable vendor's list and thereby be eligible for consideration as a source for goods and services, please complete and return the following Statement of Policy to us.

Paul Mainuli  
Director of Business Services

**STATEMENT OF POLICY**

It is the employment policy of \_\_\_\_\_ that there shall be no discrimination against anyone on the grounds of race, creed, national origin, sex or age in the hiring, upgrading, demotions, recruitment, termination and selections for training.

In addition, this form is in full compliance with the letter and intent of the various Equal Employment Opportunities and Civil Rights Statutes noted above.

|                                   |                                                 |
|-----------------------------------|-------------------------------------------------|
| _____<br>Date                     | _____<br>Signed (Name/Title of Company Officer) |
| _____<br>Area Code    Telephone # | _____<br>Street Address                         |
| _____<br>Area Code        Fax     | _____<br>City/State                             |

**REFERENCED CHECK/COST PROPOSAL # 1585-07**

In the interest of securing competent contractors we are requiring the following information be provided with your Cost Proposal. Failure to provide this information may jeopardize your firm being awarded this project.

Please provide three references:

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Company Name

---

Contact Person

---

Telephone Number

---

Date Job Completed

---

Company Name

---

Contact Person

---

Telephone Number

---

Date Job Completed

---

Company Name

---

Contact Person

---

Telephone Number

---

Date Job Completed

# **REQUEST FOR PROPOSAL # 1601-08**

## **Specifications**

### **WAN/LAN Equipment for**

East Hartford Public Schools Information Technology Department

East Hartford Public Schools is seeking a qualified vendor to provide the following listed equipment on/before June 1, 2008 however pricing for additional purchase of same shall be extended for a one (1) year period with an option to extend contract subject to mutual written agreement.

**ALL EQUIPMENT BELOW IS REQUESTED TO BE DELIVERED TO EAST HARTFORD MIDDLE SCHOOL NO LATER THAN MONDAY, JUNE 1, 2008.**

**Brands listed are the required brands; no substitutions.**

#### **Specifications:**

##### Item

- 1 Nortel Ethernet Routing Switch 5510-24T Mfr. Part: AL1001E04 w/ stacking cable. Lifetime, full warranty coverage.
- 2 Nortel Ethernet Routing Switch 5530-24TFD, Mfr. Part: AL1001E07. Lifetime, full warranty coverage.
- 3 Nortel Baystack 470-48T, 48 Port 10/100 Ethernet Switch w/ GBIC slots, stacking cable. Mfr. Part: AL2012E34. Lifetime, full warranty coverage.
- 4 Nortel 1 Port 1000Base-T Copper GBIC, RJ-45 Module for Baystack switches. Mfr. Part: AA1419042. Lifetime, full warranty Coverage.
- 5 Nortel SFP Gigabit Ethernet 1 Port 1000 Base-SX LC Mini GBIC Module, Mfr. Part: AA1419013. Lifetime, full Warranty Coverage.
- 6 Nortel 1 Port 1000Base-SX GBIC, Mfr. Part: AA1419001. Lifetime, full warranty coverage.
- 7 Nortel Passport 8608GBE 8 Port 1000Base-X GBIC Module, Mfr. Part: DS1404038. Lifetime, full warranty coverage.
- 8 2M Duplex 62.5/125Multimode LC/SC Riser Jumper Cables w/ Clips. Lifetime, full warranty coverage.
- 9 Nortel Passport 8692SF 256gbps Routing Switch Module, Mfr. Part: DS1404065. Lifetime, Full warranty coverage.
- 10 Nortel Advanced Routing License for 1 switch (55xx series). Mfr. Part: AL1016001. Lifetime, full warranty coverage.
- 11 Nortel Passport 8004 AC 850W 120/240v AC Power Supply. Mfr. Part: DS1405E08. Lifetime, Full warranty coverage.

Technical/specification questions may be directed to Ken Sayers, Network Administrator, East Hartford Public Schools at (860)622-5137 or [sayers.km@easthartford.org](mailto:sayers.km@easthartford.org).

**Refurbished/remanufactured products with full lifetime warranties will be considered.**

**Brands listed are the required brands; no substitutions.**

**East Hartford Public Schools  
COST PROPOSAL FOR  
WAN/LAN Equipment  
#1501-08**

I, WE, the undersigned, hereby agree to furnish and deliver the requested WAN/LAN equipment at the prices named herein, subject to and in accordance with the Cost Proposal, and Specifications, all of which are made a part of this Proposal.

Item

| Item                                             | #  | Equipment:                          | Brand/Model | Price | Total |
|--------------------------------------------------|----|-------------------------------------|-------------|-------|-------|
| 1                                                | 8  | Nortel ERS 5510-24T                 |             | \$    | \$    |
| 2                                                | 3  | Nortel ERS 5520-24TFD               |             | \$    | \$    |
| 3                                                | 28 | Nortel ES 470-48T                   |             | \$    | \$    |
| 4                                                | 35 | Nortel 1 Port Copper GBIC           |             | \$    | \$    |
| 5                                                | 19 | Nortel SFP GBIC's                   |             | \$    | \$    |
| 6                                                | 19 | Nortel SX GBIC's for 470's          |             | \$    | \$    |
| 7                                                | 1  | Nortel 8608GBE Passport Card        |             | \$    | \$    |
| 8                                                | 38 | 2m Fiber Jumpers LC/SC              |             | \$    | \$    |
| 9                                                | 1  | Nortel 8692SF CPU Card              |             | \$    | \$    |
| 10                                               | 3  | Nortel Adv. Routing License f/ 55xx |             | \$    | \$    |
| 11                                               | 1  | Nortel Passport 8004AC Power Supply |             | \$    | \$    |
| <u>(Please use additional sheet if required)</u> |    |                                     |             |       |       |
| <u>Equipment shipping</u>                        |    |                                     |             | \$    | \$    |
| <u>Total Bid</u>                                 |    |                                     |             |       | \$    |

ADDITIONAL FEES (if any):

\$ \_\_\_\_\_

\$ \_\_\_\_\_

TOTAL:

\$ \_\_\_\_\_

Bidder agrees to delivery within \_\_\_\_\_ days after receipt of order.

**Pricing for additional purchases shall be extended for a one (1) year period with an option to extend contract subject to mutual written agreement.**

BIDDER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SIGNED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

NAME :( please print): \_\_\_\_\_ DATE: \_\_\_\_\_

TELEPHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

FEDERAL TAX IDENTIFICATION NUMBER (FEIN): \_\_\_\_\_

E-MAIL: \_\_\_\_\_