

**CITY OF ROCHESTER, NEW HAMPSHIRE  
INVITATION TO BID**

The City of Rochester, New Hampshire, is accepting a sealed bid for the purchase and installation of an Alarm System Monitoring Equipment and Accessories. Bids must be submitted in a sealed envelope plainly marked:

“Sealed Bid, Alarm System Monitoring Equipment”

**“Bid 07-52”**

City of Rochester, New Hampshire  
31 Wakefield St  
Rochester, NH 03867  
Attn: Purchasing Agent

All bids must be received no later than at Wednesday, April 11, 2007 at 2:30 PM. No late bids, telephone bids, or faxed bids will be accepted. Bid proposals and specifications may be obtained from the City of Rochester Website, [www.rochesternh.net](http://www.rochesternh.net) or by emailing [purchasing@rochesternh.net](mailto:purchasing@rochesternh.net), calling the Purchasing Agent at 603-335-7602 or at the City of Rochester, Business Office, 31 Wakefield Street, Rochester NH. All bids must be made on the bid forms supplied and the bid form must be fully completed when submitted.

**BID SPECIFICATIONS**

The Rochester Fire Department is seeking to obtain proposals for the purchase of a new Alarm System Monitoring Equipment. The equipment must meet or exceed the below listed specifications and descriptions:

**PURCHASE DESCRIPTION/SPECIFICATIONS/  
SCOPE OF SERVICES****General Description:**

Purchase and installation of new, fully tested and certified, commercially produced, quality constructed Alarm System Monitoring Equipment that can withstand the continuous 24-hour daily use encountered in a communications dispatch center. The Alarm System Monitoring Equipment shall be easily maintained to insure maximum service life. The equipment shall be of the latest type, carefully designed and constructed with due consideration to the nature and use.

The bidder shall point out any discrepancies in this specification document that may violate any standards.

**General Equipment Condition:**

All materials, parts and systems shall be new.

**Descriptive Materials:**

Bidders will provide descriptive material such as photographs, brochures, diagrams, illustrations, written descriptions and manufacturer's literature to enable the City to determine the quality, design and appearance of the System. These materials shall provide documentation to support that the Alarm System Monitoring Equipment System is compliant with applicable UL Standards and with NFPA 72 Chapter 9. Documentation shall also certify that the radio boxes and receiving equipment fully conform to all applicable FCC rules and regulations.

**Training:**

Bid prices shall include a minimum of four (4) hours of technical training on-site at the Dispatch Center (23 Wakefield Street, Rochester, NH). Training is to include the use and operation of the alarm system monitoring equipment, including the radio box equipment.

**Specifications - Alarm System Monitoring Equipment****General**

**Base System:** 2-way Fire/Burglar/Monitoring Radio Box System installed that meets UL standards. System at a minimum will have dual receivers, one head end, and logging printer (no exceptions.)

**Radio License:** All necessary FCC licensing naming the City of Rochester for operation of Radio Boxes will be secured by the bidder and licensing obtained prior to installation of equipment.

**Standards compliance:** System shall be complaint with applicable UL and/or FM Standards and with NFPA 72 Chapter 9.

**Alarm Feeds:** System will be able to accept 2-way radio alarms, direct dialer alarms, and provide for CAD serial interface.

**Remote System Access:** System will have the ability to accept remote access for technical support, servicing, and programming.

**Customer Programming of Receiving Equipment:** System will have the ability for the City of Rochester to program and maintain the operation of the Alarm System Monitoring Equipment, and the successful bidder will provide the necessary passwords and training necessary to maintain the system.

**Customer Programming of Radio Box Equipment:** One (1) Handheld Terminal/Programmer will be provided for the City to program the radio boxes prior to installation at the site being monitored.

**Use of Proprietary equipment:** The Radio Box equipment is not to have any proprietary equipment or components that would prevent the standard Radio Box equipment, accepted under this bid, supplied from the OEM to be sold to any authorized dealer and utilized in the community to work with the system sold under this bid.

**Network Ready:** System must be network ready and capable of being installed and connected to current computer network system in the public safety facility.

**System Design:** System is to be designed with input from the Communication Supervisor, who is responsible for dispatch and alarm taking, so that it fits into the overall design of the dispatch center.

**Station Cabling Distance:** The Alarm System must be capable of being 100 feet from the alarm receiving equipment.

**City Owned Radio Boxes:** The completed system is to include the installation and connection of twenty-five (25) City-owned radio boxes. Locations will include external antennas as needed to build a network for receiving signals.

**Phasing in of Alarm System:** The Radio Boxes installed in City buildings under this bid are to be installed and operationally tested prior to switching over from current leased lines to the Radio Box monitoring. The successful bidder will contact the Communication Supervisor for all installations and negotiate a date for switching over the receiving equipment to ensure equipment is properly tested and Dispatch training has occurred.

### **Radio Boxes**

**Trouble Conditions:** Radio Boxes are to be capable and programmed to transmit trouble conditions should a power failure or any kind of fault within the system that could compromise transmission or receipt of a signal occur.

**System signals:** The system will be capable of transmitting and receiving Fire, Burglar, Security, or other facility monitored conditions, such as heating or cooling.

**Point Specific Data:** The system will be capable of accepting point specific data and transmitting this information and receiving it at the monitoring location. This information should include but is not limited to area, zone, device, i.d., etc.

**Trouble Signal Connection:** System will have trouble signal connection available to be connected to the local FACP being monitored. This shall allow a radio box the ability to sound a trouble signal at the FACP upon detecting network inactivity.

**PNI Technology:** All radio boxes will utilize PNI (positive non-interference) technology assuring signals from two or more units attempting to transmit simultaneously will be received clearly and uninterrupted. Systems using a random transmitting format in lieu of true PNI will be not acceptable (no substitution)

**Relay Cards:** Radio Boxes are to be able to accept optional relay cards to allow remote control of an external device within the protected premise from the central station receiver.

**Radio Box Input Signals:** Radio boxes will be able to accept input from systems utilizing dry contacts, line reversal, or voltage inputs.

**Radio Box Programming:** Radio boxes are to be programmable via a hand held service tool connected to the radio box on-site or remotely from the central station receiver.

### **Installation**

All installation and required programming shall be provided to ensure a complete, fully operational system functioning in compliance with all applicable performance standards for municipal signaling.

### **Head End Alarm Receiving and Process Equipment**

**Standards:** All head end equipment shall meet UL Standards 864, 1610, 365, and 609, and listed for use with systems installed under standards 827 (including AA line security), 681, 2050 and applicable chapters in NFPA 72. Equipment shall include two of each critical signal receiving components, including but not limited to antennas, filters, radio boxes, and receivers.

**Access to Radio Boxes:** Head End will allow access to protected premise radio boxes from the head end for signal routing, signal condition, and programming of zones and function changes.

**Programmable Monitoring Times:** System must be able to be programmed to monitor for alarms from 1-minute to 24-hour increments.

**Radio Receiver:** The radio receiver shall meet NFPA 72 requirements and be UL listed.

**Interface Protocol:** The interface protocol shall be an industry standard type.

### **Installation**

All installation and required programming shall be provided to ensure a complete, fully operational system functioning in compliance with all applicable performance standards for municipal signaling. All physical connections and programming shall be provided to interface with the CAD system.

### **Self-contained, non-PC based Alarm Monitoring Equipment (as applicable)**

**Non-PC based systems that utilize a rack-mount type alarm signal receiver/processor:**

- Monitor shall be capable of a minimum of 99 direct connect points.
- Monitor shall be capable of storing a minimum of 10,000 events in memory, with retrieval capability by date, time, zone, and type.

- Monitor shall be capable of providing visual and audio alert signals as indication of receipt of an event.
- Monitor shall be capable of providing a minimum of two coded signal outputs for secondary signaling.
- Monitor shall have the capability of output relay contacts for external annunciation and control-by-event activation.

**PC Based Alarm Monitoring Systems (as applicable)**

- Alarm Automation/Dispatch software shall be Windows based capable of operating on multiple workstations operating on a TCP/IP based LAN. Software shall be capable of displaying CAD graphics of the property being monitored. History database shall be unlimited. Software shall be supplied and installed according to manufacturer guidelines.
- Remote relays in protected premise radio boxes shall be able to be operated from the Windows based Alarm Automation Software.
- Software shall provide a minimum of 5 unlimited customizable text windows per account.
- The system shall use standard and custom resolution codes to complete events.
- A basic reporting tool shall be provided, along with a custom report writer, which shall be an available option.
- The Alarm Dispatch software shall be installed in a standard, off-the-shelf type computer to facilitate replacement or upgrade. Proprietary software or computers will not be acceptable. (no substitution)
- The system shall be able to accept Remote Access Service
- System shall include a UPS capable of supporting the full system (receiving equipment and computers) for a minimum of 1 hour upon loss of primary power.
- Fully programmable/zoned mapped outputs shall be available for real time printers, CAD, interface, and other auxiliary functions.

**Documentation:**

At the time of delivery, the successful bidder shall be required to provide one (1) copy of all manufacturer supplied documentation, including instruction manuals, operator manuals, programming manuals, drawings, schematics, etc.

**Certifications/Testing:**

The successful bidder shall be required to submit documentation certifying that all radio boxes have been tested, and that they meet the specifications and comply with the applicable NFPA standards.

**System's CAD Warranty:**

At a minimum, bid prices shall include a one-year warranty for all parts and labor.

**Support:**

Supplier shall include perpetual telephone technical support services at no additional charge, for as long as they are the sole supplier of radio boxes for the System. Technical support capabilities shall also include on-site support by full-time, trained employees of the supplier.

**ALTERNATES**

Bidders shall submit separate pricing for the following line items in the space provided on the Bid Price form. These items are to be listed individually so that the City of Rochester may purchase one or more items, if it so chooses, under this bid specification.

1. **Additional Radio Boxes:** Include price for additional radio boxes installed in City owned locations with external antennas.
2. **Feed of Alarm System information to Public Safety CAD System:** Include price for transferring data from Alarm System to Information Management program.
3. **Rip-Run Printer:** Include price for connection and cost of Rip-Run printer for the Fire Department
4. **E-mail notification:** Include price to send e-mail notifications by type of alarm to prearranged list through network connection to the Internet.
5. **Remote Display:** Include price for a remote display or remote monitoring station
6. **Remote Administration:** Include price for remote administration through Public Safety network
7. **Redundant Head End:** Include price for redundant head end
8. **Control of Equipment:** Include price for controlling bells, lights, etc automatically from alarm system.

**NOTE:** The bid price shall include all costs associated with the purchase of a Alarm System Monitoring Equipment including but not limited to the equipment price, any delivery charges, any shipping and handling charges, any document and title fees, etc.

### **INSTRUCTIONS TO BIDDERS**

#### **I. Preparation of Bid Proposal**

- A. The Bidder shall submit her/his proposal upon the forms furnished by the City (attached). The Bidder shall specify the unit price or lump sum bid, both in words and figures for each pay item listed. All words and figures shall be in ink or typed.
- B. If an amount entered by the bidder on the proposal form is to be altered it should be crossed out with ink, the new unit price or lump sum bid entered above or below it, and initialed by the bidder, also with ink. In a case of discrepancy between the prices written in words and those written in figures, the prices written in words shall govern.
- C. The Bidder's proposal must be signed with ink by the individual, by one or more members of the partnership, by one or more members or officers of each firm representing a joint venture, by one or more officers of a corporation, or by an agent of the contractor legally qualified and acceptable to the owner. If the proposal is made by an individual, his name and post office address must be shown; as a joint venture, the name and post office address of each must be shown; by a corporation, the name of the corporation and its business address must be shown, together with the name of the state in which it is incorporated, and the names, titles, and business address of the President, Secretary, Treasurer.
- D. All questions shall be submitted in writing to the Purchasing Agent. The Purchasing Agent will then forward both the question and the City's response to the question to all prospective bidders.

#### **II. Irregular Proposals**

Bid proposals will be considered irregular and may be rejected for any of the following reasons:

- A. If the proposal is on a form other than furnished by the Owner, or if the form is altered or any thereof is detached.
- B. If there are unauthorized additions, conditional or alternated bids, or irregularities of any kind which may tend to make the proposal incomplete, indefinite, or ambiguous as to its meaning.



- C. If the bidder adds any provisions reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.
- D. If the proposal does not contain a unit price for each pay item listed, except in the case of authorized alter pay items.

### III. Interpretations

No oral interpretations will be made to any vendor as to the meaning of the specifications or terms and conditions of this sealed proposal invitation.

### IV. Withdrawal of Bid Proposals

A bidder will be permitted to withdraw his proposal unopened after it has been deposited if such request is received in writing prior to the time specified for opening the proposals.

No bid may be withdrawn, for a period of (60) sixty days subsequent to the opening of bids, without express written consent of the City of Rochester, NH.

### V. Public Opening of Proposals

Proposals will be opened and read publicly at the time and place indicated in the invitation for bids. Bidders, their authorized agents, and other interested parties are invited to be present. All bid results will be posted within 48 hrs of the bid opening on the City of Rochester's website.

### VI. Disqualification of Bidders

Either of the following reason may be considered as being sufficient for the disqualification of a bidder and the rejection of his proposal of proposals:

- A. Evidence of collusion among bidders.
- B. Failure to supply complete information as requested by bid specifications.

## **AWARD AND EXECUTION OF CONTRACT**

### I. Consideration of Proposals

- A. Bids will be made public at the time of opening and may be reviewed only after they have been properly recorded. In case of discrepancy between the prices written in words and those written figures, the written in words shall govern. In case of discrepancy between the total shown in the proposal and that obtained by adding the products of the quantities of items and bid prices, the latter shall govern.

- B. The right is reserved to reject any or all proposals, to waive technicalities or to advertise for new proposals, if in the judgment of the City, the best interest of the City of Rochester will be promoted thereby.

## II. Award of Contract

If a contract is to be awarded, the award will be made to the lowest responsible and qualified bidder whose proposal complies with all the requirements prescribed as soon as practical after the bid opening. No bid shall be withdrawn for a period of (60) sixty days subsequent to the opening of bids, without the consent of the city of Rochester. The successful bidder will be notified, by the form being mailed to the address on his proposal, that his bid has been accepted and that he has been awarded the contract.

## III. Cancellation of Award

The City reserves the right to cancel the award of any contract at any time before the execution of such contract by all parties without any liability against the City.

## **BID EVALUATION**

In addition to the bid amount, additional factors will be considered as an integral part of the bid evaluation process including, but not limited to:

- A. The bidder's ability, capacity, and skill to perform within specified time limits.
- B. The bidder's experience, reputation, efficiency, judgment, and integrity.
- C. The quality, availability and adaptability of the supplies and materials sold.
- D. Bidder's last performance.
- E. Sufficiency of bidder's financial resources to fulfill the contract.
- F. Bidder's ability to provide future maintenance and/or services.
- G. Other applicable factors as the City determines necessary or appropriate (such as compatibility with existing equipment).

**ALARM SYSTEM MONITORING EQUIPMENT BID**

Vendor Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

BID PRICE FOR EQUIPMENT \_\_\_\_\_  
(in figures) (in words)

**BID PRICE FOR ALTERNATES:**

Additional Radio Boxes \_\_\_\_\_  
(in figures) (in words)

Feed of Alarm System information to  
Public Safety CAD System \_\_\_\_\_  
(in figures) (in words)

Rip-Run Printer \_\_\_\_\_  
(in figures) (in words)

E-mail notification \_\_\_\_\_  
(in figures) (in words)

Remote Display \_\_\_\_\_  
(in figures) (in words)

Remote Administration \_\_\_\_\_  
(in figures) (in words)

Redundant Head End \_\_\_\_\_  
(in figures) (in words)

Control of Equipment \_\_\_\_\_  
(in figures) (in words)

All Bids are to be submitted on this form and in a sealed envelope, plainly marked on the outside with the Bidder's name and address and the Project name as it appears at the top of the Proposal Form. All bid results will be posted on the City of Rochester website within 48 of the bid opening.