

INVITATION TO BID

Electronic Message Display

RFP #2021-2



Griswold Board of Education

July 1, 2020 - June 30, 2021

**INVITATION TO BID
ELECTRONIC MESSAGE DISPLAY**

June 11, 2021

The Town of Griswold is accepting bids for an OUTDOOR ELECTRONIC MESSAGE CENTER for Griswold School District (student population 1,819) until **2:00 PM on June 24, 2021**. At this time bids will be opened in the Superintendent's Office located 211 Slater Ave, Griswold CT. All bids submitted after that time will be returned to the sender.

Bids should be labeled:

OUTDOOR ELECTRONIC MESSAGE CENTER

Bids should be sent to:
Griswold Public Schools
Attn: Alisha Stripling, Business Manager
211 Slater Avenue
Griswold, CT 06351

General Instructions

Basis of Award

This contract will be awarded to the responsive and responsible bidder offering the lowest total cost. The Town of Griswold and/or Griswold School District reserves the right to reject any and/or all bids or any parts thereof, to waive any informality in any bid, to require a modification of the contract terms at any time, and to select the bidder who, in the opinion of the Town & School District, will meet the best interests of the Town & School District, provided that nothing herein shall be deemed to waive any requirement of federal, state or local law. Under no circumstances will the Town or School District be responsible for the cost of preparing any bid.

Bid Documents

Bids are to be:

- Submitted in duplicate unless otherwise indicated in the specifications.
- Submitted in a sealed opaque envelope utilizing the enclosed label, with the bidder's name and address in the upper left-hand corner.
- Made out and signed in the corporate, or other, name of bidder. In addition, an authorized person must fully and properly execute the bid.
- Received no later than the time and date specified.

Additionally:

- Amendments to or withdrawal of bids received later than the time and date set for the opening will not be considered.
- Bidders or their representatives may be present at the bid opening.
- The Town of Griswold and/or Griswold School District may require further information and references on any individual or company placing a bid prior to the awarding of a bid.
- The Business Manager reserves the right to amend and/or cancel the bid invitation prior to the time and date of the bid opening.
- The Business Manager reserves the right to correct an award erroneously made as a result of a clerical error on the part of the Town of Griswold & Griswold School District.
- A contract shall not be awarded to any corporation, firm or individual who has an unpaid and overdue debt to the Town by nonpayment of taxes, by debt or contract, or who is in default as surety or otherwise by any obligation to the Town.
- All bid prices shall be complete and include all necessary equipment and supervision.
- All bid prices shall be for on-site service. No travel time will be allowed.

Contact Information

For technical questions, please contact:

Jill Curioso, Technology Director
Griswold Public Schools
Phone: 860-376-7660 x3114
E-mail: jcurioso@griswoldpublicschools.org

For bid specific questions, please contact:

Alisha Stripling, Business Manager
Griswold Public Schools
Phone: 860-376-7601
Email: astripling@griswoldpublicschools.org

Quote for Griswold Public School District
Outdoor Electronic Message Center

Name of Business submitting quote: _____

Address: _____

_____, _____
State Zip

Name of contact: _____

Phone number of contact: _____

Please provide the names and phone numbers of three customers to be used as references:

Business Name: _____

Name and Phone Number of Contact: _____

Business Name: _____

Name and Phone Number of Contact: _____

Business Name: _____

Name and Phone Number of Contact: _____

SPECIFICATIONS

For

Outdoor Electronic Message Center

DESCRIPTION	The Griswold Public School District invites bids from qualified vendors to furnish one (1) permanent dual-face LED Outdoor Electronic Message Center to be located at the Griswold Middle School on Slater Avenue in Griswold, CT. The sign will be used for messages about district and community events, as well as communication to the public during emergency situations. The Griswold Board of Education will be responsible for site preparation and sign installation.
SCOPE	The Griswold Public School District invites bids from qualified vendors to furnish one (1) permanent dual-face LED Outdoor Electronic Message Center according to the specifications listed herein. The LED sign shall be configured in such a manner to make a significant visual impact and be clearly visible and legible when driving north or south on Slater Avenue at 35 mph. The message board must be easily readable in the sunlight. Operation of the sign is to be web based with the intent that the messages can be remotely controlled.
REQUIRED SPECIFICATIONS	<ol style="list-style-type: none"> 1. Double-sided, full color range RGB LED message display with a maximum 10MM RGB. 2. The display shall be a Daktronics Galaxy GT6x Series model or equal. 3. The active area of the sign shall be as close as possible to 4' x 8', with a total area of not more than 32 square feet. 4. The sign shall have an external temperature sensor. 5. The equipment shall be built to withstand exposure to extreme heat, cold, moisture (including humidity), wind, and corrosion and shall be able to operate in ambient temperatures typically ranging from 0 to 110 degrees F. All components shall remain operational under these conditions. 6. Prefer that LED panels be universal so that replacement panels are available should bidder lose the ability to provide them. 7. The display area shall be capable of displaying alphanumeric text, three-dimensional graphics, animations, multiple font styles and traveling text, including photos and videos in a wide spectrum of colors. 8. Messages must be legible 24 hours a day and in most normally encountered weather conditions as well as during dawn and dusk hours when sunlight is shining directly on the display face or when the sun is directly behind the display.

	<p>9. All components must be UL rated.</p> <p>10. Minimum modes of operation required are:</p> <ol style="list-style-type: none"> a. Static messages b. Flashing messages c. Alternating messages d. Sequencing messages e. Time of day clock/calendar and accurate temperature f. Advance messaging scheduling <p>11. Must be capable of being remotely controlled and operated from within Griswold Middle School.</p> <p>12. The message board shall not produce glare to adjacent properties and shall automatically dim the intensity of lights during hours of darkness.</p> <p>13. The message board must have the timing capability to stop displaying messages at a certain time of night.</p> <p>14. Display control software that is compatible with the Griswold Public Schools District's existing IP based computers and Windows operating system in order to operate the sign. System must provide password protection with specific access/data entry rights. Software shall include profanity protection and accessibility to allow changes from any District network computer.</p>								
CONTENT OF BIDS	<ol style="list-style-type: none"> 1. Detailed information on the types of training programs, on-site, webinars, off-site training sessions, phone training, etc. that may be available and the costs related to each of those. 2. Estimated delivery timeframe after receipt of order. 3. Detailed warranty information as well as any maintenance program that is available from the bidding firm. 4. Estimated response time for service and repairs. 5. Descriptive literature and detailed software specifications. 								
INSTALLATION	<p>The Griswold Board of Education will assume responsibility for site preparation and installation of the message center.</p>								
TENTATIVE SCHEDULE OF EVENTS	<table border="0"> <tr> <td>RFP Issued:</td> <td>June 11, 2021</td> </tr> <tr> <td>End of Question Period:</td> <td>June 22, 2021</td> </tr> <tr> <td>Bids Due:</td> <td>June 24, 2021 at 2:00 PM</td> </tr> <tr> <td>Bids Evaluated:</td> <td>June 24, 2021</td> </tr> </table>	RFP Issued:	June 11, 2021	End of Question Period:	June 22, 2021	Bids Due:	June 24, 2021 at 2:00 PM	Bids Evaluated:	June 24, 2021
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GENERAL TERMS AND CONDITIONS

All bids are subject to the General Terms and Conditions, Bid Specifications and Contract Proposal as provided.

Price:	Bid prices will include delivery, F.O.B. destination, without extra compensation.
Taxes:	The Town of Griswold and Griswold Board of Education is exempt from the payment of the Excise Taxes imposed by the Federal Government, and the Sales and Use Tax of the State of Connecticut. Such taxes should not be included in the bid price. Exemption certifications will be furnished to the successful bidder.
Award:	The Business Manager reserves the right to make an award which, in his/her judgment and recommendations from the department, following bid evaluations, best meets the specifications and is deemed in the best interest of the Town and District. The Town and District reserve the right to increase or decrease all quantities indicated in this bid.
Discrepancies:	In the event there is a discrepancy between the unit price and the extended price, the unit price will prevail. In the event there is a discrepancy between the written price and the number price, the written price will prevail.
Laws:	All deliveries shall comply in every respect with all applicable laws of the Federal Government and/or the State of Connecticut.
Permits:	It is the responsibility of the successful bidder to obtain all Federal, State and locate permits when needed. All fees imposed by the Town and District for permits issued by the Town of Griswold will be waived. All State or Federal permitting fees to be collected by the Town will not be waived.
Hold Harmless & Indemnification Agreement:	The bidder assumes full responsibility for its negligent acts, errors or omissions, and agrees to hold harmless and indemnify The Town of Griswold, its agents and servants, from and against any and all claims, suits, damages, costs, losses, and expenses resulting from such negligent acts, errors, or omissions while conducting activities associated with this bid.
Anti-Trust Assignment Clause:	The contractor or subcontractor offers and agrees to assign to the Town of Griswold all right, title and interest in all causes of action it may have under Section 4 of the Clayton Act, 15 U.S.C. Section 15, or under Chapter 624 of the General States of Connecticut, arising out of the purchase of services, property, or intangibles of any kind pursuant to a public purchase contract or subcontract. This assignment shall be made and become effective at the time the Town of Griswold and Griswold Board of Education awards or accepts such contract, without further acknowledgement by the parties.
Non-Collusive Bid Statement:	The bidder, being fully informed regarding the accuracy of the statements made herein, certifies that: <ul style="list-style-type: none"> a. The bid has been arrived at by the bidder independently and has submitted without collusion with, and without any agreement, understanding, or planned common course of action with, any other vendor of materials, supplies, equipment, or services described in the invitation to bid, designed to limit independent bidding or competition, and,

	<p>b. The contents of the bid have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid, and will not be communicated to any such person prior to the official opening of the bid.</p> <p>The bidder further certifies that this statement is executed for the purposes of inducing The Town of Griswold & Griswold Board of Education to consider the bid and make an award in accordance therewith.</p>
<p>Non Discrimination Clause:</p>	<p>The Contractor hereby agrees that neither he nor his subcontractors will refuse to hire or employ or to bar or to discharge from employment an individual or to discriminate against him in compensation or in terms, conditions or privilege of employment because of race, color, religious creed age, sex, national origin or ancestry, except in the case of bona fide occupational qualification or need.</p> <p>The Contractor further agrees that neither he nor his subcontractors will discharge, expel or otherwise discriminate against any person because he has opposed any unfair employment practice or because he has filed a complaint or testified or assisted in any proceeding under Section 31-127 of the Connecticut General Statutes. The advertisement of employment opportunities will be carried out in such a matter as not to restrict or discriminate against individuals because of their race, color, religious creed, age, sex, national origin or ancestry, except in the case of a bona fide occupational qualification or need.</p>
<p>Safety Standards:</p>	<p>All contractors and their employees, agents and subcontractors are required to comply with all EPA, NFPA and OSHA safety standards at all times while working on site. The Contractor and employees, agents and subcontractors found to be in non-compliance may be removed from the work site, as well as subject to forfeiture of payment and/or contract termination. The Town reserves the right to inspect the work site at any time for safety compliance. The Town may require the contractor as well as any agents and subcontractors to provide a copy of their OSHA log for the three previous years for review.</p>
<p>Debarment:</p>	<p>The Purchasing office reviews any bid being considered to assure that neither the contractor nor any subcontractor being utilized is subject to state or federal debarment based on published debarment lists. Persons or firms currently debarred under the Federal Davis Bacon Act that are included on the State Debarment List pursuant to Connecticut General Statutes, Section 31-53a, as amended, shall not be awarded a contract. No contract shall be awarded to any firm, corporation, partnership or association in which such persons or firms have an interest until the expiration date listed has passed.</p>
<p>Toxic Substances:</p>	<p>In accordance with Section 31-40M of the General Statutes of Connecticut, any person who supplies any toxic substances as defined in 31-40J shall provide the following information:</p> <ol style="list-style-type: none"> a. The genetic or basic chemical name of the toxic substance. b. The level at which exposure to the substance is determined to be hazardous. c. If known, the acute and chronic effects of exposure of hazardous levels. d. The symptoms of such effects. e. The appropriate emergency treatment. f. Proper conditions for safe use and exposure to such toxic substance. g. Procedures for cleanup of leaks and spills of such toxic substance. h. A label on each container of any such substance which states, in a clearly legible and conspicuous form, that a toxic substance is contained therein.

	<p>This information should be disclosed at the time of the bid opening and chemical data (M.S.D.S) sheets will also be required if the products meet the toxic substance criteria.</p>
Payment Terms:	<p>Payment terms will be considered in an award under the following conditions:</p> <ol style="list-style-type: none"> 1. <u>Preferred Payment Terms:</u> Full payment will be made when sign is received and confirmed to be in working condition. The minimum payment time is 20 days from receipt of invoice.
Liability Insurance (If Applicable):	<p>The General Terms and Conditions require the bidder awarded the contract to maintain in force during the performance of the work policies of worker's compensation insurance, employers liability, bodily injury liability and property damage insurance covering the operations of the contractor and the use of all motor vehicles employed by the contractor. A certificate of insurance evidencing this fact that the contractor has secured the required insurance shall be filed with the Town of Griswold at the time of the execution of this contract. It is further required that the Town of Griswold & Griswold Public Schools be named as an additional insured. This should be shown under the description of operations portion of the certificate of insurance. All certificates should also indicate a notice of cancellation complying with state statute.</p> <p><u>Minimum Requirements for Certificate of Insurance</u></p> <ol style="list-style-type: none"> A. <u>Commercial General Liability</u> <ul style="list-style-type: none"> • General Aggregate: \$ 2,000,000.00 • Product/Completed Operations Aggregate: \$ 1,000,000.00 • Occurrence Aggregate: \$ 1,000,000.00 B. <u>Automobile Liability</u> <ul style="list-style-type: none"> • Liability Limit: \$ 1,000,000.00 C. <u>Excess (Umbrella Liability) Liability</u> <ul style="list-style-type: none"> • The requirement that an umbrella policy be provided will depend on a case-by-case evaluation. Your exposure to catastrophic loss arising from the work or service being performed will determine the limit required. D. <u>Worker's Compensation & Employers Liability</u> <ul style="list-style-type: none"> • Per Connecticut Statutes
Stipulations:	<p>A contract issued as the result of a bid shall not be considered exclusive. The Town & Board of Education reserves the right to contract with other vendors for similar services when deemed appropriate.</p> <p>The Town & Board of Education maintains the right to withhold payment for unsatisfactory materials and/or workmanship until such time that the defect is corrected. If the defect is not satisfactorily repaired within 60 days, the Town & Board of Education may elect to have the repair made by an alternate vendor and subtract the cost from the contractor's invoice. The Town & Board of Education also reserves the right to deduct from the vendor's billing any costs incurred as a result of inferior or unsatisfactory materials and/or workmanship.</p> <p>The Town & Board of Education reserves the right to cancel the contract at any time with no cost to the Town or Board of Education. If the cancellation is for inadequate performance, then the cancellation shall be immediate. If the cancellation is for budgetary considerations or is based upon the discretionary</p>

	<p>right of the Town & Board of Education then the cancellation shall be upon thirty (30) days written notice.</p>
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	<p>The Town & Board of Education reserves the right not to award the continuation of a multiple year bid. The award of each year's contract is contingent upon adoption and approval of budgetary funds for this purpose.</p>
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