



Canton Public Schools

RFP

Request for Proposal (RFP)

Intercom Upgrade

| RFP Posted: 6/19/2025 | |
|-----------------------|-----------------------------------|
| Deadline Date | Requirement |
| 7/8/2025 | Confirm attendance for site visit |
| 7/8/2025 | Site visit |
| 7/25/2025 1:45 PM | Sealed proposals due |

Anticipated desired completion by 1/4/2026

Inquiries, requests, and submission regarding this RFP should be directed to:

Jon Bishop
Assistant Superintendent
Canton Public Schools
jbishop@cantonschools.org

Canton Public Schools
4 Market Street, Suite 100
Collinsville, CT 06019

Please note that all proposals must be received at the designated location by the stated deadline. Late proposals shall be considered void and unacceptable. After the deadline, proposals will be evaluated for this RFP. Not all proposal information is considered public, and only the final contract and costs of award will be available to the public. No proposal information will be shared until after the award.

THE CANTON PUBLIC SCHOOLS RESERVE THE RIGHT TO REJECT ANY AND ALL BIDS AND PROPOSALS AND TO AWARD IN PART OR IN TOTAL WHICHEVER IS DEEMED TO BE IN THE BEST INTEREST OF THE SCHOOL DISTRICT.

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SECTION 1: GENERAL INFORMATION

Background

The Canton Public Schools is seeking to upgrade its current intercom system to a Intercom System Replacement for High School and Middle School which may include existing hardware and infrastructure. The system is to be installed in the building which contains Canton Middle and High School.

Canton Public Schools is located in the town of Canton in Hartford County. The District services only the town of Canton. The District has an elementary school, Cherry Brook Primary School, an intermediate school, Canton Intermediate School and a middle/high school, Canton Middle/High School. Canton's central office is located in the town offices off campus from the three school buildings. The FY 2025-26 enrollment is approximately 1500 with approximately 330 professional employees.

District Objectives:

The goal of this project is to implement a reliable, easy-to-use intercom system that supports multi-zone based bell schedules with multiple easy to program presets (such as early release for Floor 3, normal day, summers school etc.), paging, classroom talkback, emergency communication, and integration with existing security infrastructure (integrate clock system a plus). Future compatibility with certain features is also required for long-term flexibility.

Complete the replacement of the intercom system for the Canton Public Schools at Canton Middle and High School by **January 4, 2026**.

Complete coverage of classrooms and interior common areas with additional coverage as necessary in high-volume areas. Vendors will be given building maps at a **site visit on July 8 beginning at 76 Simonds Avenue, at 3:00 pm.**

Locations

- Canton Middle High School 76 Simonds Avenue, Collinsville

Current State

Canton High School/Canton Middle School Intercom:

The existing intercom and clock system at Canton High School and Canton Middle School spans three floors and consists of a mix of analog clocks, speakers, and classrooms identified for future talkback functionality. The system is aging and lacks centralized control, zone-based paging, and modern features such as IP-based communication or administrative mobile access.

A floor-by-floor breakdown of the current infrastructure is as follows:

| Floor | Existing Clocks | Existing Speakers | Classrooms Requiring Talkback |
|--------------|----------------------------|------------------------------|--|
| 1 | 38 | 57 | 64 |
| 2 | 36 | 80 | 49 |
| 3 | 29 | 54 | 34 |
| Total | 103 | 191 | 147 |

There are no functional clocks, speakers, or identified talkback rooms on the ground level (Floor One). The existing infrastructure does not support zone-based paging, pre-programmed messaging, or integration with modern IP-based communication devices.

Intent of the RFP

It is the intent of this Request for Proposal (RFP) to provide proposers with sufficient information to prepare a proposal for a comprehensive cloud-based video surveillance system per the specifications of this document, including all labor, materials, equipment, disposal of equipment, training and service level agreement (SLA).

Any suggested options or alternatives that the District should consider for an intercom system must be included in the proposal bid. The bid can also include any alternate technologies which may benefit the district.

Contract Negotiation

The District reserves the right to negotiate with any company/supplier submitting a response to alter, clarify, or further enhance the company's proposals and/or any contract arising out of the acceptance of the response. In the evaluation of the proposal, the pricing submitted will be considered the best and final pricing.

Contract Award Process

The laws of the State of Connecticut shall prevail concerning all legal issues pertaining to this contract.

The District reserves the right to make an award without further discussion of any proposal submitted. Each proposal should be initially submitted on the most favorable terms the proposer can offer. There will be no best and final offer procedure.

The District reserves the right, at its sole discretion, to negotiate with the apparent best evaluated proposer.

Contract award shall be subject to the contract approval of all appropriate Board officials in accordance with applicable laws, policies and regulations.

SECTION 2: TECHNICAL REQUIREMENTS

A. Paging Zones (Zones 1-3 Required)

1. High School
2. Middle School
3. Entire Building (All School)
4. Indoor Athletic Facilities
5. Cafeteria, Media Center, Auditorium

B. Classroom paging handsets

- IP phone or control sets, used to call create announcements either by zone or directly to a selected area with talkback for designated areas.
 - CHS: 5 units
 - CMS: 2 units
- 147 Rooms speakers with talkback capabilities (2 of these do not have speakers or wiring)
- 45 Speakers total without talkback (Hallways, Cafe, Gym e.g.)
- 103 Analog clocks

C. Usability

- Self-programmable zones and messages
- Simple, user-friendly interface
- Administrative access via app or equivalent for emergency and zone-specific communication

D. Visual Alerting (Strobe Lights)

- Indoor Strobes (White Recommended): Qty 10
 - IA, Auto, Gym, Cafeteria(s), Auditorium, Main Office(s), Vestibule(s) to be active during alert or announcement
- Outdoor Strobes: Qty 5
 - Main Entrance, 3 Back Entrances, Custodial, Science Wing to be active during alert

E. Pre-Programmed Message Panels (with Strobe)

- Indoor Panels: Qty 16
 - 1st Floor: IA (2), by Café, IT, Science Wing (2)
 - 2nd Floor: Music, Auditorium, Media Center, Main Entrance, Gym (3)
 - 3rd Floor: Top of each stairwell (3 total)
- Outdoor Panel: Qty 1
 - Main Entrance

F. Emergency Integration (Desired if possible)

- Auto-dialing functionality during pre-programmed 'alert' to call emergency services
- Integration into existing fire/police emergency strobes

G. Infrastructure & Installation

- Include removal and disposal of current intercom system
- Provide any required network enclosures and cabling
- Ensure compatibility with existing speaker wiring
- Identify components and features that provide future expansion such as:
 - Alert Strobes
 - Additional zones
 - SIP IP phones
 - Outdoor speaker/strobe expansion
 - Outdoor message panels
 - IP Clocks
 - WiFi connected speakers, clocks, panels
 - Integration with non-branded systems (e.g. use generic equipment instead of brand specific equipment)

IV. Vendor Proposal Requirements

Please include the following in your response:

1. Detailed scope of work and system diagram
2. Timeline for installation
3. List of proposed equipment and components
4. Warranty and support terms
5. Total cost including removal, installation, equipment, and network enclosure
6. Optional: list any recommended value-adds or features that align with future proofing goals

SECTION 3: PROPOSAL PROCESS

Site Visit

A pre-bid Site visit prior to submitting a bid is ENCOURAGED. Please contact Lynn Young, Administrative Assistant to the Assistant Superintendent, lyoung@cantonschools.org, to confirm your availability to attend the July 8, 2025 site visit.

Proposals and Bid Documents

Proposals are to be:

- Submitted in a sealed opaque envelope 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 will not be considered.

Additionally:

- Amendments to or withdrawal of proposals received later than the time and date set for the opening will not be considered.
- The Canton Public Schools 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 Canton Public Schools.
- 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.

Important Process Dates

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Company Experience, Contractor License Information and/or References:

The district reserves the right to fully investigate the qualifications of any Proposer(s) based on references supplied and publicly available information.

Proposer(s) are encouraged to supply evidence of experience on projects of similar nature and/or magnitude listing:

customer name, address, contact names, and telephone/fax numbers. The proposer(s) may also supply third party ratings to demonstrate their success in the marketplace.

The winning respondent must provide: State of Connecticut Contractor Verification form along with the listing of approved employees and/or contractors.

Mandatory Requirements

Mandatory requirements for the acceptance of your proposal.

- Contractor must be licensed to perform all elements of this contract in the State of Connecticut.
- Contractor must not currently be suspended or debarred from any governmental contract or have been so within the past five years.

- Contractor must agree to hold all pricing firm for each phase of the bid as specified in this document.
- Company personnel working on-site must be identifiable, and will perform all services as according to all applicable laws, ordinances, rules and regulations.
- Contractor must be the Single Point of Contact (SPOC) relative to all equipment, services and support outlined and implicit in each phase outlined in this RFP. If Contractor utilizes equipment, services or support from another manufacturer or supplier, Contractor shall be responsible for managing all relations and communications with those manufacturers and suppliers. If Contractor utilizes equipment, services or support from another manufacturer or supplier, said utilization must be specifically noted in the RFP response. Contractor is responsible for all required permits, permit fees, coordination of inspections, and certificates of occupancy/completion.

Confidential Material

Any material that is to be considered as confidential in nature must be clearly marked as such and will be treated as confidential by the District to the extent allowable.

Supplemental/Supporting Materials

Please include descriptive literature/brochures, if available, in the proposal. All user/owner, software installation instructions and/or technical reference manuals should be included with and submitted upon delivery of equipment.

SECTION 4: 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 Canton Public Schools 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 certificates will be furnished to the successful bidder.
- Award: The Business Manager reserves the right to make an award which, in his/her judgment and recommendation from the department, following bid evaluations best meets the specifications and is deemed in the best interest of the District. The District reserves the right to increase or decrease all quantities indicated in this bid.
- The Business Manager further reserves the right to reject any or all bids, in whole or in part; to award any item, group of items or total bid unless otherwise specified by the bidder, and to waive informality or technical defects, if, in their judgment, the best interests of the Canton Public Schools School District will be so served.
- Demonstration may be required

Price Discrepancies:

- In the event there is a discrepancy between the unit price, extended price, written price and numeric price the lowest price will prevail in the interest of the District.

- Laws: All deliveries shall comply in every respect with all applicable laws of the Federal Government and/or the State of Connecticut.

Hold Harmless & Indemnification Agreement:

The bidder assumes full responsibility for its negligent acts, errors or omissions and agrees to hold harmless and indemnify The Canton Board of Education, 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.

AntiTrust Claim Assignment Clause:

The contractor or subcontractor offers and agrees to assign to the Canton Public Schools, 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 Statutes 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 Canton Public Schools Board of Education awards or accepts such contract, without further acknowledgment by the parties.

Non-Collusive Bid Statement

The bidder, being fully informed regarding the accuracy of the statements made herein, certifies that:

- a. The bid has been arrived at by the bidder independently and has been 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,
- 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.

The bidder further certifies that this statement is executed for the purposes of inducing The Canton Public Schools Board of Education to consider the bid and make an award in accordance therewith.

Non Discrimination Clause:

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.

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 manner 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.

Safety Standards:

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 noncompliance 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 200 log for the three previous years for review.

Debarment:

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.

Toxic Substances:

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:

- The genetic or basic chemical name of the toxic substance.
- The level at which exposure to the substance is determined to be hazardous.
- If known, the acute and chronic effects of exposure of hazardous levels.
- The symptoms of such effects.
- The appropriate emergency treatment.
- Proper conditions for safe use and exposure to such toxic substance.
- Procedures for cleanup of leaks and spills of such toxic substance.
- 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.

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.

Payment Terms:

Payment terms will be considered in an award under the following conditions:

A) Preferred Payment Terms:

Full payment will be made when work is completed. The minimum payment time is 30 days from receipt of invoice.

Liability Insurance:

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 Board of Education at the time of the execution of this contract. It is further required that the Canton Public Schools and any subcontractor 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.

Minimum Requirements for Certificate of Insurance

A. Commercial General Liability

- General Aggregate: \$ 2,000,000.00
- Product/Completed Operations Aggregate: \$ 1,000,000.00
- Occurrence Aggregate: \$ 1,000,000.00

B. Automobile Liability

- Liability Limit: \$ 1,000,000.00

C. Excess (Umbrella Liability) Liability

- 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. Worker's Compensation & Employers Liability

- Per Connecticut Statutes

Stipulations:

A contract issued as the result of a bid shall not be considered exclusive. The Board of Education reserves the right to contract with other vendors for similar services when deemed appropriate.

The 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 Board of Education may elect to have the repair made by an alternate vendor and subtract the cost from the contractor's invoice.

The 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.

The Board of Education reserves the right to cancel the contract at any time with no cost to the 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 right of the Board of Education then the cancellation shall be upon thirty (30) days written notice.

The 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.

RESPONSES TO CLARIFYING QUESTIONS FORTHCOMING

Proposal Requirements Form

- ☐ Submit the proposal in a sealed opaque envelope with the bidder's name and address in the upper left-hand corner to:

Jon Bishop
Assistant Superintendent
Canton Public Schools
jbishop@cantonschools.org

Canton Public Schools
4 Market Street, Suite 100
Collinsville, CT 06019

A zip file may be emailed or thumb drive may be delivered in lieu or addition to the bid by the stated deadline.

- ☐ Complete and submit the PURCHASE AND INSTALLATION OF INTERCOM SYSTEM form
- ☐ Attend site visit on 7/8/2025
- ☐ Ensure submission by 7/25/2025 1:45 PM

PURCHASE AND INSTALLATION OF INTERCOM SYSTEM

The Canton Board of Education reserves the right to reject any and all bids, or any part thereof, to waive defects in the same, or to accept any proposal it deems to be in the best interest of the Board of Education.

I have read and understand the bidding requirements and expected scope of work of this request for proposal, including:

- ☐ General Information section
- ☐ Technical Requirements section
- ☐ Proposal Process section
- ☐ General Terms and Conditions section

Signature of Authorized Representative: _____

Company Name: _____

Address: _____

Town: _____ State: _____ Zip: _____

Telephone Number: _____ Fax Number: _____

Company Representative: _____

Email Address: (Please print clearly or attach business card): _____

The undersigned, attesting to be a duly authorized representative of the Company, hereby proposes to furnish all services required to perform the scope of work in accordance with the project specifications of the RFP, for the price indicated herein.

Purchase and Installation of Intercom System:

Total Bid Price: _____

Signature of Bid Representative: _____

Title: _____ Date: _____

Proposal Outline

Written Narrative of Overall Proposal (Please note section 2: Technical Requirements)

☐ Additional documentation is attached

Recommended Initial Installation of Hardware, Software, Labor, Training, and Service Cost

| Quantity | Description | Unit Price | Extended Price |
|----------|-------------|------------|----------------|
| | | | |
| | | | |
| | | | |
| | | | |

Written Narrative of Recommended Installation Proposal

☐ Additional documentation is attached

Yearly License, Maintenance, Training, and Service Costs

| Quantity | Description | Unit Price | Extended Price |
|----------|-------------|------------|----------------|
| | | | |
| | | | |
| | | | |
| | | | |

Written Narrative of Recommended Yearly License, Maintenance, and Service Costs

☐ Additional documentation is attached

References

(To be submitted with proposal – attach additional pages as necessary)

List references for similar services provided in the past five (5) years (attach any other client references if desired).

Please Note It Is The District's Intent To Communicate With The References Listed Herein.

Client 1:

Organization Name: _____

Contact Name: _____ Phone: _____

Service Dates: _____ Project(s): _____

Client 2:

Organization Name: _____

Contact Name: _____ Phone: _____

Service Dates: _____ Project(s): _____

Client 3:

Organization Name: _____

Contact Name: _____ Phone: _____

Service Dates: _____ Project(s): _____