

# BROOKLYN PUBLIC SCHOOLS KEY SYSTEM

## BID PACKET

**Project Title:** Brooklyn Public Schools Key System

**Introduction:** The Town of Brooklyn is seeking statements of qualifications, proof of liability insurance and proposals for the Brooklyn Public Schools Key System Upgrade Project. The Brooklyn Elementary and Brooklyn Middle Schools require updating to the interior locks at both schools to support the safe and efficient response time for first responders in the event of an emergency to ensure safety of the students.

**Proposed Project:** To provide safety of all students, the project will ensure control over building keys and to give first responders access to any locked interior door with a single key.

**Scope of Work and Specifications:**

Make every interior lock on both schools operate with a single new master key  
Use existing Sargent hardware whenever possible  
Ensure ADA compliance  
Ensure all hardware is ANSI grade 1  
Administration and select other areas to be operated by a separate key  
Estimated number of rekeys is between 350-375  
Estimated number of doors needing new hardware is between 75-100

**Completion of Work:** To be completed as soon as possible with no disruption to the instructional day  
May require afternoon/evening work hours to complete the work  
Bidders are required to verify hardware needs  
Bid should include a fee proposal to complete all work and expense schedule  
Bidders must have professional references and quality past performance record  
All work areas must be left as found each night

**Questions and Walk Through:**

All questions about the proposal can be asked during the walk through scheduled for Monday, August 14<sup>th</sup> at 9:00AM beginning at the Office of the Superintendent. The walk through will be conducted by Mr. Tony Tusia, Property Services Director will cover accessible areas of both the elementary and middle schools. Any follow up questions can be emailed to Mr. Tusia at [tusia@brooklynschools.org](mailto:tusia@brooklynschools.org).

**Bids Due:** Bid must be submitted in a sealed envelope plainly marked with the project Title, no later than 2:00PM on Thursday, August 17, 2017.  
One copy of the bid should be mailed or delivered to:  
Brooklyn Public School Superintendent's Office  
119 Gorman Road, Brooklyn, Connecticut 06234

Summer Office hours are: Monday-Thursday 7:30-4:00, Friday 7:30-1:00.

**Bid Opening:**

Public Opening: Thursday, August 17, 2017; after 2:05PM

**Bid Award:**

The Town of Brooklyn reserves the right to accept or reject any or all bids; to waive any informalities, or to accept any bid deemed in the best interests of the Town of Brooklyn.

The proposals will be reviewed by agents of the Town of Brooklyn and/or the Brooklyn Board of Education and will consider the following:

1. Understanding of the work required to be completed
2. Qualifications and experience of the company and employees
3. Quality of work and service to the Schools
4. Professional recommendations
5. Cost of project
6. Ability to complete the project in a timely manner and work around the schedule of students and staff

**Incurring Costs:**

The Town is not liable for any costs incurred by the contractor or for any damages caused by work. Any damage will be the full responsibility of the successful bidder.

**Ownership of Proposals:**

All proposals in response to the RFP are to be the sole property of the Town. If the Town's governing body fails to appropriate sufficient funds in any fiscal year for services to the Firm, and if no other funds are available for such payments, then a "non-appropriation" shall be deemed to have occurred. In the event of "non-appropriation", the/any agreement with the Firm shall terminate and the Town shall not be obligated to pay any amounts due under such an agreement.

The selected firm must meet all municipal, state and federal AA and EEO practices and requirements. MBE's/WBEs/SBEs are encouraged to apply.