



## Thomas Memorial Library Intercom and Visual Alert System Install

The Town of Cape Elizabeth is seeking bid proposals from companies interested in installing an intercom and visual alert system at Thomas Memorial Library located at 6 Scott Dyer Rd., Cape Elizabeth, Maine 04107.

The basis of the award will be the lowest responsive cumulative bid, however, company experience and quality of service provided to the Town of Cape Elizabeth in the past will also be taken into consideration when awarding this bid. The Town of Cape Elizabeth reserves the right to waive any informality in the bids, to accept any bid, and to reject any or all bids, should it deem in the best interest of the Town to do so.

### Schedule

- Pre-Bid Meeting Wednesday, January 10th, 2024 @ 12:30 PM. Bidders shall meet at Thomas Memorial Library for questions and tour. Attendance is suggested but not required.
- Sealed bids for the fiber run will be received by 12:00 P.M. on Friday February 9th, 2024, at which time they will be publicly opened and read at the Thomas Memorial Library small conference room. Attendance is not required.
- Contract award will be on or before Friday, March 1st, 2024.
- Successful bidder shall deliver, remove, furnish, install and comply with the approved contracted work scope on or before Friday, May 31st, 2024.

Proposals received after the above stated day and time will not be considered. Bids shall be submitted on the attached form in sealed envelopes plainly marked "TML Intercom Bid" and shall be addressed to Rachel Davis, Library Director, at the above address. No facsimile, electronic, or late bids will be accepted.

The Contractor shall perform the work continuously until completion. At the time of the opening of bids, each bidder will be presumed to have inspected the site and to have read and to be thoroughly familiar with the work to be performed including all addenda.

The failure or omission of any bidder to examine the site or to receive any form, instrument, or documents shall in no way relieve any bidder from any obligation in respect to the bid.

The Contractor shall make the Bid from their own examinations and estimates, and shall not hold the Town of Cape Elizabeth, its agents, employees or independent engineer or agents hired by the town, responsible for or bound by any schedule. If any error in the work to be performed or direction, relating to anything to be done under this contract, comes to the bidder's knowledge, the bidder should report it at once to the Technology Department.

All materials used in the construction that becomes a permanent part of the facility are exempt from the Maine State Sales Tax. The Contractor must comply with the regulations of the Bureau of Taxation.

Questions regarding the work specifications or to make arrangements to visit the site, may be directed to:

Town of Cape Elizabeth  
Attn: Jason Lund  
320 Ocean House Rd  
Cape Elizabeth, Maine 04107  
207-632-3417  
[jlund@capeelizabethschools.org](mailto:jlund@capeelizabethschools.org)

It is the custom of the Town of Cape Elizabeth to pay its bills within 15 to 30 days following completion of work and receipt of bills for all work covered by the contract. In submitting bids under attached specifications bidders should take into consideration all discounts, both trade and time, allowed in accordance with the above payment policy. All bidders should quote net prices, therefore, exclusive of all Federal Excise Taxes.

# WORK TO BE PERFORMED

An intercom system to be installed along with a visual alert system to be installed into Thomas Memorial Library.

## **Bid Request:**

*Intercom Goal:* We are looking for an intercom system to be able to reach all of our public spaces along with our break room and workroom. Prefer to be able to page from any of our phones. SIP connections will be established if necessary with our phone company GoNetSpeed. Alternatives will be considered. Would also prefer a way to schedule pre-recorded announcements.

*Visual Alert System Goal:* We are looking to have a visual announcement system installed in our public locations along with our break room and our workroom that are tied to both our lockdown panic buttons and our fire alarm panel. This would display either a lockdown is in place or to evacuate due to fire. Our door access panel provides an output to notify when a panic button is pressed and can be received by a hard line system. We will work with our fire alarm company to provide a similar hard line from them.

## **Additional materials and removal**

All cabling and additional materials will need to be included within your bid. We will be expecting all cabling to be verified with evidence of such, labeled, and any documentation for our records if we decide for the winning bidder to perform the install.

The vendor will be responsible for removing all cabling, material, and equipment that will not be used after the upgrade is completed if they are also selected to perform the install.

If necessary, we can discuss network requirements.

# PROPOSAL

The UNDERSIGNED hereby proposes to perform the work described above for Thomas Memorial Library for the Town of Cape Elizabeth in accordance with the attached Invitation to Bid and at the price specified:

Base Bid Parts: \$ \_\_\_\_\_

Base Bid Labor: \$ \_\_\_\_\_

Base Bid Total: (Sum of Parts and Labor) \$ \_\_\_\_\_

Guarantee of Labor, Materials & Equipment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of working days after signing contract before work is to start: \_\_\_\_\_

Number of working days for work to be completed after starting: \_\_\_\_\_

Signed: \_\_\_\_\_  
(Corporation, Firm or Company)

By: \_\_\_\_\_  
(Officer, Authorized Individual or Owner)

Title: \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail: \_\_\_\_\_

Note: Bids must bear the handwritten signature of a duly authorized member or employee.