Date: July 20, 2009

This addendum is issued for two purposes. The first is to add the following items to the bid:

- The requirement for one additional camera, camera #28. Camera specification is the same as camera 8 & 9 in Bid Document.
- Under General Specifications, Technical Specifications/Requirements for Cameras, the requirements for camera #4 has been added.
- Correction page one (1) of General Specifications section titled “Deduction Technical/Requirements for Cameras” Change the word “Outdoor” to “Indoor”.
- The existing monitors and wall mounting brackets in the Police Dispatch will remain the property of the Town of Avon. It will be the responsibility of the vendor to remove them from the wall and provide them to the Town.

The second is to answer a number of questions that have arisen since the bid was released. Those questions and answers are listed below, and where applicable the project specifications have been updated to reflect any changes required.

Q1. How many cameras are to be used for the "video analytics"?
R. All the cameras in the bid, and all future cameras added to the system will have access to the video analytics.

Q2. Please clarify the function on the NVR Single PTZ Zoom Tracking?
R. Single PTZ Tracking can track a moving object using only one PTZ camera. When an object moves within the view of camera, the PTZ camera will follow its movement. When the object is out of view, the PTZ camera can be set to return its designated position.

Q3. Define Video Automation?
R. Used to visually switch on or off devices remotely and intuitively by defining regions to digital relay outputs.

Q4. Can you supply the camera and NVR product you used as a base?
R. Mobotix Mega Pixel Camera Line & GSS NVR Line

Q5. Is lightening protection required for outdoor cameras and hardwired building to building communication?
R. Yes

Q6. While it is understood that the successful bidder is responsible for filling any penetrations/fire stops for the purpose of bringing the demolition areas up to building code, will we be responsible for the aesthetic patching and painting? Additionally, will aesthetic painting of conduit be required (for example, in the Sally port)?
R. No

Q7. What is the speed of the existing network (MB or GB)?
A. GB

Q8. How many licenses are required for the NVR? How many work stations are required?
R. 32 IP Mega Pixel cameras with unlimited work stations.
Q9. Language in the General Specifications and drawings suggest that there should be microphone equipment in the area of cameras 10-15, is it also required in the area of camera 20? Also, does review of the sound recording need to be available to all clients?
R. Audio should also correspond with camera 20 and review of audio needs to be available to all clients with permission to listen to the audio.

Q10. Will the Town of Avon or the successful bidder provide POE switches, patch panels and rack equipment?
R. It is the vendor’s responsibility to provide all materials required.

Q11. Is there any dark fiber available between the main Police HQ building and the building that houses the Roll Call Room?
R. No

Q12. Is there any dark fiber between the main Police HQ building and building #7?
R. There is MM fiber between the two buildings

Q13. Is there any flexibility on providing "all projects that your present organization has completed within the past 10 years or is presently working on" as referenced on item #9 of the Bidder Qualification form?
R. Please send a list of representative projects completed for similar camera-sized installations in past five years.

Q14. Is facial recognition a required component of the NVR software?
R. Facial indexing is a required component of the NVR software.

Q15. What radio frequency is used at the Public Works garage?
A. UHF 453875

Q16. In interfacing with the existing network does the existing network have Gigabyte connectivity?
R. Yes

Q17. Is a new network planned or will the cameras exist on the existing network?
R. New network

Q18. Can a VLAN be placed on the existing Network?
R. Yes

Q19. If a new network is planned what routing capabilities exist to interconnect the networks?
R. The town's own network

Q20. If no new network is planned how will Quality of service be achieved?
R. New network planned

Q21. What is the connectivity between buildings?
R. Copper

Q22. What brand and model are the existing switches that will be interconnected?
R. HP Procurve 2824 and Procurve 2650

Q23. Do you want interconnectivity to be fiber or copper?
R. Copper
Q24. Is there more than one wiring closet in the PD?
R. Yes

Q25. What are the expectations for UPS and shut down?
R. Under a power failure, the UPS will support the servers until they can be shut down by personnel.

Q26. What is the connectivity to the RT 44 Intersection?
R. Bidders choice

Q27. What will the camera be mounted to at the RT 44 Intersection an Existing Building pole etc?
R. Free standing 20’ pole to be provided and set by the town. A pathway will be provided from the existing enclosure to the pole base

Q28. Drive size in the DVR is specified yet you want 30 days of storage for bid purposes do we meet specification on the server or on the 30 day storage requirement?
R. The successful bidder will meet both requirements.

Q29. In order to come up with a 30 day storage capacity what is the anticipated recording activity for each location for example do you expect 30 percent motion 24 hours a day do you expect more or less activity?
R. 24 hours a day recording on Motion.

Q30. What frame rate do you expect to record at and at what resolution?
R. 4 FPS at Mega Pixel.

Q31. There are 27 cameras recording only 8 hours a day at 12 frames per second. These are going to require about 30 TB to capture thirty days worth of images. With only a 6 TB hard drive you will have less than two week’s worth of recording time, please verify that we are not missing something in translation.
R. Please review page 21 of the PDF bid for the description of the 60 day storage server.

Q32. To estimate more effectively, you also need to know the lighting conditions or lux rating. Can you stipulate all the conditions necessary to estimate the storage needs, and review whether the 6 TB will be sufficient storage.
R. The successful bidder will have visited the job site, and estimated the storage needs. Please review page 21 of the PDF bid for the description of the 60 day storage server.

Q33. We are trying to calculate the Hard Drive, what is the NVR recording schedule?
R. 24 hours a day, 7 days a week on motion recording.

Q34. Is it Town’s desire to have all of the analytic components on board and associated with every camera?
R. All the cameras in the bid, and all future cameras added to the system will have access to the video analytics.

Q35. Where will responses to these RFI questions be posted (or will they be emailed)?
R. The addendum (that includes these RFI questions) will be emailed to all vendors that have expressed interest, and posted to the Town of Avon’s and State of Connecticut’s Department of Administrative Services website.
Q36. How will the following required features of the NVR be used? In consulting with equipment manufacturers, they noted that camera placement may in fact prevent desired goal of the feature.

- Facial Indexing
- Unattended object detection
- Missing object detection
- Visual Automation
- Scene Change Detection
- Object Tracking and Zooming
- People Counting
- Single Pan Tilt Zoom Tracking

R. All the cameras in the bid, and all future cameras added to the system will have access to the video analytics.

Q. Are background checks required on vendor’s employees?
R. Yes

Q. Will an additional CPU be required in the sergeant’s office to view cameras on the 37” monitor?
R. No.

Q. Is a permit required to install.
R. Yes, Fees we be waived. Successful vendor must have proper electrical license to obtain permit.

Please note that all other terms and conditions appearing in the original Invitation to Bid remain unchanged. Vendors are asked to sign, date and return this sheet along with their bids in order to verify their receipt of this addendum prior to the submission deadline. Please fill out all sections below in order to ensure that your response is considered complete.

Name: ______________________________________________

Title: ______________________________________________

Company: ______________________________________________

Address: ______________________________________________

____________________________________________
City    State    Zip Code

Telephone: ______________________________________________

Date: ______________________________________________

E-mail: ______________________________________________
1. **INTRODUCTION**

The Town of Avon is soliciting bids for the above named project. The scope of work is to provide for the complete installation of required surveillance equipment along with the demolition and removal of existing system. The proposed equipment shall allow for monitoring by Town staff through our network system. The surveillance system consists of security cameras, monitoring and recording equipment and software. Vendor shall supply surveillance cameras, all accompanying equipment, installation labor (including wiring to camera locations) and operator training necessary for a fully functioning system.

**Locations**

60 West Main Street, Avon Police Department, Buildings 3 & 4. The system will include twenty-three (23) cameras as specified in this document. The system should be expandable to a minimum of thirty-two (32) cameras in the future. The system shall record all cameras to an IP addressable DVR Server. The Server shall be rack mountable.

11 Arch Road, Vehicle Impound Area, EMS Garage, and Animal Control Facility. The system will include three (3) cameras as specified in this document. The system shall record all cameras to a central monitoring system located at building 3 in IP addressable DVR Server.

Route 44 Intersection. The system will include one (1) camera as specified in this document. The camera shall record to a central monitoring system located at building 3 in IP addressable DVR Server.

2. **KEY EVENT DATES**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Invitation to Bid Issued</td>
<td>July 1, 2009</td>
</tr>
<tr>
<td>Pre-Bid Conference</td>
<td>None</td>
</tr>
<tr>
<td>Public Bid Opening</td>
<td>10:00 A.M.</td>
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<td>July 24, 2009</td>
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<tr>
<td>Bid Awarded</td>
<td>August 6, 2009</td>
</tr>
<tr>
<td>Commencement of Work</td>
<td>Notice to Proceed</td>
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<tr>
<td>Completion Date</td>
<td>60 calendar days from Notice to Proceed/Purchase Order</td>
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3. **OBTAINING BID DOCUMENTS**

Specifications and bidding documents may be obtained from the Town Manager’s Office, 60 West Main Street, Avon, CT, or from the Town’s website at: [www.town.avon.ct.us](http://www.town.avon.ct.us) (under “Opportunities”) Public Bids & RFPs.
4. **BID SUBMISSION INSTRUCTIONS**

   A. One (1) original and two (2) copies of all bids must be submitted in a sealed envelope clearly marked "Sealed Bid for Surveillance Camera System". If forwarded by mail or courier, the sealed envelope must be addressed to "Philip K. Schenck, Jr., Town Manager, Town of Avon, 60 West Main Street, Avon, Connecticut 06001-3743". Bids must be at the office of the Town Manager prior to the time the first bid is scheduled to be publicly opened. Postmarks are NOT an acceptable waiver of this policy. Corrections and/or modifications received after the scheduled date and time for opening will NOT be accepted. Bids may not be submitted by facsimile or email.

   B. Ditto marks or words such as "SAME" on the Bid considered writing and must not be used.

   C. All information must be submitted in blue ink or typewritten. Mistakes may be crossed out and corrections inserted. Corrections must be initialed by the person signing the bid.

   D. Bids are considered valid for ninety (90) days after bid(s) are opened. Bidders may not withdraw, cancel or modify their bid for a period of ninety (90) days after bid(s) are opened.

   E. Bids must be signed by an authorized person representing the legal entity of the bidder.

   F. The inability to meet any specified requirement(s) must be stated in writing and attached to the bid form, or written on the bid form.

   G. To be eligible for an award, Bidder must be qualified and able to provide the following as required or the bid response will not be considered:

      - Must be in the business of providing video surveillance systems and must have done so for the past 5 years.
      - Bidder must be the original manufacturer, authorized distributor, or dealer authorized by manufacturer with service and repair capabilities for the item. The bidder must be able to verify their account with the manufacturer or authorized supplier.

5. **QUESTIONS**

   Any questions about this project should be directed to Mr. Bruce Williams, Director of Public Works at (860) 673-6151.

   However, no oral interpretations shall be made to any respondent as to the meaning of any of the bid documents. Every request for an interpretation shall be made in writing, addressed and forwarded to Blythe C. Robinson either by email to brobinson@town.avon.ct.us, fax: (860) 409-4368, or by mail: Town Manager’s Office, 60 West Main St., Avon, CT 06001-3743.
SURVEILLANCE CAMERA SYSTEM
STANDARD INSTRUCTIONS TO BIDDERS

To receive consideration, such questions must be received at least five (5) calendar days before the established date for receipt of bids.

The Town will arrange as addenda, which shall be made a part of this Invitation to Bid and the resulting agreement, all questions received as above provided and decisions regarding each. At least three (3) days prior to the receipt of bids, the Town will post a copy of any addenda to its website, located at: www.town.avon.ct.us (under “Opportunities”). It shall be the responsibility of each bidder to determine whether addenda have been issued, and if so, to download copies directly from the Town’s website.

6. PRESUMPTION OF BIDDER BEING FULLY INFORMED

At the time the first bid is opened, each bidder is presumed to have read and is thoroughly familiar with all bidding and contract documents for this project and has performed an on-site inspection of the work location. Failure or omission of the bidder to receive or examine any information concerning this bid shall in no way relieve any bidder from obligations with respect to their bid.

7. PRE-BID CONFERENCE

Attendance at the pre-bid conference, if any as indicated in section 2 titled Key Event Dates, is mandatory. Failure to attend does not relieve bidders of obligations under this bid.

8. TAX EXEMPTIONS

The Town of Avon is exempt from Federal Excise Taxes and Connecticut Sales and Use Taxes. Bidders shall avail themselves of these exemptions.

9. INSURANCE

The bidder awarded this bid must provide a current Certificate of Insurance to the Assistant Town Manager PRIOR to commencement of work with the following General Liability & Automobile Coverage requirements:

   a. Commercial General Liability:
      Each Occurrence: $1,000,000
      Personal/Advertising Injury Per Occurrence: $1,000,000
      General Aggregate: $2,000,000
      Product/Completed Operations Aggregate: $2,000,000
      Fire Damage Legal Liability: $100,000
   b. Automobile Liability:
      Each Accident: $1,000,000
      Hired/Non-owned Auto Liability: $1,000,000
   c. Worker’s Compensation, as required by Connecticut State statutes.
   d. The "Town of Avon" is to appear as an additional insured on the contractor’s general liability and automobile liability Certificates of Insurance.
   e. All insurance is to be provided by a company authorized to issue such insurance in the State of Connecticut with a Best rating of no less than A:VII.
f. All insurance may not be canceled or modified without thirty (30) days written notice be registered U.S. Mail to: Town Manager, Town of Avon, 60 West Main Street, Avon, Connecticut 06001-3743.
g. The limits of insurance may either be met as stated above, or in combination with an umbrella or excess liability policy.

10. AWARDING THE BID

The Town of Avon reserves the right to accept any bid or any part of bids, to reject any, all, or any part of bids, to waive any formalities or informalities in the bidding process, and to award the bid deemed to be in the best interests of the Town. The Town of Avon will enter into a written agreement with the selected vendor. The “Bid Awarded” date in section 2. titled Key Event Dates is the date the bid is anticipated to be awarded. It is not a date certain.

The lowest priced bid is NOT the sole determining factor when awarding this bid, and the Town reserves the right to negotiate with the bidder that is preliminarily selected.

11. SUBSTITUTION FOR NAME BRANDS

Should brand name items appear in this Invitation to Bid, the bidder must attach specifications for any substitutions they consider “or equal”, and explain how the substitution compares with the named brand’s specification. Include information about substitutions must be included with the bid package. The decision as to whether the substitution is acceptable rests solely with the Town of Avon.

12. SUBMITTALS

None are required for this project.

13. BID BOND

A Bid Bond is not required for this project.

14. PERFORMANCE BOND

A Performance Bond is not required for this project

15. AGREEMENT DOCUMENTS

The Agreement Documents are defined as:
- The Standard Instructions to Bidders
- The Agreement as executed
- The General Specifications
- Any Addenda, if Issued
16. PERFORMANCE REQUIREMENTS

All proposed equipment must be capable of performing all operations in accordance with manufacturer’s advertised data sheets and technical publications.

17. TESTING, ACCEPTANCE AND TRAINING

The system should be delivered and available for testing and training by September 30, 2009. Full operation is desired no later than October 15, 2009. Demonstrate set-up and provide training for Avon Police personnel during the installation and testing period, up to a total of 16 hours of training. Acceptance of the system shall be after successful operation.

END OF STANDARD INSTRUCTIONS TO BIDDERS
BID FORM
Town of Avon
SURVEILLANCE CAMERA SYSTEM
July 24, 2009

BID (Proposal) of ______________________________ (hereinafter called “BIDDER”), a corporation or limited liability company, organized and existing under the laws of the State of ___, a partnership, or an individual doing business as: __________________*

SUMMARY BASE BID AND AMOUNT

The total base BID price for ______________________________ Dollars and ______________________________ cents (written words) ____________________) (figures)

ALTERNATES:

1. Camera #24 $_____________
2. Camera #25 $_____________
3. Camera #26 $_____________
4. Camera #27 $_____________
5. DVR Server capable of recording 32 cameras for 60 days. $_____________

DEDUCTIONS:

1. Camera #10 $_____________
2. Camera #11 $_____________
3. Camera #12 $_____________
4. Camera #13 $_____________
5. Camera #14 $_____________
6. Camera #15 $_____________
7. Camera #16 $_____________
8. Camera #17 $_____________
9. Camera #18 $_____________
10. Camera #19 $_____________
11. Camera #20 $_____________
Gentlemen:

The BIDDER, in compliance with the Advertisement for BIDS for the above designated project, states that it has thoroughly examined and understands the terms and provisions of the Agreement Documents. Based upon those examinations and that understanding, the BIDDER hereby proposes to perform all work, furnish all labor, materials, equipment, supplies and anything else required or necessary in order to construct the complete truck in strict accordance with the agreement documents, within the time set forth hereinafter and for the prices stated below. Prices cover all expenses incurred in performing the work that is required by the contract documents of which this BID is a part.

BIDDER hereby agrees to commence WORK under this agreement on the date to be specified in the NOTICE TO PROCEED.

BIDDER acknowledges receipt of the following ADDENDA:

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* Insert the Corporation, Limited Liability Company, Partnership, or Individual name as applicable. Cross out non-applicable types.
This BID is submitted in full compliance with the conditions outlined in the Agreement Documents. The BIDDER has responded to and completely filled in all required spaces in the BID document, and obtained the necessary Notary Public signature where so required.

This BID Respectfully Submitted by:

IF A SOLELY OWNED COMPANY:

Company Name _________________________________________
Address _________________________________________
Town _________________________________________
By _________________________________________
(Authorized Signature)
Title _______________________ Date______________

IF A CORPORATION OR LIMITED LIABILITY COMPANY:

A company organized under the laws of__________________________, composed of officers as follows:

_________________________________  _________________________________________
President                              Secretary
_________________________________  _________________________________________
Vice President                        Treasurer

Countersigned

IF A PARTNERSHIP:
A partnership doing business under the firm name and style of _____________________________,
composed of partners as follows:

_________________________________  _________________________________________
Name & Title (if any)                  Name & Title (if any)
_________________________________  _________________________________________
Name & Title (if any)                  Name & Title (if any)

This Bill must bear the written signature of the BIDDER. If the BIDDER is a partnership, the Bid
must be signed by a partner. If the BIDDER is a corporation or limited liability, the Bid must be
signed by a duly authorized officer of such corporation or limited liability company.
BIDDER'S QUALIFICATIONS STATEMENT

The BIDDER shall answer all of the following questions, as part of the BID, so that the OWNER can judge the BIDDER's ability, experience and facilities for performing the proposed work.

1. Name of BIDDER: ____________________________________________

2. Bidder’s Tax Identification Number:
______________________________________________________________

3. What year was company organized/formed?
______________________________________________________________

4. How many years has the BIDDER been engaged in business under the present firm or trade name? ____________________________

5. What is the general character or type of work you perform?
______________________________________________________________

6. Has the BIDDER ever failed to complete any contracted work?
If yes, explain with whom and why:
______________________________________________________________

7. Has the BIDDER ever defaulted on a contract?
If yes, explain with whom and why:
______________________________________________________________

8. For other work you have under contract at the present time: Attach list with description of work; the name of the client/owner with telephone number; and the approximate value of the work to be performed.

**NOTE:** The BIDDER is required to have completed a minimum of five (5) similar projects as a demonstration of competency and experience for the project proposed herein. Such projects are to be listed below.

9. Attach a list of all projects that your present organization has completed within the past ten years or is presently working on. Indicate here how many additional pages attached: ___ pages.
10. List below the equipment that you propose to furnish and use on the proposed work:

**OWNED EQUIPMENT:**

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

(Staple additional sheets as required)

**RENTED EQUIPMENT:**

__________________________________________________________________________

__________________________________________________________________________

11. List the name(s), address(es) and telephone number(s) of the banks or financial institutions used for business and reference purposes

__________________________________________________________________________

__________________________________________________________________________

12. Attach a list of the names, addresses and the background/experience of all principal or key members of the BIDDERS organization, including its officers:

Indicate the number of pages attached:

**NOTE:** If requested, the BIDDER agrees to furnish the OWNER with a detailed financial statement and other relevant information that may be required by the Town of Avon to properly evaluate the qualifications of the BIDDER.
NON-COLLUSION AFFIDAVIT OF BIDDER

State of ________________________________, County of _____________________, being first
duly sworn, disposes and says that:

1. He is the owner, officer, representative or agent of: __________________________________
   the BIDDER that has submitted the attached BID;

2. The attached BID is genuine; it is not a collusive or sham BID;

3. He is fully informed respecting the preparation, and contents of, and knowledgeable of all
   pertinent circumstances respecting the attached BID;

4. Neither BIDDER nor any of its officers, partners, owners, agents, representatives, employees, or
   parties in interest, including this affiant, has in any way colluded, conspired, connived, or
   agreed, directly or indirectly, with any other bidder, firm or person to submit a collusive or sham
   BID in connection with the AGREEMENT for which the attached BID has been submitted or to
   refrain from bidding in connection with any contract, or has in any manner, directly or
   indirectly, sought by agreement, collusion, communication or conference with any other bidder,
   firm or person to fix the price or prices in the attached BID or of any other bidder, or to fix any
   overhead, profit or cost element of the BID prices or the bid price of any other bidder, or to
   secure through collusion, conspiracy, connivance or unlawful agreement any advantage against
   the Town of Avon or any other person interested in the proposed AGREEMENT.

5. The price(s) quoted in the attached BID are fair and proper and are not tainted by any collusion,
   conspiracy, connivance or unlawful agreement on the part of the BIDDER or any of its agents,
   representatives, owners, employees, or parties in interest, including this affiant; and

6. That no elected or appointed official or other officer or employee of the Town of Avon, who is
   directly or indirectly interested in this BID, or in the supplies, materials, equipment, work or
   labor to which it relates, or in any of the profits thereof.

(Signed)_________________________
(Name of Bidder)

Subscribed and sworn to before me this

_______ day of ____________, 2009

_____________________________
Title

My Commission expires ____________, 20__
STATEMENT OF BIDDERS COMPLIANCE WITH EQUAL EMPLOYMENT OPPORTUNITY LAW AND REGULATION INCLUDING EXECUTIVE ORDER NO. 3

This statement must be completed by the Bidder and shall accompany his bid for this project.

IT IS HEREBY CERTIFIED THAT:

NAME OF BIDDER: _________________________________________________

BUSINESS ADDRESS: _________________________________________________

To the extent required by law, the Bidder has complied on past Contracts and will fully comply on this project with all applicable laws and regulation regarding equal employment opportunities for minorities and women, and;

Has _____ has not ______ previously performed work under the conditions of the Governor’s Executive Order No. 3 of the State of Connecticut, or any preceding similar Executive Order with regards to Non-Discrimination.

__________________________
Signature

__________________________
Title

Subscribed and sworn to before me this

_______ day of _____________, 2009

__________________________
Title

My Commission expires _________, 20__

IMPORTANT: THIS STATEMENT MUST BE SUBMITTED WITH BID

END OF SECTION

- 7 -