

August 11, 2022

**REQUEST FOR PROPOSALS FOR DESIGN AND INSTALLATION OF  
BUILDING SECURITY UPGRADES FOR  
STERLING MUNICIPAL BUILDING  
1183 PLAINFIELD PIKE, STERLING, CT 06377**

The Town of Sterling, CT requests written proposals from licensed and qualified security contractors with offices in the State of Connecticut to design and install new building-wide security upgrades to the Sterling Municipal Building. The Municipal Building, a nearly 40,000 square foot facility that hosts the Town Hall, Municipal Library, Senior Center, Recreation Department, and community meeting space, needs a more comprehensive approach to building security and monitoring. In particular, the Town is seeking to establish a better system in the following areas:

- 1) Intrusion alert/burglar alarm system;
- 2) Building access control, focused on Main Front Entrance and Gym/Library Entrance;
- 3) Video monitoring with limited network of interior and exterior cameras and recording system; and
- 4) Training of municipal staff on system management and maintenance.

Because of the complexity of the building and options for system design, the Town will be requiring interested parties to attend a mandatory site visit in order to provide a tour of the building and ensure that all components of the existing system and the Town's goals for the new security system are understood.

**The mandatory site visit will take place at 2:00 p.m. on Wednesday, August 24, 2022** at the Sterling Municipal Building, 1183 Plainfield Pike, Sterling, CT 06377.

The Town of Sterling will not reimburse from any expenses incurred in connection with this Request for Proposals (RFP) including, but not limited to, the cost of site visit attendance, preparing the initial response and any additional information requested or travel expenses relating to any oral presentation. Please be advised that responses will be considered property of the Town, are matters of public record, and may be disclosed by Sterling after the awarding of a contract.

Respondents should provide a statement of qualifications and a scope of services based on this project's description and the mandatory site visit. Bids will be evaluated based on the following criteria:

- Qualifications, relevant experience and licensing;
- Thoroughness of evaluation of building conditions and security needs;
- Approach and recommendation for the upgraded security system installation and staff training, broken down into the areas described in this RFP and discussed at the mandatory site visit;
- Proposed Equipment to be Installed with Labor and Material Costs;
- Description of proposed staff training and support; and
- Anticipated time frame for project completion.

Questions about this RFP should be directed to Joyce Gustavson at [jgustavson@sterlingct.us](mailto:jgustavson@sterlingct.us) by email only, no later than September 1, 2022. Answers to questions received will be posted by September 6, 2022 on the Town's website at <https://www.sterlingct.us/about-sterling/public-legal-notices-and-bids/>.

Sealed Bids clearly marked "Sterling Municipal Building Security System Upgrades" shall be received until 12:00 p.m. on Wednesday, September 14, 2022 at the Office of the First Selectman, Sterling Town Hall/Municipal Building, 1183 Plainfield Pike, P. O. Box 157, Oneco, CT 06373-0157. The Town of Sterling reserves the right to accept or reject any and all bids.

Bids will be publicly opened and read at an open public meeting on Wednesday, September 14, 2022 at 6:00 p.m. in Room #15 at the Sterling Municipal Building by the Board of Selectmen.

Confidentiality - If the Respondent believes that any information in its proposal should be treated as confidential that material shall be clearly marked. The Town shall endeavor to protect confidential material from disclosure to non-Town employees to the extent required by State or Federal law. In no event will the Town be responsible for the inadvertent disclosure of your response to this RFP.