



Yvette Aguiar
Supervisor

Town of Riverhead
200 Howell Avenue
Riverhead, NY 11901

Teresa Balducci
Purchasing Agent
631-727-3200 Ext. 271

TO: Supervisor Aguiar; Deputy Supervisor Higgins; Councilpersons Beyrodt, Hubbard, Kern, Rothwell; Julie O'Neill, Deputy Town Clerk; Drew Dillingham, Town Engineer; Ken Testa, Deputy Town Engineer

CC: Carol Delvecchio, Clerk's Office; Shannon Clifford, Engineering

FROM: Teresa Balducci, Purchasing Agent

DATE: May 13, 2022

RE: Bid Opening Report for Annual Fire and Security Alarm Systems Contract

1 bid was received and opened on May 12, 2022 at 11am:

Intelli-tec Security Services, LLC
150 Eileen Way
Unit 2
Syosset, NY 11791
jwh@intelli-tec.com

Results of the bid opening are attached. All bids have been forwarded to the Engineering Department for review.

CONTRACT SPECIFICATIONS

It is strongly recommended that all potential bidders visit the Town facilities listed to become familiar with the existing alarm system panels and attached apparatus, etc. The Engineering Department is holding an inspection day on May 4, 2022 at 9:00 am. Potential bidders must register with the Engineering Department by emailing clifford@townofriverheadny.gov by 4:00pm on May 2, 2022. No bidder will be allowed to tour any Town facility without presenting a valid New York State ID (state ID or drivers license) or without a Town representative present.

Any and all repair and/or replacements of any parts of burglar and/or fire alarm systems or complete replacement of a system must be in accordance with NYS Building and Fire Code and National Electrical Code.

Contractor is responsible for maintaining all alarm systems for each facility listed in this contract in full working order at all times.

FACILITY LOCATIONS

SCHEDULE A – MONITORING & OPEN/CLOSE REPORTS

(PLEASE FILL IN MONTHLY FEE FOR ALL SERVICE LOCATIONS REQUESTED)

(MUST BE PART OF BID SUBMISSION)

SCHEDULE A MUST LIST UNIT PRICE MONTHLY FOR EACH FACILITY. THE TOWN WILL CALCULATE THE EXTENDED TOTAL FOR THE 12 MONTH PERIOD OF THIS CONTRACT. MONITORING AND OPEN/CLOSE REPORT CHARGES FOR ONLY FACILITIES LISTED

LOCATION	ADDRESS	PANEL TYPE	FIRE	BURGLAR	OPEN/CLOSE	AMOUNT M-Monitoring (Monthly) O/C – Open/Close Reports (Monthly) R-Radio Backup (Monthly)
Ambulance	1121 Osborn Ave Riverhead, NY	Firelite - AES	Yes	No	No	M-\$ 22.00 R-\$ 45.00
Ambulance	20 Manor Lane Jamesport, NY	AES IntelliNet	Yes	No	No	M-\$ - 0 - R-\$ 45.00
Benjamin House (EEAC Gallery)	133 East Main Street Riverhead, NY	Honeywell	Yes	Yes	No	M-\$ 22.00
Building Dept	201 Howell Ave Riverhead, NY	Firelite/Napco	Yes	Yes	Yes	M-\$ 45.00 O/C-\$ 10.00
Carriage House	135 East Main Street	Honeywell	Yes	No	No	M-\$ 22.00

	Riverhead, NY					
Chapel Bldg	65 Columbus Ave Riverhead, NY	Honeywell	No	Yes	No	M-\$ 22.00
Davis Corwin (Music School)	141 East Main Street Riverhead, NY	Honeywell	Yes	Yes	No	M-\$ 22.00
East Creek Marina	69 Town Beach Rd Jamesport, NY	Honeywell	Yes	Yes	No	M-\$ 22.00 O/C-\$ 12.00 R-\$
George Young Comm Center	446 S Jamesport Ave Jamesport, NY	Honeywell	Yes	Yes	Yes	M-\$ 22.00 O/C- 12.00
Henry Pfeifer Comm Center	4062 Grumman Blvd Calverton, NY	Firelite/Honeywell	Yes	Yes	Yes	M-\$ 45.00 O/C-\$ 12.00
Highway Dept	1177 Osborn Ave Riverhead, NY	Firelite/Honeywell AES	Yes	Yes	No	M-\$ 22.00 R-\$ 45.00
Iron Pier Beach	344 Pier Ave Jamesport, NY	Honeywell	No	Yes	No	M-\$ 22.00
Municipal Garage	1412 Old Country Rd Riverhead, NY	Honeywell	No	Yes	No	M-\$ 22.00
Pal Shed	Stotzky Park Riverhead, NY	Honeywell	No	Yes	No	M-\$ - 0 -
Police Dept	210 Howell Ave Riverhead, NY	Silent Night	Yes		No.	M-\$ - 0 -
Recreation Dept	55 Columbus Ave Riverhead, NY	Honeywell	Yes	Yes	Yes	M-\$ 22.00 O/C-\$ 12.00
Recreation Dept Annex (Old B&G)	55 Columbus Ave Riverhead, NY	Honeywell	No	Yes	No	M-\$ 22.00 O/C-\$ 12.00
Riverhead Housing Corp	209 East Avenue Riverhead, NY 11901	Howeywell LYNX Plus 3000 with AES Radio Communicator	Yes	Yes	No	M-\$ 30.00 2- 45.00
Senior Center	60 Shade Tree Lane Aquebogue, NY	Firelite/Honeywell	Yes	Yes	Yes	M-\$ 45.00 O/C-\$ 12.00

Skatepark	1236 Pulaski St Riverhead, NY	Honeywell	No	Yes	Yes	M-\$ 22.00 O/C-\$ 18.00
TAG Building	165 Columbus Ave Riverhead	Silent Knight/Honeywell	Yes	Yes	Yes	M-\$ 45.00 O/C-\$ 18.00
Town Hall	200 Howell Ave Riverhead, NY	Firelite/Honeywell	Yes	Yes	Yes	M-\$ 45.00 O/C-\$ 18.00
Town Hall West	1295 Pulaski St Riverhead, NY	Radionics	Yes	Yes	No	M-\$ 45.00
Town Square 127 E. Main	127 E Main St Riverhead	Firelite/Honeywell	Yes	No	No	M-\$ — R-\$ 45.00

TOTAL MONITORING: \$ 586.00
 TOTAL OPEN/CLOSE: \$ 180.00
 TOTAL: RADIO BACKUP: \$ 225.00

Note: Please list the monthly charges, on table above, for alarm monitoring services, Open/Close Reports separately as well as charge for radio monitoring where a facility maintains radio equipment and is designated on table above. Dollar amounts listed for services requested must be completed based on a monthly basis.

TOWN OF RIVERHEAD**SCHEDULE B – ANNUAL ALARM SYSTEM CLEANING AND FIRE ALARM INSPECTION**

(Please fill in the total bid for alarm system cleaning and fire alarm inspection for only those facilities that have a fire alarm system as listed below). Please do not complete any pricing for alarm cleaning and inspection at facilities that do not have a fire alarm system.

The Town of Riverhead requires an annual alarm system cleaning and fire alarm system inspections in accordance with the applicable portions of NFPA 72 (2007 version), particularly Chapter 10 as well as Tables 0.3.1, 10.4.2.2 and 10.4.4. Inspection forms will be available and can be obtained from the Town of Riverhead Office of the Fire Marshal, 1295 Pulaski Street, Riverhead, New York or by visiting the Town of Riverhead website: www.riverheadli.com.

LOCATION	ADDRESS	PANEL TYPE	Fire	Burglar	Amount
Ambulance	1121 Osborn Ave Riverhead, NY	Firelite	Yes	No	\$-245
Ambulance	20 Manor Lane Jamesport, NY	Aes IntelliNet	Yes	No	\$-245
Benjamin House (EEAC Gallery)	133 East Main Street Riverhead, NY	Honeywell	Yes	Yes	\$-355
Building Dept	201 Howell Ave Riverhead, NY	Firelite/Napco	Yes	Yes	\$-620
Carriage House	135 East Main Street Riverhead, NY	Honeywell	Yes	Yes	\$-485
Chapel Bldg	65 Columbus Ave Riverhead, NY	Honeywell	No	Yes	\$-00
Davis Corwin (Music School)	141 East Main Street Riverhead, NY	Honeywell	Yes	Yes	\$-355
East Creek Marina	69 Town Beach Road Jamesport, NY	Honeywell	Yes	Yes	\$-245
George Young Community Center	446 S. Jamesport Ave Jamesport, NY	Honeywell	Yes	Yes	\$-620
Henry Pfeifer Community Center	4062 Grumman Blvd Calverton, NY	Firelite/Honeywell	Yes	Yes	\$-245
Highway Dept	1177 Osborn Ave Riverhead, NY	Firelite/Honeywell	Yes	Yes	\$-620
Iron Pier Beach	344 Pier Ave	Honeywell	No	Yes	\$-00

	Jamesport, NY				
Municipal Garage	1412 Old Country Road Riverhead, NY	Honeywell	No	Yes	\$- -0-
Pal Shed	Stotzky Park Riverhead, NY	Honeywell	No	Yes	\$- -0-
Police Dept	210 Howell Ave Riverhead, NY	Silent Night	Yes	No	\$- -0-
Recreation Dept	55 Columbus Ave Riverhead, NY	Honeywell	Yes	Yes	\$- 245-
Recreation Dept Annex (Old B&G)	55 Columbus Ave Riverhead, NY	Honeywell	No	Yes	\$- -0-
Riverhead Housing	209 East Avenue Riverhead, NY	Honeywell LYNX Plus 3000 w/ AES Radio Communicator	Yes	Yes	\$- 245
Senior Center	60 Shade Tree Lane Aquebogue, NY	Firelite/Honeywell	Yes	Yes	\$- 780-
Skatepark	1236 Pulaski St Riverhead, NY	Honeywell	No	Yes	\$- -0-
TAG Building	165 Columbus Ave Riverhead, NY	Silent Knight/Honeywell	Yes	Yes	\$- 450-
Town Hall	200 Howell Ave Riverhead, NY	Firelite/Honeywell	Yes	Yes	\$- 2215-
Town Hall South (Temp Bldg Dept)	755 East Main Street Riverhead, NY	Honeywell	No	Yes	\$- -0-
Town Hall West	1295 Pulaski St Riverhead, NY	Radionics	Yes	Yes	\$- 620-
Town Square 127 E Main	127 E Main St Riverhead, NY	Firelite/Honeywell	Yes	No	\$- 620-

TOTAL CLEAN & INSPECT:

\$9,210.00

(Signature)

It is strongly recommended that all potential bidders visit the Town facilities listed to become familiar with the existing alarm system panels and attached apparatus, etc. No bidder will be allowed to tour any Town facility without a Town representative present. The Engineering Department is scheduling one Inspection Day for May 4, 2022 at 9:00 am. Potential bidders who would like to participate must register by email to Clifford@townofriverheadny.gov by 4:00 pm on May 2, 2022. Prior to the Inspection, the potential bidders must fill out a Town of Riverhead Hold Harmless Agreement, available at the Office of the Town of Clerk or by visiting the Town's website. Please submit a completed Town of Riverhead Hold Harmless Agreement in your registration email. Bidders touring Town facilities will be required to leave a current company business card and a copy of a valid NYS Driver License. Facility tours and inspections of fire and security alarm systems will begin at 200 Howell Ave where copies of required identification will be taken. Bidders are prohibited from videotaping and/or photographing Town facilities.

Successful vendor shall adhere to all facility rules. A work ticket stating name of technician, date, time of arrival and departure, work performed and parts used shall be completed for each service call and be given the Town Engineer or his authorized representative upon completion of work and prior to leaving the premises.

*Bidders must submit copy of NYS Alarm License Certificate with license number and expiration date clearly visible at time of bid submission.

*Bidders must provide proof of manufacturer's certification in Honeywell, Firelite and Silent Night and Radionics alarm systems at time of bid submission.

*Central Station - Bidder must present complete name of company, company contact person, address, telephone number, fax number for the central station that will be used for this contract at time of bid submission.

The Town reserves the right to add new or additional facility locations to Schedule A and Schedule B under this contract as deemed necessary by the Town Engineer or his authorized representative.

There will be no charge to the Town of Riverhead for updating alarm call out lists and alarm user lists regardless of whether changes are made on-site or remotely. There will be no limit to the amount of times the alarm call out list and alarm user lists can be updated by the Town. Updated lists or any additions or deletions to the existing lists will be performed within 24 hours from the time of the Town request. Town requests will be made in writing and sent via email from the Town Engineer, or his authorized representative. Notification of completed requested changes must be in writing received by the Town Engineering Office within the 24 hour allotted time frame and must be sent via email. Email address will be provided to the successful bidder along with a list of authorized representatives.

There will be no charge to the Town of Riverhead for any programming or equipment upgrades necessary for the successful bidder to assume monitoring of the existing Town

facility alarm systems. Any programming changes or equipment upgrades will not be implemented without the prior written approval of the Town Engineer, or his authorized representative and must conform to all federal, state and local regulations and codes. Any equipment upgrades must be inspected by the Fire Marshal and Town Engineer or his authorized representative prior to acceptance. Replacement alarm system equipment may *require a Town of Riverhead Fire Prevention Permit Application submitted to the Town of Riverhead Fire Marshal*. Any replacements of equipment, devices, etc. will require the testing of all devices in the presence of the Fire Marshal and or Town Engineer or his authorized representative. Any programming changes or equipment upgrades, as approved by the Town Engineer or his authorized representative, will be like in kind and will remain the property of the Town of Riverhead. All operating manuals, programming guides, or any documents needed to install, operate, repair and program or reprogram any replacement alarm systems or apparatus at any Town facility will be given to the Town Engineer or his authorized representative. **THERE WILL BE NO PROPRIETARY LOCKOUTS OR LOCKOUTS OF ANY KIND DURING THE LIFE OF THIS ALARM SYSTEM BY THE INSTALLATION CONTRACTOR AT ANY TIME, FOR ANY REASON. ACCEPTANCE OF THIS SYSTEM BY THE TOWN ENGINEER OR HIS AUTHORIZED REPRESENTATIVE, TO THE CONTRACTOR WILL REQUIRE THAT THE INSTALLATION CONTRACTOR MUST DEMONSTRATE AND AFFIRM THAT THE OWNER (TOWN OF RIVERHEAD) HAS FULL AND UNRESTRICTED ACCESS TO THIS ENTIRE ALARM SYSTEM INCLUDING BUT NOT LIMITED TO THE CONTROL PANEL, ETC. ACCESS MUST BE UNRESTRICTED FOR ADDITION OF DEVICES, COMPONENTS, DIAGNOSTICS, REPROGRAMMING CHANGES TO ACCOUNT NUMBERS, CENTRAL STATION, PHONE NUMBERS, MONITORING, ETC. IF AT ANY TIME DURING THE USE OF THIS ALARM SYSTEM, THERE OCCURS A LOCKOUT OF TOWN ACCESS BY THE INSTALLATION CONTRACTOR OR HIS REPRESENTATIVE SUCH ACTION WILL RESULT IN THE CONTRACTOR/BIDDER BEING BANNED FROM FURTHER TOWN WORK AND INELIGIBILITY TO OBTAIN FUTURE PERMITS FROM THE TOWN FIRE MARSHAL FOR ANY INSTALLATION WORK WITHIN THE JURISDICTION OF THE TOWN OF RIVERHEAD FIRE MARSHAL AND MAY BE SUBJECT TO LEGAL ACTION BY THE TOWN OF RIVERHEAD.**

Any new or replacement wiring required must be run in ceilings and walls except for concrete walls as approved by the Town Engineer or his authorized representative. Any new or replacement wiring to be run in ceiling and all cavities where practical. No exposed wiring will be permitted except as approved by the Town Engineer or his authorized representative. Any exposed wiring (as approved by the Town Engineer or his authorized representative) must run in steel conduit to be securely fastened to the wall using two hole steel conduit clamps and lead anchors. The Town of Riverhead may elect to have Town personnel run any new/replacement wiring. Approved accepted wiring to be provided and supplied by the contractor.

Any new or replacement wiring, devices, etc. shall be as per current code.

Any new or replacement “T” bar back boxes shall be provided for all smoke detectors installed in ceiling tiles. No smoke detectors are to be mounted directly to a ceiling tile or ceiling grid track. “T” bars with steel back boxes are required.

Any new or replacement devices including, but not limited to smoke detectors, pull stations, strobes, horn/strobes, key pads, etc. shall be installed using approved steel back boxes. No devices are to be directly wired without use of a steel back box.

Open and Close Supervised Monitoring Reports, for the Town facility locations using this service, must be emailed weekly to the Office of the Town Engineer. Email address will be provided at time of bid award.

Daily testing of alarm communication equipment and communication lines, both primary and secondary lines, is required and will appear on the printed Open and Close Reports where applicable.

There will be no vehicle fuel surcharges of any kind.

Minor repairs and/or minor maintenance may be performed using Town of Riverhead personnel and as directed by the Town Engineer or his representative.

All requests for repairs must be responded to within a two (2) hour time limit. Costs associated with the repair must be conveyed to the Town Engineer or his authorized representative within that two hour time limit so that a purchase order can be obtained and system repairs performed immediately or as soon as possible. Response includes site inspection to determine the problem and repair needed.

All other repairs will be made using the hourly labor rate listed on the Bid Price Sheet plus supplies and materials listed. A cost estimate with a complete list of supplies and materials needed along with any and all associated costs must be supplied to the Town Engineer or his authorized representative prior to the commencement of any repairs. Repairs will require a Town of Riverhead Purchase Order or in the case of any emergency a verbal communication from the Town Engineer or his representative with a Town of Riverhead Emergency Purchase Order number to follow. All repairs will be inspected by the Town Engineer or his authorized representative prior to payment for said services.

Upon submission of this bid, it is understood that the bidder has read, fully understands and comply with said general conditions and specification requirements.

INTELLI-TEC SECURITY SERVICES, LLC

COMPANY NAME: _____

COMPANY ADDRESS: 150 EILEEN WAY, UNIT 2 SYOSSET NEW YORK 11791

TELEPHONE: 516-876-2000 FAX: 516-876-2020

EMAIL: jwh@intelli-tec.net

CONTACT PERSON: JEFFREY W. HAUSNER TITLE: EVP

Bid shall be awarded to the lowest responsive, responsible bidder meeting the stated requirements and bid award will be based on sum total of Schedule A and Schedule B.

Town of Riverhead reserves the right to reject any and all bids, in their opinion, not deemed in the best interest of the Town and to reject any bid that is substantially out of line with current market prices for the work covered thereby.

Bidders are required to complete the Schedule A Table for Alarm Monitoring, Supervisor Open/Close Reports and Radio Backup as outlined and where indicated on the Schedule A Table.

Total Monitoring:	<u>\$ 586.00</u>	<u>(1)</u>
Total Open/Close:	<u>\$ 180.00</u>	<u>(1)</u>
Total Radio Backup:	<u>\$ 225.00</u>	<u>(1)</u>
License Received:	<u>YES NYS-12000003529</u>	
System Certification Received:	<u>YES EXISTING TOWN RESPONSE</u>	
Central Station Info Received:	<u>YES ENCLOSED.</u>	

TOTAL \$991/mo.

Bidders are required to complete the Schedule B Table for Alarm System Annual Cleaning and Fire Alarm Inspections as outlined and where indicated on the Schedule B Table.

Total Clean & Inspect: \$ 9,210.00

NINE THOUSAND TWO HUNDRED TEN ? TEN — 00/mo

SUM TOTAL OF SCHEDULE A AND SCHEDULE B: \$ 10,201.00

TEN THOUSAND TWO HUNDRED ONE — 01. 12

Both Schedule A and Schedule B will be considered part of the overall bid.

Please fill the current alarm personnel hourly repair labor rate for your company: \$ 110-

**Please note: The successful bidders is required to pay all employees correct wages in accordance with New York State prevailing wage rates for regular hours and overtime hours.