

April 25, 2008  
Board of Education Central Office  
382 Long Hill Avenue  
Shelton, CT 06484

Present: Allan Cameron  
Cathy Araujo  
Edmond Conklin  
Arlene Liscinsky  
Timothy Walsh

Absent: Lou Marusic  
John Anglace

Ex-Officio: Lorraine Rossner  
Dana Urban

Guest: Gene Kierce, Board of Education Member

**Agenda Item #1 Call to Order**

Chairman Cameron called the meeting to order at 8:00 A.M.

**Agenda Item #2 Pledge of Allegiance**

Pledge of Allegiance was recited.

**Agenda Item #3 Public Portion**

Chairman Cameron asked anyone from the public if they would like to speak. No one come forward. Chairman Cameron closed the public portion.

**Agenda Item #4 Approval of the Minutes from the Regular Meeting of March 28**

Cathy Araujo moved to approve the minutes for the Regular Meeting of March 28. Ed Conklin seconded the motion. Arlene Liscinsky abstained. A vote was taken and passed 4-0.

Cathy Araujo moved to recess. Tim Walsh seconded the motion. A vote was taken and passed 5-0.

Cathy Araujo moved to stop recess. Tim Walsh seconded the motion. A vote was taken and passed 5-0.

**Agenda Item #5 Report on Previously Approved Purchase Orders**

Cathy Araujo handed out a ledger to show purchase orders paid and outstanding. (A copy of the ledger is included in the attachments.)

**Agenda Item #6 Report on the Bid for Media Center Software and Hardware**

Dana Urban gave the committee a copy of the summary for Bid 28-85 for the hardware for the library management system. (A copy of the summary is included in the attachments.) Tim Walsh moved to award Bid 28-85 to Ergonomic Group for a total of \$31,804.00. Arlene Liscinsky seconded the motion. A vote was taken and passed 5-0.

Dana Urban gave the committee a copy of the summary for Bid 28-84 for media center software. (A Copy of the summary is included in the attachments.) Cathy Araujo moved to award Bid 28-84 to Follett for a total of \$48,537.28. Tim Walsh seconded the motion. A vote was taken and passed 5-0.

**Agenda Item #7 Report on status of the Bid Specification for Laptop Computers, Imaging Services, etc.**

Dana Urban reported that the bids are scheduled to be opened on May 8.

**Agenda Item #8 Report on Bid Specification for Thin Client Computers and Recommendation for Award.**

Dana Urban gave the committee a copy of the summary for Bid 28-78. (A copy of the summary is included in the attachments.) Tim Walsh moved to award Bid 28-78 to Ergonomic Group for a total of \$104,275.00. Ed Conklin seconded the motion. A vote was taken and passed 5-0.

**Agenda Item #9 Review of Storage Area Network Spec and Possible Motion to Approve**

Cathy Araujo moved to approve the spec for the Storage Area Network to be sent out. Tim Walsh seconded the motion. A vote was taken and passed 5-0.

**Agenda Item #10 Review of Gantt Chart**

Dana Urban handed out a copy of the updated Gantt Chart. (A Copy of the Gantt Chart is included in the attachments.) Dana reported that he met with the administration at the high school to discuss their requests.

End of Tape 1 Side 1

Dana spoke with the administration at the intermediate school to discuss their request.

Cathy Araujo moved to authorize Dana to create specs for added drops, switch count increase, servers, LCD projectors and carts, LCD monitors, standard workstations, laptops for the high school. Tim Walsh seconded the motion. A vote was taken and passed 5-0.

Cathy Araujo moved to authorize Dana to create specs for workstations for the intermediate school video and LCD monitors at the intermediate school. Tim Walsh seconded the motion. A vote was taken and passed 5-0.

**Agenda Item #11 Building Committee Issues**

Lorraine Rossner reported that Robin Willink sent a letter to the High School Renovation Committee concerning items that still needed to be addressed. Dana Urban reported that he had a meeting concerning the fourth floor data closet and the outcome of the meeting was to go forward with the recommendations that Dana made.

Dana Urban reported that he received drawings from the Perry Hill School Building Committee and he will review them. Also, due to the construction of the Perry Hill School the water has been turned off. Therefore, the Tech Center does not have any water. A temporary solution to this is that a fire hose is connected to give the Tech Center some water. Sean Sullivan, Chairman of the Perry Hill School Building Committee said that a solution has not been reached on this.

End of Tape 1 Side 2

**Agenda Item #12 Chairman's Report**

Chairman Cameron reported that he met with Nadine Howard to make a presentation to the Executive Council of the PTA and she suggested that this be done beginning of next year.

**Agenda Item #13 Adjournment**

Tim Walsh moved to adjourn. Cathy Araujo seconded the motion. A vote was taken and passed 5-0.

Chairman Cameron adjourned the meeting at 9:50 A.M.

Respectfully Submitted,

Christine Johnston  
Recording Secretary

\*Tapes and attachments are on file at the City Hall Town Clerk's Office. Attachments are not included with minutes on website.

**City of Shelton**

**Bid for**

**28-91**

**ISCSI SAN SOLUTION**

## **1. Bid Overview**

Shelton Board of Education Technology Building Committee, in Shelton, Connecticut (“BOETBC”) plans to acquire an ISCSI based storage solution. All new equipment will need to be integrated into the existing Shelton Public Schools (“SPS”) network. The Vendor shall work with the existing SPS technical staff to successfully integrate the new hardware and software into our existing systems

This Bid sets forth terms and conditions, technical requirements, and operational requirements for the implementation of the networked system. The Vendor shall study this Bid and prepare a response that conforms to its requirements.

## **2. Technical Environment**

All six elementary schools, one intermediate school, one high school and one administrative office location in the SPS WAN are connected via fiber optic cable with Cisco hardware at the termination points. The SPS LAN incorporates both 100mb hardwired connections and 802.11b wireless connections. Thin and thick client technology is currently in place within the SPS LAN at individual schools. The following hardware will be installed at multiple schools within the district.

## Detailed Technical Requirements

### 2.1a Storage Array

Qty - 2

HP StorageWorks 2012i Dual Controller Modular Smart Array  
AJ747A

- 3.5 in. (drive)
  - 2U (enclosure)
  - Up to 48 SAS/SATA drives
  - Up to 36TB of storage
  - iSCSI Gigabit Ethernet interface
  - Expand w/ MSA2000 3.5|| disk enclosure (single or dual IO)
- AJ747A HP StorageWorks 2012i Dual Controller Modular Smart Array 2

### 2.1b Warranty

Qty - 2

UJ673E HP 3y NBD 9x5 MSA2000 dual ctrl HWSupp

### 2.1c Drives

Qty - 26

AJ739A HP StorageWorks MSA2 750GB 7.2K rpm 3.5 inch Dual-port SATA  
Hard Disk Drive

### 2.1d Snapshot Software

Qty - 2

T5513A HP StorageWorks 2000 Modular Smart Array Snapshot 8 Software  
LTU

### 2.1e QLogic iSCSI Adapters

Qty - 7

QLA4050c Copper iSCSI Adapter

## 2.2 Total Project Scope

This scope of work includes the delivery of the specified hardware and software to the Tech Center located at 62 Perry Hill Rd. Shelton CT. The Vendor is responsible for the provision of all documentation, training, warranty, and other services associated with the equipment supplied (if any), as specified in this BID. Along with the functional requirements contained in this BID, the Vendor shall adhere to referenced industry standards and related governmental regulations.

## 2.3 Service Level Agreement (SLA)

A detailed service level agreement (SLA) describing the guaranteed response time, where service / parts replacement shall be performed (i.e. on-site at customer premise, depot repair, etc.), the hours service is available, (9-5, 7x24, etc.) and any included operating system or software support available shall be included in this proposal.

## 2.4 Time Frame

BOETBC requires that all equipment be delivered and received by SPS by 7/25/2008. SPS will accept partial delivery beginning 7/11/2008 with 48 hours notice to the SPS Technology Center, 203-924-6530. Provide an implementation schedule detailing each task to be performed and each milestone to be reached. Indicate information, decisions and other items that are required from the SPS and when they are required to meet your proposed schedule. The Vendor is expected to complete each task and milestone as agreed upon in the schedule adopted under the Contract.

### **3. Proposal Procedure and Instructions**

#### **3.1 Submission of Proposal**

The Vendor shall submit one (1) original, three (3) hard copies of its response to this BID. The Vendor's proposal must be received no later than 12:00 Noon Eastern Time on 6/12/08, at the following address:

City of Shelton  
Purchasing Department  
Attention: Gene Sullivan  
54 Hill Street  
Shelton, CT 06484  
ATTN: BID 28-91

#### **3.2 Proposal Deadline**

Proposals received later than the BID due date and time will not be considered.

#### **3.3 Responsibility for Compliance with Legal Requirements**

The Vendor's products, services, and facilities shall be in full compliance with all applicable federal, state, and local laws, regulations, codes, standards, and ordinances.

#### **3.4 Confidential Information**

Upon delivery, all materials submitted in response to this BID become the property of BOETBC and may be appended to any formal documentation establishing a contractual relationship between BOETBC and the Vendor. Vendor shall not submit any information that is of a proprietary nature or mark its proposal as proprietary or confidential. Any such claims or markings related to proprietary information or other attempts to limit the BOETBC's use and/or dissemination of the responses will result in the disqualification of the bidder.

#### **3.5 Vendor Incurred Costs**

The Vendor shall be responsible for all costs incurred in preparing or responding to this BID. Prices as-bid will be held firm unless it is in the best interest of BOETBC to modify them.

#### **3.6 Vendor Errors or Omissions**

BOETBC and the City of Shelton are not responsible for any Vendor errors or omissions concerning the BID process.

#### **3.7 Modification or Withdrawal of a Proposal**

The Vendor agrees in submitting a proposal that the proposal may not be modified, withdrawn or canceled by the Vendor for ninety (90) calendar days following the submittal date.

### **3.8 Covenant against Contingent Fees**

The Vendor warrants that no person or selling agent has been employed or retained to solicit or secure the contract upon agreement or understanding for a commission, percentage, brokerage or contingent fee, except for bona fide employees or bona fide established commercial or selling agencies maintained by the seller for the purpose of securing business. If the Vendor breaches or is found in violation of this warranty, BOETBC will have the right to annul the contract without liability or in its discretion to deduct the commission, brokerage, or contingent fee from any amounts due the Vendor.

### **3.9 Reservation of Rights**

This BID does not commit BOETBC to award a contract, to pay any costs incurred in the preparation of a proposal to this request, or to procure or contract for services or supplies.

### **3.10 Rejection of Solicitation Response**

BOETBC reserves the right to reject any or all responses received or any part thereof, to accept any response or any part thereof, or to waive any informality when it is deemed to be in BOETBC' best interest.

### **3.11 Vendor Inquiries**

All questions regarding these bid specifications must be directed to:

Gene Sullivan  
Purchasing Agent, City of Shelton  
54 Hill Street  
Shelton, CT 06484  
Tel: (203) 924-1555 Ext. 305

All questions shall be sent in writing to [g.sullivan@cityofshelton.org](mailto:g.sullivan@cityofshelton.org)

### **3.12 Addendum**

BOETBC shall not be responsible for any oral instructions made by any employees, officers of BOETBC, officers of the City of Shelton, or their representatives in regard to the proposal instructions, specifications, or contract documents. Changes to the plans and specifications will be in the form of an addendum issued by BOETBC to all parties receiving the Bid. Bidders are to clearly indicate the addenda that they have received throughout the bid process. The BID and the addenda will comprise the BID package and will be made a part of the contract.

### **3.13 Description of Proposal**

Proposals are requested on the material and services specified in this BID. All responses shall adhere to the terms and conditions set forth in the contractual sections of this document. Instructions are for descriptive purposes to guide the Vendor in the interpretation of the quality, design, and performance desired. Proposals must address all sections in the BID by their reference number.

Vendor's proposal must adhere to the terms and conditions of this BID. All exceptions must be noted and explained in the Vendor's response.

### **3.14 Proposal Format—Instructions**

This section outlines the minimum requirements for the preparation and presentation of a response. The Vendor shall define its capability to design, supply, maintain, and train for the installation and integration of all equipment specified in this BID. The response should be specific and complete in every detail, and prepared in a simple and straightforward manner. The Table of Contents of the proposal must include a clear definition of the material, identified by sequential page number and by section reference number.

The proposal (hard copy) should be submitted in a loose leaf, three-ring binder. The proposal, including all copies, should contain all descriptive literature, specifications, samples, etc. Electronic copies shall be in PDF format. Responses consisting solely of marketing material will not be accepted.

### **3.15 Letter of Transmittal**

The letter of transmittal shall include the Vendor's legal name and business name, if different, address, telephone and fax numbers of the office(s) that will perform the work. The letter shall state the full name of the contact person(s) who will be authorized to represent the company regarding all issues related to this proposal or any contract subsequently awarded to said Vendor. The letter must bear the signature(s) of the person(s) with binding authority for the firm.

### **3.16 Work Plan and Performance Schedules**

Each proposal must be accompanied by a performance schedule detailing each phase. Significant completion intervals for major tasks with itemized deliverables shall be scheduled based upon the milestones provided by the Vendor.

### **3.17 Organizational Chart/Assigned Personnel**

The Vendor shall identify its project lead in the response and include the names of all personnel who will be part of the project team.

### **3.18 Contract Form and Language**

All documents submitted by the Vendor concerning this BID shall be written in the English language. Numerical data furnished herein shall use U.S. customary units of measurement (i.e., not metric).

The Vendor shall submit forms of any additional agreements that SPS will be required to enter into because of the Vendor's proposal. Such additional agreements shall include, without limitation, any computer software licensing agreements, leasing agreements, etc. required for the proper operation and maintenance of the system.

### **3.19 Vendor Description of Project Scope**

The Vendor shall describe in detail its understanding of the project's scope of work and the Vendor's concept of the methodologies to achieve the results described. The Vendor's response shall address the specific deliverable items required. The level of detail described for each item will provide BOETBC with insight into the Vendor's understanding of the project scope.

### **3.20 Technical Proposal**

The Vendor shall respond to the specifications and technical requirements stated in this BID.

### **3.21 Vendor Organization**

The Vendor shall provide the following:

- a) Verification that the Vendor has been in business for a minimum of five years.
- b) A company overview, including the most current CPA-audited financial statement. Publicly held companies may substitute current annual reports. Statements from parent companies that do not wholly own the affiliated organization submitting the Proposal will not be accepted.
- c) A description of the Vendor's support organization. This description shall include technical certifications held from Microsoft, Citrix, VMware, Cisco, etc.
- d) Proof of authorization as resellers of all products submitted.
- e) A description of their ongoing technical support.
- f) A description of their trouble reporting procedures, including the escalation process and any reporting available to the customer.

### **3.22 Past Performance**

The Vendor's successful past performance on similar projects will be considered as a significant indicator of the Vendor's technical competency and capability to complete this project. The Vendor shall submit a list of at least three (3) projects of similar size and complexity that demonstrate the firm's qualifications due to past experience with similar projects. The list shall contain details regarding type of system(s), name(s) of customer(s) to whom the services / solutions were provided, dates and periods during which the indicated services / solutions were provided, the extent and exact nature of services / solutions provided, and whether or not the proposed systems were implemented. It is preferred that at least one of the referenced projects should be in the State of CT.

### **3.23 Contract Bonds**

The Vendor will be required to furnish to the City of Shelton (the "City"), upon execution of the Contract, a Performance Bond and a Payment Bond for the full amount of the Contract sum and issued by a surety company or surety companies authorized to do business in the State of Connecticut and as approved by the City. The Bonds shall allow for any additions or deductions to the Contract. The Contract Bonds shall continue in effect for one year after final completion of the Contract to protect BOETBC's interest in

connection with the one-year warranty and to assure settlement of claims for the payment of all bills for Labor, Materials, and Equipment by the Vendor.

### **3.24 Vendor's Liability Insurance**

The Vendor shall not commence work under the Contract until all insurance required under this paragraph has been obtained by the Vendor and such insurance has been approved by the City, nor shall the Vendor allow any Subcontractor to commence work on any subcontract until all similar insurance required of Subcontractor has been so obtained and approved.

The successful Vendor shall secure and maintain, for the duration of this Agreement, including any supplements hereto, with the City of Shelton being named as an additional insured party, the following minimum liability insurance coverage at no cost to the City.

- Comprehensive Liability Insurance  
Comprehensive General Liability Insurance providing for a total limit of Five Hundred Thousand Dollars (\$500,000) for all damages arising out of bodily injuries to or death of all persons in any one accident or occurrence and for all damages arising out of injury to or destruction of property in any one accident or occurrence and subject to that limit per accident, a total (or aggregate) limit of One Million Dollars (\$1,000,000) for all damages arising out of bodily injuries to or death of all persons in all accidents or occurrences and out of injury to or destruction of property during the policy period.
- Automobile Liability Insurance  
Automobile Liability Insurance covering the operation of all motor vehicles, including those hired or borrowed, used by the Vendor in connection with this Agreement, including any supplements hereto, in the following amounts: Total limit of Five Hundred Thousand Dollars (\$500,000) for all damages arising out of bodily injuries to or death of all persons in any one accident or occurrence, and for all damages arising out of injury to or destruction of property in any one accident or occurrence, and subject to that limit per accident, a total (or aggregate) limit of Two Million Dollars (\$2,000,000) for all damages arising out of bodily injuries to or death of all persons in all accidents or occurrences and out of injury to or destruction of property during the policy period.
- Other Insurance Coverage  
Adequate insurance to protect itself and the City from claims under Workers' Compensation Acts arising out or connected with performance of the Vendor's service under this Agreement, including any supplements hereto.
- Excess General Liability Insurance  
A comprehensive General Liability umbrella policy with a Four Million Dollars (\$4,000,000) aggregate amount.

The successful Vendor will provide the Board of Education Technology Building Committee with Certificates of Insurance evidencing the aforementioned Comprehensive General Liability, Automobile Liability, Workers' Compensation, Excess General Liability Insurance coverage and a 30-day notice of cancellation prior to the cancellation of any insurance. The Certificates of Insurance must read: **"The City of Shelton is listed as additional insured as their interests may appear."**

### **3.25 Royalties and Patents**

The Vendor shall, for all time, secure to SPS the free and undisputed right to the use of any and all patented articles and methods used in the work and shall defend at Vendor's own expense any and all suits for infringement or alleged infringement of such patents, and in the event of adverse award under patent suits, the Vendor shall pay such awards and hold BOETBC and SPS harmless in connection with any patent suits that may arise as a result of installations made by the Vendor and as to any award made thereunder.

### **3.26 Liens**

Neither the final payment nor any part of the retained percentage shall become due until the Vendor, shall deliver to BOETBC a complete release of all liens arising out of the Contract, or receipts in full in lieu thereof, and, if required, in either case, an affidavit that so far as the Vendor has knowledge or information, the releases and receipts include all the labor and material for which a lien could be filed; but the Vendor may, if any subcontractor refuses to furnish a release or receipt in full, furnish a bond satisfactory to BOETBC, to indemnify it against any lien. If any lien remains unsatisfied after all payments are made, the Vendor shall refund to BOETBC all moneys that the latter may be compelled to pay in discharging such a lien, including all costs and a reasonable attorney's fee.

### **3.27 Payment Schedule**

The City will make payments to the Vendor(s), upon certification for such payments by BOETBC, on a 100% at accepted completion basis.

### **3.28 Publicity**

Vendor agrees not to deliberately disclose the fact that BOETBC has entered into or terminated this Agreement or disclose any of the terms of the Contract, or use BOETBC's, SPS's or the City's name in connection with any publicity, unless the BOETBC, the SPS or the City gives prior written consent to such use in each instance.

### **3.29 Force Majeure**

- a) Vendor shall not be held responsible for delays nor be subject to liquidated damages when such delays are caused by conditions beyond its control, including without limitation:

- Acts of God, fire, explosion, epidemic, cyclone, flood, war, strikes, revolution, civil commotion, or acts of public enemies.
  - Change of law and order, proclamation, regulation, ordinance, or Governmental requirement.
- b) Upon cessation for reason of delays, Vendor shall establish an amended schedule upon mutual agreement with BOETBC.

### **3.30 Substitutions**

Specific reference to any articles, products, materials, equipment or any other item to be incorporated in the work or to be used in connection therewith, whether by name, make or catalog number is given only to establish a standard of design, size, or quality and shall not be construed as limiting competition.

Equipment differing in any respect from that specified will be considered only when ample proof is submitted with the proposal in the form of complete drawings, cuts, prints and descriptive literature indicating all essential requirements of the specifications are adhered to in design and construction.

These specifications are intended to include the complete fabrication, finishing, delivery and making ready to use, all equipment and services herein specified, all in accordance with these specifications. Any parts or accessories not specifically mentioned which are normally parts of the equipment, or necessary to complete the installation of same or which are required for system operation in accordance with the full extent of these specifications, shall be included in the price.

### **3.31 Non-Collusion**

Contractor will supply a signed copy of the attached Non-Collusion form. The form can be found at the end of this document.

### **3.32 System Equivalence**

Equivalence of proposed systems / solutions shall be determined at the sole discretion of BOETBC.

## **4. Proposal Evaluation**

### **4.1 Proposal Deadline**

Proposals received later than the BID due date and time will not be considered.

#### **4.2 Contract Award**

The award of contract will be made as soon after the opening of the Proposals as practical. BOETBC may interview the finalist candidates in order to make their selection. BOETBC may consider as non-conforming any Proposal not prepared and submitted in accordance with the provisions hereof, and hereby reserves the right to waive any variations in, or to reject any or all Proposals, or negotiate with any Supplier, or to accept the Proposal, as BOETBC in its sole judgment deems to be the lowest responsible Proposal and/or in its best interests. Furthermore, BOETBC reserves the right to award portions of the BID and/or to utilize multiple Suppliers.

## **5. Delivery, Installation and training Requirements**

This section covers design, delivery, installation, acceptance, and performance requirements for all equipment delivered by the Vendor.

### **5.1 Vendor's Responsibility**

The Vendor shall be responsible for installing, imaging, configuring and testing all elements of the system in accordance with the specifications and requirements of this BID. The Vendor shall make necessary provisions to warehouse all materials and equipment to be installed.

### **5.2 Delivery/Installation Schedules**

The Vendor shall propose a baseline schedule for delivery, installation, configuring and testing of all items.

The Vendor shall propose the implementation schedule and shall identify any tasks that SPS must perform to maintain the schedule. BOETBC AND SPS reserve the right to make reasonable changes to the proposed schedule or any subsequent schedule at no cost to BOETBC or SPS.

### **5.3 Security**

BOETBC and SPS shall not assume any responsibility, at any time, for the protection of or for loss of materials, from the time the contract operations have commenced until the final acceptance of the work.

### **5.4 Systems and Equipment Warranty**

The Vendor shall warrant that the equipment, including all components, will be fully operational and free from defects for a minimum of one (1) year from date of final acceptance. The Vendor shall provide all parts and labor during warranty period. The Vendor may provide multiple warranty/maintenance options with their associated costs for hardware and software specified in this BID.

The Vendor shall recommend all special tools and software, including those considered proprietary, required or necessary for maintaining any installed equipment. All sets of special tools shall include any hardware or software servicing aids not normally used in day-to-day operations. Special tools shall include utility software used to change equipment attributes, and provide network management of such systems. The Vendor shall provide any utility software specific to the Vendor's hardware/software that is not readily available from a third party.

### **5.5 Training and Documentation**

The Vendor shall provide complete operational training for SPS employees, and technical training where required for installed equipment. The technical training shall be designed and presented to SPS for equipment operation, preventive maintenance, hardware/software testing, system management and repair. The operational training shall cover operational capabilities of the system. Documentation required for the proper use of the system shall also be supplied, including printed manuals, audio, video, interactive self-paced personal computer programs if available, and complete equipment operating instructions for all technical and operational training classes.

### **5.6 Acceptance Testing**

The Vendor shall fully test all facilities, equipment, and subsystems to ensure compliance with the specifications contained in this BID and any other pertinent contract documents. The Vendor shall provide all personnel and equipment necessary for testing. As noted in section 2.1i the vendor and a designated SPS representative will sign off on each piece of delivered and installed equipment.