

**General Requirements and Specifications**

**For the Supply and Installation**

**Of**

**Cameras and Associated Licensin  
For the  
Manchester School District**

**City of Manchester Bid #  
FY26 CCTV Upgrade**

**ISSUED**

March 18, 2026

*KEVIN M. KINCAID  
SECURITY MANAGER  
SAU #37*

*MANCHESTER SCHOOL DISTRICT  
20 Hecker St, Manchester, NH 03102*

## **GENERAL REQUIREMENTS**

### **SECTION 01 - GENERAL REQUIREMENTS**

#### **Part 1 – General**

1.00 General - The Manchester School District, Manchester, New Hampshire is inviting contractors with a minimum of five (5) years of Closed-Circuit Television Systems experience to submit Request for Proposals. Contractor selection will be as per City of Manchester Procurement Code. The City of Manchester is an equal opportunity/affirmative action agency. All qualified firms will receive consideration without regard to race, color, religion, creed, age, sex or national origin. For this proposal, special emphasis will be put on contractor's and any sub-contractor's past performance on similar projects of comparable scope; past performance on service; delivery time; completion of past projects on schedule; staff and equipment available for the work; and the ability to secure required insurance (from insurance companies authorized by the N.H. Insurance Commissioner) e-mail request to [kkincaid@mansd.org](mailto:kkincaid@mansd.org) and shall be submitted to this same location no later than 3:00 P.M. on **Thursday April 2, 2026** Faxed or e-mail bids will not be accepted. The bids will be opened immediately thereafter in the SAU # 37 conference room, located on the 3rd floor, Hecker St. entrance. The sealed proposals shall be submitted in triplicate and clearly marked "FY26 CCTV Upgrade." The Manchester School District is not responsible for, nor will they entertain any proposals arriving after the designated time. It is the sole responsibility of the applicant to ensure delivery of their proposal by the stated date, time, and location. Failure to comply may result in the exclusion of the proposal. Proposals, which are incomplete, not properly signed or otherwise contrary to the above and contained within instructions, may be rejected as non-responsive. All proposals and submitted supporting documentation or request(s) become the property of the Manchester School District. The Manchester School District reserves the right to reject any and all proposals.

**A. A mandatory vendor walk-through of the facility will be conducted beginning at 9:00 A.M. on Wednesday March 25, 2026. Pre-registration is required prior to 5:00 PM on Tuesday March 24, 2026.**

**B. Registration and inquiries shall be directed to Kevin M. Kincaid, Security Manager at 603 624-6300 Ext. 116 kkincaid@mansd.org**

#### **1.01 Work Included**

- A. Under this proposal, the selected contractor shall provide and install variable Closed-Circuit Television Cameras (CCTV's) and associated software in compliance with the Contract Documents.

- B. CCTV shall be ready to transmit to designated locations with all equipment, including network transmission provided to establish remote capability per site as designated by the Owner.
- C. Remote Viewing must be capable of running over an Ethernet network using TCP/IP.
- D. The security equipment installed shall be as indicated in the following specifications.
- E. All specifications deviations must be listed "line for line" and must be clearly stated what "end effect" will be unattainable if any. All specifications must be represented fully by contractor and any and all "shortfall" must be clearly stated and any or all-adverse effects from those deviations or "shortfalls" must be stated. Any deviation(s) between what is specified and what is being proposed shall be so indicated by the contractor on an attached page, indicating the item in the proposal for which there is a product deviation or variance and a detailed explanation of the deviation. All such deviations shall become a part of the contractor's proposal.
- F. Any questions and/or clarification(s) in the scope, intent, specifications, etc. shall be submitted in writing to the School District Security Manager. The response(s) will be returned in writing and distributed to all contractors participating in the proposal process. The contractor shall submit questions of clarification of published specifications no later than *Noon on Monday March 30, 2026* in order that a written clarification (addendum) can be made known to all contractors participating in the process.
- G. Interpretation of and subsequent modifications to these specifications shall be by addenda only. The District shall not be responsible for any interpretation of the documents other than as set forth in these specifications or in authorized written and published addenda. E-mail correspondence shall be the primary course of contractor's questions, clarifications and/or response(s).
- H. All material furnished must be in conformity with the specifications and shall be subject to inspection and approval by the Security Manager following delivery. The right is reserved to reject and return at the risk and expense of the contractor such portion or the entirety of any shipment, which may be deemed defective or fail to comply with specifications. If rejected, it shall be held for disposition at the expense and risk of the contractor. Contractors shall be required to replace that defective portion or the entire order according to specifications without additional cost to the City or any of the proposal seekers.
- I. For any item which is in response to this proposal, it is the responsibility of the contractor to submit, with the proposal, a manufacturer's published detailed cut and description, catalog, or other descriptive document, explaining in detail, exactly what is being proposed.

- J. The contractor shall provide a method of future software technology developments such that any and all applicable software upgrades will be furnished as dictated by their development and successful completion of all testing by the contractor.
- K. Each contractor, by presenting a proposal under these specifications, binds himself to make it positive that all goods are fully up to the standards set by the specifications. Should it be discovered that such goods or services are not up to standard, the District shall have the right to have such goods or services replaced by another vendor conforming to the standard requirements and the entire expense be borne by the contractor.
- L. The right is reserved to request of any contractor offering a product for sale via this bid an exact sample for evaluation for any product proposed in accordance with the procedures as previously set forth. Should the contractor not adhere to this sampling procedure, the item(s) in question may be rejected on these grounds. Samples must be furnished upon request only, free of expense and if not destroyed by tests, shall be returned at the contractor's expense upon request. Samples are to be submitted to the District Security Manager. Samples normally a part of the equipment and furnishings necessary to complete the installation or insure the performance of the item, which are normally advertised and sold as part of the "total product," shall be deemed to be included in the proposal and shall therefore be furnished by the contractor under the framework of this proposal, at no additional cost.
- M. The contractor's signature on the bid form fully agrees to accept and comply with all instructions and conditions and all other requirements defined in the detailed specifications and outlined in all other documents pertaining to the proposal document. Should any contractor take exception with any part(s) of these instructions and conditions, or any part(s) of the specifications, it is the responsibility of the contractor to so acknowledge such differences in detail on a separate sheet(s) and attach and submit said sheet(s) with the proposal; all such exceptions shall become part of this proposal.
- N. The contractual scope of work will be based upon funds available at the time of contract award and may not necessarily include all of the listed facilities. The bid shall be awarded to the lowest qualified bidder for the selected product.
- O. The systems will be monitored in various locations on dedicated equipment supplied by owner.
- P. Pricing must be stated in U.S. dollars and cents and shall be offered in a known amount, i.e., a proposal which simply or similarly states to the effect "My bid is \$1.00 lower than the lowest proposal received" shall not constitute a legal proposal. Faxed proposals will not be accepted. **In addition to the enclosed "Bid Form," vendors shall include itemized equipment cost, total equipment cost, installation cost, and total cost.**

### 1.02 Contract Documents

Copies of the Contract Documents to be executed by the successful vendor are included with these Specifications for review, including a Subcontract Agreement, General Conditions of the Subcontract, Conditional Waiver of Liens, Payment Application and Payment Instructions.

### 1.03 Construction Schedule

- A. The Manchester School District is seeking the completion of all projects by **Monday November 30, 2026**. Vendor shall submit their proposed schedule with their proposal.
- B. On award of contract, the contractor shall meet with *The Owner* to discuss project scheduling.
- C. Within one (1) week of award of contract, the contractor shall submit for approval a detailed construction schedule highlighting critical deadlines to be met. Work shall not be started on any portion of the work until a schedule has been approved with critical deadlines defined.

### 1.04 Special Project Conditions

The Owner's employees and/or additional contractors employed by the owner will use portions of the job sites during the entire construction period. The contractor, its employees and all subcontractors shall cooperate with *The Owner's* required use of the surrounding site during construction to minimize conflicts and facilitate *The Owner's* normal use of the facilities. In particular, the following requirements shall apply:

- A. Access to the buildings shall be restricted to mechanical rooms, to areas immediately adjacent to where new equipment is being installed and to areas that do not conflict with building activities. All areas not immediately involved in the project shall be off limits to the contractor's employees and subcontractors. Personnel involved in the construction shall not wander the building or enter areas except where equipment is being installed.
- B. **No Drilling will be permitted during school hours without prior approval.** The contractor shall coordinate with *The Owner* to arrange for any required site access during off-hours and should provide a minimum of 24 hours advanced notice.
- C. All work in offices and occupied areas of a facility shall be previously arranged with the owner.
- D. The contractor, its personnel and all its subcontractors shall abide by all sign-in and badge requirements in force at each site.
- E. The contractor shall provide a list of personnel that will be working at each of the job sites.

- F. Trades persons shall wear company identification uniforms when working at the job sites.
- G. Offensive language, harassment of employees, music, noise and unauthorized signage will not be tolerated.
- H. The installation shall be in strict compliance with the Americans with Disabilities Act.

#### **1.05 Jobsite Safety**

- A. The contractor and all its subcontractors shall be responsible for the prevention of accidents and injury in the vicinity of or connected with the work. The contractor agrees to comply with all Federal, State, Municipal and local laws, ordinances, rules, regulations, codes and other requirements including but not limited to the Federal Occupational health and Safety Act of 1970, and with all standards established by the Owner.
- B. Each contractor shall notify *THE OWNER* in writing of the existence of any unsafe conditions on or about the jobsite, immediately upon discovery of such accident, injury or condition. If so ordered, the contractor shall stop any part of the work, which *The Owner* deems unsafe until corrective measures satisfactory to *The Owner* have been implemented.
- C. All accidents shall be reported to *THE OWNER* the day they occur. Any serious or fatal accidents that require immediate hospitalization of anyone at the site shall be reported to *THE OWNER* immediately after the individual is removed from the site for care. This requirement shall be in addition to OSHA reporting requirements.
- D. Whenever a contractor has work is in progress, they shall have on site a designated competent person who can recognize an unsafe condition.
- E. Each contractor shall promptly correct unsafe conditions. Failure to do so may result in work stoppages or termination of this contract at the discretion of *The Owner*.
- F. The contractor shall provide a first aid cabinet in a convenient and accessible location on site and shall replenish it weekly.
- G. All employees and the employees of all contractors shall be aware of and properly trained to work in accordance with these regulations for the tasks they are performing under this contract.
- H. Each contractor shall provide all necessary personal protective equipment and safety equipment along with tools and equipment needed to comply with the regulations referred to herein.

## **1.06 Construction Meetings**

- A. Within fifteen (15) days of Award of Contract and prior to commencing any construction, the contractor shall meet with *The Owner* to discuss:
  - 1. Change order procedure and conditions
  - 2. Storage facilities
- B. Prior to commencing work, the contractor shall arrange a walk through with *The Owner*, to review areas where the contractor contemplates demolition and new work. Issues of scheduling, disposal, storage, and relocation will be decided at this time.
- C. Meetings for progress and coordination of the work will be held at the job sites weekly or as needed. The contractor's project manager/job superintendent and subcontractors shall attend all such meetings as required by *The Owner*.

## **1.07 Product Delivery and Storage**

- A. Products: All products and materials shall be new and properly enclosed in containers, boxes, packages, etc. to prevent damage during transportation and handling. Products shall be delivered to job sites in original unopened containers with labels indicating brand name, model number, quality designations, fire-resistance ratings, etc. unless previously arranged with *The Owner*.
- B. Storage: Store materials delivered to site shall be off the ground, under cover, in dry well-ventilated locations approved by the Owner, secure from vandalism and theft, in full conformance with manufacturer's recommendations. Carefully protect stored materials from mechanical damage, dampness and extremes of temperature. Provide separators between finished materials that are stored in stacked or leaning positions. Materials damaged due to improper storage by the contractor shall be repaired or replaced and the contractor's expense.
- C. Security: The contractor shall protect all equipment and material for the work before and after installation. This protection must be extended against pilferage, dampness and damages from all causes until the work is accepted by the Owner.

## 1.08 Specifications and Drawings

- A. Errors and Omissions: Should any error, omission, or conflict of requirements exist in the contract documents, the contractor shall not take advantage of such unintentional error, omission or conflict but shall request an explanation and/or adjustment before signing the contract.
- B. Conflict of Requirements: In the event of a conflict of requirements within these contract documents or with Code requirements, the contractor shall request clarification from *THE OWNER* and the more stringent of the requirements shall prevail.
- C. Drawings: The scope of work and drawings if available indicate only the general floor plan of various facilities. Field measurements shall take precedence.
- D. Field Verification: The contractor shall verify all dimensions in the field and shall take field dimensions before fabricating equipment which is required to fit closely into existing construction. No extra will be paid for repairing or replacing items that do not fit into existing construction.

## 1.09 Utilities

Where approved by the Owner, the contractor may use existing building utilities at no charge so long as such use is not abused. Connect to, protect, and supplement these systems as necessary. Restore to original condition at the close of the project.

*The Owner* will designate where existing toilet facilities may be used at each facility. Toilet facilities may be used without charge so long as they are kept clean. The contractor shall be responsible for any telephone toll charges incurred.

## 1.10 Cutting and Patching

- A. Where necessary to cut or drill penetrations or openings in existing walls, floors or ceilings, all locations shall be specifically approved by *THE OWNER* in advance to facilitate installation. Holes shall be located so as not to affect structural sections such as ribs or beams.
- B. Holes through concrete and masonry in new and existing structures shall be cut with a diamond core drill or concrete saw. Pneumatic hammer, impact electric, hand or manual hammer type drills are not allowed, except where required by limited workspace and specifically approved in advance by *The Owner*.
- C. Seal openings in walls and floors to make a tight fit with penetrating items, using appropriate non-combustible filler material such as concrete, silicone foam, batten glass fiber or mineral-fiber insulation to preserve fire

ratings. Neatly patch and seal openings where exposed to view, using sealants, tooled mortar joints, escutcheons or flanged collars as appropriate.

- D. Protect the adjacent structure, finishes, furnishings and materials from damage and from the spread of dust during cutting and patching.
- E. Restore exposed finishes of patched areas and extend finish restoration into adjoining construction in a manner that will eliminate evidence of patching and refinishing.

### **1.11 Damage**

Any damage related to the construction shall be repaired by the contractor at no cost to *the Owner*. Whether or not specifically called out, the contractor shall patch, touch-up, and clean all existing walls, ceiling and floors which may be damaged by demolition, by removal of existing construction or by new construction.

### **1.12 Warranties**

All equipment and work provided and installed, as part of this contract shall be subject to an unconditional warranty (including all parts, labor, travel, etc.) for a period of not less than **three years**. The warranty at each location will begin at the time of final acceptance by *THE OWNER*. The contractor shall provide and be responsible for administration of this warranty, including the work of any and all subcontractors and all parts purchased by the contractor from other contractors.

### **1.13 Disruption of Services**

Some disruption of existing CCTV services to the facilities is anticipated under this contract. However, if any additional services must be disrupted, *The Owner* shall be notified 48 hours in advance of the disruption. All service disruptions and equipment shutdowns shall be approved in advance. Shutdowns and service disruptions shall be arranged so as to have a minimum effect on building operations. All shutdown periods shall be completed before the contractor leaves the job site each day; equipment and services shall not remain out of service overnight or on weekends. Any work requiring a prolonged disruption of services must be done on overtime at no cost to the owner and shall be scheduled in advance with *The Owner*.

### **1.14 Dust and Noise Control**

The contractor shall minimize disruption in all occupied areas and protect the buildings and occupants from dust and excessive noise. Dust resulting from the work shall be controlled to prevent its spread to all occupied portions of the building and to avoid creating a nuisance in the surrounding areas.

### **1.15 Project Closeout**

Final payment will not be made to the contractor until installation and operations have been reviewed and approved, all liens have been released, and all training (if applicable) has been completed.

### **1.16 Fees to Contractor**

All School District project work performed shall meet the full approval of the Security Manager before payment is made. School District invoices shall be submitted by the second Tuesday of each month for payment of the same month. The itemized invoice shall have detailed billing information including the dates, work site(s), and percentage completion.

## **Part 2 – Product – Specifications**

This product is a standardized system expansion and upgrade to existing Infrastructure. The goal is to improve exterior situational awareness using Consistent, enterprise-supported equipment. For the purpose of this bid, Contractors shall assume adequate capacity exists within the current network switching and server environment.

### **TECHNICAL SPECIFICATIONS**

#### **2.01 GENERAL -**

#### **IP - CAMERAS**

AXIS Communications  
300 Apollo Drive  
Chelmsford, MA 01824

### **VIDEO MANAGEMENT SOFTWARE\***

#### **Senstar Symphony Standard V8**

Senstar  
Guy Walker  
Senior Sales Director  
119 John Cavanaugh Drive  
Ottawa, ON, Canada KOA1LO  
203-400-9228  
Guy.walker@senstar.com

**\* VIDEO MANAGEMENT SOFTWARE PRICING SHALL BE CALCULATED UNTIL 05/30/2027.**

## POWER OVER ETHERNET

Shall meet the specifications of Category 6 plenum cable

- **The installer shall be qualified and certified by the respective manufacturers in the installation, operation, programming, and authorized to provide the Owner direct factory warranty servicing of the specified systems.**
- **Certificates or letters of qualification from respective manufacturers are required with proposal submittals.**

For the purpose of this bid, vendors may establish partnerships. If a vendor is certified in one of the specified products, however, is not certified for the second product, they may partner with a certified vendor of the other product(s). The vendor supplying the majority of products, services, etc. shall be the submitter of the bid, associate vendors will be listed in the sub-contractor section within the bid form. The vendor submitting the bid shall be responsible for all aspects of warranty servicing/replacement for the three-year warranty period.

## ELECTRICAL

### Part 1 - General Conditions

#### 1.01 Submittals

- A. The Contractor shall submit to *THE OWNER* for approval, not less than two (2) sets of information containing specific reference to catalog numbers and shall be qualified in writing as required. No considerations will be given to brochure or catalog information not specifically designated or referenced to the specification by an identifying number. The sets shall consist of a complete list of equipment and materials, including manufacturer's descriptive and technical literature, performance charts and curves, catalog cuts, and installation instructions.

#### 1.02 Inspections

- A. All inspections and tests shall be made in accordance with the requirements of *The Owner* and the Contract. Rejected materials shall be removed from the site and new materials furnished, retested and installed to the satisfaction of *THE OWNER* without additional cost to *The Owner*.

- B. The Contractor is required to inspect the site and survey the conditions to be encountered in the performance of the Work prior to starting with his portion of the work. Failure to familiarize himself with the conditions shall not relieve the Contractor of responsibility for full completion of the work in accordance with the provisions of the contract.

### **1.03 Acceptance**

- A. Before final acceptance of the work under this section, all damaged or imperfect materials shall be refinished or replaced, all debris, scaffolding and tools shall be removed and premises shall be "broom clean" all to the satisfaction of *The Owner*.

### **1.04 Guarantee**

- A. This Contractor shall guarantee all materials and installations under normal use to be free from defects and poor workmanship for a period of **three (3) years** from the date of final acceptance by *The Owner*. Any replacement of parts or adjustments, including labor made necessary by inherent defects, shall be provided by the Contractor without cost to *The Owner* within the guarantee period.

### **1.05 Codes and Standards**

- A. Published standard specifications of technical societies, trade associations and governmental agencies codes and regulations of Underwriters and protective organizations, Federal, State and Municipal regulations and codes and publications of a similar nature shall be the edition current as of the date of this Specification.
- B. The applicable requirements of the publications of the following organizations shall apply to the work under this section as if fully written herein:
  - 1. American National Standards Institute, Inc. (ANSI)
  - 2. Institute of Electrical and Electronic Engineers (IEEE)
  - 3. National Electrical Manufacturer's Association (NEMA)
  - 4. National Fire Codes (NFPA)
  - 5. Underwriters Laboratories, Inc. (UL)
  - 6. Federal, State, and Municipal Building Codes, and all other Authorities having jurisdiction.
  - 7. National Electrical Code (NEC)
  - 8. Insulated Power Cable Engineers Associated Specification (IPCES)
  - 9. American Society for Testing Materials Specifications (ASTM)
  - 10. National Bureau of Standards Handbook (NBS)
  - 11. Occupational Safety and Health Administration (OSHA)
  - 12. National Electrical Safety Code (NESC)
  - 13. Americans with Disabilities Act (ADA)

### **1.06 Permits and Fees**

- A. This Contractor shall obtain all necessary permits, licenses or certificates of approval. He shall pay all fees required by and conform to all local, state and federal laws and regulations governing his work, and at the conclusion of his work, he shall furnish *The Owner* with certificates of inspection from all authorities having jurisdiction before final acceptance. The owner shall reserve the right to waive Bond fee.

#### **1.07 Intent of Specifications**

- A. It is not intended that the specifications show in detail every and all material necessary to complete the system in accordance with the best practices of the trade and to the complete satisfaction of *THE OWNER* shall be furnished without additional recompense under this Section of the Specifications. No deviations from the layout shall be made without the written approval of *THE OWNER*.

#### **1.08 Licenses**

- A. All electrical outlets and associated work shall be installed by persons duly licensed by the Electricians Board of the State of New Hampshire.

#### **1.09 Coordination**

- A. It shall be the responsibility of the CCTV contractor to coordinate his work with the electrical contractor to ensure that his work is terminated in a satisfactory and timely manner.

#### **1.10 Protection of Equipment and Materials**

- A. The Contractor shall protect all equipment and material for the work after delivery, before and after installation. This protection must be extended against pilferage, dampness and damages from all causes until the work is accepted by *The Owner*.

#### **1.11 Material and Installation**

- A. Only the best materials shall be used, and the installation shall be made in a neat and workmanlike manner, complete in every detail, ready for immediate satisfactory operation by *The Owner*.
- B. Materials shall be installed in strict compliance with local building codes. All work shall be performed in accordance with the manufacturers' instructions and in a satisfactory manner to the District Security Manager.
- C. The installer shall be fully qualified and certified by the manufacturer in the installation, operation, programming, and direct warranty servicing of the system(s).

### **Part 2 - Products**

## **2.01 General Materials**

- A. Unless otherwise indicated, the materials to be furnished under this specification shall be the standard products of manufacturers regularly engaged in the production of such equipment and shall be the manufacturer's latest standard design that complies with the specification requirements.
- B. Materials shall be delivered to the site in the original sealed containers of packages bearing the manufacturer's name and brand designation unless previously arranged with *The Owner*. All materials shall be stored in a clean, well-ventilated, warm area. Care shall be exercised in handling materials during delivery, storage and installation. All materials damaged, in the opinion of *THE OWNER*, shall be replaced at no additional cost to *The Owner*.

## **2.02 Equipment Mounting and Support**

- A. Provide all supports including supplementary steel, channels, chain, rods and guys required for the proper installation, mounting and support of all equipment.
- B. Supports shall be firmly attached and connected to building structural elements and constructed in an approved manner. Continuously threaded rods less than 3/8" in diameter, tie wire, or metal straps are not approved.
- C. Supports in structural system shall be installed as an integral part of the structural system. Explosive or cartridge driven type anchors, insert or supports may be used if approved by *The Owner* and the authority having jurisdiction.
- D. Except, as otherwise required by the Contract Documents the type and size of supports shall be as determined by the Contractor and shall be of sufficient strength and size to allow only a minimum deflection as required by codes or standards and the support manufacturer's requirements for loading.
- E. Inform all parties as to location size details and method of attachment of supports and the weight which the support is to carry, so that the installation may be coordinated.
- F. Supports shall be installed in a neat and workmanlike manner, perpendicular or parallel to walls, floor, columns, beams or ceilings.
- G. Attachment to structural steel shall be bolted type.

- H. All supports such as Unistrut channels, fittings, clamps, rods, etc., shall have hot dipped galvanized finish. Bolts, nuts, flat washers, etc., shall have electro-galvanized finish.
- I. The structural integrity shall not be impaired. Structural steel and joists shall not be drilled or cut. Secure hangers to these materials with mechanical clips.

### **2.03 Grounding**

- A. Furnish and install grounding system conforming to IEEE Std. 142-1982 and as required by codes or standards.
- B. Flexible metal conduit and electric metallic tubing feeder raceways shall include grounding conductor.
- C. Grounding conductors shall be stranded copper wire with THHN/THWN green color insulation.

### **2.04 Raceways**

- A. Install all wiring in hot dipped galvanized or sherardized threaded rigid steel conduit (RSC), intermediate metal conduit (IMC), electric metallic tubing (EMT), or schedule 80 PVC, unless otherwise noted. Schedule 80 PVC may be used under the floor slab on grade and below grade outside of the building only. All raceways within the building shall be metal. Surface metal raceways may be installed where authorized by *The Owner*.
- B. Raceways and wiring, except as otherwise noted, shall be installed concealed in hung or furred ceilings, concrete slabs, masonry walls and partitions. Raceways may be exposed in unfinished areas such as electric and boiler rooms.
- C. Electrical metallic tubing and intermediate metal conduit shall not be installed in concrete on grade, in concrete in contact with earth, underground or outdoors.

### **2.05 Pull Boxes and Junction Boxes**

- A. Pull boxes and junction boxes shall be of code gauge galvanized steel with screw covers to match, shall be as required and shall be as shown on Contract Drawings.
- B. Conductors passing through pull boxes shall be identified to indicate their origin and termination.

- C. Pull and junction boxes and covers shall be for indoor use, except provide other types as required because of location.
- C. Covers shall not be installed until installation has been observed. Provide nameplate on cover: example: Power Circuit - Panel LP1

## **2.06 Outlets**

- A. Outlets shall be centered in panels and spaces provided therefore, if any discrepancy is found to exist in field conditions, notify *THE OWNER* to have location verified prior to installation.
- B. Where outlets of any system occur provide suitable boxes and conduit so that they may be built in as the work progresses. Box offsets shall be made at all outlets to provide proper adjustment to structural finish.
- C. Raised covers in finished tile; masonry block or similar masonry construction where no other finish is to be applied shall have 90-degree corners and edges. Boxes in plaster finish shall have raised plaster covers with rounded edges and corners.
- D. Exposed outlet boxes shall have threaded conduit hubs.
- E. Outlet devices shall be of construction series Hubbell CR5252 or equal, 20 amp, 120 volts.

## **2.07 Cabling Installation**

- A. Unless otherwise noted, all system cabling shall be installed in concealed areas in: attics, crawl spaces, above accessible and inaccessible ceilings, and/or fished in existing walls.
  - 1. Any wiring installed on the surface on existing wall or ceiling finishes shall be installed in metal raceway, EMT minimum. Wiremold raceway, 200 Series minimum shall be utilized to feed new surface mounted boxes, extending from ceilings, on hard, inaccessible wall surfaces. Color shall be as required to match surface on which mounted.
  - 2. All cable penetrations thru floors and walls shall be made with metal raceway sleeves, EMT minimum, and sealed as required. Penetrations thru fire rated walls and floors shall be sealed as a UL listed, fire rated sleeve assembly as required.
  - 3. All conduit shall be installed with die cast compression fittings.
  - 4. All cabling shall be installed in accordance with 1999 NEC Articles 725 and 640.
- B. Asbestos Abatement
  - 1. The Contractor shall coordinate with the Owner, any work, requiring the abatement of existing asbestos material. The Owner shall be responsible for any abatement required to facilitate new CCTV system wiring.

2. The Contractor shall make every reasonable effort to avoid the installation of new CCTV wiring at these locations, so as not to disturb or cause for the removal of asbestos material.
3. All suspect materials shall be brought to the attention of the Owner before installation can proceed.

## **2.08 Penetrations Through Fire Rated Assemblies**

- A. All penetration into and/or through fire rated assemblies shall be in accordance with the 1996 Boca Code, Chapter 7 and Section 1014.0. It shall be the Contractor's responsibility to coordinate the location of all fire rated assemblies prior to the rough in of any electrical work.
- B. All penetrations of fire rated assemblies by the Contractor shall be fire stopped as required. The Contractor shall install 3M or Hevi-Duty/Nelson Fire Stopping material in accordance with the respective manufacturer's details.

## **Part 3 - Execution**

### **3.01 Workmanship and Preparation**

- A. All work shall be executed in workmanlike manner by experienced technicians in accordance with the most modern engineering practice and shall present a neat appearance when completed. The work shall be carefully laid out in advance and where cutting, channeling, chasing or drilling of floors, walls, partitions & ceilings or other surfaces is necessary for the proper installation, support or anchorage of the conduit, raceways or other electrical work, this work shall be carefully done and any damage to the building, piping or equipment shall be repaired by skilled mechanics of the trades involved and at no additional cost to *The Owner*.

### **3.02 Adjusting and Cleaning**

- A. After installation, all equipment shall be protected to prevent damage during the construction period. Openings in conduits and boxes shall be closed to prevent entrance of foreign materials. The interior of boxes and cabinets shall be left clean; exposed surfaces shall be cleaned and plated surfaced polished.

### **3.03 Obtaining Information**

- A. The Contractor shall obtain detailed information from the manufacturers for the proper methods of installation.

### **3.04 Raceways and Fittings**

- A. Raceways shall be supported and secured at intervals of not more than 10 ft., with minimum of two supports for each 10 ft. of length, additional

supports shall be provided if required. Tie wire or perforated metal straps shall not be used to support or secure raceways or other equipment. Electric metallic tubing shall be supported within 18 inches of each coupling or connector. In finished areas, furnish and install escutcheons for all exposed conduit passing through or entering finished floors or walls.

- B. Expansion coupling shall be provided in each raceway crossing building expansion joint and when length of raceway requires expansion coupling, expansion coupling shall have a total minimum expansion of 4 inches and shall have a flexible bonding conductor. Setting expansion couplings shall be a function of temperature at the time of installation. Flexible couplings shall be provided where required.
- C. Raceways shall have runs installed parallel or perpendicular to walls, structural members of intersections of vertical planes and ceiling. Field-made bends and offsets shall be avoided where possible, but where necessary, shall be made with an approved hickey or conduit bending machine. Crushed or deformed raceways shall not be installed. Trapped raceways shall be avoided. Care shall be taken to prevent the lodgment of plaster, dirt or trash in raceway boxes, fittings and equipment during construction. Clogged raceways shall be entirely free of obstruction or shall be replaced.
- D. Wooden plugs inserted in concrete or masonry are not acceptable as a base for raceway fastenings nor shall raceways or pipe straps be welded to steel structures. Raceways shall be secured by pipe straps or shall be supported by wall brackets, strap hangers or ceiling trapeze fastened by wood screws on wood, toggle bolts on hollow units, expansion bolts on concrete or brick and machine screws or welded studs on steel work.
- E. Conduits shall be installed in accordance with NEC Articles 345, 346 and 348.
- F. Conduits shall be secured within 3' - 0" of each outlet box, junction box, cabinet or fitting. In moisture areas raceways shall be supported with at least 1/4 inch of clearance between the raceway and the supporting surface using only hot dipped galvanized or non-ferrous spacers, supports, fittings and attachments.
- G. The number of conductors permitted in a single raceway shall be in accordance with the percentage fill specified in the NEC - Table 1, Chapter 9, using the conduit dimensions of Table 4, Chapter 9.
- H. A run of conduit between outlet and outlet, between fitting and more fitting or between outlet and fitting shall not contain more than the equivalent of 4 quarter bends (360, total) including those bends located immediately at the outlet or fitting.
- I. Exposed raceways shall be installed parallel or perpendicular to walls, structural members or intersections of vertical planes and ceilings.

- J. All interior raceways not in moisture area, exposed and/or concealed shall be electrical metallic tubing manufacture of lightweight cold rolled steel. The exterior and interior shall be protected by galvanizing.
- K. Electrical metallic tubing fittings for sizes 1/2", 3/4", 1" and 1 1/4" shall be compression type as manufactured by Steel City, Tomic Sales or Thomas and Betts Co. Larger sizes shall be double setscrew type as manufactured by Raco Company, Thomas and Betts, Steel City or Appleton. Indenter type connectors are not acceptable.
- L. Each outlet in the wiring or raceway systems shall be provided with an outlet box to suit the conditions encountered. Boxes shall be galvanized steel for concealed work and cast type FS or D as required with threaded hubs where exposed or imbedded in concrete. Each box shall have sufficient volume to accommodate the number of conductors entering the box in accordance with the requirements of the National Electrical Code. Ceiling and bracket outlet boxes shall not be less than 4 inches octagonal and not be less than 1 1/2" deep. Boxes shall be installed in a rigid and satisfactory manner and shall be fastened directly with wood screws on wood, bolts and expansion shield on concrete or brick toggle bolts on hollow masonry units and machine screws or welded-threaded stubs on steel work. In moisture areas boxes shall be supported with at least 1/4 inch of clearance between the box and the supporting surface using only hot dipped galvanized or non-ferrous spacers, supports, fittings and attachments.
- M. Furnish and install on all conduit ends insulating bushings of Bakelite or plastic before the installation of any conductors. Bushings shall be Type "A" or "BBL" or as required. Bushings shall be O-Z or other approved make.
- N. Surface metal raceway will be installed in accordance with NEC Article 352.

### **3.05 Outlets**

- A. Each outlet in the wiring or raceway systems shall be provided with an outlet box to suit the conditions encountered. Each box shall have sufficient volume to accommodate the number of conductors entering the box in accordance with the requirements of the National Electrical Code. Boxes shall not be less than 1-1/2" deep unless shallower boxes are required by structural conditions and are specifically approved.
- C. Ceiling and bracket outlet boxes shall be not less than 4" except that smaller boxes may be used where required by the particular fixture to be installed. Boxes shall be installed in a rigid and satisfactory manner and shall be fastened directly with wood screws on wood, bolts and expansion shield on concrete or brick, toggle bolts on hollow masonry units and machine screws or welded threaded studs on steel work.

**3.06 Cutting, Patching, Painting, Trenching, Backfill and paving**

- A. The Contractor shall be responsible for cutting and patching of existing floors, walls and ceilings as required for the installation of the CCTV system equipment and cabling to the satisfaction of *The Owner*.

**3.07 Testing, Start-up and Inspection**

- A. During the course of this work, test all circuits for grounds and shorts and eliminate any found.
- B. Provide any tests required by inspection authorities having jurisdiction.
- C. All electrical work when first placed on line shall be energized by this Contractor only and until proven satisfactory and current no other person or contractor shall be allowed to energize the equipment.
- D. Should any questions arise concerning the suitability of any workmanship or material, this Contractor shall provide tests and demonstrations proving the work.
- E. This Contractor shall replace defective work at no cost to *The Owner*.
- F. Provide testing and adjusting of all work to prove and ensure proper and coordinated operation.
- G. Upon completion and testing of the installed system, test reports shall be submitted in booklet form showing all field tests performed to prove compliance with specified performance criteria. Each test report shall indicate the final position of readings of calibrating controls.

**3.08 Operating Instruction and Maintenance Manual**

- A. The Contractor shall instruct to *The Owner's* satisfactions, such persons as *The Owner* designates in the proper operation and maintenance of all systems and their parts. Parties indicated above shall sign affidavits stating that the above instructions were provided by the Contractor.
- D. Furnish in accordance with contract three copies of operating and maintenance manuals and forward it to *THE OWNER*. The operating instructions shall be specific for each system and shall include copies of posted specific instructions.
- E. For maintenance purposes, provide as built, parts lists, specifications and manufacturer's maintenance bulletin for each piece of equipment. Provide name, address and telephone number of the manufacturer's representative and Service Company for each piece of equipment so that service or spare parts can be readily obtained.

**3.09 Site Cleaning Requirements**

- A. The Contractor shall leave all work areas broom clean at the close of each workday and shall remove all rubbish from the site daily. All rubbish shall be disposed of off-site.
- B. Occupied areas shall be left thoroughly clean at the completion of construction in each area, to the satisfaction of *The Owner*.
- C. *The Owner's* dumpsters and trash receptacles shall not be used for disposal by the Contractor.
- D. All equipment enclosures shall be cleaned of wire trimmings, shavings and debris.
- F. All trash receptacles and dumpsters shall be emptied regularly and shall not be overfilled.

## **SCHOOL DISTRICT LOCATION**

### **1. Bakersville Elementary School 20 Elm St.**

|   |                                                              |
|---|--------------------------------------------------------------|
| 2 | AXIS Q6355-LE PTZ Camera                                     |
| 2 | AXIS T91A64 Corner Bracket                                   |
| 2 | AXIS T91G61 Wall Mount                                       |
| 2 | S8MS1110-001 Symphony Standard Edition<br>One-Year           |
| 2 | S8SW1100-XXY Symphony Standard Edition<br>8 price per camera |
| 2 | Cat 6 Level 3 Testing                                        |

### **2. Beech Street Elementary School 333 Beech St.**

|   |                                                              |
|---|--------------------------------------------------------------|
| 2 | AXIS Q6355-LE PTZ Camera                                     |
| 2 | AXIS T91A64 Corner Bracket                                   |
| 2 | AXIS T91G61 Wall Mount                                       |
| 2 | S8MS1110-001 Symphony Standard Edition One-Year              |
| 2 | S8SW1100-XXY Symphony Standard Edition<br>8 price per camera |
| 2 | Cat 6 Level 3 Testing                                        |

### **3. Gossler Park Elementary School 145 Parkside Ave.**

|   |                                                              |
|---|--------------------------------------------------------------|
| 2 | AXIS Q6355-LE PTZ Camera                                     |
| 2 | AXIS T91A64 Corner Bracket                                   |
| 2 | AXIS T91G61 Wall Mount                                       |
| 2 | S8MS1110-001 Symphony Standard Edition One-Year              |
| 2 | S8SW1100-XXY Symphony Standard Edition<br>8 price per camera |
| 2 | Cat 6 Level 3 Testing                                        |

**4. Green Acres Elementary School  
100 Aurore Ave**

|   |                                                              |
|---|--------------------------------------------------------------|
| 2 | AXIS Q6355-LE PTZ Camera                                     |
| 2 | AXIS T91A64 Corner Bracket                                   |
| 2 | AXIS T91G61 Wall Mount                                       |
| 2 | S8MS1110-001 Symphony Standard Edition<br>One-Year           |
| 2 | S8SW1100-XXY Symphony Standard Edition<br>8 price per camera |
| 2 | Cat 6 Level 3 Testing                                        |

**5. Highland Goffs Falls School  
2021 Goffs Falls Rd.**

|   |                                                              |
|---|--------------------------------------------------------------|
| 2 | AXIS Q6355-LE PTZ Camera                                     |
| 2 | AXIS T91A64 Corner Bracket                                   |
| 2 | AXIS T91G61 Wall Mount                                       |
| 2 | S8MS1110-001 Symphony Standard Edition<br>One-Year           |
| 2 | S8SW1100-XXY Symphony Standard Edition<br>8 price per camera |
| 2 | Cat 6 Level 3 Testing                                        |

**6. Jewett Street Elementary School  
130 S. Jewett St**

|   |                                                              |
|---|--------------------------------------------------------------|
| 2 | AXIS Q6355-LE PTZ Camera                                     |
| 2 | AXIS T91A64 Corner Bracket                                   |
| 2 | AXIS T91G61 Wall Mount                                       |
| 2 | S8MS1110-001 Symphony Standard Edition<br>One-Year           |
| 2 | S8SW1100-XXY Symphony Standard Edition<br>8 price per camera |
| 2 | Cat 6 Level 3 Testing                                        |

**7. McDonough Elementary School  
550 Lowell St.**

|   |                                                              |
|---|--------------------------------------------------------------|
| 2 | AXIS Q6355-LE PTZ Camera                                     |
| 2 | AXIS T91A64 Corner Bracket                                   |
| 2 | AXIS T91G61 Wall Mount                                       |
| 2 | S8MS1110-001 Symphony<br>Standard Edition One-Year           |
| 2 | S8SW1100-XXY Symphony Standard Edition<br>8 price per camera |
| 2 | Cat 6 Level 3 Testing                                        |

**8. Northwest Elementary School  
300 Youville St.**

|   |                                                              |
|---|--------------------------------------------------------------|
| 2 | AXIS Q6355-LE PTZ Camera                                     |
| 2 | AXIS T91A64 Corner Bracket                                   |
| 2 | AXIS T91G61 Wall Mount                                       |
| 2 | S8MS1110-001 Symphony Standard Edition<br>One-Year           |
| 2 | S8SW1100-XXY Symphony Standard Edition<br>8 price per camera |
| 2 | Cat 6 Level 3 Testing                                        |

**9. Parker-Varney Elementary School  
223 James A. Pollock Dr.**

|   |                                                              |
|---|--------------------------------------------------------------|
| 2 | AXIS Q6355-LE PTZ Camera                                     |
| 2 | AXIS T91A64 Corner Bracket                                   |
| 2 | AXIS T91G61 Wall Mount                                       |
| 2 | S8MS1110-001 Symphony Standard Edition<br>One-Year           |
| 2 | S8SW1100-XXY Symphony Standard Edition<br>8 price per camera |
| 2 | Cat 6 Level 3 Testing                                        |

**10. Smyth Road School  
245 Bruce Rd.**

|   |                                                              |
|---|--------------------------------------------------------------|
| 2 | AXIS Q6355-LE PTZ Camera                                     |
| 2 | AXIS T91A64 Corner Bracket                                   |
| 2 | AXIS T91G61 Wall Mount                                       |
| 2 | S8MS1110-001 Symphony Standard Edition One-Year              |
| 2 | S8SW1100-XXY Symphony Standard Edition<br>8 price per camera |
| 2 | Cat 6 Level 3 Testing                                        |

**11. Webster Elementary School  
2519 Elm St.**

|   |                                                              |
|---|--------------------------------------------------------------|
| 2 | AXIS Q6355-LE PTZ Camera                                     |
| 2 | AXIS T91A64 Corner Bracket                                   |
| 2 | AXIS T91G61 Wall Mount                                       |
| 2 | S8MS1110-001 Symphony Standard Edition One-Year              |
| 2 | S8SW1100-XXY Symphony Standard Edition<br>8 price per camera |
| 2 | Cat 6 Level 3 Testing                                        |

**12. Weston Elementary School  
1066 Hanover St.**

|   |                                                              |
|---|--------------------------------------------------------------|
| 2 | AXIS Q6355-LE PTZ Camera                                     |
| 2 | AXIS T91A64 Corner Bracket                                   |
| 2 | AXIS T91G61 Wall Mount                                       |
| 2 | S8MS1110-001 Symphony Standard Edition One-Year              |
| 2 | S8SW1100-XXY Symphony Standard Edition<br>8 price per camera |
| 2 | Cat 6 Level 3 Testing                                        |

**13. Hillside Middle School  
112 Reservoir Rd.**

|   |                                                                 |
|---|-----------------------------------------------------------------|
| 2 | AXIS Q6355-LE PTZ Camera                                        |
| 2 | AXIS T91A64 Corner Bracket                                      |
| 2 | AXIS T91G61 Wall Mount                                          |
| 2 | S8MS1110-001 Symphony Standard Edition<br>One-Year              |
| 2 | S8SW1100-XXY    Symphony Standard Edition<br>8 price per camera |
| 2 | Cat 6 Level 3 Testing                                           |

**14. McLaughlin Middle School  
290 S. Mammoth Rd.**

|   |                                                                 |
|---|-----------------------------------------------------------------|
| 2 | AXIS Q6355-LE PTZ Camera                                        |
| 2 | AXIS T91A64 Corner Bracket                                      |
| 2 | AXIS T91G61 Wall Mount                                          |
| 2 | S8MS1110-001 Symphony Standard Edition<br>One-Year              |
| 2 | S8SW1100-XXY    Symphony Standard Edition<br>8 price per camera |
| 2 | Cat 6 Level 3 Testing                                           |

**15. Parkside Middle School  
75 Parkside Ave.**

|   |                                                                 |
|---|-----------------------------------------------------------------|
| 2 | AXIS Q6355-LE PTZ Camera                                        |
| 2 | AXIS T91A64 Corner Bracket                                      |
| 2 | AXIS T91G61 Wall Mount                                          |
| 2 | S8MS1110-001 Symphony Standard Edition<br>One-Year              |
| 2 | S8SW1100-XXY    Symphony Standard Edition<br>8 price per camera |
| 2 | Cat 6 Level 3 Testing                                           |

**16. Southside Middle School  
140 S. Jewett St**

|   |                                                                 |
|---|-----------------------------------------------------------------|
| 2 | AXIS Q6355-LE PTZ Camera                                        |
| 2 | AXIS T91A64 Corner Bracket                                      |
| 2 | AXIS T91G61 Wall Mount                                          |
| 2 | S8MS1110-001 Symphony Standard Edition<br>One-Year              |
| 2 | S8SW1100-XXY    Symphony Standard Edition<br>8 price per camera |
| 2 | Cat 6 Level 3 Testing                                           |

**17. Central High School  
207 Lowell St.**

|   |                                                                 |
|---|-----------------------------------------------------------------|
| 2 | AXIS Q6355-LE PTZ Camera                                        |
| 2 | AXIS T91A64 Corner Bracket                                      |
| 2 | AXIS T91G61 Wall Mount                                          |
| 2 | S8MS1110-001 Symphony Standard Edition<br>One-Year              |
| 2 | S8SW1100-XXY    Symphony Standard Edition<br>8 price per camera |
| 2 | Cat 6 Level 3 Testing                                           |

**18. Memorial High School  
1 Crusader Way**

|   |                                                                 |
|---|-----------------------------------------------------------------|
| 2 | AXIS Q6355-LE PTZ Camera                                        |
| 2 | AXIS T91A64 Corner Bracket                                      |
| 2 | AXIS T91G61 Wall Mount                                          |
| 2 | S8MS1110-001 Symphony Standard Edition<br>One-Year              |
| 2 | S8SW1100-XXY    Symphony Standard Edition<br>8 price per camera |
| 2 | Cat 6 Level 3 Testing                                           |

**19. Manchester School of Technology  
530 S. Porter St.**

|   |                                                              |
|---|--------------------------------------------------------------|
| 2 | AXIS Q6355-LE PTZ Camera                                     |
| 2 | AXIS T91A64 Corner Bracket                                   |
| 2 | AXIS T91G61 Wall Mount                                       |
| 2 | S8MS1110-001 Symphony Standard Edition<br>One-Year           |
| 2 | S8SW1100-XXY Symphony Standard Edition<br>8 price per camera |
| 2 | Cat 6 Level 3 Testing                                        |

**20. West High School  
9 Notre Dame Ave.**

|   |                                                              |
|---|--------------------------------------------------------------|
| 2 | AXIS Q6355-LE PTZ Camera                                     |
| 2 | AXIS T91A64 Corner Bracket                                   |
| 2 | AXIS T91G61 Wall Mount                                       |
| 2 | S8MS1110-001 Symphony Standard Edition<br>One-Year           |
| 2 | S8SW1100-XXY Symphony Standard Edition<br>8 price per camera |
| 2 | Cat 6 Level 3 Testing                                        |

**BID SUBMITTAL FORM**

**Closed Circuit Television (IP) Cameras, Associated Software, Etc.**

**MANCHESTER SCHOOL DISTRICT**

Bid due date: 3:00 PM, April 2, 2026

To: SAU #37  
Manchester School District  
20 Hecker St  
Manchester, New Hampshire 03102  
**"FY26 CCTV UPGRADE"**

The undersigned, having carefully inspected the places where the work is to be completed, having thoroughly studied the proposal package, specifications, and other documents incorporated therein by reference, and having become thoroughly familiar with local conditions affecting the performance and costs of the work, hereby proposes to furnish all labor, materials, tools, equipment, safety appliances, permits and any other miscellaneous items necessary to perform the services called for in the proposal package, and to perform all operations necessary to execute and complete such work in a good and workmanlike manner and in strict accordance with the requirements called for in the proposal package.

**For billing purposes the bidder shall submit an attached detailed itemized sheet for each location with their sealed bid.** The itemized sheets shall contain a minimum of site location, address, line by line quantity, code, description, unit price and total price for each significant item. Example:

| QTY          | CODE       | DESCRIPTION              | UNIT PRICE | TOTAL             |
|--------------|------------|--------------------------|------------|-------------------|
| 4            | DDK-1700BC | IP Bullet (Vandal Proof) | \$1,000.00 | \$4,000.00        |
| 1            | Permit     | City Permit Fee          | 100.00     | 100.00            |
| 1            | Bond       | Bond Fee                 | 700.00     | <u>700.00</u>     |
| Equipment    |            |                          |            | \$4,800.00        |
| Installation |            |                          |            | <u>\$2,000.00</u> |
| Total        |            |                          |            | \$6,800.00        |

Submitted by: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

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

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name/Title: \_\_\_\_\_

- A. The successful vendor must provide evidence of insurance coverage and shall provide a Certificate of Insurance prior to issuance of the contract as provided within the document and Attachment B.
- B. Performance and Payment Bonds will be required in the full amount of the contract price. Bond costs shall be included in each of the prices listed on this proposal form. The City reserves the right to waive Performance and Payment Bonds when awarding the proposal
- C. All prices shall remain valid for a minimum of one-year from the proposal due date. The City and vendor by mutual agreement may extend the contract for an additional period of up to one-year if the same or lower price is extended for another year or part of a year. The City reserves the right to utilize the submitted proposal pricing for any facility owned or leased by the City of Manchester, Manchester School District, Manchester Transit Authority, Manchester Housing and Redevelopment Authority and Manchester Water Works Authority.
- D. List **all** proposed sub-contractors and the work each is to perform. Specify what percentage of the proposed price each invoices:

| Subcontractor Name | Trade/Work Description | Percent |
|--------------------|------------------------|---------|
|                    |                        |         |
|                    |                        |         |
|                    |                        |         |
|                    |                        |         |

- E. Copies of all vendors and proposed sub-contractor's licenses and insurance information.
- F. Detailed history of the vendor. Vendor must have been in business for a minimum of five (5) years.
- G. Copy of any Mission or Vision Statement.
- H. An executed original of the Independent Contractor Agreement.
- I. Attach to the proposal form a **PROPOSED PROJECT SCHEDULE**, showing start and end dates for work at each site.
- J. A detailed history of violations of **any** Federal, State, Municipal and local law

Ordinances, rules, regulations, codes and other requirements including but not limited to Federal Occupational Health and Safety Act of 1970, arising from the contractor's conduct, including that of its subcontractors, and a detailed explanation of any steps taken to remedy the underlying violation and prevent reoccurrence.

## REFERENCES

Provide at least three (3) references for Security CCTV Systems.

1. Project Name: \_\_\_\_\_ Facility Size \_\_\_\_\_  
System Installed Cost: \_\_\_\_\_ Completion Date: \_\_\_\_\_  
Contact: \_\_\_\_\_ Telephone No: \_\_\_\_\_  
Type of Installation: \_\_\_\_\_
2. Project Name: \_\_\_\_\_ Facility Size \_\_\_\_\_  
System Installed Cost: \_\_\_\_\_ Completion Date: \_\_\_\_\_  
Contact: \_\_\_\_\_ Telephone No: \_\_\_\_\_  
Type of Installation: \_\_\_\_\_
3. Project Name: \_\_\_\_\_ Facility Size \_\_\_\_\_  
System Installed Cost: \_\_\_\_\_ Completion Date: \_\_\_\_\_  
Contact: \_\_\_\_\_ Telephone No: \_\_\_\_\_  
Type of Installation: \_\_\_\_\_

**CITY OF MANCHESTER, NEW HAMPSHIRE  
AND**

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The Independent Contractor Agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2026, by and between \_\_\_\_\_ a corporation having a place of business \_\_\_\_\_ (hereinafter the "applicant") and the Manchester School District, New Hampshire, a body corporate and politic with an address of 20 Hecter St. Manchester, NH

**Scope Of Work.** The work to be completed by the applicant shall be in accordance as described and set forth in the preceded and following documents and noted exceptions unless modified in writing by both parties.

General Specifications for the Supply and Installation of CCTV cameras and associated software & access control for the Manchester School District, New Hampshire issued for bid **"FY26 CCTV UPGRADE"**

Proposal Form – CCTV System Manchester School District, Manchester, New Hampshire submitted by the applicant on April 2, 2026.

**Fees To Contractor.** All work performed must meet the full approval of the Security Manager before payment is made. The itemized invoice shall be received by the Security Manager on or before the 20<sup>th</sup> of the month and will be payable by the 15<sup>th</sup> of the following month. The itemized invoice must have detailed billing information including the dates and work sites.

**Other Representations, Warranties of Applicant.**

The applicant represents and warrants to the District that the applicant has full legal authority to enter into this Agreement and to provide the services. It further warrants that neither the execution nor delivery of this Agreement nor compliance with the terms, conditions, and provisions thereof shall conflict with or result in a breach of any law or regulation applicable to the applicant or of any of the terms, conditions or provisions of the charter or bylaws of the applicant or any agreement or instrument to which the applicant is now a party.

The applicant represents and warrants that it shall submit evidence of maintain during the of the Agreement, Worker's Compensation Insurance and other insurance described within document and Attachment B in amounts satisfactory to the City.

The applicant agrees and warrants that in the performance of all obligations under this Agreement, it will comply with all applicable laws of the United States and of any state or political subdivision thereof, applicable provisions of Executive Order 11246, as amended, prohibiting discrimination in employment because of race, color, religion, sex or national origin, and prohibiting maintenance of segregated facilities, and that the provisions of Section 202 of said Executive Order are incorporated herein by reference.

#### **Other Representations, Warranties of Applicant continued.**

In addition, all materials supplied hereunder and all work performed in accordance with this Agreement will comply in all respects with applicable regulations and standards issued pursuant to the Occupational Safety and Health Act, the Fair Labor Standards Act, the Drug Free Workplace Act, the Vietnam Era Veterans Readjustment Assistance Act of 1974 and the Rehabilitation Act of 1983, and the provisions of Sections 60-1.4 of Chapter 60 of 41 Code of Federal Regulations ("CFR") prohibiting discrimination. If the applicant has fifty (50) or more employees, the applicant agrees and warrants that it will comply with 41 CFR Section 60-1.7, concerning Employer Information Reports, EEO- 1, and with 41 CFR Section 60-140, Section 60-74 1.5 or Section 60-250.5, concerning Affirmative Action Compliance Programs.

**Indemnification.** The applicant agrees to defend and indemnify the District and any person or entity, against any claim or loss, but only to the extent that the claim or loss is due to the negligence of the applicant and/or any of its subcontractors. Any insurance that the applicant provides for the District as additional insured's or otherwise, will cover only liability assumed by the applicant in the foregoing sentence. In no event shall the applicant aggregate liability exceed five million (\$5,000,000.00) dollars.

**Insurance.** At all times during the term of this Agreement, the applicant will keep in effect, at its expense, with insurance companies and in the amounts acceptable to the District as described within document and Attachment B. The applicant shall furnish the District with a certificate of insurance showing coverage in such amounts and for such type of insurance as required.

**District Representative.** The District hereby appoints the Security Manager as its representative in relation to this Agreement. The applicant hereby agrees to contact said representative in the case of any questions under this Agreement or in the case of any emergency.

**Default.** In the event that the applicant defaults in the performance of any covenant or condition in this Agreement applicable to the applicant or in the event that any warranty made hereunder by the applicant is determined to be untrue or misleading, then District may, upon notifying the applicant of said default, in it sole discretion and notwithstanding any other provisions herein, terminate this Agreement with the applicant and, upon such termination, the applicant shall have no further rights pursuant thereto.

**Governing Law.** The validity, performance and all matters relating to their interpretation and effect of this Agreement will be governed by the laws of the State of New Hampshire without regard to conflict of laws rules applied in the State of New Hampshire.

**Amendment.** No modification, amendment, rescission, waiver or other change in this Agreement will be binding unless signed by the party to be charged.

**No Joint Venture.** This Agreement does not evidence or constitute a joint venture or partnership between the parties. The applicant is acting as an independent contractor for City and does not have authority to bind the City in any way.

**Successors.** This Agreement shall be binding upon and inure to the benefit of the parties hereto and to their respective successors and assigns.

**Assignment.** The applicant may not assign this Agreement or any of its right, interest, and obligations hereunder without the written consent of the City.

**Confidentiality.** The applicant shall not reveal, divulge, disclose or publish to any person any confidential or proprietary information of the City.

**Notices.** All notices, requests, demands, and other communications shall be deemed to have been given if the same shall be in writing and shall be delivered personally or sent by registered or certified mail, postage prepaid, and addressed as set forth below:

- |    |                  |                                                                                                   |
|----|------------------|---------------------------------------------------------------------------------------------------|
| A. | If to Applicant: | Applicant's Address                                                                               |
| B. | If to City:      | SAU 37<br>Manchester School District<br>Security Manager<br>20 Hecker St.<br>Manchester, NH 03102 |

**Waiver.** No waiver by the District of any right or obligation under this Agreement shall be deemed a continuing waiver and no failure by the District to exercise, in whole or in part any rights provided to the District hereunder shall prevent the later exercise of such rights or any other right. No waiver by the District shall be effective unless such waiver is in writing and signed by the District.

IN WITNESS WHEREOF, the parties hereto have executed this Independent Contractor Agreement as of the day and year first above written.

By:

Name:

Title:

By: Manchester School District, Manchester, NH.

Name:

Title:

## **ATTACHMENT B**

### **CITY OF MANCHESTER INDEMNIFICATION AND INSURANCE REQUIREMENTS**

In consideration of the utilization of Contractor's services by the City of Manchester (the City), the receipt of which is hereby acknowledged, Contractor agrees that all persons furnished by Contractor shall be considered Contractor's employees or agents and that Contractor shall be responsible for payment of all unemployment, social security, and other payroll taxes, including contributions from them when required by law.

Contractor hereby agrees to protect, defend, indemnify, and hold the City and its employees, agents, officers, and servants free and harmless from any and all losses, claims, liens, demands, and causes of action of every kind and character including but not limited to, the amounts of judgments, penalties, interests, court costs, legal fees, and all other expenses including claims, liens, debts, personal injuries including injuries sustained by employees of the City, death or damages to property, including property of the City, and without limitation by enumeration, all other claims or demands of every character occurring, or in any way incident to, in connection with, or arising directly or indirectly out of, the contract. Contractor agrees to investigate, handle, respond to, provide defense for and defend any such claims, demands, or suits at the sole expense of Contractor. Contractor also agrees to bear all other costs and expenses related thereto, even if the claim or claims alleged are groundless, false, or fraudulent. This provision shall be effective without regard to whether such injuries, deaths, or damages are caused by, or attributable in whole or in part to the negligence of the City, its employees, agents, officers, or servants.

Contractor agrees to maintain in full force and effect:

- (a) Comprehensive general liability insurance written on occurrence form, including completed operations coverage, personal injury liability coverage, broad form property damage liability coverage, XCU coverage, and contractual liability coverage insuring the agreements contained herein. The minimum limits of

liability carried on such insurance shall be \$1,000,000 each occurrence and, where applicable, in the aggregate combined single limit for bodily injury, property damage liability, and personal injury (wrongful acts).

- (b) Automobile liability insurance for owned, non-owned, and hired vehicles. The minimum limit of liability carried on such insurance shall be \$1,000,000 each accident, combined single limit for bodily injury and property damage.
- (c) Workers' compensation insurance, whether or not required by the New Hampshire Revised Statutes Annotated, with statutory coverage and including employer's liability insurance.
- (d) Any and all deductibles on the above-described insurance policies shall be assumed by, and be for the account of, and at the sole risk of, Contractor.

#### **CITY OF MANCHESTER INDEMNIFICATION AND INSURANCE REQUIREMENTS CONTINUED**

- (e) Insurance companies utilized must be admitted to do business in New Hampshire or be on the Insurance Commissioner's list of approved non-admitted companies and shall have a rating of (A) or better in the current edition of Best's Key Rating Guide.
- (f) Contractor agrees to furnish certificate(s) of the above-mentioned insurance to the City within fourteen (14) days from the signing of the contract and, with respect to the renewals of the current insurance policies, at least thirty (30) days in advance of each renewal date. Such certificates shall, with respect to comprehensive general liability and auto liability insurance, name the City as an additional insured and, with respect to all policies, shall state that, in the event of cancellation or material change, written notice shall be given to the City, office of Risk Management, One City Hall Plaza, Manchester, NH 03101, at least thirty (30) days in advance of such cancellation or change.
- (g) The purchase of the insurance required, or the furnishing of the aforesaid certificate(s), shall not be a satisfaction of Contractor's liability hereunder or in any way modify Contractor's indemnification responsibilities to the City.

It shall be the responsibility of Contractor to ensure that all subcontractors comply with the same insurance requirements that he is required to meet.

**END OF PROPOSAL DOCUMENT**