

# TOWN OF RICHMOND OFFICE PROJECT

## BID FORM

Submit this page along with supporting documents as your complete bid

The undersigned, having become familiar with the scope of work as outlined in the description of project, hereby proposes to furnish all supervision, technical personnel, labor, materials, machinery, tools, appurtenances, equipment and services required to complete the design and installation of an access control system for the **TOWN OF RICHMOND OFFICE PROJECT** per the plans and this invitation to bid, all for the lump sum price for work in place.

### ACCESS CONTROL SYSTEM

Lump Sum (Number) \$: 41,500.00

Lump Sum (Written) Forty One Thousand Five Hundred Dollars

\_\_\_\_\_ Dollars

### VIDEO SURVELLIENCE SYSTEM

Lump Sum (Number) \$: 3,500.00

Lump Sum (Written) Three Thousand Five Hundred Dollars

\_\_\_\_\_ Dollars

This proposal is guaranteed for thirty (30) days.

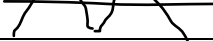
**Surveillance System Deduct: Cloud \$ 3,500 (New Cloud subscription fee would be \$1,750 for just the access control system)  
On Premise \$ 5,500**

**Bid submitted by:** \_\_\_\_\_

Contractor: MEI Electrical Contractors

Address: 1571 VT-100, Westfield, VT 05874

Phone: 802-988-9678 E-mail: info@mei-vt.com

Contractor Authorized Agent Signature: 

Printed Name and Title: Adam Fortier - President

Date bid Signed: 12/3/2024

Please add \$ 8,000.00 for an on-premise solution which in addition to the added cost provided would require a \$ 750.00 annual software service plan fee (1st year included in additional price) which provides updates to the software as they are made available. (\$1,918.00 fee for cloud system not applicable). Software is assumed to be installed on owner provided workstation.

If on-premises service is required by MEI for updates and server maintenance after the 1st year it would be at current T&M rates. MEI recommends quarterly updates for system updates and server maintenance. Rough estimation would be (4) 8hr visits which at current T&M rates would be approximately \$ 4,000.00 per year.



# MEI ELECTRICAL CONTRACTORS MEI SYSTEMS INTEGRATORS

**Main Office:**  
1571 VT-100 • Westfield, VT 05874

**Branch Office:**  
338 Boyer Circle • Williston, VT 05495

Toll Free: 888-988-9678  
Phone: 802-988-9678 | Fax: 802-988-9679  
Email: [info@mei-vt.com](mailto:info@mei-vt.com)  
Website: [www.mei-vt.com](http://www.mei-vt.com)

December 3<sup>rd</sup>, 2024

Richmond Town Office  
203 Bridge St  
Richmond, VT 05477

RE: Town of Richmond – Office Security Project

To whom it may concern:

MEI originally started in 1991 in Jay, Vermont as Mikes Electric, Inc with 3 employees. Steadily growing with the completion of many residential and commercial facilities in both the public and private sectors. Our main office is located in Westfield with a satellite office in Williston to help serve our customers.

Four project managers, one service manager and dedicated fire alarm and security/telecom division managers round out the project supervisory roles as required for an electrical contractor with two offices. All project managers are master electricians with anywhere from a decade to several decades of electrical experience. Currently we maintain an average 100 man work-force throughout the year. MEI is a dealer for Hochiki America fire alarms and can service/install many other brands as needed. Security wise we provide service for many systems but are a Bosch/Genetec/Avigilon dealer as well.

Services offered include design/build and new construction or renovation of existing facilities. Our abilities cover all aspects of the electrical spectrum such as power, lighting, security, telecommunication, fire alarm and surveillance systems. MEI has completed many projects in the public sector such as VT AOT and BGS along with federal customers such as SSA, CBP and GSA.

MEI has several dedicated security/surveillance technicians whose tasks typically involve the installation and service of access control and surveillance systems.

We are proposing the use of an Avigilon Alta Access Control/Surveillance Cloud solution for the control of (18) doors via wireless access and (2) exterior doors via wired access. Also included are (2) Avigilon cameras. Please see the attached pages for references and other project pertinent information as requested. Please note the first year of Avigilon Camera/Access subscription is included and subsequent annual cost is \$1,918.00 is to be paid by the town

Sincerely,

Adam Fortier  
President

Attached: Bid Proposal Documents & Bid Form.



**ELECTRICAL CONTRACTORS  
& SYSTEMS INTEGRATORS**  
EFFICIENT QUALITY WORK

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Website: [www.mei-vt.com](http://www.mei-vt.com)

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## References:

### Avigilon System Installations

Newport City School – Aaron Lawson – [Aaron.Lawson@ncsuvt.org](mailto:Aaron.Lawson@ncsuvt.org) – (802) 334-5847

Barre Housing Authority – Kathy Letter – [Kathy@barrehousing.org](mailto:Kathy@barrehousing.org) – (802) 476-5455

### Security Installations

Newport City School – Aaron Lawson – [Aaron.Lawson@ncsuvt.org](mailto:Aaron.Lawson@ncsuvt.org) – (802) 334-5847

Barre Housing Authority – Kathy Letter – [Kathy@barrehousing.org](mailto:Kathy@barrehousing.org) – (802) 476-5455

Union Bank – Ron Dion – [rdion@ublocal.com](mailto:rdion@ublocal.com) – (802) 279-7471

## Warranty Coverage:

Parts: 5-year warranty on Avigilon parts. Schlage wireless electric locks have 1-year warranty from date of installation.

Labor: 1-year warranty on installation.

## Warranty Exclusions:

Warranty only is applicable towards defects in manufacture or installation. Vandalism, misuse or other such activities causing damage are not covered by warranty.

## Warranty Responsibilities/Time:

Client is responsible for reporting issues via MEI's service number (802) 988-9678. MEI will respond within 24 hours and issues resolved within a timely manner based on the issue presented (variance will depend on issue/parts availability). Technician will be scheduled within 48 hours during normal business hours.

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Licensed in VT & NH

*Commercial • Industrial • Residential • Service • Design Build  
Fire Alarm • Network • Security Systems • Access Control • Surveillance*



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## Scope Letter

Richmond Town Office Security – Richmond, Vermont  
December 3<sup>rd</sup>, 2024

### Scope of Work:

- Furnish/Install wireless access controls & cylindrical locks for (18) doors.
- Furnish/Install wired access controls & cylindrical locks for (2) exterior doors. Per the walkthrough the interior door marked as a wired door is excluded.
- Furnish/Install (2) cameras.
- Furnish 1<sup>st</sup> year subscription fee for Avigilon access control/surveillance cloud fee.

### Exclusions/Clarifications:

1. All plan check and engineering fees are excluded.
2. 6% Vermont sales tax has been excluded on all material in this proposal.
3. This quote is valid for 30 days from the date shown above.
4. All painting of electrical cabinets, equipment or conduits; except for touch up of standard factory finishes is by others.
5. All work is assumed to be during normal working hours from Monday to Friday. Work to be performed during nights, weekends and holidays are excluded.
6. This proposal excludes all costs associated with Davis Bacon & 2024 VT Prevailing Wage requirements.
7. This proposal excludes all costs associated with Buy-American Act requirements.
8. This proposal excludes all costs associated with existing code violations.
9. This proposal excludes all Utility company charges.
10. This proposal excludes a bid/payment/performance bond.
11. This proposal excludes a power connection to an office trailer.
12. This proposal excludes any costs in manufacturing of materials or delays due to supply-chain shortages.

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