

**TOWN OF YORKTOWN
363 UNDERHILL AVENUE
YORKTOWN HEIGHTS, NY 10598**

BID DOCUMENT

**VOICE OVER INTERNET PROTOCOL (VOIP) PHONE SYSTEM SERVICES
AND REPLACEMENT/UPGRADE OF ALL VOICE CABLING WITH CAT6
&
SURVEILLANCE/SECURITY CAMERAS & CABLING**

All contacts/inquiries from bidders related to this procurement should be directed to the designated contact listed below:

**Diana Quast, Town Clerk
Master Municipal Clerk**

All contacts/inquiries shall be made by email to the following address: dquast@yorktownny.org.

This BID is posted on the Town of Yorktown website, https://www.yorktownny.org/bids_rfps_and and on BidNet Direct, www.bidnetdirect.com. All bids submitted must be accompanied by a signed and notarized Non Collusive Bidding Certification.

Electronic copies of the BID are not acceptable.

TOWN OF YORKTOWN WESTCHESTER COUNTY, NEW YORK

BID DOCUMENT

VOICE OVER INTERNET PROTOCOL (VOIP) PHONE SYSTEM SERVICES AND REPLACEMENT/UPGRADE OF ALL VOICE CABLING WITH CAT6 & SURVEILLANCE/SECURITY CAMERAS & CABLING

The Town of Yorktown, a municipal corporation in the State of New York, is seeking proposals from qualified vendors, including those that are NYS Registered Competitive Local Exchange Carrier (CLEC) certified to provide services to the Town to update their current phone systems and upgrade services, equipment and provide surveillance camera services, including all wiring, to multiple Town building locations.

SCOPE OF PROJECT

The Town of Yorktown is a local municipality in Westchester County, New York. There are approximately 211 phones in the town at multiple locations throughout the Town listed in the attached Site Survey.

In addition, the Town is seeking to add surveillance cameras to multiple Town Buildings, including all wiring, monitor and training necessary to operate the system.

The Town of Yorktown (Town) is seeking proposals for a replacement of their existing, outdated phone system and equipment with a VoIP system and replacing all voice cabling with CAT6. The cabling needs to be run through walls and ceilings or enclosed in raceway molding or conduit. If molding or conduit is used, they must match the color of the wall or ceiling. All locations must be cleaned. The Town is seeking services, including but not limited to:

General

- Warranty and vendor contract status
- System monitoring – phones, switches/firewall
- At least \$5 million liability insurance/incident must be held by the vendor
- ISO 27001 Certification
- Recommendations for efficiency and cost savings
- System must provide an alert to a designated telephone(s) at each building from which a 911 call has been placed

Phone Services

- All phones must be Polycom VVX 450 12-line phones or better
- All phone lines must not have any usage fees for any call, including any international calls
- All vendors must be NYS registered CLEC (Competitive Local Exchange Carrier)
- All phone calls must traverse the Public Switched Telephone Network (PSTN) and not the Internet unless traversing the PSTN is not available for some unforeseen reason
- Phone System must have the following features:
 - Unlimited Voicemail

- Call Forwarding
 - Call Screening
 - Call Blocking
 - Call Recording
 - Call Conferencing
 - Call Waiting
 - Caller ID
 - Call History
 - Voicemail Delivery to Email
 - Webpage Portal for each extension, so individuals can set their own preferences
 - Virtual extensions, extensions without a physical phone, great for part time or volunteer help
 - All equipment, installation and services warranted for 1 year from date of system inception (up and running)
- **Performance**
 - All trunk lines and devices must be monitored 24x7 by the vendor
 - The vendor must guarantee 99.99% service availability for its services; if the service is interrupted for more than one (1) day, the customer will be credited for one (1) month of service costs barring any act not directly controlled by the vendor
- **Security**
 - The vendor must be certified in a cybersecurity standard, such as ISO 27001 or SOC 2
- **Maintenance/Support – Please include in separate**
 - First year maintenance included
 - Provide maintenance pricing for subsequent years
 - Provide your company’s service response times in the event of major and/or minor outages
 - Company must provide 24/7 response
 - Provide a plan for system outages
 - Response and remediation for all services listed above
 - Assistance with recognizing and planning for growth and/or upgrades
- **Surveillance Cameras**
 - Provide 24/7 indoor/outdoor surveillance cameras at the following locations. The number of cameras listed below is to provide an estimate of what is required. This number may be subject to change. Please provide cost per camera.
 - Town Hall (6)
 - Police Department/Justice Court Complex (8)
 - Refuse & Recycling/Records Center (6)
 - Albert A. Capellini Community and Cultural Center (6)
 - Water Department (3)
 - John C. Hart Memorial Library (4)
 - Parks Department (4)
 - Sparkle Lake Service Building (2)

- Recreation Department (2)
- Sewer Department (6)
- Highway Department (4)
- Camera equipment must meet following:
 - 8-Port POE Switch - 11
 - 8 x 1 Gigabit Ethernet Ports
 - 8 x 1 PoE+ Ports (123W total power budget)
 - Silent Operation
 - Wall/Rack mountable
 - 16 Gbps Backplane
 - Zero Traffic Latency
 - National Defense Authorization Act (NDAA) Compliant
 - Network Video Recorder - 11
 - 8TB Surveillance Hard Drive model capable of constant recording of all HD camera footage from all cameras at the same time
 - 30-day video availability
 - 8-channel NVR
 - H.265, up to 8MP Camera supported
 - Deep Search with AI
 - Remote Viewing Applications for PC, Android, and iPhone
 - Raid for redundancy and disk failure tolerance
 - National Defense Authorization Act (NDAA) Compliant
 - 3-year limited hardware warranty from date of installation
 - 5MP Dome Camera
 - 2.8m ~ 10mm Focal Length Lens
 - Wide Dynamic Range (WDR) Pro Technology
 - Built in IR illuminators, effective up to 30 meters with Smart IR
 - 30-60 frame per second; depending on stream quality selection
 - Deep Learning and Event Triggering
 - Brute force attack
 - Cyber attack
 - Smart Motion Detection - people, vehicle
 - Crowd Detection
 - Face Detection
 - Intrusion Detection
 - Line Crossing Detection
 - Loitering Detection
 - Missing Object Detection
 - Unattended Object Detection
 - PIR (Passive Infra-Red) Detection
 - Tampering Detection
 - Shock Detection
 - Vandal Proof Dome (IK10 Tamper Rating)
 - Ingress Protection (IP66) Water resistant rating

- Camera Length Capability:
 - Detection: up to 216ft
 - Observe: up to 85.7 ft
 - Recognize: up to 43.2 ft
 - Identify: up to 21.6 ft
 - National Defense Authorization Act (NDAA) Compliant
 - 3-year limited hardware warranty from date of installation
 - All equipment must meet FCC/NDAA regulations
 - Accessible via mobile phone or desktop application
 - Must include all wiring and mounting equipment. Wiring should be neat and covered with conduit where appropriate that matches the surrounding area. All areas worked in must be left in clean conditions
 - On-site training
- **Pricing requirements – all prices should be itemized into unit prices, which comprise the total price.**
 - **Phones**
 - Rate Structure
 - Monthly costs
 - Total cost of ownership is to be computed on an assumption of a 5-year life that includes all one-time purchase costs, and monthly / annual costs. Provide description of any required Customer Provided Equipment (servers, desktop monitors, UPS, etc.) that is suggested or required
 - Equipment
 - Breakdown of labor and materials
 - Cabling
 - Breakdown of labor and materials
 - Maintenance agreement
 - Term period
 - Pricing
 - Coverage specifications
 - Response time
 - Provide lease and/or purchase options
 - **Cameras**
 - Equipment
 - Breakdown of labor and materials
 - Cabling
 - Breakdown of labor and materials
 - Maintenance agreement
 - Term period
 - Pricing
 - Coverage specifications
 - Response time
 - Provide lease and/or purchase options
 - Application costs

SUBMISSION REQUIREMENTS

Interested vendors must submit the following:

1. Full name and address of the firm with a short description of the firm. Include a description of the following:
 - Business organization
 - Year established
 - Federal ID number
 - The firm's legal formation (e.g. corporation, sole proprietor, etc.)
 - State of incorporation, if applicable
 - List the firm's officers (up to three)
 - List the location and address of the firm's office that will provide the services requested
 - Provide a list of firm's primary services
 - Provide a list of similar projects completed by the firm
2. Provide at least three (3) references including the name of the contact, affiliation, address, direct telephone number and email address
3. Describe in detail the fee structure you propose for providing services
4. Proof of insurance
5. A list of potential conflicts of interests. Please explain and specify how these would be addressed
6. A non-collusion certification as required by General Municipal Law Section 103(d)
7. A disclosure of relationships to the Town of Yorktown

TOWN OF YORKTOWN WESTCHESTER COUNTY, NEW YORK

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NOTE – Please provide additional information requested from BID specs in a separate document. Use format below or similar format as per requests below.

ITEM	PRICE	
	LABOR	MATERIALS
PHONES		
POLYCOM VVX 450 12-Line Phones – Price per Phone & for Total at all locations		
Port Switches and Routers – per location		
CAT6 Voice Cabling (Based on ceiling type)		
CAT6 Port Patch Panel		
Miscellaneous Cables and Mounting Supplies/Labor		
Monthly Recurring Fees		
Digital Voice Lines		
<ul style="list-style-type: none"> • System Licensing 		
<ul style="list-style-type: none"> • Analog/Fax Line 		
<ul style="list-style-type: none"> • Trunk Links 		
<ul style="list-style-type: none"> • Phone Maintenance Agreement (Per year) 		
Proof of Required Licensure		
<ul style="list-style-type: none"> • Competitive Local Exchange Carrier (CLEC) 		
<ul style="list-style-type: none"> • Public Switched Telephone Network (PSTN) 		

BID VOICE OVER INTERNET PROTOCOL (VOIP) PHONE SYSTEM SERVICES AND REPLACEMENT/UPGRADE OF ALL VOICE CABLING WITH CAT6 & SURVEILLANCE/SECURITY CAMERAS & CABLING

Warranty - Phones		
Provide Lease vs. Purchase Comparison		

ITEM	PRICE	
	LABOR	MATERIALS
SURVEILLANCE CAMERAS		
5MP Dome Camera – Price Per Camera <ul style="list-style-type: none"> • 2.8m ~ 10mm Focal Length Lens • Wide Dynamic Range (WDR) Pro Technology • Built in IR illuminators, effective up to 30 meters with Smart IR • 30-60 frame per second; depending on stream quality selection • Deep Learning and Event Triggering • Brute force attack • Cyber attack • Smart Motion Detection - people, vehicle • Crowd Detection • Face Detection • Intrusion Detection • Line Crossing Detection • Loitering Detection • Missing Object Detection • Unattended Object Detection • PIR (Passive Infra-Red) Detection • Tampering Detection • Shock Detection • Vandal Proof Dome (IK10 Tamper Rating) • Ingress Protection (IP66) Water resistant rating • Camera Length Capability: <ul style="list-style-type: none"> • Detection: up to 216ft • Observe: up to 85.7 ft • Recognize: up to 43.2 ft • Identify: up to 21.6 ft • National Defense Authorization Act (NDAA) Compliant • 3-year limited hardware warranty from date of installation 		
Network Video Recorder - 11 <ul style="list-style-type: none"> • 8TB Surveillance Hard Drive model capable of constant 		

<p>recording of all HD camera footage from all cameras at the same time</p> <ul style="list-style-type: none"> • 30-day video availability • 8-channel NVR • H.265, up to 8MP Camera supported • Deep Search with AI • Remote Viewing Applications for PC, Android, and iPhone • Raid for redundancy and disk failure tolerance • National Defense Authorization Act (NDAA) Compliant • 3-year limited hardware warranty from date of installation 		
<p>8-Port POE Switch – 11 – Price Per</p> <ul style="list-style-type: none"> • 8 x 1 Gigabit Ethernet Ports • 8 x 1 PoE+ Ports (123W total power budget) • Silent Operation • Wall/Rack mountable • 16 Gbps Backplane • Zero Traffic Latency • National Defense Authorization Act (NDAA) Compliant 		
Warranty - Cameras		
Monthly Recurring Fees - Camera		
Maintenance Agreement (Per year)		
Wiring and Mounting Labor & Materials		
Application costs (if applicable)		
Proof of Required Equipment Compliance & Licensure		
<ul style="list-style-type: none"> • ISO 27001 Certification 		
<ul style="list-style-type: none"> • National Defense Authorization Act Compliant (NDAA) 		

NON-COLLUSIVE BIDDING CERTIFICATION

Made pursuant to Section 103-d of the General Municipal Law of the State of New York.

By submission of this bid, Bidder and each person signing on behalf of Bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his or her knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other Bidder or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by Bidder and will not knowingly be disclosed by Bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

A bid shall not be considered for award nor shall any award be made where (1) (2) and (3) above, have not been complied with; provided, however, that if in any case Bidder cannot make the foregoing certification, Bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore. Where (1) (2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department , agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

Dated: _____

Bidder:

(Legal name of person, firm or corporation)

By: _____
(Signature)

(Please Print Name)

(Title)

State of New York)
County of _____)ss.:

On the ____ day of _____ in the year 20__ before me, the undersigned, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

(Notary Public)



Cabling and Phone System
Site Surveys
for
Town of Yorktown

Town of Yorktown Site Summary Report

Report No: 1
Issue Date: 03/15/24
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All Locations

Overview

The Town of Yorktown performed a series of surveys of town locations for the purpose of determining the scale and scope of cabling, installing, and programming a new town-wide phone system. This is the report on the phone count and cabling surveys.

Initial Objectives

The surveys are to determine initial phone, fax, and other voice line counts and to also allow the opportunity to check the buildings for cable paths, existing cabling, and similar items of note in regards to the installation of a new phone system.

Scope

Engineers were able to visit all relevant town locations including all departments within Town Hall, Yorktown Police Dept., Courthouse, Yorktown Community and Cultural Center, Public Library, Water Dept., Recreation Dept., Refuse and Recycling, Parks Dept., Highway Dept., Sewage Dept., and Records Dept.

Findings

Phone Count: 211 Conf. Phone Count: 4 Fax + Analog Count: 24 New Cabling Count: 218

- Town Hall (45 Phones, 2 Conference Phones, and 8 Faxes)
 - Finance Dept (6 Phones and 1 Fax)
 - Town Supervisor (3 Phones)
 - Town Clerk (5 Phones, 1 Conference Phone, and 1 Fax)
 - Tax Receiving (3 Phones and 1 Fax)
 - Town Assessor (5 Phones and 1 Fax)
 - Town Attorney (2 Phones and 1 Fax)
 - Mail Room (2 Phones and 1 Fax)
 - HR Dept (1 Phone)
 - Building Dept (11 Phones and 1 Fax)
 - Engineering Dept (6 Phones, 1 Conference Phone, and 1 Fax)
 - Lobby Rotunda (1 Phone)
- Police Dept (44 Phones, 1 Fax, 1 line for Datamaster)
- Courthouse (15 Phones, 1 Fax)
- Refuse/Recycle, Garage, and Records (9 Phones, and 1 Fax)
 - Main (4 Phones and 1 Fax)
 - Garage (3 Phones)
 - Records (2 Phones)

All Locations (cont.)

Town of Yorktown Site Summary Report

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- Community and Cultural Center (21 Phones, 1 Conference Phone, and 3 Faxes)
 - Planning (5 Phones, 1 Conference Phone, and 1 Fax)
 - Museum (4 Phones)
 - Board & Commission (1 Phones)
 - Section 8 (2 Phones and 1 Fax)
 - Kitchen (1 Phones)
 - Nutrition (4 Phones and 1 Fax)
 - Sr Center (1 Phone)
 - Community Room (1 Phone)
 - Shop (1 Phone)
 - Basement Hallway (1 Phone)
- Water Dept (12 Phones and 1 Fax)
- Library (37 Phones, 1 Conference Phone, 2 Faxes, and 1 PA line)
- Parks (3 Phones and 2 Faxes)
- Recreation (12 Phones, 1 Fax, and 2 Ring-down Lines for Pools)
 - Main Building (9 phones and 1 Fax)
 - Recreation Center (1 Phone)
 - Shrub Oak Pool (1 Phone and 1 Emergency Ring-Down Phone)
 - Junior Lake Pool (1 Phone and 1 Emergency Ring-Down Phone)
- Sewage Dept (4 Phones)
 - Main Building (3 Phones)
 - Microfiltration Building (1 Phone)
- Highway Dept (7 Phones and 2 Faxes)

Town of Yorktown Site Summary Report

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Yorktown Town Hall				
Office	Phones	Conf Phones	Faxes	New Cabling
Finance	6		1	7
Town Supervisor	3			3
Town Clerk	5	1	1	7
Tax Receiving	3		1	4
Town Assessor	5		1	6
Town Attorney	2		1	3
Mail Room	2		1	3
Building Dept	11		1	12
HR	1			1
Engineering	6	1	1	8
Lobby Rotunda	1			1
Total	45	2	8	55

- Overview:
 - Town hall is an older building with no drop ceiling/hidden cable paths. Existing cabling for phones cannot be reused as it is all old telco cabling. The ethernet cabling run for the office network is exposed, tied to pipes, enclosed in surface conduit, or hidden behind desks and cabinets. Running new CAT6 cable for all phone and fax locations will require the vendor to follow similar paths as the existing ethernet cabling (i.e. adding surface conduit, tacking cable to baseboards, etc.). Existing phone system is located in basement closet and current Verizon phone lines are located in boiler room across the hall from the phone system.
- Finance Dept (6 Phones and 1 Fax)
 - Second floor, split into two offices: Finance Office and Comptroller's Office. Finance proper has 4 phones, Comptroller has 2. Current ethernet/phone cabling is a mess hidden behind desks and cabinets. Some existing ethernet runs also use surface conduit. The Finance Office currently has a fax machine and line.
- Town Supervisor (3 Phones)
 - Second floor split into two offices: Supervisor's Office and Supervisor Staff Office. Staff Office has 2 phones, Super's office has 1 phone. Existing cabling is similar to the Finance Office.
- Town Clerk (5 Phones, 1 Conference phone, and 1 Fax)
 - First floor has two rooms, Clerks' Office and the Board Room. Office has 5 phones and the Board Room has 1 conference phone. Existing cabling is similar to Finance Office.

Town of Yorktown Site Summary Report

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- Tax Receiving (3 Phones and 1 Fax)
 - First floor, three phones and a credit card machine but the CC machine is using the data network. Currently one of the 3 phones is non-functional.
 - Existing phone cabling runs along rear wall before going down to basement.
- Town Assessor (5 Phones and 1 Fax)
 - First floor, split into two rooms. The Assessor Room has 4 phones and 1 fax. The Assessor's Office has 1 phone.
 - Existing phone cabling runs along the side wall before going down to basement.
- Town Attorney (2 Phones and 1 Fax)
 - First floor, 2 phones and 1 fax in the office. Small room, cabling mostly hidden behind desks along walls.
 - Existing phone cabling runs along the side wall before going down to basement.
- Mail Room (2 Phones and 1 Fax)
 - Basement, there are 2 phones and 1 fax in the office.
 - Cabling mostly hidden behind desks along walls before going out into basement hallway.
- Building Dept (11 Phones)
 - Basement, down the hallway from the current phone room. There are 10 phones in the main area and 1 phone and 1 fax in the office.
- HR Dept (1 Phone)
 - Basement near the Engineering offices. There is 1 phone in the office.
 - The cabling is mostly hidden behind the desk along the side wall.
- Engineering Dept (6 Phones, 1 Conference Phone, and 1 Fax)
 - Basement, down the hallway from the current phone room. Space is split into three rooms: Main, Conference room, and Engineer's Office.
 - The Main room has 5 phones and 1 fax, the Conference room has 1 conference phone, and the Engineer's Office has 1 phone.
- Lobby Rotunda (1 Phone)
 - There are plans to place a welcome desk in the main entryway, the desk will require a phone.
 - There was once a desk at this location with a phone but the cable paths will have to be redone.

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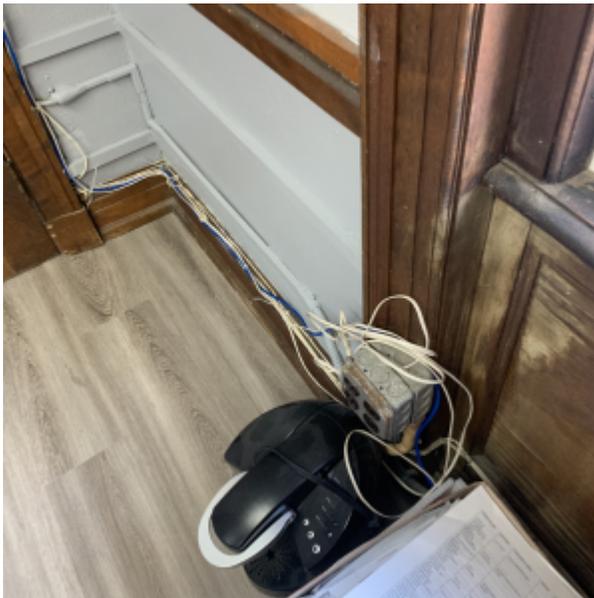
Town Hall (cont.)



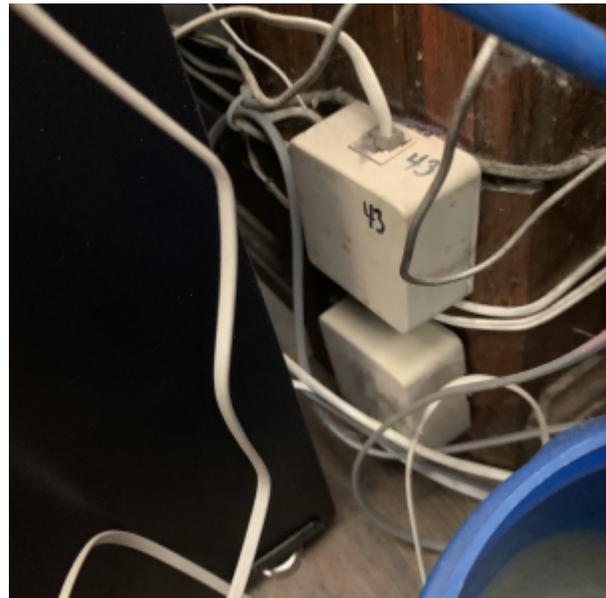
Phone Blocks in Basement



Nortel Phone - Finance Office



Example Existing Phone Cabling 1



Example Existing Phone Cabling 2

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Police Dept. – 2281 Crompond Rd.

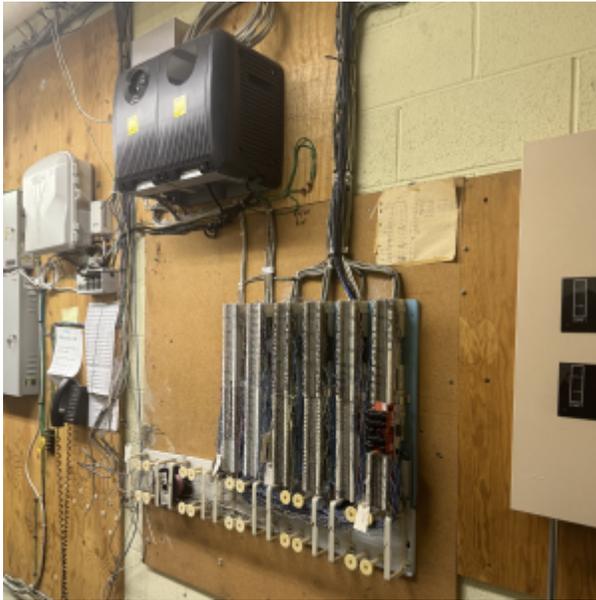
Yorktown Heights Police Dept.				
Office	Phones	Faxes	Analog	New Cabling
Emergency Ops Center	5			5
Gym	1			1
Locker Rooms	2			2
Front Desk	4			4
Record Room	4			4
Front Desk Offices	2			2
Detective Room	8			8
Traffic Room	4			4
Sgt/Lt Room	1			1
New LT Room	2			2
Ops/Detective Commander	1			1
Chief's Office	1	1		2
Overnight Jail Room	1			1
Datamaster			1	1
Kitchen	1			1
Det. Sgt. Room	1			1
Classroom	1			1
Booking Room	2			2
Tour Supervisor	1			1
Juvenile Room	2			2
Total	44	1	1	46

- Overview
 - Building has drop ceiling throughout first floor offices and exposed ceiling throughout basement areas. Existing cables are run throughout drop ceiling on 1st floor and tied to walls and exposed pipes in basement. There are multiple existing access ways for cables to go between the basement and first floors via the basement server/network room.
 - Basement server room contains the BEI recording server.
 - Requires analog phone line for Datamaster unit.
 - Chief's office has a fax line.
 - The PD and Courthouse are connected by an access tunnel that can be used to connect the two buildings' phone networks.

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Police Dept. (cont.)



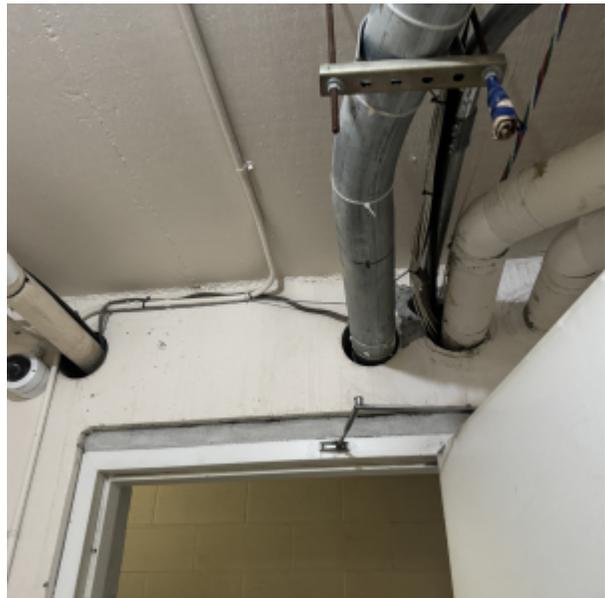
Phone Blocks in Basement



Existing Cabling Basement 1



Basement Hallway



Existing Cabling Basement 2

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Police Dept. (cont.)



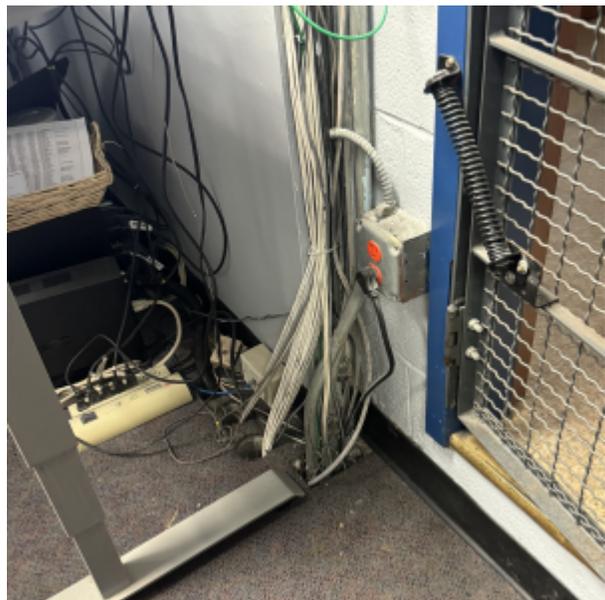
Basement EOC Drop Ceiling



Existing Cabling Basement 3



Drop Ceiling and Existing Cable



Existing Cabling Coming up from Basement

Town of Yorktown Site Summary Report

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Courthouse – 2281 Crompond Rd.

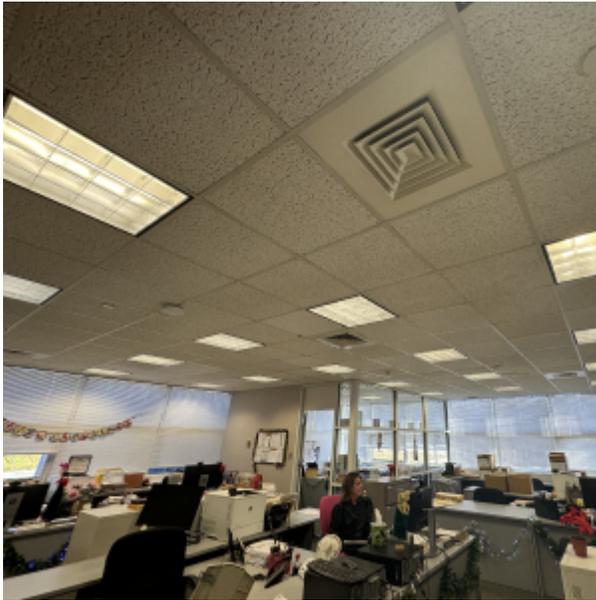
Yorktown Courthouse			
Office	Phones	Faxes	New Cabling
Records Room	1		1
Main Office	8	1	10
Kitchen	1		1
Jury Room	1		1
Chambers	2		2
Court Room A	1		1
Court Room B	1		1
PD/Court Interconnect			4
Total	15	1	21

- Overview
 - The building has drop ceiling through most of the offices. The courtrooms also have drop ceilings.
 - The Main office has 8 phones and one fax line.
 - The Main office requested an additional cable run for future use.
 - The Records Room, Jury Room, and Kitchen each have 1 phone
 - The Judges' chambers has 2 phones
 - The Courtrooms currently only have 1 phone (located in Courtroom A) and request one phone for Courtroom B
 - The PD and Courthouse are connected by an access tunnel that can be used to connect the two buildings' phone networks.

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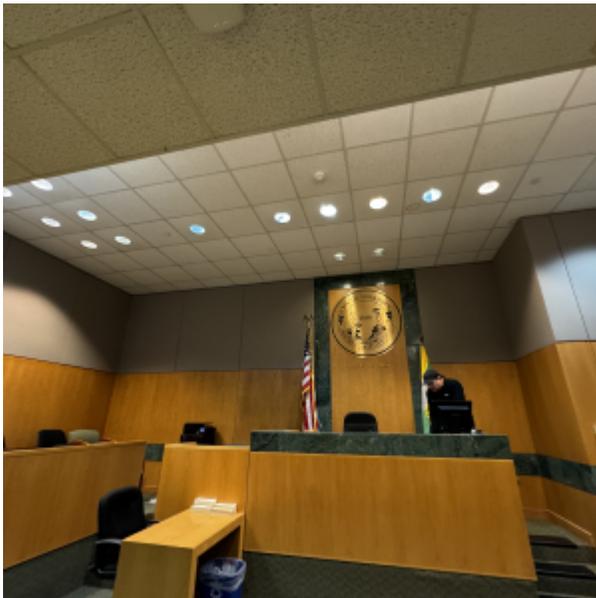
Courthouse (Cont.)



Drop Ceiling Main Office



Drop Ceiling Kitchen



Drop Ceiling in Court Room 1



Drop Ceiling in Court Room 2

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Refuse and Recycle, Town Records – 2281 Crompond Rd.

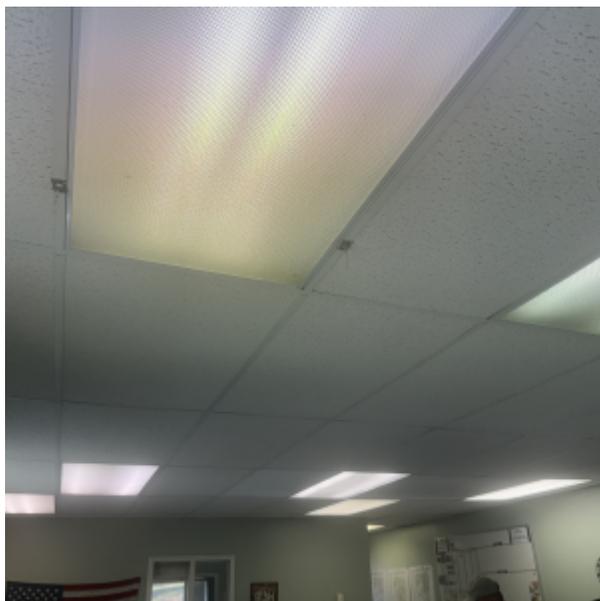
Refuse & Recycle, Town Records			
Office	Phones	Faxes	New Cabling
Refuse & Recycle Office	3	1	4
Phil's Office	1		1
Garage Office	2		2
Maintenance Bay	1		1
Town Records	2		2
Total	9	1	10

- Overview:
 - Office is alongside garage and there look to be cable paths between the garage and main offices. Records is in the last bay of the garage but is partitioned off from the rest of the site and is not under the Refuse/Recycling dept.
- Refuse & Recycle Offices (4 Phones and 1 Fax)
 - Office has drop ceiling. There is an open area that contains 3 phones and an office (Phil's office) that has 1 phone.
 - The main office area has a fax machine.
 - Existing cabling runs through the drop ceiling and then down to the phone locations
- Refuse & Recycle Garage (3 Phones)
 - There are two phones in the office portion of the garage, the offices are along the wall bordered by the main office building and there are cable paths between the two.
 - One phone is located along the back wall in the middle of the vehicle bay. Cables are run exposed along the rear wall.
- Town Records (2 Phones)
 - Unable to gain access to Records due to it being closed, but was informed that it was an extension of the previous garage area.
 - Existing cable runs should be exposed and any new cable can be run alongside existing paths.

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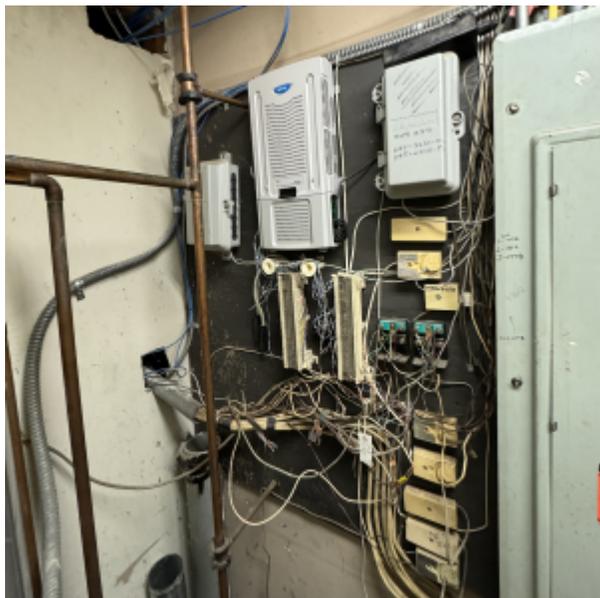
Refuse and Recycle, Town Records (Cont.)



Drop Ceiling Main Office



Nortel Phone System 1



Nortel Phone System 2



Nortel Phone System 3

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Community and Cultural Center – 1974 Commerce St.

Community and Cultural Center				
Offices	Phones	Conf Phone	Faxes	New Cabling
Planning	5	1	1	7
Museum	4			4
Board & Commission	1			1
Section 8 Office	2		1	3
Kitchen	1			1
Nutrition	4		1	5
Sr. Center	1			1
Community Room	1			1
Shop	1			1
Basement Hallway	1			2
Total	21	1	3	26

- Overview:
 - Building has 3 floors: Basement, First, and Second. There is some drop ceiling (part of the basement hallway and within certain offices). The hallways on the first and second floors are high ceiling (building used to be a school). All stone construction. Existing cabling is usually high up along walls, often hidden in surface conduit. Within offices it is usually hidden behind cabinets and desks where possible or otherwise run along baseboard or within surface conduit.
- Planning (5 Phones, 1 Conference Phone, and 1 Fax)
 - Second Floor, split into three rooms with the two office rooms having 3 and 2 phones each. The third room has a conference phone.
 - Main office has a fax line.
 - No drop ceiling. Existing cables are mostly run low along walls in surface conduit.
- Museum (4 Phones)
 - Second Floor, most of the existing cabling is hidden behind exhibits and shelving. Running new cable inside the museum will be difficult and the vendor may need assistance/approval from the curators/town to potentially move items temporarily to prevent any chance at damage.
- Board & Commission (1 Phones)
 - First floor
- Section 8 (2 Phones and 1 Fax)
 - First floor. Cables are run along baseboard before going down to the basement.
 - Office has a fax line.

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Community and Cultural Center (cont.)

- Kitchen (1 Phone)
 - Basement, Wall Phone.
 - No drop ceiling, existing cables are secured to walls and various pipes.
- Nutrition (4 Phones)
 - Basement, there are 4 phones and 1 fax in the offices.
 - The office has drop ceiling and its cables are run inside it.
- Sr Center (1 Phone)
 - Basement, the single phone will need to be wall mounted.
 - No drop ceiling, existing cables are stapled to walls
- Community Room (1 Phone)
 - Basement, the single phone will need to be wall mounted.
 - No drop ceiling, existing cables are stapled to walls
- Shop (1 Phone)
 - Basement, shop has 1 phone.
 - The room has some drop ceiling leading up to shop area but in the shop all cable is exposed and secured along wall/baseboard.
- Basement Hallway (1 Phone)
 - A phone station is sometimes setup here during emergencies when the community center is hosting a heating/cooling center or similar things.
 - Phone will not always be connected. Hallway needs ports in the wall for ability to have the phone if needed.

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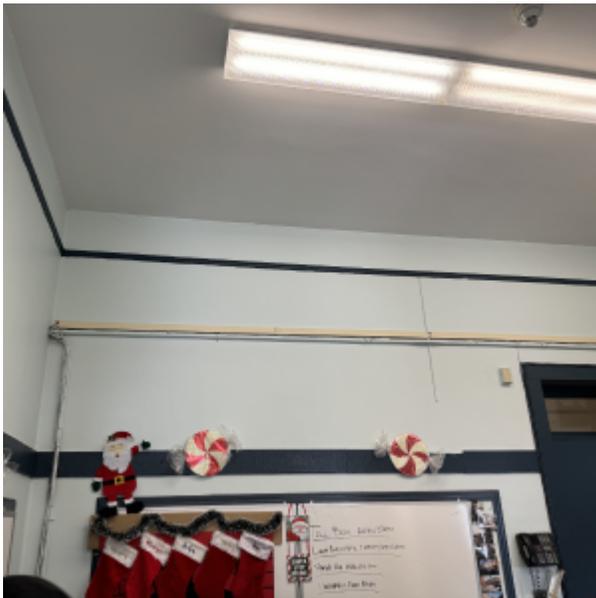
Community and Cultural Center (Cont.)



Example Basement Cabling



Example Basement Ceiling Tile 1



Example Existing Department Cabling



Example Existing Hallway Cabling 1

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Community and Cultural Center (Cont.)



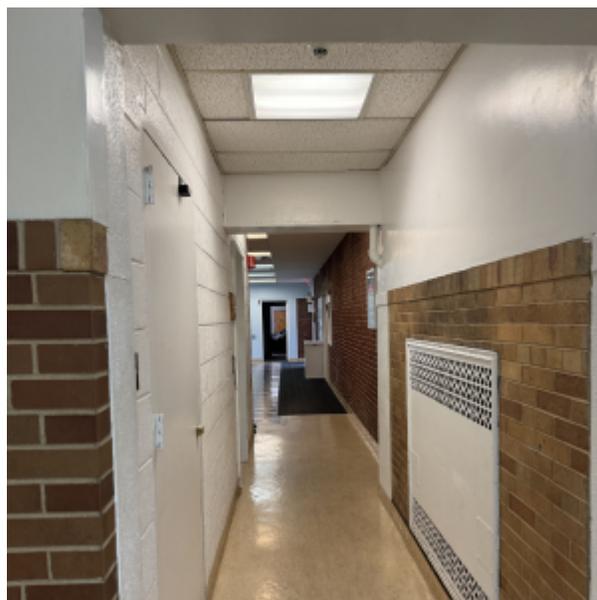
Example Existing Hallway Cabling 2



Example Existing Hallway Cabling 3



Example Existing Hallway Cabling 4



Basement Ceiling Tile Main Entrance

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Water Dept. – 1080 Spillway Rd.

Water Dept.			
Office	Phones	Faxes	New Cabling
Kitchen	1		1
Supervisor Office	3		3
Head of Supervisors	1		1
Main Office	2	1	3
Meter Shop	2		2
Lab	1		1
Lounge	1		1
Garage	1		1
Total	12	1	13

- Overview:
 - Main building with attached garage. Main building has drop ceiling and split into multiple offices. Cables run through the drop ceiling to the phone locations and then down walls/pillars to desks.
- Main Building (11 Phones and 1 Fax)
 - Has drop ceiling, the existing cables are run through the drop ceiling to phone locations.
 - 1 Fax in main office area.
 - Kitchen phone needs a wall mount.
- Garage (1 Phone)
 - Cables in garage are run exposed on rear wall to phone location.

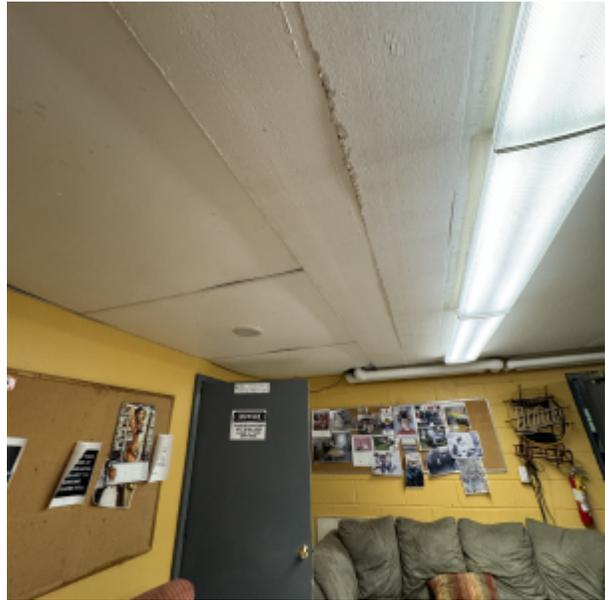
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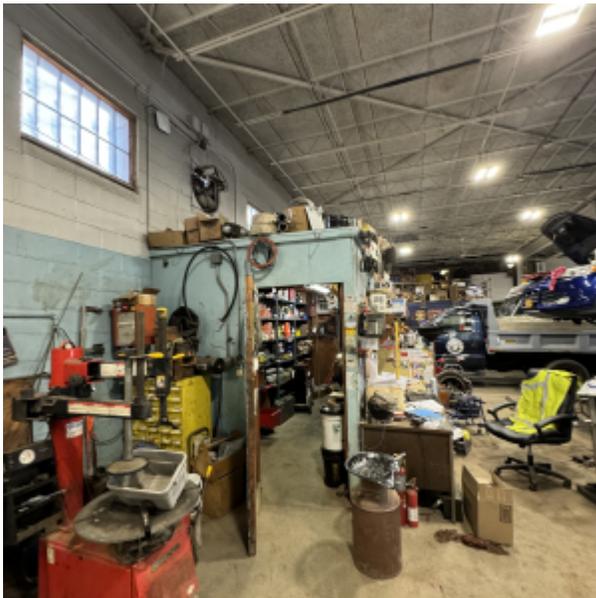
Water Dept. (Cont.)



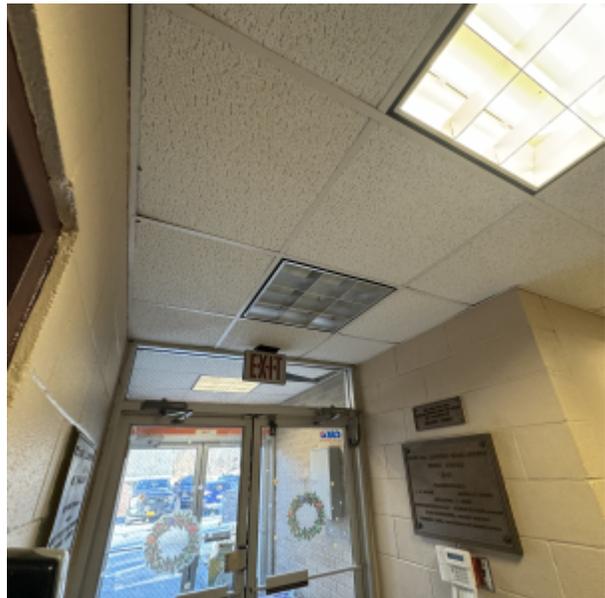
Main Office Ceiling Tile



Exposed Cabling Breakroom



Garage Open Bay for Cabling



Main Entrance Ceiling Tile

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Library – 1130 E. Main St.

Library					
Office	Phones	Conf Phone	Faxes	Analog	New Cabling
Network Room	1				
Lunch Room	1				
Program Room	3				2
Tech Room	3				
Director's Office	1				
Business Office	2				
Copy Room	1		1		
Board Room	1	1			1
HVAC Room	1				1
Help and Info	3				
Adult Reference Room	4		1		
Check-Out	3			1 (PA)	1
Margerat's Room	1				
Check-Out Offices	4				
Children's Office (front)	1				
Children's Office (rear)	3				
Children's Front Desk	1				
Story Hour Room	1				
Team Space Area	1				2
Teen Library	1				1
Community Room	1				2
Total	37	1	2	1	10

- Overview:
 - The library has brand new CAT6 cabling to the majority of phone locations from a recent upgrade. Some new cabling is still needed for additional phones requested by the library. The library has drop ceiling in most of the building except for some areas in the basement where the ceiling is exposed and the cables are run along the walls/pipes.
- Community room
 - Needs 1 phone and two cable runs.
- Program Room
 - Currently has 1 phone, requesting 3 in room. Two cable runs needed.

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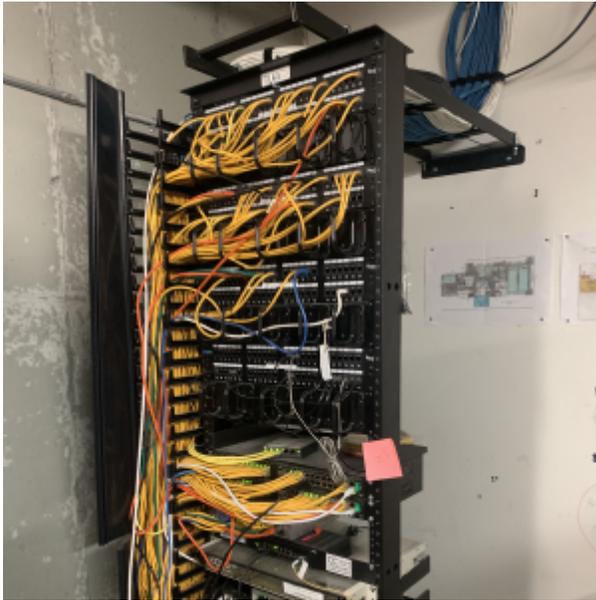
Library (cont.)

- Board Room
 - Currently has phone, the library requested that an additional conference phone be added.
 - Room will require a new cable run to accommodate the conference phone.
- HVAC Room
 - Needs 1 phone and cable run.
- Teen Library
 - Needs 1 phone and cable run.
- Elevator phone
 - Existing CAT6 cable but the elevator phone installed is not working properly and is having issues, including not being able to transmit video.
- Copy Room
 - Has a fax line.
- Back Office
 - Has a fax line.
- Other
 - The library has a PA/Paging system. Library staff requested that system integrate with the PA system.

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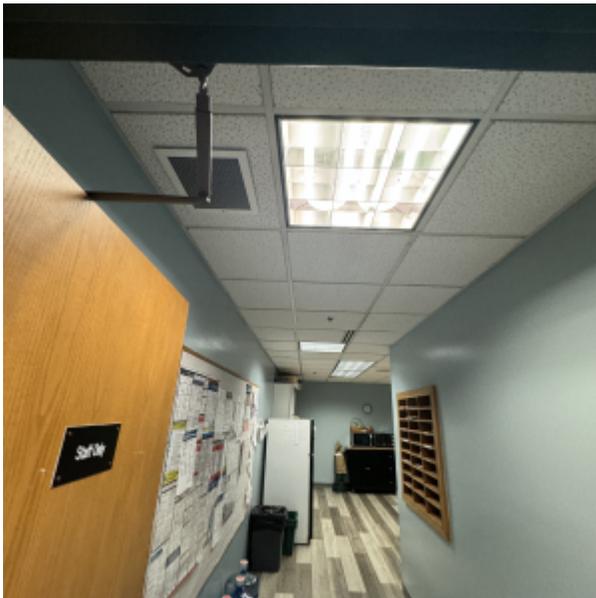
Library (cont.)



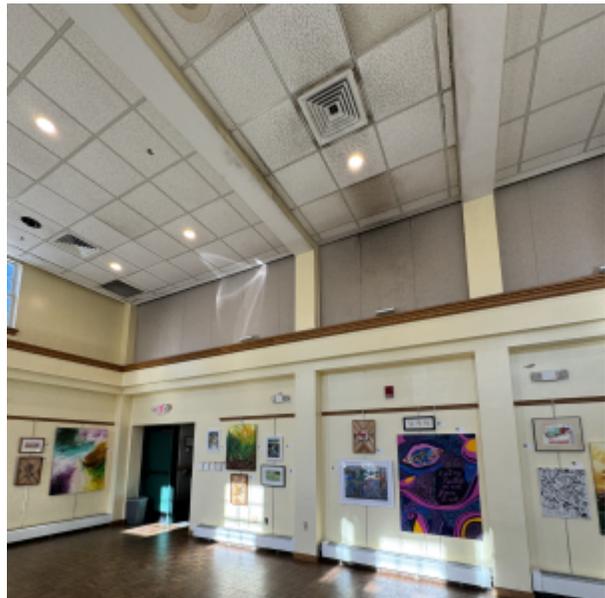
Library Network Rack (Basement)



Library Drop Ceiling



Offices Drop Ceiling



Community Room Drop Ceiling

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Parks – 2881 Crompond Rd.

Parks			
Office	Phones	Faxes	New Cabling
Foreman's Office	1	1	2
Maintenance Garage	2	1	3
Building Interconnect			4
Total	3	2	9

- Overview:
 - Two buildings, Foreman's Office and Maintenance Garage. There is an underground connection between the two buildings. Tests will be needed to determine if path between buildings is clear. Otherwise, it may be necessary to install radio link between buildings.
- Foreman's Office (1 Phone and 1 Fax)
 - Small 1 office building. Has the internet service that is shared between the two buildings. Internet service is in the same room as the main desk.
 - There is a cable that goes outside and down into a pipe that runs over to the garage building to share the internet connection.
 - Office has a fax line.
- Maintenance (2 Phones and 1 Fax)
 - Two phones, building is garage-style. All cabling is exposed. Shares internet connection with the Foreman's office.
 - Maintenance has a fax line.
- Building interconnect
 - If possible, the vendor will run two cables through existing conduit to connect the buildings.

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Parks (Cont.)



Maintenance Garage viewed from Foreman's Office



Foreman's Office



Conduit from Foreman's Office



Foreman's Office Network Devices

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Recreation Dept. – 176 Granite Spring Rd.

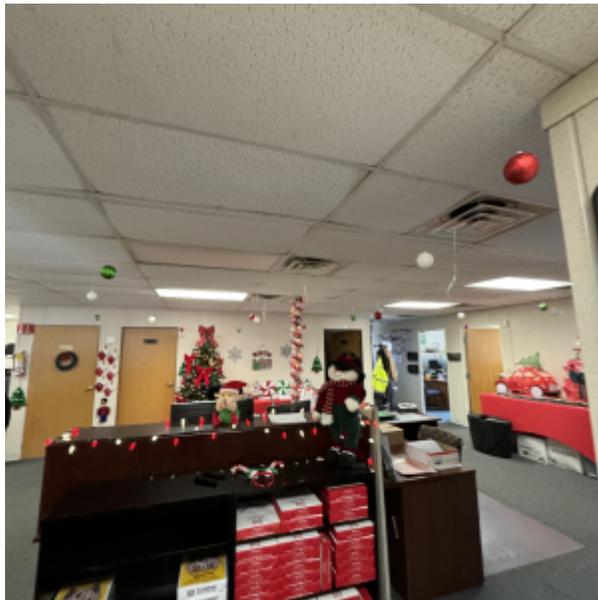
Recreation Dept.				
Office	Phones	Faxes	Emergency Phone	New Cabling
Main Office	9	1		10
Rec Center	1			1
Shrub Oak Pool	1		1	2
Junior Lake Pool	1		1	2
Total	12	1	2	15

- Overview:
 - Two buildings, Main and Recreation Center. Main building is a one-story building, all drop ceiling. Cables are run through the drop ceiling and then run down walls or pillars to desk locations.
- Main Building (9 Phones and 1 Fax)
 - All drop ceiling. 8 Existing phones but site wants one additional phone.
 - Has a fax line in the main office area.
- Rec Center (1 Phone)
 - Was unable to access this building, location is rarely used.
 - Only requires 1 phone.
- Additional (Pools, 2 Phones and 2 Ringdown-Phones):
 - There are two pool sites that will need phones but we weren't able to visit them. They have a certain deadline for making sure the pools are up to code before they can be certified and would need to get the phones in before that date.
 - Shrub Oak
 - 1 Phone and 1 emergency ringdown-phone (auto dials PD).
 - Junior Lake
 - 1 Phone and 1 emergency ringdown-phone (auto dials PD).

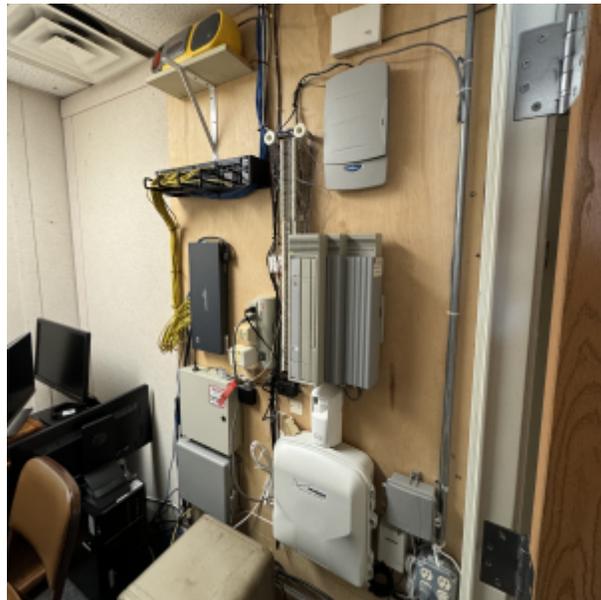
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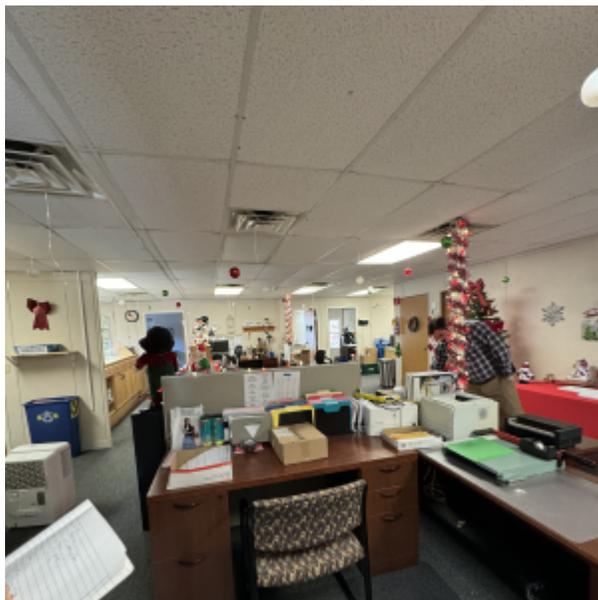
Recreation Dept. (Cont.)



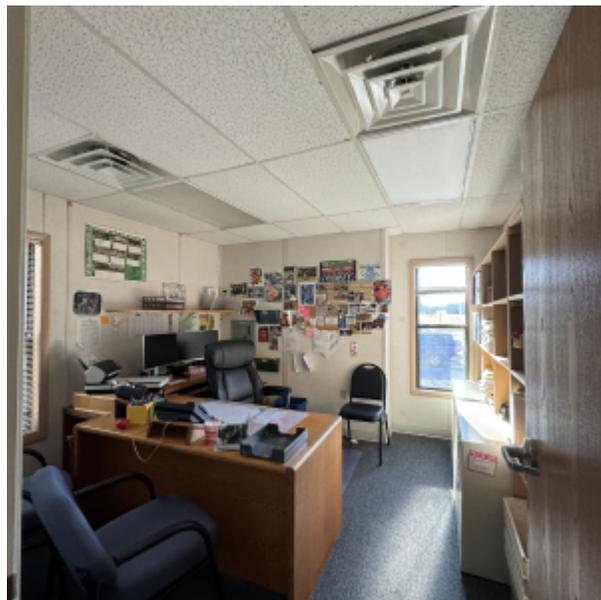
Main Office Drop Ceiling 1



Phone System and Network Devices



Main Office Drop Ceiling 2



Private Office Drop Ceiling

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Sewage Dept. – 2200 Greenwood Street.

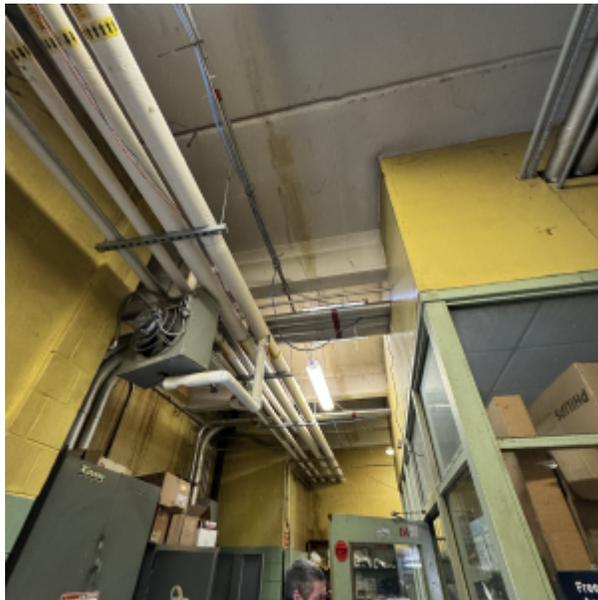
Sewage Dept.			
Office	Phones	Wireless Links	New Cabling
Main Control Building	3		3
Micro Building	1		1
AWT Building			
Point-to-Point Link		2	4
Total	4	2	8

- Overview:
 - Three different buildings: Main, Microfiltration, and AWT. The AWT building has no phones. The buildings are supposed to be interconnected but the phone/lines in the Microfiltration building reportedly haven't worked in years.
 - No internet circuit in Microfiltration.
- Main Building (2 phones)
 - Drop ceiling in offices, exposed ceiling outside offices.
 - Existing phone system is located in this building and is supposed to connect to Microfiltration via the AWT building.
- AWT Building (No Phones)
 - No phones, is supposed to act as the intermediary connection between the Microfiltration and Main buildings.
- Microfiltration (1 Phone)
 - One existing phone but it does not work. Testing its port showed that the cable was not connected to anything (or was damaged/cut).
 - To provide phone access to building will need to either install new internet service to the Microfiltration building or create a link between Microfiltration and Main.
 - The building will need to be link by two point-to-point wireless bridges between the Main Building and AWT and between AWT and Microfiltration.

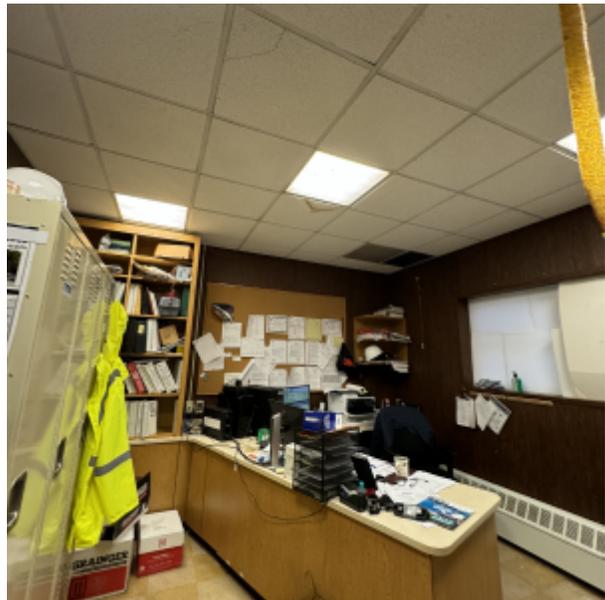
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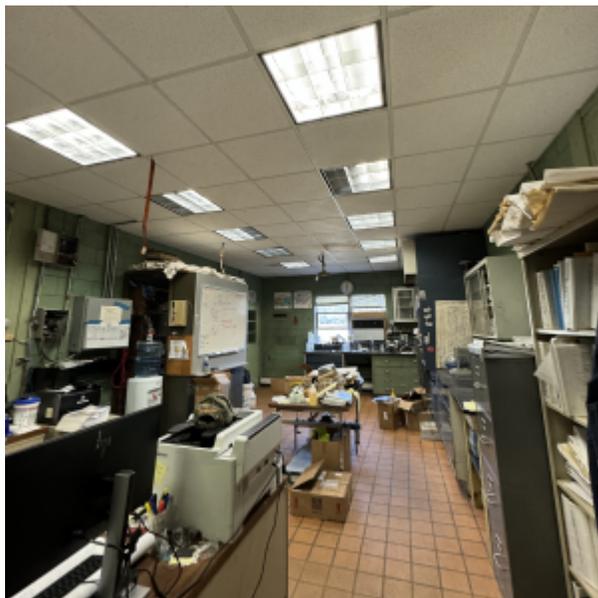
Sewage Dept. (Cont.)



Main Building Open Ceiling



Offices Drop Ceiling 1



Offices Drop Ceiling 2



Phone Cable and Conduit in Microfiltration Building from AWT Building

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Highway Dept. – 281 Underhill Ave.

Highway Dept.			
Office	Phones	Faxes	New Cabling
Front Offices	4	1	5
Shop	1		1
Shop Office	2	1	3
Total	7	2	9

- Overview:
 - Two sections, Offices and Garage/Shop area. Phone system is in Shop. Most cables are run exposed and connected to walls or piping.
- Offices (4 Phones and 1 Fax)
 - Offices are split into multiple rooms, 4 phones and 1 fax in offices.
 - Glued ceiling tiles, most cables are run exposed along walls.
- Garage (3 Phones and 1 Fax)
 - Shop office has 3 phones and 1 fax.
 - Cables are run exposed along rear of garage to phone locations.

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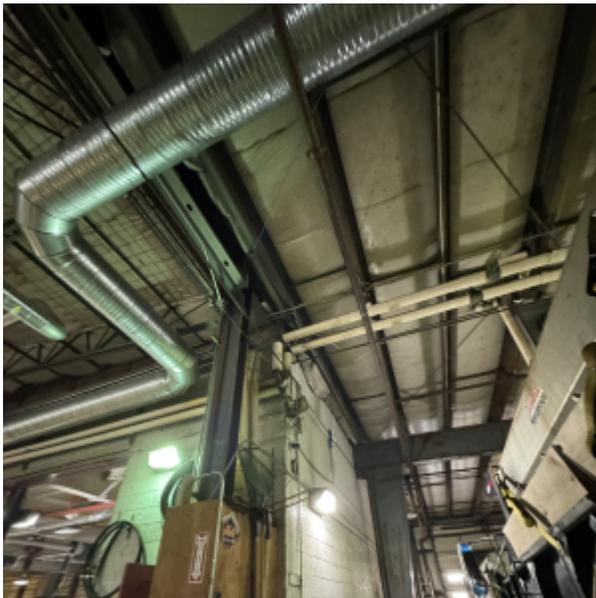
Highway Dept. (Cont.)



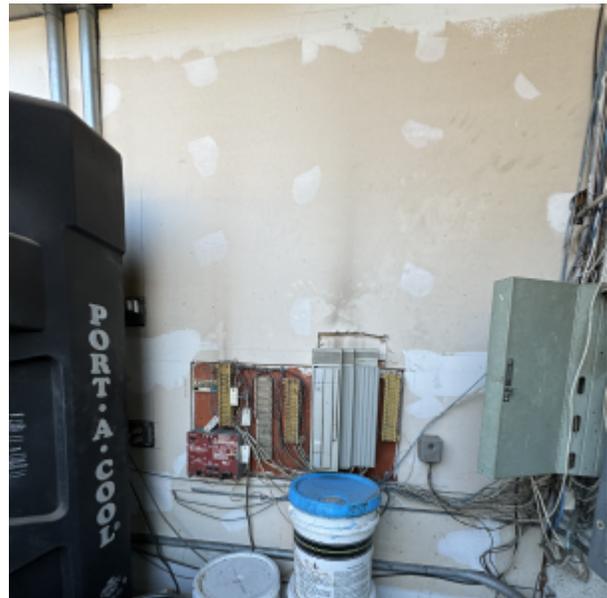
Offices Glued Ceiling 1



Offices Glued Ceiling 2



Garage Open Ceiling



Existing Phone System and Cabling