

**CITY OF
NORWICH**



**INVITATION
TO BID**

Please quote the City of Norwich your prices for the commodities or services listed below. All prices must be FOB Destination. You must show Unit Price and Total Price or your bid may be rejected.

Website: <http://www.norwichct.org>

The City of Norwich is exempt from the payment of Federal Excise taxes and the State of Connecticut Sales tax.

The City of Norwich reserves the right to reject in whole or in part any or all submitted bids.

The attached standard terms and conditions shall become a part of any resultant contract award.

Vendor Name: _____

Address: _____

City: _____ State: : _____ Zip Code: _____

Telephone: _____

THIS IS NOT A PURCHASE ORDER. Fill in and return to the address below.

Page 1 of 3

ISSUED BY: City of Norwich, Connecticut		(RETURN BID TO THE ATTENTION OF) William R. Hathaway		BID NUMBER 7489	
ADDRESS 100 Broadway, Room 105 Norwich, CT 06360-4431		DATE ISSUED March 6, 2015		DATE AND TIME BID REQUIRED March 30, 2015 at 2:00 P.M.	
		DELIVERY ADDRESS See below		TELEPHONE NUMBER (860)823-3706	
DATE MATERIAL REQUIRED					
ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE
1.	New 2015 ¾ ton regular cab and chassis, four wheel drive, gasoline pick-up truck with a Reading utility body, Model No. SLU98A in accordance with the specifications listed in Attachment A	EA	2		
2.	New 2015 ¾ ton double cab, four wheel drive, gasoline pick-up truck with an 8' bed in accordance with the specifications listed in Attachment B	EA	1		
3.	New 2015 1ton regular cab and chassis, four wheel drive, gasoline dump truck with dual rear wheels and an 8' mason dump body with load cover in accordance with the specifications listed in Attachment C	EA	1		
New Vehicles Total Price					
The new vehicles are to be delivered to: Norwich Housing Authority 10 Westwood Park Norwich, CT 06360					
NAME (SIGNED)		TITLE		TELEPHONE NO. & EXTENSION	
NAME (PRINTED)		FEIN/SSN		DISCOUNT PAYMENT TERMS ____%, _____ days, Net 30	

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DELIVERY ADDRESS	TELEPHONE NUMBER (860)823-3706		DATE MATERIAL REQUIRED
ITEM NO.	DESCRIPTION	TRADE IN ALLOWANCE	
	The Norwich Housing Authority is trading in the following trucks and equipment: 1998 Chevrolet ¾ ton extended cab, four wheel drive pick-up truck, VIN: 1GCGK29RXWE212356, Mileage: 77,925		
	2000 Chevrolet ¾ ton regular cab, four wheel drive pick-up truck with a Reading Service Body, VIN: 1GBGK24RXYF468702, Mileage: 150,618		
	2005 Chevrolet ¾ ton regular cab, four wheel drive pick-up truck with a Reading Service Body and an 8' Fisher Snow Plow, VIN: 1GBHK24U45E274810, Mileage: 111,261		
	2002 Ford ¾ ton regular cab, four wheel drive pick-up truck with a Reading Service Body and an 8' Fisher snow plow, VIN: 1FDNF21L32EB36553, Mileage: 96,527		
	Trade in Total Allowance		
	NET PRICE (New Vehicles Total Price minus Trade In Total Allowance)		
NAME (SIGNED)		TITLE	TELEPHONE NO. & EXTENSION
NAME (PRINTED)		FEIN/SSN	DISCOUNT PAYMENT TERMS ____%, _____ days, Net 30

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DATE MATERIAL REQUIRED					
ITEM NO.	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE
	<p>To view the trade in vehicles, please contact Frank Villazante, Maintenance Supervisor, Norwich Housing Authority at (860)823-1602.</p> <p>The vehicles will be available for inspection at the Norwich Housing Authority Maintenance Building at The end of Elizabeth Street Extension, Norwich, CT on Tuesday, March 17, 2015 at 8:15 A.M. and on Tuesday, March 24, 2015 at 12:45 P.M.</p> <p>Bid surety equal to five per cent (5%) of the New Vehicles Total Price, in the form of a bid bond, certified check or cash, must be submitted at the time of bid. Failure to provide such surety shall result in disqualification of your bid.</p>				
NAME (SIGNED)		TITLE		TELEPHONE NO. & EXTENSION	
NAME (PRINTED)		FEIN/SSN		DISCOUNT PAYMENT TERMS ____%, _____ days, Net 30	

ATTACHMENT A

New 2015 ¾ Ton Regular Cab and Chassis Four Wheel Drive Gas Pickup Truck with a Reading Utility Body Model SLU98A

6.0L V8 Gas Engine or equivalent
Auxiliary external engine oil cooler
6 Speed Automatic Transmission
Auxiliary external Transmission oil cooler
Heavy Duty Locking rear differential
Snow plow prep package
All-Terrain Tires
Air conditioning
AM/FM radio
Cloth Interior
Manual windows
Rubberized Vinyl Floor
Recovery hooks
Vertical Camper style mirrors
Color is to be Gray
Norwich Housing Authority Decal installed on each front door

Reading Utility Body Model SLU98A
Installed and painted color to match Cab of truck
"A" Door Configuration for both sides
Body sides-two side's zinc coated steel
Double panel door construction – 18 gauge steel outer skin
Standard galvanized steel shelving (5 shelves-16 dividers)
Stainless steel rotary paddle locks
Stainless steel bolt on door hinges
Slam action rear tailgate
Recessed rear lights/step bumper
Mud flaps
Ladder rack
Back-up alarm

Fisher HD Series 8 Foot Snow Plow – Installed
Fisher Dash Mount Joystick Controls - installed
Fisher H&L Series 8 Foot HD Steel Snofoil – installed

ATTACHMENT B

New 2015 ¾ Ton Double Cab Four Wheel Drive Gas Pickup Truck with a 8 Foot Bed

6.0L V8 Gas Engine or equivalent
Auxiliary external engine oil cooler
6 Speed Automatic Transmission
Auxiliary external Transmission oil cooler
Heavy Duty Locking rear differential
Snow plow prep package
All-Terrain Tires
Trailer package
Integrated Trailer Brake
Air conditioning
AM/FM radio
Blue Tooth hands-free smartphone integration
Cloth Interior
Front seat 40/20/40 split bench Center console fold down armrest with storage
Power windows
Rear window defroster
Side heated mirrors
Carpeted Floor with mats
Recovery hooks
Back up Alarm
Mud flaps
Spray-in bed liner
Color is to be Gray
Norwich Housing Authority Decal installed on each front door

Fisher HD Series 8 Foot Snow Plow – Installed
Fisher Dash Mount Joystick Controls - installed
Fisher H&L Series 8 Foot HD Steel Snofoil – installed

ATTACHMENT C

New 2015 One Ton Regular Cab and Chassis Gas Dump Truck with Four Wheel Dual Rear Wheel with a 8 Foot Mason Dump Body with load cover.

- 6.0L V8 Gas Engine or equivalent
- Auxiliary external engine oil cooler
- 6 Speed Automatic Transmission
- Auxiliary external Transmission oil cooler
- Heavy Duty Locking rear differential
- Snow plow prep package
- Air conditioning
- AM/FM radio
- Cloth Interior
- Manual windows
- Rubberized Vinyl Floor
- Roof marker lamps
- Recovery hooks
- Vertical Camper style mirrors
- Mud flaps
- Color is to be Gray
- Norwich Housing Authority Decal installed on each front door

- Rugby 8 Foot 2-3 Yard Eliminator Dump Body with Load Cover
- Installed and painted Black
- Back up alarm
- 10 gauge high grade steel sides, ends and floor
- 12.4" high sides
- 18" tailgate height
- Oval recessed stop, turn and tail light assembly
- Easy latch tailgate access
- Structural long sills and cross members on 16" centers
- Full plate combo hitch with 2" ball
- Rugby Model HR520ES single acting electric hydraulic hoist



City of Norwich Connecticut
Department of Finance/Purchasing
100 Broadway, Room 105
Norwich, CT 06360-4431

Telephone Number:
(860)823-3706

Fax Number:
(860)823-3812

<http://www.norwichct.org>

Standard Bid and Contract Terms and Conditions

All Invitations For Bids issued by the City of Norwich ("City") will bind Bidders to the terms and conditions listed below, unless specified otherwise in any individual Invitation For Bids.

The contractor agrees to comply with the statutes and regulations as they exist on the date of this contract and as they may be adopted or amended from time to time during the term of this contract and any amendments thereto.

Submission of Bids

1. Bids must be submitted on forms supplied by the City Purchasing Department. Telephone or facsimile bids will not be accepted in response to an Invitation for Bids.
2. Bidders shall bear any and all costs associated with response to this invitation to bid, including the costs for any presentation and/or demonstrations (if applicable).
3. The time and date bids are to be opened is given in each bid issued. Bids received after the specified time and date of bid opening given in each bid proposal shall not be considered. **Bid envelopes must clearly indicate the bid number** as well as the date and time of the opening of the bid. The name and address of the Bidder shall appear in the upper left hand corner of the envelope.
4. If it becomes necessary to revise any part of this request or if additional data is necessary to enable interpretation of provisions of this document, revisions or addenda will be provided to all prospective firms who receive this document; such revisions or addenda will additionally be posted on the following website:
<http://www.norwichct.org>
<http://das.ct.gov>
<http://www.publicpurchase.com>
5. This document includes an acknowledgement page; this page must be faxed back to the Purchasing Department, to ensure proper notification of changes to the published documents. The City of Norwich does not assume responsibility for any vendor that does not receive revisions or addenda, where the vendor has not acknowledged receipt of any portion thereof.
6. Incomplete bid forms may result in the rejection of the bid. Amendments to bids received by the City after the time specified for opening of bids, shall not be considered. Bids shall be computer prepared, typewritten or handwritten in ink. All bids shall be signed by a person duly authorized to sign bids on behalf of the bidder. Unsigned bids shall be rejected. Errors, alterations or corrections on both the original and copy of the proposal schedule to be returned must be initialed by the person

signing the bid proposal or their authorized designee. In the event an authorized designee initials the correction, there must be written authorization from the person signing the bid proposal to the person initialing the erasure, alterations, or correction. Failure to do so shall result in rejection of bid for those items erased, altered or corrected and not initialed.

7. The City of Norwich reserves the right to accept or reject any and all bid responses, in whole or in part, to waive technical defects, irregularities and omissions if, in its judgment, the best interests of the City will be served. Determination of the best interests of the City shall include consideration of pending civil litigation between the City and any firm submitting a bid to the City or its subcontractor or supplier.
8. Conditional bids are subject to rejection in whole or in part. A conditional bid is defined as one which limits, modifies, expands or supplements any of the terms and conditions and/or specifications of the invitation for bids.
9. Alternate bids will not be considered, unless specifically authorized in the invitation to bid. An alternate bid is defined as one which is submitted in addition to the bidders primary response to the invitation for bids.
10. Prices should be extended in decimal, not fraction, to be net, and shall include transportation and delivery charges fully prepaid by the Contractor to the destination specified in the bid, and subject only to cash discount. In the event of a discrepancy between the unit price and the extension, the unit price shall govern.
11. Pursuant to Section 12-412 of the Connecticut General Statutes, municipalities are exempt from the payment of excise, transportation and sales taxes imposed by the Federal Government and/or the State. Such taxes must not be included in bid prices.
12. By its submission the Bidder represents that the bid is not made in connection with any other Bidder submitting a bid for the same commodity or commodities and is in all respects fair and without collusion or fraud.
13. All bids will be opened and read publicly and upon award are subject to public inspection, subject to the provisions of Section 1-210 of the Connecticut General Statutes (Freedom of Information). Copies of information resulting from any bid opening are generally not available until a contract has been formally awarded.



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Guaranty or Surety

14. Bid and or performance bonds may be required, if specifically required within the specifications. Bonds must meet the following requirements:

Corporation - must be signed by an official of the corporation above their official title and the corporate seal must be affixed over the signature; **Firm or Partnership** - must be signed by all the partners and indicate they are "doing business as"; **Individual** - must be signed by the owner and indicated as "Owner". The surety company executing the bond or countersigning must be licensed in Connecticut and the bond must be signed by an official of the surety company with the corporate seal affixed over their signature. Signatures of two witnesses for both the principal and the surety must appear on the bond. Power of attorney for the official signing the bond for the surety company must be submitted with the bond.

15. The City requires General Liability insurance (including Completed Operations coverage) from all contractors doing business with the City, in the amounts of \$1,000,000 (combined single limit) Bodily Injury-Property Damage Coverage per occurrence and \$2,000,000 aggregate coverage; as well as \$1,000,000 automobile liability where the use of a vehicle is used in the performance of this contract, and workers compensation as defined in the Connecticut General Statutes. The City is to be named as an additional insured on all policies.

Samples

16. Accepted bid samples do not supersede specifications for quality unless sample is superior in quality. All deliveries shall have at least the same quality as the accepted bid sample. Samples are furnished free of charge. Samples may be held for comparison with deliveries.

Award

17. Award will be based on quality of the articles or services to be supplied, their conformance with specifications, delivery terms, price, administrative costs, past performance, and financial responsibility. The Purchasing Department may correct inaccurate awards resulting from clerical or administrative errors.

18. The Purchasing Department may reject any bidder in default of any prior contract or guilty of misrepresentation or any bidder with a member of its firm in default or guilty of misrepresentation.

Contract

19. The existence of the contract shall be determined in accordance with the requirements set forth above. However, the award of the contract is not an order to ship.

20. The Contractor shall not assign or otherwise dispose of their contract or their right, title or interest, or their power to execute such contract to any other person, firm or corporation without the prior written consent of the Purchasing Department.

21. Bidders have ten days after notice of award to refuse acceptance of the award; after ten days the award will be binding on the Contractor. If the Contractor refuses to accept the award within the ten day period, the award will be made to the next lowest responsible qualified bidder.

22. Failure of a Contractor to deliver commodities or perform services as specified will constitute authority to purchase said commodities or services on the open market. Contractor agrees to promptly reimburse the City for excess cost of these purchases. The purchases will be deducted from the contracted quantities.

23. The bidder hereinafter referred to as persons requesting the use of city facilities of the City of Norwich, or in contracting with the City of Norwich for goods, services, materials, labor and the like with the City of Norwich and its respective officers, agents and servants agrees to indemnify, defend and save harmless from and against any and all claims, damages, losses, litigation expenses, counsel fees and compensation arising out of any injuries (including death) sustained by, or alleged to have been sustained by, the servants, employees or agents of the City of Norwich and its respective officers, agents and servants, or of the bidder or of any participant or spectator, and from injuries including death) sustained by, or alleged to have been sustained by, the public or any persons on or near the site or on any other person or damage to property, real or personal, including property of the City of Norwich and their respective officers, agents, and servants, caused in whole or in part by the acts or omission of the Bidder or any participant or spectator or anyone directly or indirectly employed or working for the bidder while engaged in the activity in the City of Norwich.

24. Notwithstanding any provision or language in this contract to the contrary, the purchasing agent may terminate this contract whenever he/she determines in his/her sole discretion that such termination is in the best interests of the City. Any such termination shall be effected by delivery to the Contractor of a written notice of termination. The notice of termination shall be sent by registered mail to the Contractor address furnished to the City for purposes of correspondence or by hand delivery. Upon receipt of such notice, the Contractor shall both immediately discontinue all services



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affected (unless the notice directs otherwise) and deliver to the City all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been accumulated by the Contractor in performing his duties under this contract, whether completed or in progress. All such documents, information, and materials shall become the property of the City. In the event of such termination, the Contractor shall be entitled to reasonable compensation as determined by the Office of Corporation Counsel for the City of Norwich, however, no compensation for lost profits shall be allowed.

25. The individual signing this submittal hereby declares that no person or persons other than members of his/her own organization are interested in this Project or in the contract proposed to be taken; that it is made without any connection with any other person or persons making a proposal for the same work and is in all respects fair and without collusion or fraud; that no person acting for or employed by the City of Norwich is directly or indirectly interested therein, or in the supplies or works to which it relates or will receive any part of the profit or any commission therefrom in any manner which is unethical or contrary to the best interests of the City of Norwich.

Delivery

26. All products and equipment delivered must be new, and shall include any and all manufacturer warranties, unless otherwise stated in the bid specifications.

27. Delivery will be onto the specified City loading docks by the Contractor unless otherwise stated in the bid specifications.

28. Payment terms are net 30 days after receipt of goods or properly executed invoice, whichever is later, unless otherwise specified. A contractor may quote payment discount terms which may be considered in making the award.

29. In accordance with §7-36 of the City of Norwich Code of Ordinances, charges against a Contractor shall be deducted from current obligations. Money paid to the City by the Contractor shall be payable to the Treasurer, City of Norwich.

Saving Clause

30. The Contractor shall not be liable for losses or delays in the fulfillment of the terms of the contract due to wars, acts of public enemies, strikes, fires, floods, acts of God or any other acts not within the control of or reasonably prevented by the Contractor. The Contractor will give written notice of the cause and probable duration of any such delay.

Advertising

31. Contractors may not reference sales to the City for

advertising and promotional purposes without the prior specific approval of the Purchasing Department.

Rights

32. Any and all data collected by the contractor relative to either the performance of services or delivery of materials shall remain the sole property of the City of Norwich. Such data includes historic usage of materials and services as collected by the contractor, as it relates to Bristol purchasing activity. The City has sole and exclusive right and title to all printed material produced for the City, whether acceptable or unacceptable, and the contractor shall not copyright any printed matter produced under the contract.

33. The Contractor assigns to the City all rights title and interests in and to all causes of action it may have under Section 4 of the Clayton Act, 15 USC 15, or under Chapter 624 of the general statutes. This assignment occurs when the Contractor is awarded the contract.

34. Contractor agrees that it is in compliance with all applicable federal, state and local laws and regulations, including but not limited to Connecticut General Statutes Sections 4a-60 and 4a-60a, as well as the provisions of Title VI of the Civil Rights Act of 1964 and all amendments thereto. The Contractor also agrees that it will hold the City harmless and indemnify the City from any action which may arise out of any act by contractor concerning lack of compliance with these laws and regulations. All purchases will be in compliance with Section 22a-194 to Section 22a-194g of the Connecticut General Statutes related to product packaging.

35. This contract is subject to provisions of Executive Order No. Three of Governor Thomas J. Meskill promulgated June 16, 1971, the provisions of Executive Order No. Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973 and section 16 of Public Act 91-58 nondiscrimination regarding sexual orientation, and the provisions of Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999 regarding Violence in the Workplace Prevention Policy.



CITY OF NORWICH, CONNECTICUT
PLEASE RETURN THIS FORM IMMEDIATELY!

Acknowledgement: Receipt of Bid Documents

Bid No.: 7489
Title: New Vehicles for the Norwich Housing Authority

Please take a moment to acknowledge receipt of the attached documents. Your compliance with this request will help the City of Norwich to maintain proper follow-up procedures and will ensure that your firm will receive any addendum that may be issued.

Date Issued: 03/06/2015

Date Documents Received: _____ / _____ / _____

Do you plan to submit a response? _____ Yes _____ No

Print or type the following information:

Company Name: _____

Address: _____

Telephone: _____ Fax: _____

E-mail Address: _____

Received by: _____

Note: Faxed or e-mailed acknowledgements are requested.

Fax No.: (860)823-3812

E-mail: whathaway@cityofnorwich.org

Fax or e-mail this sheet only. A cover sheet is not required.

DO NOT FAX OR E-MAIL YOUR RESPONSE TO THIS BID