

SEALED BID NOTICE

BID #14-17 Shortel Maintenance

The H.N.S. Management Company, Inc. (d/b/a *CTtransit*) is a Subsidiary Corporation of First Transit Group, Inc. established as the legal entity to perform a service contract with the State of Connecticut. *CTtransit* is the Connecticut Department of Transportation owned bus system, which provides fixed route bus service within 53 towns in the Hartford, New Haven, and Stamford metropolitan areas. An operating division is located in each of the three metro areas from which the local transit service is provided.

CTtransit is requesting Bid submittals for the maintenance of *CTtransit's* Shortel Telephone System. The required supplies/services are to be delivered to *CTtransit's* three (3) bus facilities located in Hartford, New Haven and Stamford. The contract will be for a term of five year; to begin October 15, 2016 and end on October 14, 2021.

BID TIMELINE

BID RELEASE	Monday, August 29, 2016
QUESTIONS DUE BY	Monday, September 12, 2016 at 10:00am
CT TRANSIT ANSWERS BY	Wednesday, September 14, 2016
BIDS DUE BY	Friday, September 30, 2016 at 2:00pm

Supplies/Services shall be based on all provisions, conditions, instructions and specifications as outlined in the Bid. Forms, instructions and specifications are available from the *CTtransit* website (www.cttransit.com). By completing a onetime registration process on *CTtransit's* website, Bidders are able to download the entire procurement package and any Addendums. Bidders may contact Greg Chapin, Assistant Purchasing Contracts Officer at (860) 707-1277 for additional information or assistance with the registration process. Please include company name, address, telephone and fax number, contact name and email address in all requests.

Bids should be clearly marked "**BID 14-17 Shortel Maintenance**" in capital letters and sent to the attention of Greg Chapin, Assistant Purchasing & Contracts Officer PO Box 66, Hartford, CT 06141-0066 or 100 Leibert Road, Hartford, CT 06120 for hand delivery. It is the responsibility of the Bidder to assure that its Bid arrives at the designated location and person by the specified time stated above. Bids will be publically opened promptly at 2:00 pm on bid due date listed above.

ALL PROSPECTIVE BIDDERS **MUST** INDIVIDUALLY REGISTER WITH *CT TRANSIT*
TO REGISTER AND OBTAIN A COPY OF THE PROCUREMENT PACKAGE GO TO WWW.CTTRANSIT.COM

All Prospective Bidders should be aware if they did not obtain this package from *CTtransit's* website we can in no way guarantee you will receive any additional information (Addendums, etc.)

CTtransit has working relationships with the State of Connecticut and First America. Through these relationships we have the advantage of requesting the same pricing afforded on their contracts. *CTtransit* would expect that pricing, for the services requested, on any State of Connecticut and/or First America contract would be extended through this request for Proposal.

Issuance of this Bid notice does not commit *CTtransit* to award any contract. *CTtransit* reserves the right to waive any informalities or variations in any proposal that it deems to be immaterial, or to reject any or all, or any part of any or all proposals if such action is deemed to be in the best interest of *CTtransit* and/or the State of Connecticut Department of Transportation (CTDOT).

Greg Chapin
Assistant Purchasing & Contracts Officer

An Affirmative Action - An Equal Opportunity Employer