

TOWN OF WOLCOTT
INVITATION TO BID
#20-02 LEASE FINANCE

DO NOT CALL THE WOLCOTT TOWN HALL REGARDING THIS NOTICE

The Town of Wolcott invites bids from qualified firms to provide Financial Software Program lease financing in accordance with information and bidding. Bid packages, containing submission instructions and other information are available by email request to nclark@wolcottct.org. Please put "20-02 LEASE FINANCE" in the subject line of email requests. Sealed bids, including envelopes and/or mailing containers will be clearly marked "20-02 LEASE FINANCE", will show the name and address of the bidder and must be received in the Finance Office, Wolcott Town Hall, 10 Kenea Ave., Wolcott, CT 06716, by 11:00 AM, Wednesday, October 16, 2019. Bids will be opened & read in public immediately following the bid closing time in the Council Chambers, Wolcott Town Hall.

THE TOWN OF WOLCOTT IS AN EQUAL OPPORTUNITY EMPLOYER

TOWN OF WOLCOTT



**INVITATION TO BID
#20-02
"LEASE FINANCE"**

PUBLISHED: Sunday, September 29, 2019

BID DUE Wednesday, October 16, 2019 at 11:00 A.M.

DO NOT CALL THE WOLCOTT TOWN HALL REGARDING THIS INVITATION TO BID

In order to maintain the integrity of the bid process, all questions must be emailed to nclark@wolcottct.org. Phoned or verbal questions will not be addressed. Questions will be answered as promptly as possible. The questions and answers will be sent to all potential bidders who have requested the bid package. Questions must be presented no later than 3:00 P.M. Thursday, October 10, 2019.

GENERAL INFORMATION

The Town of Wolcott is seeking Lease Financing for a new Financial Software System to replace the current system that is approximately 15 years old and cannot be upgraded. The new Financial Software System will be a one-time purchase with all updates and upgrades to be included in its annual maintenance agreement. The firm we have chosen to partner with is Tyler Technologies and their Infinite Visions program. Tyler Technologies has been and continues to be the premier Municipal Financial Software provider in the USA. The cost breakdown for this purchase is as follows:

- Software – Tyler Technologies Infinite Visions: **\$48,405.00 (One Time Fee)**
- Tyler Technologies Services – To include Implementation encompassing on-site training costs \$40,740.00, Conversion \$4,200.00, Project Management \$9,920.00 and Hosting Setup Fee \$3,200.00
Total One Time Service Fees: \$58,060.00
- **Total Software Purchase and Services to be included in Lease Financing: \$106,465.00**

SUBMITTAL INSTRUCTIONS & OTHER INFORMATION

Three copies of the bids will be submitted in sealed envelopes and/or shipping containers, be clearly marked "20-02 LEASE FINANCE", and must display the name and address of the bidder. Bids will be delivered to the Finance Office, Wolcott Town Hall, 10 Kenea Ave., Wolcott, CT 06716 no later than 11:00 A.M. Wednesday, October 16, 2019. Bids received late or delivered to other locations will be disqualified.

Bidders using delivery services are cautioned to allow sufficient time to ensure the timely delivery and correct delivery location of their bids. The Town is not responsible for the failure of delivery services to deliver the bids to the correct location by the specified bid closing time. The Town is not responsible for bids not arriving at the prescribed time and place due to insufficient postage.

- Hours of operation at the Wolcott Town Hall are: Monday through Wednesday 8:00 A.M. to 4:30 P.M., Thursday 8:00 A.M. to 5:30 P.M. and Friday 8:00 A.M. to 12:00 noon. In the event Town Hall is unexpectedly closed (ie. weather related, etc.) the bid opening will take place on the next business day, in the same location at the same time as originally stated.

*****PLEASE NOTE: WOLCOTT TOWN HALL WILL BE CLOSED IN OBSERVANCE OF COLUMBUS DAY ON MONDAY, OCTOBER 14, 2019*****

The bids will be opened and read in public in the Town Council Chambers, Wolcott Town Hall, immediately after the bid submittal deadline.

All forms must be properly and completely filled out. All forms must be signed by an authorized principal or agent of the bidder. Any exception which a bidder proposes must be on a separate attachment, identified properly as such and properly signed. Award of a contract will be made following a study of all bids.

The Town of Wolcott reserves the right to reject any and all proposals, waive any irregularities, omissions, excess verbiage or technical defects in the proposals, and the Town need not necessarily award a contract based on the lowest price, if, in the opinion of the Town, it would be in the best interest of the Town of Wolcott to accept another proposal based on greater expertise, experience, staffing/resources or financial strength.

The Town of Wolcott Ordinances # 75 "Ordinance Establishing Uniform Standards Applicable to the Public Bidding Process" and # 92 "Ordinance Concerning Delinquent Taxes and Denial of Permits, Town Contracts and Vendor Payments" will be in force for the purposes of proposal evaluation. (Copies included in this package)

The Town of Wolcott will not be responsible for and hereby disclaims any alleged oral instructions of contract interpretations given to bidders.

Potential Bidders are prohibited from contacting any Town employee, officer or official concerning this Invitation to Bid. A firm's failure to comply with this requirement will result in disqualification.

The Town of Wolcott may make such investigations, as it deems necessary, to determine the ability, qualifications, and experience of the prospective vendor to perform. The prospective contractor(s) shall furnish to the Town all such information and data for this purpose as the Town may request.

The Town of Wolcott reserves the right to change the final due date and time for the bids.

NOTICE TO BIDDERS

The Town of Wolcott, Connecticut, is an Equal Opportunity Employer. The Town has made it a matter of policy that it will not transact business with firms, which are not in compliance with all Federal and State statues and Executive Orders pertaining to nondiscrimination. In order for the Bidder to be placed on the Town's acceptable Vendors List and thereby be eligible for consideration as a source for goods and services, the Bidder must complete the below Affirmative Action statement.

STATEMENT OF POLICY

It is the employment policy of _____ (this "Firm") that there shall be no discrimination against anyone on the grounds of race, creed, national origin, sex or age, in the hiring, upgrading, demotion, recruitment, termination, and selection for training. In addition, this Firm is in full compliance with the letter and intent of the various Equal Employment Opportunities and Civil Rights Statutes noted above.

Name of Firm: _____

Address: _____

Signature: _____ Printed Name: _____

Title: _____ Date: _____ Phone: _____

NON-COLLUSION STATEMENT

All prospective vendors are required to sign a Non-Collusive Statement with all public proposals as follows:

1. The proposal has been arrived at by the prospective vendor independently and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other vendor or materials, supplies, equipment, or services described in the Request for Proposals, designed to limit independent bidding or competition, and
2. The contents of the proposal have not been communicated by the vendor, its' employees or agents to any person not an employee or agent of the vendor or its surety on any bond furnished with the proposal and will not be communicated to any such person prior to the official opening of the proposal.

Name of Company: _____

By: _____ Title: _____ Date: _____

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity or group of individuals. In witness whereof, the undersigned has caused this proposal to be executed this _____ day of _____, 2019.

Name of Firm: _____

Address: _____

Signature: _____ Printed Name: _____

Title: _____ Date: _____

The undersigned certifies that he/she has read and understands all of the provisions of the specifications. Any exceptions to the specifications are on a separate sheet of paper and made part of this bid.

Signature: _____ Printed Name: _____

Title: _____ Date: _____

FOR: _____

(Bidder Company name, printed)

No. & Street _____ City: _____ State: _____ ZIP: _____

Telephone: _____ Fax: _____ Email: _____

BID SCHEDULE

Please place this Bid Schedule as the top page of your proposal

3 YEAR LEASE

ITEM: FINANCE AND ACCOUNTING SOFTWARE INCLUDING INSTALLATION AND IMPLEMENTATION
\$106,465.00

TOTAL: \$106,465.00

FIRST PAYMENT F/Y 19-20: \$35,000.00

	PAYMENT	INTEREST	PRINCIPAL	BALANCE
F/Y 2019-2020				
F/Y 2020-2021				
F/Y 2021-2022				

COMPOUND PERIOD: _____

NOMINAL ANNUAL RATE: _____

ADDITIONAL FEES FOR ALL OF THE ABOVE: _____

RATES ARE FIRM FOR: _____

ORDINANCE 75

AN ORDINANCE ESTABLISHING UNIFORM STANDARDS APPLICABLE TO THE PUBLIC BIDDING PROCESS BE IT ORDAINED THAT:

SECTION 1

STATEMENT OF PURPOSE

The purpose of this ordinance shall be:

To establish uniform standards and to clarify those procedures which shall apply to the award of all municipal contracts which are subject to the Public Bidding Procedure provided in Section 707(c) of the Charter of the Town of Wolcott.

In recognition of the compelling need to stimulate the economy and to enlarge the tax base of the Town of Wolcott, to provide, as part of said uniform standards and procedures, a preference to Town-Based Businesses, as hereinafter defined, in the awarding of certain municipal contracts in an amount not exceeding Two Hundred Thousand and 00/100 Dollars (\$200,000.00).

SECTION 2

STANDARDS AND PROCEDURES APPLICABLE TO THE AWARD OF ALL MUNICIPAL CONTRACTS PURSUANT TO SECTION 707(c) OF THE CHARTER

Subject to the special procedure hereinafter provided in Section 3 of this ordinance, any contract awarded as a result of the Public Bidding Procedure provided in Section 707(c) of the Charter shall be awarded to the lowest responsible qualified bidder unless the Municipal Finance Officer shall determine in writing that to do so would not be in the best interests of the Town of Wolcott.

In making said determination, the Municipal Finance Officer shall be guided by the following considerations: The ability, capacity and skill of the bidder to perform the contract or to provide the service required.

Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference.

The character, integrity, reputation, judgment, experience and efficiency of the bidder.

The quality of performance by the bidder of previous contracts or services.

The previous and existing compliance by the bidder with those federal or state statutes and local ordinances, if any, relating to the contract or service.

The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service. The quality, availability and adaptability of the supplies, or contractual services to the particular use required. The ability of the bidder to provide future maintenance and service for the subject of the contract.

(C) The Municipal Finance Officer may require a performance bond as a condition before entering into any contract in such amount as said Officer shall find reasonably necessary to protect the interests of the Town.

SECTION 3

SPECIAL PROCEDURE APPLICABLE TO BIDS SUBMITTED BY TOWN-BASED BUSINESSES

Town-Based Business: For the purposes of this ordinance, "Town-Based Business" shall mean any organization having its principal place of business located within the Town of Wolcott. To be considered a Town-Based Business eligible for the benefits provided in this Section, any bidder must submit, in addition to a bid, evidence satisfactory to the Municipal Finance Officer that said business in fact has its principal location within the Town of Wolcott. Such evidence may include, but is not limited to, the long term lease or

ownership of business property from which said business is operated or the payment of property taxes on the personal property of said business to be used in the performance of the bid.

Determination of the Lowest Responsible Qualified Bidder: The lowest responsible qualified bidder shall be determined in the following order:

(1) Subject to the standards provided in Section 2(B) of this ordinance, any Town-Based Business which is a responsible and qualified bidder and which has submitted a bid in an amount not more than five-percent (5%.) higher than the low bid shall be awarded the contract in the amount of the low bid.

If no Town-Based Business has submitted a bid in an amount not more than five-percent (5%) higher than the low bid, then, subject to the standards provided in Section 2(B) of this ordinance, the contract shall be awarded to the lowest responsible qualified bidder.

If more than one responsible and qualified Town-Based Business has submitted a bid in an amount not more than five-percent (5%) higher than the low bid, then, subject to the standards provided in Section 2(B) of this ordinance, the lowest responsible qualified bidder shall be that one of the Town-based bidders which has submitted the lowest bid who shall then be awarded the contract in the amount of the low bid.

(C) Limitations and Exceptions: The bidding procedure provided in this Section shall apply to the award of all municipal contracts which are subject to the Public Bidding Procedure provided in Section 707(c) of the Charter except for the following:

Those of such contracts in an amount which is in excess of Two Hundred Thousand and 00/100 Dollars (\$200,000.00). Those of such contracts which are funded, entirely or in part, by State or Federal grants-on-aid.

SECTION 4 INVITATIONS TO BID

All invitations to bid extended to prospective bidders in the award of all municipal contracts subject to the Public Bidding Procedure provided in Section 707(c) of the Charter shall include a reference to and shall be issued subject to the provisions of this ordinance.


SECTION 5 SEVERABILITY

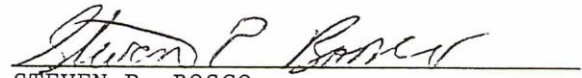
If any provision of this ordinance is declared invalid, that decision shall not affect the remaining provisions of this ordinance, which shall continue in full force and effect.

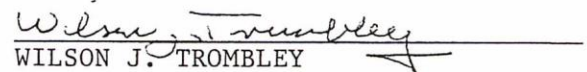
SECTION 6 EFFECTIVE DATE


This ordinance shall be effective thirty (30) days after publication as required by Section 7-157 of the Connecticut General Statutes, as amended.

Approved by the Town Council, Town of Wolcott, this 20th day of September, 1994.


EUGENE A. MIGLIARO, JR.
MAYOR, TOWN OF WOLCOTT
DATE: 9-20-94


STEVEN P. BOSCO
CHAIRMAN, WOLCOTT TOWN COUNCIL
DATE: 9/20/94


WILSON J. TROMBLY
WOLCOTT TOWN ATTORNEY
DATE: 9-20-94


ELAINE L. KING
WOLCOTT TOWN CLERK
DATE: 10/27/94

Date Published: **September 27, 1994**
Effective Date: **October 27, 1994**

ORDINANCE 92

**ORDINANCE CONCERNING DELINQUENT TAXES
AND DENIAL OF PERMITS, TOWN CONTRACTS AND VENDOR PAYMENTS**

BE IT ORDAINED by the Town Council of the Town Wolcott, in a meeting duly assembled, that the following ordinance is adopted:

PREAMBLE

The purpose of the following Ordinance is to establish fair and equitable guidelines for all taxpayers and to aid in the efficient operation of municipal government and its agencies within the Town of Wolcott. It is the intent of the Town of Wolcott that all taxes must be paid in full before any Contract is awarded, permits are issued, or vendors are paid. It is not the intent of this Ordinance to punish or penalize any taxpayer but rather to be fair to all paying taxpayers by encouraging the payment of outstanding taxes.

SECTION 1:

For the purpose of this ordinance, the following definitions shall apply:

"Delinquent amounts" shall refer to any delinquent real or personal property taxes, any delinquent sewer assessments or usage charges, or any delinquent water "" assessments or usage charges; and any interest, fees and charges thereon.

"Person" shall mean any individual, firm, company, limited liability company, partnership, association, society, corporation, group, or other entity or any officer, director, member (managing or otherwise), stockholder, agent, or partner of said firm, company, limited liability company, partnership, association, society; corporation, group or other entity.

SECTION 2:

No official or agent of the Town of Wolcott, or any member of any board, office, department, commission or agency thereof shall issue a certificate of occupancy, zoning, building, inland wetlands, driveway or any other permit for the use of or improvements to real property to any owner thereof or other applicant from whom any delinquent amounts are owed to the Town of Wolcott or for any real property for which any delinquent amounts are owed to the Town, except as provided in Section 4 below.

At the time any such application for a certificate or permit is filed, the applicant shall submit to the appropriate Town Official having authority to issue such certificate or permit, sufficient written evidence from the Wolcott Tax Collector that there are no delinquent amounts due to the Town from the owner of the real property for which said application is made and from the applicant if other than the owner.

This section shall not be deemed to apply to those applications for permits which involve repair or construction work ordered by a public agency or for emergency work to be performed for public health and/or safety concerns, nor shall it apply to those applicants who are making improvements to their real property with loans or grants received under any

SECTION 3:

No payment shall be made by the Treasurer of the Town of Wolcott or by any other Town Official, department head, employee, board, commission or agency to any person who has sold goods or provided services to the Town or to any board, office, department, commission or agency thereof, if, at the time said payment is due, it is determined that said person owes delinquent amounts to the Town, provided that no such payment to be withheld shall exceed the delinquent amounts owed at the time of the withholding. Any such sums withheld pursuant to this section shall be paid to the Tax Collector and applied against the

outstanding delinquent amounts owed by such person, first to any outstanding interest, fees and charges and then to the outstanding principal balance. This section shall not apply to the payment of wages to employees of the Town of Wolcott, or any board, office, department, commission, or agency thereof.

SECTION 4:

Notwithstanding anything provided hereinbefore to the contrary, no certificate or permit under Section 2 hereof shall be withheld if the person owing said delinquent amounts has entered into a written agreement with the Town of Wolcott, by and through the Wolcott Tax Collector, which shall provide for an immediate payment to the Town of all outstanding interest, fees and charges included in said delinquent amounts and at least one half of the principal balance owed, and a payment plan requiring the balance of said delinquent amounts to be paid in equal monthly installments over a period of no greater than twenty-four months from the date of said agreement. In the event any person owing delinquent amounts is unable to enter into such agreement with the Tax Collector as a result of severe financial hardship, such person may propose to said Tax Collector an alternate method for paying said delinquent amounts which, if acceptable to the Tax Collector, shall be subject to the approval of the Town Council. In either event, interest shall continue to accrue on said delinquent amounts at the rate allowed by law. Any such payment agreement shall be in addition to, and not in lieu of, any and all other collection methods and remedies available to the Tax Collector as allowed by law.

In the event any person enters into a written agreement with the Tax Collector as provided hereinbefore, or proposes an alternate method of paying said delinquent amounts which proposal is acceptable to the Tax Collector and approved by the Town Council, proof of any such agreement or approval shall be delivered to the appropriate Town Official having authority to issue such certificate or permit prior to the issuance of such certificate or permit.

The exception provided in paragraph (A) of this section and any agreement entered into pursuant thereto shall be for the sole purpose of allowing a person owing delinquent amounts to obtain a certificate or permit and shall not in any way constitute, or to be construed to constitute, an agreement by the Town of Wolcott or the Tax Collector to forebear the collection of said delinquent amounts during the period of the approved monthly payment plan. The Tax Collector shall continue to have the right to exercise all powers allowed by law to collect said delinquent amounts sooner than set forth in said agreement and at no time shall the Town be required to stay or forestall any other collection methods or remedies during such period.

SECTION 5:

If the "Person" as defined in Section 1 (b) owes any money to the Town of Wolcott, said person shall be deemed ineligible to bid any municipal project until such time as payment is made or arrangements are made in accordance with Section 4 (C) supra.

SECTION 6:

The Treasurer and Tax Collector of the Town of Wolcott shall coordinate their activities so that the purpose and intent of this ordinance may be carried out. All other officials, department heads and employees of the Town shall coordinate their activities with those of the Tax Collector and Treasurer in a like manner.

SECTION 7:

Any person entering into any contract with the Town of Wolcott or doing business with the Town shall be deemed to have expressly consented and agreed to the terms of Section 3 of this ordinance which terms shall become an integral part of the contract or agreement between such person and the Town, even if not specifically set forth in said contract or agreement.

SECTION 8:

All invitations to bid extended to prospective bidders in the award of municipal contracts subject to the public bidding procedure provided in Section 707 (c) of the Town of Wolcott Charter shall include a reference to this ordinance provided, however, that the failure of any invitation to bid to include such reference shall in no way affect the validity of the invitation or the applicability of this ordinance.

SECTION 9:

If any provision of this ordinance is declared invalid, the remaining provisions hereof shall continue in full force and effect.

SECTION 10:

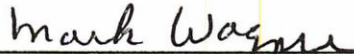
The ordinance entitled "Ordinance Concerning Delinquent Taxes and Denial of Permits, Town Contracts, and Vendor Payments", (#77), which was enacted by the Town Council on April 16, 1996 is hereby repealed on the effective date of this ordinance (#92). This ordinance was approved at a Regular Meeting by the Wolcott Town Council on September 2, 2008 and becomes effective on September 26, 2008.



Thomas G. Dunn, Mayor
Town of Wolcott

9-3-08

Date



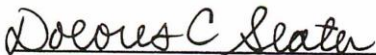
Mark Wagner, Chairman
Wolcott Town Council

9-2-08

Date

CERTIFICATION

I, Dolores C. Slater, Town Clerk for the Town of Wolcott, do hereby certify that the above is a true and correct copy of Ordinance #92 adopted by the Town Council at its regular meeting on September 2, 2008 in which a quorum was present and acting throughout and that the ordinance has not been modified, rescinded, or revoked and is at present in full force and effect.



Dolores C. Slater, Town Clerk

9-3-2008

Date

Dolores C. Slater, Town Clerk Date

Public Hearing Date: September 2, 2008 - Approved by Town Council: September 2, 2008

Date Published: September 5, 2008

Effective Date: September 26, 2008 (21 days after publication)