



INVITATION TO BIDDERS
TOWN OF CROMWELL
CROMWELL, CONNECTICUT

Zoom Camera on a Pole

Jeremy Shingleton
First Selectman

Dated: March 17, 2008

**TOWN OF CROMWELL
INVITATION TO BID**

Sealed proposals will be accepted at the Public Works Director's Office, 41 West Street, Cromwell, Connecticut, and publicly opened and read in the Public Works Office, 41 West Street, Cromwell, Connecticut at 2:00PM on Thursday, April 3, 2008 for furnishing the following:

Zoom Camera on a Pole

Specifications and Proposal Forms can be obtained at the Public Works Office, 41 West Street, and Cromwell, Connecticut beginning Thursday, March 20, 2008 for the following:

Zoom Camera on a Pole

The Town of Cromwell reserves the right to waive any inconsistencies or technicalities in the proposal and to reject any and all proposals not in the best interest of the Town of Cromwell.

Jeremy Shingleton
First Selectman

Dated at Cromwell, Connecticut
March 17, 2008

Information for Bidders

Items check marked are not required for this bid package (√)

1. **Owner:**
Town of Cromwell (Hereinafter called "Owner")
Cromwell Town Hall
41 West Street
Cromwell, CT 06416

2. **Public Bid Opening:**
The Town of Cromwell Sewer Department will receive separate sealed Bids for the **Zoom Camera on a Pole** until 2:00PM on Thursday, April 3, 2008 and then publicly opened and read aloud.

3. **General Description of Work:**
See Bid Specifications

4. **Contract Documents:**
The Contract Documents shall be available for examination at the above noted location on and after Thursday, March 20, 2008 between the hours of 8:30AM to 4:00PM local time, Monday through Friday. Copies of the Contract Documents may be obtained at the Sewer Department in the Public Works Office.

- √ 5. **Bid and Bid Security:**
Bid must be in writing on forms provided by the Town accompanied by a Certified Check or Bid Bond in the amount of five percent (5%) of the Bid.

- √ 6. **Contract Security:**
In addition to the Agreement, the successful Bidder shall also provide within the same ten (10) days, the required, and satisfactory to the Town, Materials Payment Bond equal to one hundred percent (100%) for the faithful performance of the Contract. All Sureties must be licensed to do business in the State of Connecticut.

7. **Taxes:**
Bids should not include Federal excise or State Sales and use Taxes, as the Town is exempt from paying such Taxes. The Town is also exempt from transportation taxes where goods are consigned to the Town. The Town will furnish tax exemption certificates upon satisfactory proof of delivery to the Town. Shipments should be consigned to the Town in care of the contractor.

8. **Withdrawal of Bid:**
Bids may be withdrawn on written or telegraphic request dispatched by the Bidder and received by the Town of Cromwell in time for the Bid opening; provided, that written confirmation of any telegraphic withdrawal over the signature of the Bidder shall be placed in the mail and postmarked prior to the time set for Bid opening. The Bid guaranty of any Bidder withdrawing his Bid in accordance with the foregoing conditions will be returned promptly.

Except for Bids withdrawn prior to the opening of Bids, no Bidder shall withdraw his/her Bid until forty-five (45) days after the date of the Bid opening.

9. **Pre-Bid Conference:**
None will be held.

10. **Time for Receiving Bids:**
Bids received prior to the advertised hour of opening shall be securely kept, sealed. The officer whose duty it is to open them will decide when the specified time has arrived, and no Bid received thereafter will be considered; except that when a Bid arrives by mail after the time affixed for opening, but before the reading of all other Bids is completed, and it is shown to the satisfaction of the Town of Cromwell that the non-arrival on time was due solely to the delay of the mails for which the Bidder was not responsible, such Bid will be received and considered.

Bidders are cautioned that while telegraphic modifications of Bids may be received as provided above, such modifications if not explicit and if in any sense subject to misinterpretations, shall make the Bid so modified or amended, subject to rejection.

11. **Opening of Bids:**
At the time and place fixed for the opening of Bids the Town of Cromwell will cause to be opened and publicly read aloud every Bid received within the time set for receiving Bids, irrespectively of any irregularities therein. Bidders and other persons properly interested may be present, in person or by representative.

12. **Award of Contract:**
Subject to rights hereinafter reserved, the Contract for the Work will be awarded within forty-five (45) calendar days after the opening of bids unless the Town requests and the Bidder agrees to an extension of the period for award stated herein.

(12. Continued)

It is the purpose of the Town to award the Contract on the basis of competitive Bids to the lowest responsive, responsible Bidder as determined by the Town, unless the Bids are rejected. The Town will not award the Contract to any bidder who does not furnish satisfactory evidence that he is responsible and that he has sufficient capital, ability, experience, equipment and plans to enable him to prosecute the Work successfully, and to fulfill all the requirements of the Contract.

13. **Execution of Agreement:**

The Town within ten (10) days of receipt of acceptable Contract Security, Insurance Certificate, Agreement signed by the party to whom the Contract was awarded, and such other documents as may be required by the Contract Documents, shall sign the Agreement and return to such party an executed duplicate of the Agreement. Should the Town not execute the Agreement within such period, the Bidder may by Written Notice withdraw his signed Agreement. Such notice of withdrawal shall be effective upon receipt of the notice by the Town.

14. **Rejection of Bids:**

The right is reserved by the Town to reject any and all Bids, to waive any informality or minor defects or to accept the Bid that, in the judgment of the Town, will be in its best interest.

The Town reserves the right to reject any or all Bids, or to accept any Bid should it be deemed to be in the best interest of the Town so to do. Bids not prepared and submitted in accordance with the provisions of the Information for Bidders, and Bids which are incomplete, conditional, or obscure, or which contain additions not called for, erasures, alterations, or irregularities of any kind, may be rejected.

15. **Time of Completion:**

The Time of Completion has been established as for a forty-five (45) day construction/installation period from the date of the Notice to Proceed.

16. **Final Payment:**

The Owner will take delivery of the equipment and a final inspection will be conducted. The Contractor will be notified of any defects and corrective measures to be taken. The Contractor shall immediately take steps to rectify any defective work. If the Owner is satisfied with the equipment and the Contractor has fulfilled his obligations under the Contract Documents, the Owner will within ten (10) days countersign and date the request and forward it for payment.