



**CITY OF TORRINGTON  
REQUEST FOR PROPOSAL**

**RFP #DCF-318-032911 SUPPLY & INSTALLATION OF A SIX POSITION  
DISPATCH/WORK STATION**

**Date of bid opening:** March 29, 2011 **Time:** 11:00 AM **Location:** City Hall, 140 Main Street, Room 206, Torrington

Bid Bond or Certified Check required with bid: 5%

Performance Bond required if awarded bid: 100%

**Submit an original proposal and two (2) copies.**

The City of Torrington reserves the right to accept or reject any or all bids or any portion thereof, to waive technicalities, and to award the contract as will best serve the public interest.

Omit State and Federal Taxes.

All prices must be F.O.B.: Destination (Torrington) unless otherwise requested.

Dated in Torrington: 3/10/11

Purchasing Agent \_\_\_\_\_  
Pennie Zucco

Item
<b>SUPPLY AND INSTALLATION OF A SIX POSITION DISPATCH/WORK STATION</b>

The Purchasing Agent is authorized to offer City based bidders that exceed the lowest bid by up to 6%, the opportunity to match the lowest bid. A City based bidder within the 6% differential who agrees to accept the amount of the lowest bid will be awarded the bid. When multiple City based bidders agree to accept the amount of the low bid then the City based bidders will be invited to submit a new bid, not to exceed the low bid. The bid will then be awarded to the lowest responsible bidder.

Bid Submitted By: \_\_\_\_\_

Name of Company \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Delivery Date \_\_\_\_\_

E-mail address \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Web Page \_\_\_\_\_

## **INSTRUCTIONS TO PROPOSERS**

Sealed proposals will be received by the Purchasing Agent, City Hall, 140 Main Street, Room 206, Torrington, CT 06790 until the time and date specified on the cover sheet and opened thereafter in the Purchasing Department. Proposals received later than the time specified will not be accepted. Amendments to or withdrawal of any section of the submitted bid received later than the time & date set for the bid opening will not be considered. In the case where City Hall is closed for weather related or some other emergency related circumstance, then submittals shall be due the next day when City Hall reopens for business. The City shall not incur any costs for the preparation of the submitted proposals for the City's review. Bid proposals must remain in effect for a minimum of 90 days unless otherwise noted elsewhere in the bid specifications.

**BID DOCUMENTS:** are available over the Internet on the City's web page, under "open bids", [www.torringtonct.org](http://www.torringtonct.org). Businesses without Internet Access may contact the Purchasing Department at 860-489-2224 for the bid documents. Any alleged oral agreement made by a bidder or contractor with any agency or employee of the City of Torrington will be disregarded.

**REPLIES:** whether bid or no bid, proposal must have the bid number clearly identified on the outside of the envelope. Proposers not marking the envelopes with the RFP number and due date/time on the envelope will have no recourse against the City of Torrington or its employees. Such proposals run the risk of the RFP being opened prior to the scheduled due date & time.

**BID BONDS:** shall be in the amount of 5% of the total bid made out in favor of the City of Torrington and issued by a Surety company acceptable to the City of Torrington must accompany each bid. A certified check, cashier's check, Treasurer's check, or money order in the same amount may be submitted in lieu of the bid bond. Bids submitted without Certified Check or Bid Bond will not be accepted. On-line bid submission requires a bid bond be received at the Purchasing Office prior to the time of bid opening. The City of Torrington will not be held liable for the accrual of interest on any check held by the city in conjunction with this bid. All checks or bid bonds will be refunded to the unsuccessful bidders after award of the bid by the City Council. The deposit check or Bid Bond of the successful bidder will be held in escrow until such time as the city determines that the bidder has or will meet their obligations as stated by the bid. If the bidder fails or refuses within a reasonable time after due notice that the contract has been awarded to him, to execute the same, an amount representing a loss to the city by reason of such failure shall be retained and paid into the city treasury.

**FREIGHT:** Prices quoted shall be net delivery **F.O.B. Torrington, CT**. All bid prices must include prepaid delivery, assembly, and/or installation (ready for operation and/or use) of all equipment and/ or materials to the individual locations(s) as designated by the Purchasing Agent. All bid prices are to be submitted on the sheets provided on this bid. Quantities and pricing are to be listed in accordance with these sheets.

**QUESTIONS:** Request for interpretation of any portion of the bid may be made by telephone to the Purchasing Agent at (860) 489-2225. All replies will be given verbally and a copy of any such inquiry and advice (if deemed vital to the bid by the Purchasing Agent) will be made available to each prospective bidder. Bidders should check the web site for addendums/updates 48 hours prior to the bid opening.

In the event of receipt of identical bids as to offerings, delivery, service, content, price, etc., the bid will be awarded in accordance with the information contained in the bid document, based on first received as to date and time of receipt of the bid.

**NON-COLLUSION STATEMENTS:** In order for bids to be considered, a non-collusive statement must be submitted with the bid. A sample non-collusive bid statement is attached. Bidders may elect to submit their own notarized non-collusion statement.

**CONDITIONAL, QUALIFIED OR NON-RESPONSIVE BIDS/PROPOSALS:** All bids/proposals shall be submitted in the form and manner as indicated by the bid documents and bid forms. Any proposal which is not submitted in the form and manner indicated by the bid documents or which contains information, statements, conditions, or qualifications which place conditions or qualifications on the proposal submittal for purposes of making an award, or which alter any proposal terms, conditions, specifications, or forms, which has not been previously approved by written addendum from the Purchasing Agent, or which does not meet legal requirements, shall be declared as a qualified, conditional, or non-responsive proposal and shall be rejected without further consideration. Any proposal response that does not fully respond to and comply with all detailed specifications or requests for information including execution of proposal forms, may be declared "non-responsive" and recommended for rejection. The City of Torrington shall not be responsible for any errors or omissions of the Offeror.

**TAXES:** Omit all State and Federal taxes from the bid. The City of Torrington is exempt from the payment of taxes imposed by Federal government and/or the State of Connecticut.

**OWNERSHIP OF DOCUMENTS:** All documents, including drawings, plans, specifications, videotapes, or other documents or maps prepared by a contractor pursuant to any agreement arising from this bid shall become the property of the City of Torrington upon completion of the project or any termination of the project prior to the completion of the project.

**LEGALITY:** All bid offers for commodities, work, materials, or equipment hereunder shall comply in every respect with the laws, specifications and requirements of the State of Connecticut and the Federal government. Contractor will comply with the provisions of the Connecticut Fair Employment Practices Law.

**LANGUAGE DISPUTES:** Any disputes over the interpretation and/or meaning of any individual terms, conditions, and/or language within this Request for Bid/Proposal document shall be resolved by and at the sole discretion of the City Purchasing Agent in a manner that is in the best interest of, and best advantage to, the City of Torrington, provided any such interpretation shall be reasonable. In the event that an individual term, condition, and/or language/wording is determined at any time, including after award, by the City Purchasing Agent to be "not applicable at all" to his contract, then the term, condition, and or

language/wording may be disregarded, even though an addendum is not issued. However, if the Purchasing Agent determines that the term, condition, and/or language/wording "is applicable in part", then the term, condition, and/or language/wording will apply to the degree applicable, even though an addendum is not issued.

**RESPONSIBILITY:** The Contractor shall save the City of Torrington, its agents or employees, harmless from liability of any kind for all claims of labor payments and materials furnished for this work, and for use of any copyrighted or uncopyrighted composition, secret process patented or unpatented invention, article or application furnished or used in the performance of the contract of which the Contractor is not the patentee, assignee, or licensee. The successful bidder agrees to indemnify and hold harmless the City of Torrington, its agents and employees from any and all liability arising out of the successful bidders' operations, functions and/or supplied items.

The successful bidder, vendor, and/or contractor must protect all property of the City of Torrington (i.e. all floors, furniture, grass, land, etc.) from injury or other damage. Any damage so caused must be repaired by contractor/vendor at his/her own expense. At the completion of work, the vendor and/or contractor must remove from the premises all surplus materials and all debris created by same. The premises must be left in a broom-clean and finished condition acceptable to the owner or its agents. Successful bidder will furnish adequate protection from damage for all work and to repair damage of any kind; for which he or his workers are responsible, to the premises or equipment to his own work or to the work of other contractors.

**DEFAULT:** It shall be understood that a bidder supplying equipment and/or supplies will be considered to be in default if/when they have not delivered the item(s) within the time constraints listed in this document or subsequent purchase orders and/or contract. Bidders providing a service and/or construction will be considered to be in default if/when they have failed to meet the completion date set forth in this document or its subsequent contract and/ or purchase orders and/ or they have ceased work on the project for a period of fifteen (15) working days, cumulative or consecutive.

**SUSPENSION AND DEBARMENT:** The Purchasing Agent may suspend or debar the right of a vendor to be included on the vendor list and has the authority to reject any bid or response from any suspended or debarred vendors.

**Suspension:** A vendor may be suspended based on the following:

- 1) A vendor defaults or fails to fully comply with the conditions, specifications, or terms of a Bid, Quotation, Proposal or Contract with the City of Torrington.
- 2) A vendor commits any fraud or misrepresentation in connection with a Bid, Quotation, Proposal, or Contract with the City of Torrington.
- 3) A vendor is charged by a court with the commission of a criminal offense as incident to obtaining or attempting to obtain a public or private contract or sub-contract, or in the performance of such contract or sub-contract
- 4) A vendor is charged by a court with the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which currently, seriously, and directly affects responsibility as a City contractor. If charges are dismissed or the vendor is found not guilty, the suspension shall be lifted automatically upon written notification and proof of final court disposition provided by the vendor to the City of Torrington.
- 5) A vendor becomes insolvent, has proceedings in bankruptcy instituted against it or, compounds its debts or assigns over its estate or effects for payment thereof, or has a receiver or trustee appointed over its property.
- 6) A vendor's commission of any act or omission to perform act is grounds for debarment.
- 7) A vendor violates the ethical standards set forth in local, state, or federal law.
- 8) Any other cause the Purchasing Agent determines to be so serious and compelling as to materially and adversely affect responsibility of a vendor as a City contractor, including but not limited to suspension by another government entity.

**Debarment:** A vendor may be permanently debarred for the following:

- 1) Default or failure to fully comply with the conditions, specifications, drawings, or terms of a bid, proposal, or contract with the City of Torrington twice in any three-year period.
- 2) Conviction of or judgment obtained in a court for commission of those offenses in connection with the vendor's commercial enterprise stated sections 3) or 4) of suspension section listed above. If the conviction is reversed through the appellate process, the debarment shall be removed upon written notification and proof of final Court disposition from the vendor to the City of Torrington.

**TRADE NAME REFERENCES:** Any and all references to trade names, types, styles, model numbers, stock numbers or catalogs are intended to be descriptive only and not restrictive. The intention is to indicate to bidders the type and quality of the articles and or materials that will be satisfactory. When reviewing the information, it is the responsibility of the prospective bidder to inform the City of Torrington of any discrepancy that is found (i.e. number listed does not fit item description) Bids received on other makes or models with reference to other catalogs will be considered. The bidder is to clearly state in his bid exactly what he intends to furnish and to furnish with his bid a cut or illustration or other descriptive matter that will clearly indicate and give specification as to the product he/she proposes to furnish. Where a bid is offered on an item other than the trade standard used in the specification the item should be identified on the bid form by entering the MAKE, TRADE NAME AND MODEL NUMBER. It is understood that any substitute and/or alternate that might be offered is guaranteed by the bidder to be of equal or better quality than is referenced in the bid. The item(s) must be equivalent as to function, basic design, type and quality of material, method of construction and any required dimensions. It shall be further understood that during original as well as subsequent shipments spot checks will be performed to insure that the items received are in fact the items offered in the bid. When received, should items/materials prove to be different from what was bid in any way, the bidder agrees to the return of the items and agrees to supply correct items (per bid specifications) at the bidders expense. In the event this return action is required, it is understood the bidder may be subject to removal from the city's approved bidder's list. Bidders are cautioned that surplus, seconds, factory rejects, floor samples, close outs or distressed items are not acceptable and shipments of substitutions, defective or shop-worn equipment will be returned for a full refund at the vendor's expense.

**QUANTITY:** The quantities and/or materials listed in the specifications/bid sheets may be increased or decreased by the City of Torrington or its designated representative based on actual need at the time the purchase orders are placed.

**QUALITY:** The City of Torrington reserves the right to reject any proposal in whole or in part offering equipment and/or materials and/or services that in its or its agent's opinion does not meet the quality standards desired. Such decision is final and not subject to further recourse by the bidder.

**SAMPLES:** forwarded by the bidder will be returned to the bidder at his request and expense. Requests for return of samples must be submitted in writing at the time the sample is given to the City of Torrington or its representative. Samples not returned to the bidder will be disposed of at the discretion of the City of Torrington or its designated representative. Large pieces of equipment submitted for evaluation and inspection are to be picked up by the bidder within 30 days of the bid opening date. Items not picked up within 30 days will be disposed of by the City of Torrington or its designated agent.

**AWARD:** It is the intent to award this bid in its entirety to one bidder, however, the City reserves the right to award the bid line item by line item if it is deemed in its best interest to do so. In addition, bidders are advised that should budgetary constraints dictate, part, and/or all the items in this bid may be rejected. This decision shall be considered final and not subject to recourse by the bidder.

In determining the lowest or highest responsible bidder, the City reserves the right to consider, in addition to price, the compatibility, quality, cost of maintenance and availability of parts, experience and/or past performance of the bidder, sufficiency of the financial resources of the bidder as relates to the offerings as well as the ability of the bidder to provide future maintenance and service.

Documents previously submitted to the city of Torrington will not be considered as satisfying submission requirements for this bid.

No bidder can claim any contract rights by virtue of bidding alone. Awarding of the contract means actual written notice by letter and a properly executed purchase order to the bidder or bidders to whom the bid has been awarded.

**BONDS:**

**Performance Bond:** The Contractor, when awarded the Bid, must submit within 10 days of the bid award, and before beginning the work or signing a contract, a Performance Bond amounting to one hundred percent (100%) of the total amount of the bid. Said performance bond must be in favor of the City of Torrington and executed by a surety company authorized to do business in the State of Connecticut. The City of Torrington reserves the right to retain the Bid Bond or Certified Check on bids below \$25,000.00 as a Performance Bond. On bids of \$25,000.00 or more the Performance Bond may be furnished in the following manner: Performance Bond, Surety Bond, Certified Check, Bank Check, Savings Account in both the City & Vendor's name or Letter of Credit

**Maintenance Bond:** The contractor, upon signing a contract and before beginning the work, must submit to the Purchasing Agent a Maintenance Bond to guarantee that defects in either labor or material which become evident within one year after completion and acceptance of work will be fixed at no cost to the City of Torrington. The maintenance bond may be included as a portion of the Performance bond or as a separate bond. If it is issued as a separate bond said maintenance bond must be in favor of the City of Torrington and issued by a surety company licensed and authorized to do business in the State of Connecticut.

**Labor and Material Bonds:** Per Section 49-41 of the Conn. General Statutes, on Public Works project where the estimate is in excess of \$25,000.00, a labor (payment) and material bond must be furnished to the City. Said bonds must be filed with the Purchasing Agent prior to the commencement of work.

**Consent for Release of Final Payment:** AIA Document G707 & G706, or equivalent, must be signed and returned by the Surety Company before final payment will be released to the contractor.

**INSURANCE:**

**Certificate of Insurance:** All insurers must have an AM Best rating of A-V11 or better and admitted to do business in the State of Connecticut. All insurance policies must include a Waiver of Subrogation whereby the insured waives its right to subrogate against the City, its subsidiaries, employees, volunteers, directors and officers. Proof of proper insurance coverage, Workers Compensation Insurance, Liability and Property damage, and Vehicle Insurance shall be filed with the City of Torrington Purchasing Agent within 10 days after the award of the bid. The Certificate of Insurance must name the City of Torrington, 140 Main St., Torrington, CT, its subsidiaries, employees, volunteers, directors & officers as the additional insured and filed with the Purchasing Agent prior to commencement of work. Renewal Certificates of Insurance must be mailed to the Purchasing Agent 10 days prior to the expiration of the required coverage.

**Workman's Compensation Insurance:** The Contractor shall take out and maintain during the life of the contract adequate Workman's compensation Insurance for all the employees employed on said work. In case any class of employees or subcontractors is engaged in hazardous work under the contract at the site of the work is not protected under the Workman's Compensation statute, the contractor shall provide Workman's Compensation Insurance for the protection of employees not otherwise protected.

**Liability Insurance:** The Contractor shall take out and maintain for the life of the contract, adequate public liability insurance insuring against liability to persons not employed by him in an amount of not less than \$1,000,000.00 for injuries, wrongful death to any one person and subject to the limit for each person in an amount of not less than \$2,000,000.00 on account of one accident and property damage insurance in an amount of not less than \$1,000,000.00.

**Vehicle Insurance:** The Contractor shall take out and maintain for the life of the contract, adequate automotive/truck or other vehicle insurance with minimum coverage of \$1,000,000.00 each for both liability and under insured and uninsured motorist as

well as any other coverage required by the State of Connecticut or requested by an official of the City of Torrington as relates to the contract.

**Additional Security:** The City of Torrington reserves the right to require successful bidders to enter into and such security arrangements as are deemed necessary to protect the City of Torrington, its property and goods.

**PERMITS:** The successful bidder agrees to obtain all work/building permits as might be required. The cost of obtaining such permits is the responsibility of the bidder. The City of Torrington reserves the right to waive local permit fees. In addition, it shall be understood that where property lines are to be considered, bidders are to verify said lines and measurements with proper City Officials prior to commencement of work. It is to be understood that any/all specifications and/or plans or drawings contained in or developed as a result of the bid process are and shall be presented subject to the approval of the City of Torrington planning, zoning and building officials and that awards made prior to said approval are subject to cancellation.

**PREVAILING WAGE:** When the State of Connecticut Prevailing Wage Rate is applicable to the bid, the successful bidder must submit a Certified Payroll Record prior to any request and/or invoice for payment.

**SAFETY:**

**Machine and/or Equipment Hazard Assessment and Safety Training:** Upon delivery of machines and/or equipment, suppliers are required to provide to the end-user employees, at no additional charge, a training session to emphasize hazard awareness and assessment and the safe use of such machinery/equipment.

**Occupational Safety and Health Act of 1970:** Seller shall warrant that the machinery, equipment or other materials covered hereby shall upon delivery to the City of Torrington, be in compliance with the standards required by said Act and any updates as pertain to or reference said Act as well as the standards required by comparable State and local laws, if any, for such machinery, equipment or other materials in effect at the time of delivery.

**Machines and/or Equipment Lockout/Tagout:** In an effort to comply with the OSHA final rule on the control of hazardous energy sources, vendors must warrant that any and all machines and/or equipment as is covered under this bid will be supplied and/or installed equipped with lockout/tagout devices as prescribed by OSHA.

**Toxic Substance Control Act (PL94-469):** Seller warrants that each and every chemical substance constituting or contained in the products sold or otherwise transferred to the City of Torrington under this bid and subsequent purchase orders is not on the list of prohibited chemical substances compiled and published by the Administrator of the Environmental Protection Agency pursuant to Act PL94-469 and are otherwise in compliance with said Act.

**Hazardous Materials:** Any materials required by this bid and subsequent purchase orders that are hazardous under federal, state, or local statute, ordinance, regulation, or agency order will be packaged, labeled, marked and shipped by the seller to comply with all federal, state and local regulations then in effect including but limited to the provisions of the Hazardous Materials Transportation Act and Regulations promulgated thereunder and will further comply with any special requirements and any policies and procedures of the City of Torrington relating to the purchase of hazardous materials as might be noted on subsequent purchase orders or otherwise communicated to seller in writing.

**Material Safety Data Sheets:** Shall be provided by the Seller upon delivery to the City of Torrington of any goods having constituents listed in the following references - OSHA 1910, ACHIG Current Threshold Values, DOT HazMat Table 49, IARC Carcinogen List, National Toxicology Program Carcinogen List, and/or Radioactive Materials. These Material Safety Data Sheets must be consistent with and include information required by the OSHA Hazard Communication Standard published as 29 CFR 1910.1200, as the same may be amended or supplemented from time to time.

**Asbestos:** Bidders are advised that asbestos-containing material may be located in the boiler rooms, pipe tunnels, storage areas and various portions of City buildings. Before proceeding on any contractual work on City buildings or their interiors, it is mandatory that bidders familiarize themselves with the asbestos-containing material and that said material be considered as a health hazard and all precautionary measures according to the Ahera Rules & Regulations be observed. It is the bidder's responsibility to notify all employees and/or subcontractors of this notification.

**SUBCONTRACTORS:** The successful bidder shall not employ any subcontractor to fulfill any of the duties herein specified without express, prior written approval of the City of Torrington or its designated agent.

**EEO:** The successful bidder shall provide any/all additionally required, affirmative action statements, fair employment plans and non-discrimination programs and statement as might be required by the City of Torrington. In connection with the execution of this bid, subsequent purchase orders and/or contracts, the seller shall not discriminate against any employee or applicant for employment because of age, race, religion, color, sex or national origin. Bidders must comply with all rules & regulations of the Department of Labor with regard to Equal Employment Opportunities as pertains to municipalities.

**TERMINATION OF CONTRACT:** Any contract entered into by the City and the successful bidder shall provide that the City may terminate the contract upon thirty (30) days notice to the bidder.

**The City of Torrington reserves the right to award or reject any or all bids, or any portion thereof, to waive technicalities, and to award the bid and/or contracts to one or more bidders submitting essentially identical proposals and, that in the city's judgment, will best serve the public interest.**

The terms and conditions of these "Instructions to Proposers" are made a part this bid.

**SAMPLE FORM**

**Bid #** \_\_\_\_\_

**NON-COLLUSION AFFIDAVIT**

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, being first duly sworn, deposes and says that:

1. I am \_\_\_\_\_ of \_\_\_\_\_, the bidder that has submitted the attached request for proposal for \_\_\_\_\_;
2. I am fully informed respecting the preparation and contents of the attached RFP and of all pertinent circumstances respecting such bid;
3. Such Bid is genuine and is not a collusive or sham Bid;
4. Neither the Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties of interest, including this affiant, has in any way colluded, conspired, connived or agreed directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the work for which the attached Bid has been submitted nor has it in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit or cost element of the Bid price or the price of any Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Torrington or any person interested in the proposed Bid; and
5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of it agents, representatives, owners, employees, or parties in interest, including this affiant.

Signed \_\_\_\_\_

Title \_\_\_\_\_

Subscribed and sworn to before this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_

**NOTE:** Documents must be signed before, and sealed by, a Notary Public. Only documents bearing a notary seal will be accepted.

**SAMPLE FORM**

**BID #** \_\_\_\_\_

**CONSENT OF SURETY COMPANY  
TO RELEASE FINAL PAYMENT**

- City
- Architect
- Contractor
- Surety
- Other

PROJECT/BID NUMBER:

TO: City of Torrington  
 Attn: Purchasing Agent  
 140 Main Street  
 Torrington, CT 06790

CONTRACTOR: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

In accordance with the provisions of the Contract between the City of Torrington and the Contractor as indicated above, the (insert name & address of Surety Co. )

\_\_\_\_\_  
 SURETY COMPANY on bond of (insert name & address of Contractor) \_\_\_\_\_

CONTRACTOR, hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not relieve the Surety Company of any of its obligations to the CITY OF TORRINGTON as set forth in the Surety Company's bond.

Subscribed and sworn to before this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
 \_\_\_\_\_  
 Notary Public

\_\_\_\_\_  
Surety Company

\_\_\_\_\_  
Authorized Representative's Signature

My commission expires \_\_\_\_\_

\_\_\_\_\_  
Title

**NOTE:** Documents must be signed before, and sealed by, a Notary Public. Only documents bearing a notary seal will be accepted.

**CITY OF TORRINGTON**  
**RFP #DCF-318-032911**  
**PROPOSAL FOR THE SUPPLY AND INSTALLATION OF**  
**A SIX POSITION DISPATCH/WORK STATION**

**Project Schedule**

The following is a subset of tasks comprising the Proposed Timetable for the project. The successful Proposer must be capable of installing the dispatch workstation furniture and having it fully operational within this time frame:

**PROPOSED TIMETABLE**

Request for Proposal to Prospective Proposers.....	03/11/2011
Pre-Proposal Questions Due.....	03/22/2011
Proposal Due Date.....	03/29/2011
Projected Contract Award .....	( 2-4 weeks later)
Installation Complete .....	06/30/11

**Proposer Qualifications** The successful Proposer must furnish and install all applicable furnishings and equipment, and provide services related to the installation, and other ancillary devices described by this RFP. This RFP seeks assurance of the following:

- Timely Delivery and Installation
- Equipment soundness and performance
- Operator/User friendliness
- Maintainability
- Reliability
- Long-term useful life
- Quality training for users and technicians
- Quality Service & Maintenance

The successful Proposer must have demonstrated successful performance on installations of a similar nature to that requested by this RFP. Specifically, Proposers must demonstrate a history of successfully providing and installing Public Safety Console Furnishings of similar scope and size. Proposers must be licensed and insured.

The City of Torrington shall not be liable for any costs incurred in the preparation of the submitted proposals for this RFP.

**Compliance with Laws, Standards and Practices**

Proposals must comply with all federal, state, and local laws of the State of Connecticut and the City of Torrington. Materials and workmanship must conform to the highest standards of manufacturing and engineering practices. All items must be new and

unused in first class condition, of current manufacture and be of the type generally accepted for the proposed use.

## **1.0 INTRODUCTION SUMMARY OF REQUIREMENTS**

The City of Torrington appreciates your interest in this Proposal document. This proposal covers the **SUPPLY AND INSTALLATION OF A Six Position Dispatch / Work Station**.

## **2.0 CLOSING TIME AND DATE**

Sealed Proposals must be submitted to the City of Torrington, Purchasing Department, City Hall, 140 Main Street, Room 206, Torrington, CT 06790, no later than **11:00 am on March 29, 2011**. Proposals received after this date and time will not be accepted. In the case where City Hall is closed for weather related or some other emergency related circumstance, then submittals shall be due the next day when City Hall reopens for business, no later than 11:00 a.m. on that day. Late Proposals will be returned unopened.

## **3.0 PROPOSAL OPENING AND RESULTS**

All proposals received will be opened on **March 29, 2011 at 11:00 A.M.** at City Hall. Proponents can contact the Purchasing Department at 860-489-2224 after the opening to obtain a list of proponents who have submitted a response. Proponents will not be notified in writing of the Proposal results.

## **4.0 CITY CONTACT PERSONS**

Technical Questions about this RFP may be directed to Deputy Chief Gary Brunoli, in writing to [gary\\_brunoli@torringtonct.org](mailto:gary_brunoli@torringtonct.org) or (860) 489-2254 (fax); Administrative questions may be directed to Pennie Zucco, Purchasing Agent, in writing to [pennie\\_zucco@torringtonct.org](mailto:pennie_zucco@torringtonct.org) no later than 12 p.m. EST, March 22, 2011. All information given by the City except by written addenda shall be informal and shall not be binding upon the City nor shall it furnish a basis for legal action by any Contractor or prospective Contractor against the City.

Answers to these questions will be addressed in an addendum which will be issued on the City of Torrington web site as per the instructions below. **It shall be the responsibility of the proposer to download this information.** No addendum will be issued less than two (2) calendar days before the scheduled proposal opening unless it is to postpone the proposal. The proposal will be available for download from the City of Torrington website at: [www.torringtonct.org](http://www.torringtonct.org).

## **5.0 SUBMISSION REQUIREMENTS**

### **5.1 Submission Must Be In Proper Form**

One original and two (2) complete copies of this Proposal Document submission package with all pages attached, including any addenda that may be issued prior to the closing date, must be submitted intact to be considered as a complete Proposal. The original should be clearly marked as such. All Proposal documents must be typed or clearly written in ink. No other forms, terms or conditions will be acceptable.

Reply documents should be submitted in an envelope sealed and clearly addressed to: The City of Torrington, Purchasing Department, 140 Main Street, Room 206, Torrington, CT 06790 and should be clearly marked **"RFP #DCF-318-032911, SUPPLY AND**

**INSTALLATION OF A SIX POSITION DISPATCH/WORK STATION”** and include the name and address of the submitting company.

## **5.2 Proposal Addenda**

It may be necessary for a variety of reasons to issue addenda, which may include, but not be limited to:

- i)** Correction to the Proposal documents and related forms
- ii)** To extend closing dates for the proposal
- iii)** Clarification of parts of the Proposal documents
- iv)** Responses to specific questions asked by one proponent that the Purchasing Agent feels should be made available to all proponents
- v)** Retraction or cancellation of the Proposal.

Although the City will make every reasonable effort to ensure a proponent receives all addenda issued, **it is the proponent’s ultimate responsibility to ensure all addenda have been received.** When a Proponent downloads the proposal document from the City’s website, they must provide the City of Torrington Purchasing Department with company information at pennie\_zucco@torringtonct.org, including fax number and email address to be advised of addenda when issued.

## **6.0 GENERAL TERMS AND CONDITIONS**

### **6.1 Freedom of Information Act**

The proponent hereby consents to disclosure of any information contained in their Proposal document, pursuant to The Municipal Freedom of Information and Protection of Privacy Act.

### **6.2 Employees**

In the performance of this contract, the successful proponent shall be an independent contractor. Neither the successful proponent nor any of their employees shall be deemed to be employees of the City.

### **6.3 Rejection of Proposal**

The City of Torrington reserves the right to accept or reject any or all proposals; to waive technicalities, or to award the contract to a bidder other than the lowest bid, and to award the contract as it feels will best serve the public interest.

### **6.4 Proposals to be Valid for 90 Days**

The prices quoted shall be valid for a period of ninety (90) days following the opening of the Proposal submissions.

### **6.5 Employment Insurance & Workplace Safety and Insurance Act**

- a)** The successful proponent shall be responsible for Employment Insurance and Workplace Safety and Insurance Act contributions and other incidental expenses, and no extras will be allowed for such items.
- b)** The successful proponent, at its expense, shall obtain and file with the City prior to commencement of the work and shall keep in force until the work is completed comprehensive general liability insurance in respect of the work (including insurance for personal injury and property damage in respect of all equipment and all motor vehicles used or to be used in connection with the work and contractual liabilities) with minimum

inclusive limits of \$1,000,000, all with such insurers and in such forms as may be approved by the City, with the City added as an “additional insured” (with a cross liability endorsement provision provided in such insurance policy).

### **6.6 The Occupational Health and Safety Act**

The successful proponent shall comply with all conditions and regulations of the Occupational Health and Safety Act 1978 and Regulations for construction projects and amendments thereto, any other Federal or State Statute or Local By-Law concerning safety or any other phase of his work on this contract.

### **6.7 Loss and Damage**

The City will not in any manner be answerable or accountable for any loss or damage that shall or may happen to the said work, or any part or parts thereof respectively, or for any of the materials or other things used and employed in finishing and completing the work or for any injury to any person or persons, either workers or the public, or for any damage to the adjoining property. The successful proponent will properly guard and make good all damage which may arise or be occasioned by any cause connected with the contract, or the work done by the successful proponent, and will indemnify and keep indemnified the City of Torrington against the same, until the completion of all the work required.

### **6.8 Rights of the City of Torrington**

The City of Torrington will retain the right to ensure that an acceptable standard of use, service and operation is maintained.

### **6.9 Confidentiality**

The proponent recognizes that it will, by the nature of the goods being provided for the City, have access to confidential information. It is understood and agreed that the proponent, its employees, agents, representatives and officers, (the "Proponent") shall hold all information, whether confidential or not, in the strictest confidence. The proponent shall not disclose, nor permit by any act or failure to act the disclosure of, any information to any third party at any time during or after the term of its contract with the City. Nor will the proponent use any information however obtained as a result of performing duties for the City for its own commercial, financial, or personal advantage. The proponent also acknowledges that it may be held both criminally and civilly responsible for any breach of confidentiality.

## **7.0 PROPOSAL INTRODUCTION**

### **7.1 Intent of Proposal**

The City of Torrington is requesting bid proposals for the supply and installation of a Six Position Dispatch / Work Station for Emergency Operations Center located at Torrington Fire Headquarters, 111 Water Street, Torrington, CT 06790.

### **7.2 Background**

The Emergency Operations Center will need to operate with Six dispatch positions. Each position must have the capability of housing 4 (four) CPU's full tower cases and mounting for eight (8) 24" LCD monitors. Dispatch workstations shall be utilized 24 hours a day/ 7 days a week. Only specifically designed and engineered “Public Safety Dispatch Workstation Systems” will be acceptable. Conventional office furniture systems will not be acceptable.

## **8.0 SPECIFICATIONS**

### **8.1 Workstation**

The following specifications detail the minimum requirements of the workstation. State-of-the-art console furniture is considered to be technology platforms designed primarily for computerized dispatching/call taking, featuring advanced technology integration and ergonomically adjustable furniture components.

#### **8.1.1 Workstation Modularity**

The Workstation System must be provided from standard modular furniture components, and readily available from the manufacturer. Privacy or display walls may be offered in modular height, no less than 16" to permit stacking of multiple wall sections to define user workstation. The system should be able to be configured in single and shared configurations with minimal complication for system modification or expansion. All ergonomic or adjustable components shall be standard options and compatible in terms of appearance, durability and functionality.

#### **8.1.2 Ergonomics**

To reduce the incidence of repetitive strain injuries, the Workstation System shall provide an option for independently adjustable electronic height mechanisms for separate monitor and keyboard platforms.

#### **8.1.3 Monitor Platform**

The Monitor Platform must offer preset user heights for electronic height adjustability with momentary contact switches for safety.

#### **8.1.4 Keyboard Platform**

Keyboard platforms shall be available in a distinct ergonomic version that provides a separate electronic lift for the keyboard platform. This shall feature a keyboard platform with preset user heights for electronic height adjustability independent of, and unrestricted by, the monitor deck. Platform is to be of adequate size to accommodate 2 full-size keyboards with 4 mice each.

#### **8.1.5 Technology Storage**

Storage of up to 4 CPUs shall be in an accessible equipment module(s) integrated below stationary work surfaces, keeping the knee space below the lifting surfaces unobstructed. Storage for user-accessed rack mount gear shall be in similar cavities beneath stationary ancillary surfaces, or in desktop rack mount modules as prescribed.

#### **8.1.6 Workstation Durability**

The Workstation System shall be constructed of durable materials that will withstand the 24-hour use environment of an Emergency Communication Center. No partition or "cubicle" walls will be allowed. Structural integrity of the system is a priority; therefore a nominal steel core and display wall construction is mandated for workstation durability and endurance. Panel should be of steel construction with the ability to run cables through them.

#### **8.1.7 Accessories**

A full compliment of accessories must be available for environmental controls, personal storage, work-in-process accessories, shared binder and forms storage (rotary

resource), printer stands/carts, task lighting and IT technology support. **Please list this as options if the accessory needs to be added to the project.**

## 8.2 Material Specifications

### 8.2.1 Construction

The core shall serve as the primary structural foundation for the console system with heavy-duty gauge metal (specify). Overall construction shall be an open frame design with detachable skins, (also referred to as “panels” or “tiles”), to maximize service access to interior of the core and to minimize any barriers to internal cabling and wiring. The base of the core (area of core parallel to flooring) and the top of the core shall be permeated with multiple cable ports to permit vertical cable management from core to (optional) attached walls. The sides of the core (perpendicular to floor) shall be permeated with similar portals to permit lateral cabling among cores. Portals shall be suitable for required cable management and be trimmed with a plastic sleeve as necessary to create a smooth, uniform internal surface to reduce the potential for shearing of cables as they are pulled through the cavities. The base core shall be available in nominal sizes: 24” to 72” (please state size). The core depth shall maximize internal cable management. The core shall carry an overall load rating of 1200-lbs based on a double sided application and 750-lbs for a single-sided configuration. System shall be tested in accordance with ANSI-BIFMA 5.9 – 2007 (American National Standard for Office Furnishings – Desk Products). – Include results. The core shall include at least 2 adjustable glides to properly level unit and integrated ergonomic surfaces to allow for uneven flooring. The face of the core shall include mounting points to accept attached stationary work surfaces or to mount stabilizing brackets for adjustable surfaces. The core shall be a self-supporting unit with the stabilization of core-mounted uprights or integrated structural CPU/Rack mount docking stations. The core shall accept steel panels or other decorative skins to finish the exposed face of the core. These panels shall be easily removed by hand and permit service access to the interior of the core. Steel skins shall include a vent pattern to permit heat dissipation. Fabric skins shall include a vented steel base skirt to permit heat dissipation and to resist wear from routine user contact or service/maintenance equipment. The core shall accept contiguous additional cores to create a linear

Run without breaks or interruptions. Additional linear-run cores shall attach mechanically without creating floor creep. The cores shall also accept connectors to create angled configurations based on 15°, 45° and 90° angles by connection of a bolt-on vertical column that minimizes floor space consumption and permits continuous lateral cable management among cores. These connectors shall be available with concave, convex and multiple full corner shape building characteristics. Core finish shall be epoxy powder-coated with a uniform application over all steel surfaces. Each core unit shall be a fully welded frame. **NO particleboard or wood substrate may be used in wall construction due to the risk of component deflection, environmental emissions, fatigue, chipping or delaminating.**

### 8.2.2 Display Walls

A display wall shall be defined as a vertical surface to create workstation privacy and support technology integration above the work surface level. The framework shall be made of a heavy-duty gauge metal. **The wall shall match the depth and width size of cores (24" - 72" wide) for space planning and appearance purposes.** The no less than 16” high wall shall be modular in construction with the ability to accept different finishing panels or skins. Finishing panel options shall include: fabric insert, full slat wall

extrusion, writeable panel and/or desktop rack mount module. Slat wall extrusion shall accept at a minimum the following work-in process filing and storage accessories: phone holder, accessory tray, paper tray, binder bin, convenience shelf, triple sorter, CD holder, pen holder and drink holder. The display wall shall include multiple portals to permit lateral and vertical pathways for cabling and wiring within a Profile unit. These removable covers shall be trimmed with soft plastic edging or extrusions to permit seamless entry of cabling and wiring from the desktop into the display wall. A top trim shall finish the exposed top portion of a display wall and shall be removable by hand. Top trim shall be dome shape to compliment system lines and shall include an integrated vent pattern for heat dissipation. An optional fan assembly shall be available to enhance heat expulsion through top trim vent pattern. The display wall shall gang laterally to adjacent walls to create a continuous run of walls without breaks or interruptions. The walls shall also accept connectors to create angled configurations based on 15°, 45° and 90° standards with a bolt-on vertical column that minimizes desktop space consumption and permits continuous lateral cable management among walls. These connectors shall be available with concave, convex and full corner shape building options. Display wall finish shall be epoxy powder-coated with a uniform application over all steel surfaces. Slat wall extrusions shall be black anodized T6 aluminum.

### **8.2.3 Monitor Racks**

Monitor rack shall be curved to match the cockpit shape of the workstation and achieve as close to equal focal lengths from the user's eyes to the face of each monitor as possible and also position monitors for a view angle perpendicular to the screen.

Monitor rack shall be available in various sizes to accommodate up to 8 – 24" monitors on two "stacked" levels. Monitor rack is to accept most flat monitors up to 25 lbs. meeting appropriate compliance standards for mounting. The Arm mechanisms will be to utilize adjustable resistance friction system to provide stabilization of FPD screens. Arms must have integrated cable management cavities to conceal cables to the point of attachment. Finish shall be black to match color of corresponding slat wall interface.

Monitor rack shall be mounted in a manner to permit a 10" focal length adjustment with a maximum of at least 5 lbs. push/pull effort required to move all monitors simultaneously.

Mounting rail shall be height adjustable and shall maintain compliance with view angle requirements and shall permit unrestricted horizontal adjustment of LCD mounts anywhere on the rail.

LCD mounts shall provide for VESA 75mm x 75mm and 100mm x 100mm hole patterns, and permit both pan and tilt of monitors LCD mounts shall adjust 3" vertically to allow centering dissimilar monitor sizes on horizontal rail.

Monitor Rack shall include minimum of three cable coiling posts which facilitate the storage/cable management of excess monitor cables.

Vendor shall supply premium quality cable extensions as required to reach CPUs in CPU cabinets and provide adequate length to extend CPUs for service.

#### **8.2.4 Work surfaces, Standard**

Work surfaces are defined as stationary tops that anchor directly to a core and are supported by 3 engagement points; 1 on each end of the surface, and 1 steel support bracket in the Center. End supports may be comprised of dockers, uprights, cantilever brackets or any combination of the above. The work surface shall be mounted approximately 29" from the floor and provide maximum clearance underneath the surface for optional articulating keyboard platform accessories, personal storage modules, pedestals and optional storage for CPUs and rack-mount hardware. The top is constructed of 45-lb. particleboard construction with a decorative laminate finish on the top and an equivalent backer sheet on the underside of the top. Top thickness is 1.2" thick with full radius .6" thick bull nose T-mold leading edge for comfort. Secondary edges shall be minimum 0.1" thick vinyl extrusion flat edge band.

No laminate edges or "self-edging" on surfaces will be allowed. The work surface top shall be available in 30" and 36" depths and in widths to match core sizes: 24", 30", 36", 48", 60" and 72". Work surfaces shall be safety rated to a minimum of 300 lbs. (evenly distributed) in accordance to ANSI-BIFMA 5.9-2007. In addition to linear shapes, work surface styles shall also match concave, convex and full corner workstation configurations with the same specifications. Any surface with a span of 48" or more must have additional support members under the surface to prevent deflection. All work surface edges must be treated with high impact vinyl which provides significantly better wear value than the applicable NEMA standard for high-pressure laminates.

#### **8.2.5 CPU Storage/Rack-Mounts**

CPU enclosures shall be available in sizes to accommodate full towers as well as mini-tower cases up to 8" wide x 18" high and be available in 1, 2, 3, or 4 unit capacity.

CPU enclosures shall be of a minimum depth in order to accommodate CPUs and cabling and shall sit on full extension slide out shelves to allow easy access to back of CPU's and features a full-swing door with a core removable keyed lock for access control.

Extendable CPU shelves shall be equipped with folding cable management arm which will secure cables during shelf extension and retraction.

Slide out shelves must have ball bearing, full extension slides with a minimum 100 lb. capacity rating in CPU cabinets up to 24" wide and 200lb. rating for all cabinets wider than 24". Cabinets 36" or wider shall have a center mounted (horizontal) 200 lb. slide for added support.

CPU enclosures shall have an internal service light.

CPU enclosures shall be equipped as standard with active ventilation using a minimum of two (2) quiet, 28db (decibel) 45 cfm fans to keep electronic equipment cool. CPU enclosures shall be ventilated on the sides, front and rear to minimize the occurrence of heat build-up from user hardware.

CPU enclosures shall not move with the adjustment of the console table. CPU enclosures that hang under the monitor surface present an unacceptable hazard due to potential for crushing objects inadvertently placed in the path of the enclosure and the possibility of tipping the entire console in such an event.

CPU enclosures shall be tested for strength and durability to ANSI/BIFMA 5.9-2007. Respondent shall include copies of independent test laboratory results indicating compliance with ANSI/BIFMA 5.9 – 2007. Attach test results to Appendix D Compliance Table.

### **8.2.6 Ergonomic Work Surface Base**

Ergonomic work surface bases must provide independent high-speed lifting mechanisms for keyboard and monitor decks.

#### **Specification:**

- **Electrical:**

Shall be 120V DC motor

- **Drive System (primary surfaces):**

The motor/chain drive system shall have a 300 lb. gross weight lifting capacity per surface (600 lb. Total), and shall be designed to allow uneven load distribution. It shall have a low range of 23.7" to a 50.3" maximum height based on a 26.6" stroke for both front and rear lifting surfaces. The Input Platform shall be designed to provide knee clearance in the seated operating position in accordance with ANSI standards.

- **Work surface Base Construction:**

The lifting column shall be constructed of telescoping sections secured to low-profile support feet, which must mechanically attach to the structural system of the workstation.

- **Work surfaces:**

Shall be standard 1-1/8" 45 pound density core material with color trim edging to withstand impact. Full radius edge trim required for all leading edges of dual surfaces.

- **Adjustments:**

All adjustments for the input platform and monitor surface shall be attained from the front of the input platform, and shall be able to be adjusted from either the seated or standing position. Momentary contact switches shall be required as a safety feature to immediately cease lift movement when a switch is released.

### **8.2.7 Electrical**

Each cable management raceway must provide ample internal storage for user-defined power strips, power transformers for computers and monitors, and other electrical components. Options shall be available for 15 amp and 20 Amp.

### **8.2.8 Cable Management**

Each workstation shall support the ability to conceal electrical and communications wiring to prevent accidental contact or disconnection through both vertical and horizontal cable routings. Cables to movable work surfaces shall be contained in an enclosed cable management raceway without stretching or chafing. The cable movement device shall be of metal construction and have removable covers.

### **8.2.9 Warranty / Service**

The Emergency Communications Workstation System must be warranted to be free from defects in material and workmanship for an identified number of years on all manufactured items (applicable to steel structural elements). Electrical components related to ergonomic work surfaces shall also carry a warranty term. Please submit your warranty documentation pertaining to this section.

### **8.2.10 Standards**

This specification does not include specific detail on installation standards and techniques. It is the expectation that the equipment will be installed in a professional manner, suitable for Public Safety Communications Systems **NFPA 1221** in accordance with the following standards (as applicable):

Manufacturer's Specifications, CT Electric Code, Local Building Codes

## **9.0 PROPOSAL ITEMS TO BE INCLUDED IN SUBMISSION**

### **9.1 Detailed Drawing**

The proponent shall submit a detailed drawing to scale with the layout as set out. Six dispatch positions and storage worktops hardware, equipment, parts, etc. are proposed for this job.

**Appendix A**, attached, is a drawing of the Emergency Communications Center layout. It is not to scale. The proponent may contact Deputy Chief Gary Brunoli at 860-489-2253 with any questions regarding the drawing of the proposed Center.

### **9.2 System Description**

The proponent shall also include a complete narrative of the system description, confirming that the system being offered in the submission meets all the specifications listed in this proposal document and demonstrating the proponent's understanding of the requirements. Literature, specifications, etc. are recommended.

### **9.3 Pricing**

The proponent must also provide **Unit pricing for each section** of the proposal. Unit costs for all line items are required as quantities of specified equipment may be adjusted based upon funds available. Proponent must include the details and fees for maintenance, service, as well as information on warranties/guarantees.

Proponent must also identify any other fees that would apply to any services they can provide that would not be covered under the initial fee. Prices shall be FOB Torrington. Prices shall remain firm for a period of 90 days from the proposal submission closing date. All Proponents are required to provide their G.S.T. Vendor identification number with their proposal submission.

### **9.4 Implementation Plan**

The proponent shall submit an implementation plan, including construction schedules, milestones, etc. This will also require coordination and cooperation with the Torrington Emergency Communications Center existing radio system service provider and the City of Torrington IT Division.

### **9.5 References**

Proponent must provide a minimum of Six references for comparable projects. The City reserves the right to contact any or all clients listed in the table, as reference checks, during the evaluation process. Reference information should provide, at a minimum – Company name, address, telephone number, fax or e-mail information, contact person, and brief description of project, including date of installation.

### **9.6 Warranty, Service**

Proponent must include their Warranty, Service Plan outlining:

- a) Description
- b) Length of coverage

- c) Costs (**see 9.3**)
- d) Samples of any agreement forms

## **10.0 AWARD OF CONTRACT**

### **10.1 Committee**

An Evaluation Committee, made up of staff from the Emergency Communications Center, will assess proposal submissions.

### **10.2 Clarification**

The Committee reserves the right to contact any proponent to seek clarification of the contents of a submission.

### **10.3 Evaluation Process**

This is a Request for Proposal, which shall be awarded based on evaluation of the content within the proposal meeting our needs.

### **10.4 Award**

Recommendation for Award of this proposal will come from the Deputy Chief in collaboration with his committee. Award of the proposal shall require the approval of the Board of Public Safety and City Council.

## **11.0 ERRORS AND OMISSIONS**

**11.1** It is understood and agreed that this proposal includes specific requirements and specifications. The City of Torrington shall not be held liable for any errors or omissions in any part in this bid document.

**11.2** Nothing in the proposal document is intended to relieve the Proponent from forming their own opinions and considerations with respect to the matters addressed in the proposal document.

**11.3** There will be no consideration of any claim after submission of proposals, that there is a misunderstanding with respect to the conditions imposed by the contract.

## **12.0 SUBMISSION CHECKLIST**

- 1 original (marked as original) and 2 complete copies of this document.
- Completion of "Addenda Clause" (**page 20**).
- Completion of "Pricing and Acknowledgement" (**page 20**).
- Documentation addressing requirements of **Section 9.0**.

### **Appendix A**

**Torrington Emergency Communications Center Communications Center Lay Out**  
Drawing is not to scale Contractor to verify measurements on site.

**PROPOSAL FOR THE SUPPLY AND INSTALLATION OF  
A Six Position Dispatch / Work Station**

**RFP# DCF-318-032911**

To: City of Torrington - Purchasing  
City Hall, 140 Main Street  
Torrington, CT 06790  
Attn: Purchasing Agent

**CLOSING DATE: March 29, 2011 at 11:00 A.M.**

1. I/WE declare that this proposal is made without any connection, knowledge, comparison of figures or arrangements with any other company, firm or person making a proposal for the same work and is in all respects fair and without collusion or fraud.
2. I/WE declare that all matters stated in the submitted proposal are in all respects true.
3. The undersigned have carefully read the General Conditions as per the Proposal, and have satisfied ourselves as to the conditions under which the workstation is to be supplied and the work is to be carried out, and do hereby make an offer with the City of Torrington for A Six Position Dispatch / Work Station.
4. I/WE \_\_\_\_\_ having examined the General Conditions do hereby offer and agree to supply and install a Six position dispatch/work station as per specifications.

**PRICING AND ACKNOWLEDGEMENT**

Cost for the supply and installation of a Six position dispatch/work station

\$ \_\_\_\_\_

Optional Costs; attach detailed explanation of options

\$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2011.

\_\_\_\_\_  
Firm or Organization Name

\_\_\_\_\_  
Signing Authority

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City Postal Code

\_\_\_\_\_  
Telephone FAX Number





