



**CITY OF TORRINGTON**  
**REQUEST FOR QUOTATION - INQUIRY ONLY**  
This is NOT an order

**DATE: August 13, 2012**

**FROM: CITY OF TORRINGTON**  
Pennie Zucco  
140 Main Street, Room 206  
Torrington, CT 06790

**PHONE:** (860)489-2225  
**FAX :** (860)489-2547  
**E-Mail:** pennie\_zucco@torringtonct.org

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 responsive, responsible bidder.

**INQUIRY NUMBER: RFQ #SCC831 Clean Carpets at Torrington Police Department**

**To receive consideration your quotation must be received by: August 31, 2012, 11:00 AM**

Contact name \_\_\_\_\_ Phone # \_\_\_\_\_  
Company name \_\_\_\_\_ Fax # \_\_\_\_\_  
Address \_\_\_\_\_ Address email \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

**Quote price delivered to 140 Main Street, Torrington, CT for the following:**

**Quote price to Pretreat/steam clean carpets (1<sup>st</sup> & 2<sup>nd</sup> floors) at the Torrington Police Department, 576 Main Street, Torrington, CT 06790.**

In order to be eligible to respond to this RFQ, the proposer must meet all the following qualifications:

Provide all labor, equipment and cleaning agents necessary to provide services to pre-treat/steam clean carpets in all required locations (1<sup>st</sup> & 2<sup>nd</sup> floors) at the TPD (the recommendation by manufacturer to clean carpet is to pre-treat with a cleaner/chemical and use hot water to extract the dirt from carpet).

Pre-treat heavy soiled areas with cleaner that meets current environmental standards. Bidder to include MSDS sheets with proposal for all chemicals and cleaning solutions to be used.

Contractor shall provide labor and equipment necessary to move furniture and equipment items. The following equipment items/furniture **shall be excluded**, but not limited to: File cabinets; computer equipment; or other electronic equipment that may be present in the area(s) to be cleaned. Any other items shall be at the discretion of the Lt. Newkirk.

Protect all fixtures and electrical outlets from moisture, water exposure, and penetration.

Protect all public and private property. All repairs to such property shall be paid for by the cleaning contractor.

All work shall be conducted in compliance with State, Federal and local safety codes and regulations.

Electricity provided.

**There will be a highly recommended pre-bid meeting on Thursday, August 23, 2012 at 11:00 AM held at the TPD, 576 Main Street, Torrington, CT to review carpet area and measure square footage of carpet to be cleaned.**

### **SCHEDULE**

All work shall be done between 6:00 AM - 5:00 PM weekdays. Scheduling will be coordinated with Lt. Wayne Newkirk (860-489-2071). All work under the terms of this contract shall be done in the most efficient manner. Work performed under this contract will be during hours at the discretion of police personnel.

### **CONTRACTOR'S QUALIFICATIONS**

Contractors submitting proposals shall be certified and licensed & insured to perform carpet cleaning services.

Contractor shall provide at least four (4) references of previous carpet cleaning projects or jobs similar to the services requested for this proposal.

The successful bidder will be required to furnish proof of insurance in the amounts of \$1 MM per incident and \$2 MM aggregate that list the City of Torrington as "Additional Insured" not just a "certificate holder".

**The City of Torrington reserves the right to award or reject any or all bids, or any portion thereof, to waive technicalities, to award the contract to a bidder other than the lowest bid 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.**

## **Clean Carpets at Torrington Police Department**

BID OPENING DATE: August 31, 2012, 11:00 AM

ITEM: LUMP SUM FOR Pre-Treat/Steam Clean Carpets at Torrington Police Dept.

TOTAL BID PRICE DOLLARS AND CENTS: \_\_\_\_\_

TOTAL BASE BID PRICE IN WORDS: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

COMPANY REPRESENTATIVE (signature) \_\_\_\_\_

TITLE: \_\_\_\_\_

**CITY OF TORRINGTON**  
**Clean Carpets at Torrington Police Department**  
**RFQ #SCC831**

**Acceptance of Terms of this Agreement**

Name of Proposer: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Title: \_\_\_\_\_

Name Printed: \_\_\_\_\_ Date: \_\_\_\_\_

It is agreed by the above signed proposer that the signature and submission of this proposal. Represents the proposer's acceptance of all terms, conditions, and requirements of the proposal specifications, and, if awarded, the proposal will represent the agreement between the parties.

The proposer agrees that the cost of any work performed, materials furnished, services provided, or expenses incurred, which are not specifically delineated in the proposal documents, but which are incidental to the scope, intent, and completion of this contract, shall be deemed to have been included in the prices for the various items scheduled.

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