



## CITY OF TORRINGTON REQUEST FOR QUOTATION - INQUIRY ONLY

This is NOT an order

**DATE: September 2, 2015**

**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: PSC910 PULLEY SYSTEM FOR BANNERS**

**To receive consideration your quotation must be received by: September 10, 2015 11:00 A.M.**

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

**Quote price delivered to 140 Main Street, Room 206, Torrington, CT for the following:**

**Installation of a Pulley System for Banners to front of City Hall Building**

This project consist of supplying all hardware and installation of two (2) 5' x 20' Pulley Systems on the front of the City Hall building, 140 Main Street, Torrington, CT. **(Separate quote will be advertised for banners)**

Interested vendors can submit proposals for the installation of a pulley system installation for banners on side of City Hall Building. The contractor must be licensed and insured. Awarded contractor will need to supply a copy of both to the City.

**Work is expected to include as a minimum the following:**

- **Barricade and close front entrance of City Hall with signage (inside and outside of building) directing public to use south side building entrance**
- **Contractor shall visit the site at Torrington City Hall, 140 Main Street, Torrington, CT to verify locations for the installation of two (2) pulley systems for banners on City Hall building.**

- The project consists of installation of two (2) vinyl coated wires with hardware to match limestone at the front entrance of City Hall building.
- The selected contractor will be responsible for a turnkey installation, including all required equipment, hardware, tools, labor and permit.
- This installation will consist of two (2) individual banner-mounting systems/frames that will be used to promote City activities and must have the ability to handle two (2) vinyl banners that are 20' high and 5' wide, with ongoing capabilities to rotate and replace individual banners as needed.
- The mounting system for the banners must be secured to the wall and must be for an outdoor installation on the City Hall Building.
- Removal of all materials and final cleanup.
- Vendor will be required to get permit for project.
- Manufacturer's literature on pulley system shall be submitted with quotes.
- Completion date for scheduled City Hall Event is October 17, 2015

Contractor must be licensed and insured and supply references with contact information with submitted quote.

Questions pertaining to project can be addressed to Public Works Director, Jerry Rollett @ 860-489-2232.

Cost for completed project \_\_\_\_\_

Timeline for completion of project \_\_\_\_\_

Vendor must provide a certificate of liability insurance with minimum coverage of \$1MM general liability and \$2MM aggregate and worker's compensation coverage. The insurance certificate shall name the City of Torrington "additional insured" not just a "certificate holder". The certificate of insurance must be submitted to the Purchasing Agent within 10 days of bid award notification.

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.

## STATEMENT OF REFERENCES

List five references which demonstrate your ability to complete the work included with the scope of the specifications. Attach additional pages if required. The City reserves the right to contact each of the references listed for additional information regarding your company's qualifications.

### **Reference No. 1**

Customer Name: \_\_\_\_\_

Contact Individual: \_\_\_\_\_ Phone No: \_\_\_\_\_

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

Email address: \_\_\_\_\_ Year: \_\_\_\_\_

Description of work done: \_\_\_\_\_

### **Reference No. 2**

Customer Name: \_\_\_\_\_

Contact Individual: \_\_\_\_\_ Phone No: \_\_\_\_\_

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

Email address: \_\_\_\_\_ Year: \_\_\_\_\_

Description of work done: \_\_\_\_\_

### **Reference No. 3**

Customer Name: \_\_\_\_\_

Contact Individual: \_\_\_\_\_ Phone No: \_\_\_\_\_

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

Email address: \_\_\_\_\_ Year: \_\_\_\_\_

Description of work done: \_\_\_\_\_

### **Reference No. 4**

Customer Name: \_\_\_\_\_

Contact Individual: \_\_\_\_\_ Phone No: \_\_\_\_\_

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

Email address: \_\_\_\_\_ Year: \_\_\_\_\_

Description of work done: \_\_\_\_\_

### **Reference No. 5**

Customer Name: \_\_\_\_\_

Contact Individual: \_\_\_\_\_ Phone No: \_\_\_\_\_

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

Email address: \_\_\_\_\_ Year: \_\_\_\_\_

Description of work done: \_\_\_\_\_

**CITY OF TORRINGTON  
RFQ #PSC910  
INSTALLATION OF BANNER PULLEY SYSTEM FOR CITY HALL BUILDING**

**Acceptance of Terms of this Agreement**

**Company Name:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

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

**Authorized Representative:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

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

**Phone #** \_\_\_\_\_ **Fax #** \_\_\_\_\_

**Email:** \_\_\_\_\_

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 above signed has carefully examined the specifications and all other bidding documents related to the project, acquainted themselves with the site and all other conditions relevant to the work and made all evaluations and investigations necessary to fully understand any difficulties, which may be encountered in performing the work.

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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