Town of West Hartford, Connecticut
Department of Financial Services Purchasing Services Division
50 South Main Street, West Hartford, CT 06107-2431

INVITATION TO BID

Bid No.	Opening Date	Opening Time
6189F	April 14, 2011	2:00 PM

☒ Formal Bid ☐ Informal Bid

THIS IS NOT AN ORDER

This **INVITATION TO BID** form, with your response on it, must be received by the Purchasing Services Division, at the above address, prior to the bid opening at the time and date shown above. Bids must contain an original signature and must be submitted in a sealed envelope. All bid envelopes must indicate the bid number, time and opening date. At the designated time, all bids will be publicly opened and read. **THIS IS SUBJECT TO THE TERMS AND CONDITIONS ATTACHED AS WELL AS ALL ATTACHED SPECIFICATION SHEETS AND DRAWINGS.**

Department: Facilities	Division: Building Maint	Required Delivery Date	Requisition No.:

Shipping Destination: various locations within West Hartford, CT 06110

DESCRIPTION	UNIT PRICE	TOTAL
Supplier shall furnish firm fixed prices for **Uniform Rental and Laundry Services** for the Town of West Hartford and the West Hartford Board of Education for the period 7/1/11 thru 6/30/14 in accordance with the attached specification dated Thursday, March 24, 2011.		
	TOTAL $	

We hereby agree to furnish and invoice above listed materials or services, delivered or performed in accordance with your specifications, requirements and terms as specified herein at prices specified above.

Bidders are encouraged to attend the Town's bid opening at which time the public is afforded an opportunity to record bid prices received in response to the Town's solicitation. Bidders who would like the results of the bid but are unable to attend the bid opening, may check the Town website, http://west-hartford.com/TownServices/TownDepartments/FinancialServices/BidResults.htm a week after the bid opening date. Bidders calling the Purchasing Office for bid results will be referred to the above procedure. The bidder agrees that by affixing their signature to this request for bids, the authorized signatory grants approval to the Town Of West Hartford to obtain third party credit reports for the purpose of assessing the financial capacity of the business entity tendering such bid to the Town.

Delivery Date	Shipment via	FEIN #/Tax ID	Terms % DAYS

Vendor Name	Address	City, State, Zip

Telephone	Fax No	Authorized Signature	Printed Name	Title

NOTE: Failure to affix an authorized signature to this form will result in rejection of the bid.

TOWN OF WEST HARTFORD
UNIFORM RENTAL AND LAUNDRY SERVICE SPECIFICATIONS
Thursday, March 24, 2011

I. The purpose of this bid is to secure a single source for the rental and laundry of uniforms for non supervisory personnel, supervisory and special task personnel.

All services shall be performed in accordance with conditions and terms specified herein. The Contractor shall furnish all labor, materials, and equipment necessary for adequate and proper service.

A. TERM OF CONTRACT:
This contract shall cover the period from July 1, 2011 thru June 30, 2014. The contract shall be entered in increments as follows: 1) 7/01/11 - 6/30/12; 2) 7/01/12 - 6/30/13; 3) 7/01/13 - 6/30/14.

Extension of contract periods is contingent upon availability of funds and continuance of union contract provisions for the furnishing of uniforms.

B. RENTAL AND LAUNDRY REQUIREMENTS:

1. **NON SUPERVISORY PERSONNEL**

DEPARTMENT		NO. EMPLOYEES	NO. GARMENTS PER WEEK (SHIRTS/PANTS)	NO. CHANGES PER WEEK (SHIRTS/ PANTS)
Facilities Services:	Material			
Town Full Time Staff	- Blend	6	11/11	5/3
Schools - Custodian	- Cotton	79	11/11	5/5
Schools - Maint.	- Cotton	24	11/11	5/5
Public Works				
Traffic Safety*	- Blend	4	11/11	5/5
Grounds Maint.*	- Blend	13	11/11	5/5
Streets *	- Blend	12	11/11	5/5
Fleet Maint.*	- Blend	6	11/11	
*option: shorts				
Leisure Services:	- Blend	6	11/11	1/1

2. **SUPERVISORY AND SPECIAL TASK PERSONNEL**

DEPARTMENT		NO. EMPLOYEES	NO. GARMENTS PER WEEK (SHIRTS/PANTS)	NO. CHANGES PER WEEK (SHIRTS/PANTS)
Public Works:				
Supervisory	- Cotton	8	11/11	5/5
Leisure:				
Supervisory	- Cotton	2	11/11	5/5

C. SCOPE

Bidders shall bid on specified material or approved equal. All uniforms will be furnished year round. All uniforms and materials used therein, furnished under this contract shall be new and unused. This shall apply to original issue and replacement uniforms. All garments in this bid shall be procured, from and laundered by one establishment. The Town reserves the right to increase or decrease the number of uniforms in service by 25% at its discretion without any change in price. Each bidder shall be prepared to submit samples of garments, cloth colors and identification emblems being offered at no cost to the Town. Original issue of new uniforms to persons employed by the Town at the time of the contract award shall be completed within thirty days of notification. The Contractor is expected to coordinate pickup and delivery with the Town's representative(s) to insure accuracy in the number of garments etc. There will be one pick up per week. The Contractor shall cease service to any employee upon notification by the Department for reasons of termination of employment, or for absences of one (1) week or more due to illness. The Contractor shall resume service to any employee previously provided with uniforms upon notification by the Department. The Contractor shall also furnish uniforms in colors specified to new employees, or other employees not previously furnished, within two (2) weeks after notification by the Department. The Contractor shall replace uniforms due to normal wear and tear (ran) with new uniforms. The Town of West Hartford is not responsible for missing garments, except that the Town will send a letter, if so requested by the Contractor, to the last known address of a former employee who didn't turn in all uniforms, notifying the employee to turn in the uniforms. The contractor shall be responsible for all repairs, exchanges, lettering and special emblems and measuring for proper fit. The Town will tag items needing repair and the contractor is expected to return them by the second delivery.

D. GARMENT SPECIFICATIONS

1. **NON SUPERVISORY PERSONNEL (Except Schools-Custodians and Maintenance noted in paragraph D3)**

a. Pants – Regular or Cargo permanent press, 65% polyester/35% cotton fabric, 7.5 oz. per sq. yd. Regular or elasticized waist.

b. Shorts - permanent press, 65% polyester/35% cotton fabric, 7.5 oz. per sq. yd. Regular or elasticized waist.

c. Shirts - permanent press, 65% polyester/35% cotton fabric, 4.25 oz. per sq. yd., 7-8 1/2 oz. weight, durable press and soil release finish. Long or half sleeved.

d. Cotton Uniforms - 100% Cotton Twill, 8.5 oz. fabric pants and 5.2 oz. fabric shirts shall be provided to employees who have reactions to synthetics.

e. Colors - including but not limited to brown, tan, navy blue, gray and green. Agencies may select different colors.

f. Polo Shirts – 5.40 oz., 50/50 Cotton/Poly breathable mesh pique, choice of pocket or no-pocket front.

2. **SUPERVISORY AND SPECIAL TASK PERSONNEL** (TRADES)

a. **Pants** - permanent press, 65% polyester/35% cotton fabric 7.5 oz. per sq. yd. Regular or elastic waist. Besides regular style pants, supplier shall make available pleated Docker type pants made of wrinkle free cotton.

b. **Shirts** - Permanent press, 65% polyester/35% cotton broadcloth fabric, 3.1 oz per sq. yd., durable press finish, long or half sleeved with two hemmed (double-turned) spade shaped pockets.

c. **Coveralls** - Permanent press, 7 3/4 oz., 65% polyester/35% cotton blend.

d. **Cotton Uniforms** - 100% Cotton Twill, 8.5 oz. fabric pants and 5.2 oz. fabric shirts shall be provided to employees who have allergic reactions to synthetics.

e. **Colors** - including but not limited to white, brown, tan, blue, gray and green. Agencies may select different colors. Supervisors may select shirts in various colors.

f. **Polo Shirt** – 5.4 oz., 100% Cotton breathable mesh pique. Choice of pocket or no-pocket front.

g. **Coveralls – Fire rated**: 20 cal/cm2 ATPV rating Made from arc flash resistant, Indura Ultra Soft® Sewn with Nomex® thread Full cut with set in sleeves FR hook and pile front closure 30" inseam Expansion back 2-ply Nomex® wristlets Hook and pile cuff opening Meet current ASTM F1506 and NFPA 70E standards

3. **SCHOOLS-CUSTODIAN AND MAINTENANCE**

a. Blue uniforms - dark blue denim pants PD50BU 100% cotton.

b. Light blue shirt #SC10LB 100% cotton short sleeves or long sleeves.

E. DELIVERY POINTS:

1. **NON SUPERVISORY PERSONNEL**

Department of Public Works

Grounds Maintenance - 17 Brixton St., Beachland Park 847 South Quaker Lane and Fernridge Park 567 Fern Road
Streets - 17 Brixton St.
Fleet Maintenance - 17 Brixton St.
Traffic Safety – 17 Brixton Street

Department of Administrative Services/Facilities Serv. Div.

Town Hall - 50 South Main Street
Skating Rink - 56 Buena Vista Rd.

Police Dept.- 103 Raymond Rd.
Elmwood Community Center - 1106 New Britain Ave.

Department of Leisure Services

Rockledge Golf Course - 289 South Main St.

Other locations if requested.

2. **SUPERVISORY AND SPECIAL TASK PERSONNEL**

Department of Administrative Serv./Facilities Serv. Division

Public Works – 17 Brixton St.

Department of Public Works

Streets - 17 Brixton St.
Fleet Maintenance - 17 Brixton St.

Department of Leisure Services

Rockledge Country Club - 289 South Main St.

F. LETTERING AND EMBLEMS

The Contractor shall furnish an approved emblem firmly and neatly attached over the right pocket of each shirt, emblem to be approximately 2 3/4" high by 4 1/2" wide, square shaped. The words "WEST HARTFORD" shall be printed or embroidered on the top of the square and the employee's first initial and last name printed or embroidered on the bottom of the square. Two emblems, one over each pocket ("WEST HARTFORD" on one, employee name on the other) may be furnished in lieu of the single emblem. However, The Facilities Service Division of Administrative Services shall have an embroidered lettering with "West Hartford, Facilities Services and employee's name". The Public Works Department shall have embroidered lettering over the left breast "West Hartford Public Works".

G. TERMINATION

The Town may terminate the contract pursuant to this solicitation for cause or convenience upon providing the contractor with written notice of such termination.

H. INSURANCE

The Contractor must provide insurance in accordance Exhibit A, attached.

I. INVOICING

In order to provide prompt payment, invoices must be sent to the applicable departmental contact and must provide detailed information by division and department:

Facilities: Manager of Facilities Services
17 Brixton St
West Hartford, CT 06110

Public Works: (Grounds, Streets, Fleet Maintenance and Traffic Safety)

Director of Public Works
17 Brixton Street
West Hartford, CT

*******invoices must be broken out by division*****:**

*Grounds Maintenance
*Streets
*Fleet Maintenance
*Traffic Safety

Leisure Services: Greenskeeper, Rockledge Country Club
289 South Main Street
West Hartford, CT

Invoices shall provide information, sufficiently detailed (i.e. delivery week, item(s) delivered, employee name, price per person per week, supervisory or non-supervisory personnel, department & division...) to effect payment.

J. BASIS OF AWARD

A single award shall be made to the lowest responsible bidder.
Total cost for this contract shall be determined by taking the prices offered for each period for each employee and multiplying by the approximate number of employees indicated in this specification.

II. BID SUBMISSION

	Price Per Person Per Week		
	07/01/11 06/30/12	07/01/12 06/30/13	07/01/13 06/30/14

A. NON SUPERVISORY

1. Synthetics - Blend

11 shirts, 7 pants	$_____	$_____	$_____
11 shirts, 11 pants	$_____	$_____	$_____
11 shirts, 11 shorts	$_____	$_____	$_____

Price Per Change Per Person Per Week if number of changes increases or decreases. Price to include cost of uniforms and service.

$_____ shirts	$_____ shirts	$_____ shirts
$_____ pants	$_____ pants	$_____ pants
$_____ shorts	$_____ shorts	$_____ shorts

2. Cotton

11 shirts, 7 pants	$_____	$_____	$_____
2 shirts, 2 pant	$_____	$_____	$_____
5 shirts, 11 pants	$_____	$_____	$_____
11 shirts, 11 pants	$_____	$_____	$_____
11 shirts, 11 shorts	$_____	$_____	$_____

Price Per Change Per Person Per Week if number of changes increases or decreases. Price to include cost of uniforms and service.

$_____ shirts	$_____ shirts	$_____ shirts
$_____ pants	$_____ pants	$_____ pants
$_____ shorts	$_____ shorts	$_____ shorts

B. SUPERVISORY AND SPECIAL TASK PERSONNEL

	Price Per Person Per Week		
	07/01/11 06/30/12	07/01/12 06/30/13	07/01/13 06/30/14

1. Cotton

11 Shirts, 11 pants	$_____	$_____	$_____
5 Shirts, 11 pants	$_____	$_____	$_____
5 Polo, 11 pants	$_____	$_____	$_____

Price Per Change Per Person Per Week if number of changes increases or decreases. Price to include cost of uniforms and service.

$_____ shirts	$_____ shirts	$_____ shirts
$_____ pants	$_____ pants	$_____ pants

2. Cotton

11 Shirts, 11 pants	$_____	$_____	$_____

Price Per Change Per Person Per Week if number of changes increases or decreases. Price to include cost of uniforms and service.

$_____ shirts	$_____ shirts	$_____ shirts
$_____ pants	$_____ pants	$_____ pants

3. Coveralls

3 pairs	$_____	$_____	$_____

4. Alternate Bid:

Shirts - patch fabrication & affix	$_____	$_____	$_____
- affix patch only	$_____	$_____	$_____

III. ALTERNATE NO. 1 – SHOP TOWELS

A. Cotton 100% material, 18" x 18"

B. Estimated total inventory – (200) shop towels

C. Public Works, Maintenance Garage, 17 Brixton St.

D. Price per week for the use of towels:

200 Towels $_____ea $_____ea $_____ea

BID FORM

Supplier:						
		Weekly Prices Per Employee				
Department		**Number of Employees**	**07/01/11-06/30/12**	**07/01/12-06/30/13**	**07/01/13-06/30/14**	**Grand Total (3 Years)**
	Material					
Non-Supervisory:						
Facilities - Town (full time)	- Blend	6	$	$	$	
Schools - Custodians	- Cotton	79	$	$	$	
Schools - Maint.	- Cotton	24	$	$	$	
P.W. (Grounds)	- Blend	13	$	$	$	
P.W. (Streets)	- Blend	12	$	$	$	
P.W. (Fleet. Maint.)	- Blend	6	$	$	$	
P.W. (Traffic Safety)	- Blend	4	$	$	$	
Leisure Services	- Blend	6	$	$	$	
Total		**151**	**$**	**$**	**$**	
			x 151 emp.	**x 151 emp.**	**x 151 emp.**	
			x 52 wks	**x 52 wks.**	**x 52 wks.**	
Sub Total			=	=	=	$
Supervisory/Special Task						
P.W.	- Cotton	8	$	$	$	
Leisure Services	- Cotton	2	$	$	$	
Total		**10**	**$**	**$**	**$**	
			x 10 emp.	**x 10 emp.**	**x 10 emp.**	
			x 52 wks.	**x 52 wks.**	**x 52 wks.**	
Sub Total			=		=	$
Grand Total – (3) years Non-Supervisor & Supervisor/Special Task					**$_____**	

INSTRUCTIONS TO BIDDERS

ANTI DISCRIMINATION

The Contractor agrees and warrants that in the performance of this Contract it will not discriminate or permit discrimination against any person or group of persons on the grounds of sex, race, color, religion, age, marital status, ancestry, national origin, past history of mental disorder, mental retardation or physical disability or other basis in any manner prohibited by the laws of the United States, the State of Connecticut, or the Town of West Hartford.

APPLICABLE LAW

The Contract pursuant to this solicitation shall be governed by, and the Town and Contractor shall have all remedies afforded each by the Uniform Commercial Code, as adopted in the State of Connecticut, except as otherwise provided in such Contract or in laws pertaining specifically to the Town. This Contract shall be governed by the laws of the State of Connecticut, and suits pertaining to this contract shall be brought only in federal or state courts in the state of Connecticut.

ASSIGNMENT - DELEGATION

No right or interest in the contract shall be assigned by the Contractor without prior written permission of the Town, and no delegation of any duty of Contractor shall be made without prior written permission of the Town's Purchasing Agent. The Town shall not unreasonably withhold approval and shall notify the Contractor of the Town's position within a reasonable period of time.

AWARD OF CONTRACT

Award will be made to the lowest responsible qualified bidder.

A Bidder, if requested, must be prepared to present evidence of experience, ability, service facilities and financial standing necessary to meet satisfactorily the requirements set forth or implied in the bid.

The Purchasing Agent reserves the right to reject the bid of any bidder in default of any prior contract or guilty of misrepresentation, or of any company having as its sales agent or representative, or member of the firm, any individual in default or guilty of misrepresentation.
Each bid will be received, with the understanding that the acceptance in writing by the Purchasing Agent of the offer to furnish any or all of the commodities described therein, shall constitute a contract between the Bidder and the Town, which shall bind the Bidder on his part to furnish and deliver the commodities at the prices given and in accordance with conditions of said accepted bid and specifications.
No alterations or variations of the terms of the contract shall be valid or binding upon the Town unless made in writing and signed by the Purchasing Agent. The placing, in the mail to the address given in the bid or delivery of a notice of award to a bidder will constitute notice of acceptance of an offer. When so requested by the Purchasing Agent, the Contractor shall execute a formal contract with the Town for the complete performance specified therein. The contract may be terminated or annulled by the Purchasing Agent upon nonperformance of contract terms or failure of the Contractor to furnish performance surety and/or insurance certificates within ten (10) days from date of request. Any unfulfilled deliveries against such contract may be purchased from other sources at the Contractor's expense.

Failure of a Contractor to deliver within the time specified or within reasonable time as interpreted by the Purchasing Agent or failure to make replacements of rejected commodities when so requested, immediately or as directed by the Purchasing Agent, will constitute authority for the Purchasing Agent to purchase in the open market, the commodities to replace the commodities rejected or not delivered. The Purchasing Agent reserves the right to authorize immediate purchased in the open market against rejections on any contract when necessary. On all such purchases, the Contractor agrees promptly to reimburse the Town for excess costs occasioned by such purchases. Such purchases will be deducted from the contract quantities. However, should public necessity demand it, the Town reserves the right to use or consume commodities delivered which are substandard in quality, subject to an adjustment in price to be determined by the Purchasing Agent.

BEST CUSTOMER PREFERENTIAL PRICING

The contractor shall reduce the contract price of any good or service for which a contract award is executed to an amount equal to or lower than any pricing offered to any other commercial customer or the general public. This reduction in price shall be applied when the goods or services are identical to those contracted for and quantities requested meet any minimum quantity requirements for such pricing.

CERTIFICATION

By signature of the offeror, the offeror certifies:

The submission of the offer did not involve collusion or other anti-competitive practices.

The offeror had not given, offered to give, not intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer. Failure to provide a valid signature affirming the stipulations required by this clause shall result in the rejection of the offer. Signing the offer with a false statement shall void the offer, any resulting Contract and may be subjected to legal remedies by law.

The offeror submitting the offer hereby certifies that the individual signing the offer and/or Contract is an authorized agent for the offeror and has the authority to bind the offeror to the contract.

CLAYTON ACT ASSIGNMENT OF RIGHTS

The Contractor and/or Subcontractor offers and agrees to assign to the Town of West Hartford and/or the West Hartford Board of Education all rights, titles and interest in all causes of action it may have under Section 4 of the Clayton Act., 15 U.S.C. Section 15, or under Connecticut General Statutes 35-24 et. seq., as amended, arising out of the purchase of services, property, or intangibles of any kind pursuant to the Agreement, or Subcontracts thereunder. This assignment shall be made and become effective at the time the Town/Board awards or accepts such Agreement, without further acknowledgment by the parties. In the alternative, at the option of the Town, the Contractor and/or Subcontractor agrees to pay to the Town its proportionate share of recoveries for anti-trust violations which relate to purchases pursuant to this Contract, or Subcontracts hereunder. The Contractor and/or Subcontractor agrees promptly to notify the Purchasing Agent of the Town of West Hartford of suspected anti-trust violations and claims.

CONTRACT

The contract pursuant to this solicitation shall be based upon the request for bid issued by the Town and the offer submitted by the Contractor in response to the request for bid. The offer shall substantially conform to the terms, conditions, specifications and other requirements set forth within the text of the request for bid. The Town reserves the right to clarify any contractual terms with the concurrence of the Contractor. However, any substantial non-conformity in the offer, as determined by the Town Purchasing Agent, shall be deemed nonresponsive and the offer rejected. Such contract shall contain the entire agreement between the Town and the Contractor relating to this requirement and shall prevail over any and all previous Agreements, contract, proposals, negotiations, purchase orders or master Agreements in any form.

CONTRACT AMENDMENTS

The contract pursuant to this solicitation shall be modified only by a written contract amendment signed by the Town Purchasing Agent and persons duly authorized to enter into contracts on behalf of the Contractor.

COST OF BID PREPARATION

The Town shall not reimburse the bidder for the cost of developing, presenting or providing any response to this solicitation. Offers submitted for consideration should be prepared simply and economically, providing adequate information in a straightforward and concise manner.

DELIVERY

All prices bid must be on the basis of F.O.B. destination, inside delivery, unloaded and assembled unless otherwise indicated in the bidding documents. The contractor shall be responsible for all freight cost.
It shall be understood and agreed that any and all commodities furnished shall comply fully with all applicable O.S.H.A., Federal and State laws and regulations.

Any equipment delivered must be standard new equipment, latest model, except as otherwise specifically stated in bidding documents. Where any part or nominal appurtenances of equipment are not described, it shall be understood that all the equipment and appurtenances which are usually provided in the manufacturer's stock model shall be furnished.

Delivery must be made as ordered and in accordance with the bidding documents. The decision of the Purchasing Agent as to reasonable compliance with delivery terms shall be final. Burden of proof of delay in receipt of order shall rest with the Contractor.
Commodities shall be securely and properly packed for shipment according to accepted standard commercial practice, without extra charge for packing cases, bailing or sacks, the containers to remain the property of the Town unless otherwise stated in the bidding documents.

GRATUITIES

The Town may, by written notice to the Contractor, cancel the contract if it is found that gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the Contractor or any agent or representative of the Contractor, to any officer or employee of the Town amending, or the making of any determinations with respect to the performing of such contract. In the event this contract is canceled by the Town pursuant to this provision, the Town shall be entitled, in addition to any other rights and remedies, to recover or withhold from the Contractor the amount of the gratuity.

INDEMNIFICATION

The Bidder is aware of and agrees that, if awarded an Agreement, he is bound by the following indemnification language:

To the fullest extent permitted by law, the Contractor shall release, defend, indemnify, and hold harmless the Town of West Hartford and the West Hartford Board of Education, their respective boards, commissions, officers, officials, employees, agents, representatives, and servants from any and all suits, claims, losses, damages, costs (including without limitation reasonable attorneys' fees), compensation, penalties, fines, liabilities or judgments or any name or nature for:

Bodily injury, sickness, disease, or death; and/or

Damage to or destruction of property, real or personal; and/or

Financial losses (including, without limitation, those caused by loss of use)

sustained by any person or concern, including officers, employees, agents, Subcontractors or servants of the Town, the Board of Education, or the Contractor, or by the public, which is cause or alleged to have been caused in whole or in part by the negligent act(s) or omission(s) of the Contractor, its officers, employees, agents, or Subcontractors, in the performance of this Agreement or from the inaccuracy of any representation or warranty of the Contractor contained in the Contract Documents. This indemnity shall not be affected by other portions of the Agreement relating to insurance requirements.

- To the fullest extent permitted by law, the Contractor agrees to release, defend, indemnify, and hold harmless the West Hartford Board of Education and the Town of West Hartford, their respective boards and commissions, officials, officers, employees, agents, representatives, and servants from any loss, claim, cost penalty, fine or damage that may arise out of the failure of the Contractor, its officers, agents, employees or Subcontractors to comply with any laws or regulations of the United States of *America*, the State of Connecticut, the Town of West Hartford, or their respective agencies. This undertaking shall not be affected by other portions of the Agreement relating to insurance requirements.

INTERPRETATION OF BIDS

Qualified bids are subject to rejection in whole or in part. A qualified bid is defined as one limiting or modifying any of the terms and conditions and/or specifications of the invitation to bid.

Bidders are cautioned to initial erasures, alterations or corrections. Failure to do so may result in rejection of bids.
Unless limited by the term "no substitute", the use of the name of a manufacturer or of any particular make, model, or brand in describing an item, does not restrict bidders to that manufacturer or specific article, this means being used simply to indicate the character or quality of the article so described; but the article offered must be of such character and quality that it will serve the purpose for which it is to be used, equally as well as that specified, and shall be deemed by the Town to be so warranted by the bidder. Bids on comparable items must clearly state the exact article being offered, and bidder shall furnish such other information concerning the article being offered as necessary to evaluate its

acceptability for the purpose intended. If the bidder does not indicate that the article he offers is other than as specified, it will be understood that the bidder is offering the article exactly as specified.

The Purchasing Agent reserves the right to reject any or all bids, or the bid for any one or more commodities or contracted services included in any or all bids, to waive any informality in bids and unless otherwise specified, to buy any part or the whole from one or more bidders when it is to the Town's best interest to do so.

INTERPRETATION - PAROL EVIDENCE

The contract pursuant to this solicitation is intended by the parties as a final expression of their agreement and is intended also as a complete and exclusive statement of the terms of such Contract. No course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any term used in the contract. Acceptance or acquiescence in a course of performance rendered under the contract shall not be relevant to determine the meaning of the contract even though the accepting or acquiescing party had knowledge of the nature of this performance and opportunity to object.

LAW OF WAIVER

Any breach of contract which the Town does not object to shall not operate as a waiver of the Town to seek remedies available to it for any subsequent breach.

LICENSES

Contractor shall maintain in current status all federal, state and local licenses and permits required for the operation of the business conducted by the Contractor as applicable to this contract.

PUBLIC RECORD

All proposals submitted in response to this request shall become the property of the Town and shall become a matter of public record available for review subsequent to the award notification.

PROPERTY TAX ASSESSMENT

All owners of real estate, or of tangible personal property located in any town for three months or more during the assessment year immediately preceding any assessment day, who are nonresidents of such town, shall file lists of such real estate and personal property with the assessors of the town in which the same is located on such assessment day, if located in such town for three months or more in such year, otherwise, in the town in which such property is located for the three months or more in such year nearest to such assessment day, under the same provisions as apply to residents, and such personal property shall not be liable to taxation in any other town in this state. The list of each nonresident taxpayer shall contain his post-office and street address. The assessors shall mail to each nonresident, or to his attorney or agent having custody of his taxable property, at least fifteen days before the expiration of the time for filing lists, blank forms for filing lists of such property. The lists of taxable property of nonresidents shall be arranged in alphabetical order and separate from the lists of residents, provided no such separation shall be necessary in any town the board of assessors of which, upon the request of its property tax collector, has made rules and regulations approved by the secretary of the office of policy and management setting up an alternative method of arrangement.

PROVISIONS REQUIRED BY LAW

Each and every provision of law and any clause required by law to be in the contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party the contract shall forthwith be physically amended to make such insertion or correction.

RELATIONSHIP OF PARTIES

It is clearly understood that each party shall act in its own individual capacity and not as an agent, employee, partner, joint venturer, or associate of the other. An employee or agent of one party shall not be deemed or construed to be the employee or agent of the other party for any purpose whatsoever. The Contractor is advised that taxes or social security payments shall not be withheld from a Town payment issued hereunder and that Contractor should make arrangements to directly pay such expenses, if any. The Contractor understands that it is not entitled to compensation in the form of salaries, or to paid vacation or sick days by the Town. The Contractor further understands that the Town shall not provide any insurance coverage to the Contractor, including workmen's compensation coverage.

RIGHTS AND REMEDIES

No provision in these solicitation documents or in the offeror's bid shall be construed, expressly or by implication as a waiver by either party of any existing or future right and/or remedy available by law in the event of any claim of default or breach of contract. The failure of either party to insist upon the strict performance of any term or condition of the contract or to exercise or delay the exercise of any right or remedy provided in the contract, or by law, or the acceptance of materials or services, obligations imposed by this contract or by law, and shall not be deeded a waiver of any right of either party to insist upon the strict performance of the contract.

SEVERABILITY

The provisions of this contract are severable to the extent that any provision or application held to be invalid shall not affect any other provision or application of the contract which may remain in effect without the invalid provision or application.

SUBCONTRACTS

No subcontract shall be entered into by the Contractor with any other party to furnish any of the material/service specified herein without the advance written approval of the Town's Purchasing Agent. All subcontracts shall comply with federal and state laws and regulations which are applicable to the services covered by the subcontract and shall include all the terms and conditions set forth herein which shall apply with equal force to the subcontract, as if the subcontractor were the Contractor referred to herein. The Contractor is responsible for contract performance whether or not subcontractors are used. The Town shall not unreasonably withhold approval and shall notify the Contractor of the Town's position within a reasonable period of time.

SUBMISSION OF BIDS

Signed bid offers, on this form, must be returned in sealed envelopes addressed to Department of Finance, Division of Purchasing Services, Town Hall, 50 South Main St., West Hartford, CT 06107 and the envelope must bear the notation that it is a sealed bid, the Bid Number and the vendor's name and address.

Bidders are cautioned to examine the specifications, drawings, samples, etc. pertaining to the bid.

Failure on the part of the bidder to examine all pertinent documents samples, or job areas shall not entitle him to any relief from the conditions imposed in the proposal, the specifications and the contract. Unsigned bids or bids without an original signature will not be accepted.
When a bidder desires an interpretation or clarification of any ambiguity in the bidding documents, he must contact the Purchasing Agent prior to bid opening. The Purchasing Agent's interpretation shall be final and will be made known to all bidders concerned.
The bidder shall insert the price per stated unit and the extensions against each item which he proposed to provide. In the event of a discrepancy between the unit price and the extension, the unit price will govern. (If discounts are shown and there is an error in the extension of the total, the discount offered will govern.) If the price bid per unit is based on any unit other than that stated, the bidder shall state the unit on which the unit price is based.
A bid will not be accepted if it, or the Bid Surety if required, is received at the Purchasing Division Office after the stated time of opening as shown on the bid form. This applies to bids sent by mail as well as those hand delivered. Unsigned bids shall be rejected.
Contractors must furnish Bid Surety. Labor & Materials and Performance Bonds when required. Certificates of Insurance may be required and must be furnished by the Contractor prior to any work being performed.
Purchases made by the Town are exempt from Fair Trade Laws as well as the payment of any sales, excise or Federal transportation taxes. Such taxes must not be included in bid prices. Tax exemption certificates, for merchandise accepted by the Town, will be completed at the request of the Contractor furnishing the goods or services.
When samples are requested they shall be delivered by the bidder properly identified at the time of the bid opening unless the bidding documents indicates a different time. Samples shall be submitted free of charge. Samples will be removed by the bidder at his expense. The Town will not be responsible for any samples which are destroyed or mutilated in examination. If samples are not removed within thirty (30) days after written notice to the Vendor, they shall be considered as abandoned and the Town shall have the right to dispose of them as its own property.
The Purchasing Agent may, at his discretion, hold the sample or samples of the successful bidder or bidders, for comparison with articles delivered on the Purchase Order, or orders issued subsequent to the award.

SUBMISSION OF INVOICES

The following provisions regarding submission of invoices are an integral part of these bidding documents, and as such, will create a contractual obligation on the part of the awarded vendor. Failure to comply with these contractual requirements may result in a breach of contract:

All invoices submitted to the Town of West Hartford for goods or services shall contain the following minimum information:

- Town Order Number
- Complete description of goods or services rendered.
- Agency and name of individual requesting goods or rendering of services.
- Date of delivery of goods or rendering of services.
- Complete price information including gross amount, discount if applicable, net amount and itemization of labor charges if applicable.
- Additional information as may be required by contract.

All invoices must be forwarded to the Town department to whom goods or services were rendered.

TOXIC SUBSTANCES

In accordance with section 31-40 of the General statutes of Connecticut any person who supplies any toxic substance as defined in 31-40 shall provide the following information:

1) The generic or basic chemical name of the toxic substance;
2) the level at which exposure to the substance is determined to be hazardous. If known;
3) the acute and chronic effects of exposure of hazardous levels;
4) the symptoms of such effects;
5) appropriate emergency treatment;
6) proper conditions for safe use and exposure to such toxic substance;
7) procedures for cleanup of leaks and spills of such toxic substance; and
8) a label on each container of any such substance which states, in a clearly legible and conspicuous form, that a toxic substance is contained therein.

This information shall be disclosed at the time of the bid opening and chemical data sheets will also be required if the products meet the toxic substance criteria.

VENDOR WARRANTY

Vendor hereby agrees to:

a. Perform contract in accordance with the specifications and bid under which the contract was awarded.
b. Warranty the products or services against defective material or workmanship and to repair or replace any damage or marring of products occasioned in transit.
c. Furnish adequate protection from damage for all work and to repair damages of any kind, for which he or his workmen are responsible, to the premises or equipment, to his own work or to the work of other contractors.
d. Indemnify and hold harmless the Town, its agencies, agents, offices, servants or employees from any action, law suit or judgment arising out of defects in its products, materials or workmanship, negligence in its activities or breach of its agreement with the Town, including the cost of defense and counsel fees.
Articles which in any respect fail to conform with the specifications upon which the award is made will be rejected and held subject to the Bidder's disposition and expense.

Purchasing
2nd floor
Room 223

WEST HARTFORD TOWN HALL DIRECTIONS

FROM THE WATERBURY AREA

1. Exit 43 (Park Road)
2. Take a left on to Park Road
3. Take a right at the traffic light (Raymond Road)
4. Go straight through traffic light (Boulevard)

   The Town Hall parking lot is on your left

FROM THE BOSTON AREA

1. Exit 43 (Park Road)
5. Take a left on to Park Road
6. Take a right at the traffic light (Raymond Road)
7. Go straight through traffic light (Boulevard)

   The Town Hall parking lot is on your left