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
6184F	April 12, 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 **Custodial Maintenance Supplies** 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 Wednesday, March 09, 2011.		$_____ Total Part I-VI $_____ Total Part VII
	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 & WEST HARTFORD BOARD OF EDUCATION
CUSTODIAL SUPPLY SPECIFICATIONS
March 9, 2011
Bid #6184F

1. **CONTRACT TERM:**
The term of the contract pursuant to this solicitation shall be for the period 7/01/11 to 06/30/14;

Period	I	07/01/11 to 06/30/12
Period	II	07/01/12 to 06/30/13
Period	III	07/01/13 to 06/30/14

A new purchase order will be issued on or about the commencement of each new contract period and will expire on the date specified thereon. Continuation of contractual responsibilities shall be held in abeyance until such time as a new purchase order is received.

2. **STOCK:**
The bidder shall have a fully stocked facility where the business is the sale of custodial supplies and related items. A sufficient supply of items shall be stocked in order to supply all of the items bid upon within (5) working days from request. The bidder must be prepared to allow facility inspection. If, in the judgment of the Purchasing Agent a facility is not adequately stocked, the bid may be rejected.

3. **SAMPLES:**
If samples are required, bidders must furnish samples at no cost to the Town within 5 days of request.

4. **BID SUBMISSION:**
All items must be quoted. Failure to provide a quotation on any individual item constitutes a "NO BID" for all items.

The bidder is required to state the net price per unit of measure indicated for each period shown herein. These prices shall remain firm for the duration of the contract.

Please provide pricing based on "unit of measure" noted, even if your product does not comply with the "unit of measure" noted.

There is a space marked "Total" for each item which shall be calculated based on the prices provided per period times the estimated quantities, which are also per period. Each bidder shall also state the net weight of aerosol cans and other containers not specifically stated as the unit of measure.

The Town is exempt from all taxes and fair trade restrictions.

5. **DELIVERY OF GOODS:**
The awarded bidder shall deliver items ordered within 5 days of the request. If for any reason this vendor is unable to comply, he must inform the requester. The requester shall then have the options of reconfirming the order, of offering to pick up the order, or of cancellation of the order and recorder with another supplier. Deliveries shall be made on an as needed basis and items shall be ordered in reasonable quantities.

6. **AWARD:**
It is the intent of the Town to award "all" items in Sections I - VI to a single (1) supplier submitting the lowest total cost providing Environmentally Preferred Cleaning Products where applicable. The same will be true of Section VII.

The Town of West Hartford (Town) reserves the right to award Sections I - VI and B to the same supplier or award Sections I - VI to one supplier and Sections VII to a different supplier, whichever is in the best interest of the Town.

7. **PERFORMANCE:**
All supplies shall be of premium quality and will meet all federal and state standards for performance, safety and suitability for intended use, and where applicable, environmentally preferred. Performance deemed sub-standard by the Town will result in cancellation of the contract or the part of the contract deemed substandard.

8. **MISCELLANEOUS:**
All items offered for bid shall meet current Federal, State and Local laws and regulations relative to intended use. Each bidder shall attest to such compliance by executing their bid offer to the Town. Failure to fill out the bid form completely and to comply with all instructions may result in rejection of your bid and/or cancellation of the contract.

Product Safety Data Sheets shall be furnished by the awarded vendor to the Town for each item of award. The safety data sheets shall be provided within 7 calendar days of a request and must be reviewed prior to award. The awarded vendor shall not change the manufacturer of a product during the term of the contract pursuant to this solicitation.

Awarded vendors are required to label all containers and furnish secondary labels upon request at no charge to the Town and in accordance with Federal, State and Local laws and regulations.

9. **PAYMENT:**
Payment will be made by the Town within thirty (30) calendar days of receipt of an appropriate and accurate invoice mailed to the agency receiving such materials.

10. **USAGE:**
The "(est.) per period" is an annual estimated usage that is not guaranteed but shall be used to determine an overall low bidder.

I. CLEANING PRODUCTS

A. Aerosol Vandal and Graffiti Remover, 16 oz, non-Jellied formula, 12 cans/case

Quantity: 10 Cases (est) per period

Brand Name: _____ Bidder to List Brand Name

Application: The product shall be used for cleaning, polishing and protecting brass fixtures on Fire Department equipment. This product shall meet or surpass all military specifications

Unit Price	$_____	Case	07/01/11 -	06/30/12
Unit Price	$_____	Case	07/01/12 -	06/30/13
Unit Price	$_____	Case	07/01/13 -	06/30/14
Total Price	$_____		07/01/11 -	06/30/14

B. Ajax® Oxygen Bleach Cleaner Heavy Duty Formula, 21 oz container, 24 containers per case

Quantity: 5 Cases (est) per period

Unit Price	$_____	Case	07/01/11 -	06/30/12
Unit Price	$_____	Case	07/01/12 -	06/30/13
Unit Price	$_____	Case	07/01/13 -	06/30/14
Total Price	$_____		07/01/11 -	06/30/14

C. Waterless Hand Cleaner with Pumice 4.5 lb cans, 6 cans/case

Quantity: 5 Cases (est) per period

Brand Name: _____ Bidder to List Brand Name

Application: Hand cleaner for cleaning the hands of mechanics. The cleaner shall be designed to be used with or without water.

Unit Price	$_____	Case	07/01/11 -	06/30/12
Unit Price	$_____	Case	07/01/12 -	06/30/13

Unit Price	$_____	Case	07/01/13 -	06/30/14
Total Price	$_____		07/01/11 -	06/30/14

D. Stainless steel water base cleaner 15 oz aerosol can, must be suited for food preparation areas:

Quantity: 8 Cases (est) per period 12 cans/case

Brand Name: _____ Bidder to List Brand Name

Application: To be used on stainless steel fixtures, elevator doors, decorative plates. Must resist smearing, finger and water spotting.

Unit Price	$_____	Case	07/01/11 -	06/30/12
Unit Price	$_____	Case	07/01/12 -	06/30/13
Unit Price	$_____	Case	07/01/13 -	06/30/14
Total Price	$_____		07/01/11 -	06/30/14

E. Chewing Gum Remover, 7 oz container

Quantity: 10 Cases (est) per period 12 cans/case

Brand Name: _____ Bidder to List Brand Name

Application: Removal of gum, putty, candle wax and other gummy substances.

Unit Price	$_____	Case	07/01/11 -	06/30/12
Unit Price	$_____	Case	07/01/12 -	06/30/13
Unit Price	$_____	Case	07/01/13 -	06/30/14
Total Price	$_____		07/01/11 -	06/30/14

F. Z-Goop Absorbent, 20 oz. box,

Quantity: 15 Cases (est) per period 24 boxes/case

Brand Name: _____ Bidder to List Brand Name

Application: For absorbing spills and vomit.

Unit Price	$_____	Case	07/01/11 -	06/30/12
Unit Price	$_____	Case	07/01/12 -	06/30/13
Unit Price	$_____	Case	07/01/13 -	06/30/14
Total Price	$_____		07/01/11 -	06/30/14

G. Non-Acid Disinfectant Bathroom Cleaner, NABC® or equal;

Quantity: 10 gallons, (est) per gallon

Brand Name: _____ Bidder to List Brand Name

Application: Mild, non-acid, ready-to-use disinfectant bathroom cleaner/deodorizer. Effectively disinfects, cleans and deodorizes toilet bowls, urinals and other hard, nonporous restroom surfaces. Formulated without acid, non-caustic and non-abrasive. Safe to use on nearly any hard surface- will not etch porcelain, or pit fixtures- not harmful to plumbing or septic tanks when used according to directions. Even accidentals spills will not result in ruined clothing or carpeting. Effective against the antibiotic resistant bacteria.

Unit Price	$_____	gallon	07/01/11 -	06/30/12
Unit Price	$_____	gallon	07/01/12 -	06/30/13
Unit Price	$_____	gallon	07/01/13 -	06/30/14
Total Price	$_____		07/01/11 -	06/30/14

H. Carpet Sanitizer, Contempo Stat® or equal

Quantity: 10 gallons, (est) per gallon (dilution: 2 oz/gal)

Brand Name: _____ Bidder to List Brand Name

Application: Low foaming carpet sanitizer/deodorizer/cleaner for use with extraction and rotary spin pad cleaning equipment. Twin chain quatemary ammonium compounds reduce and control the growth of malodors. Lifts and removes greasy soil, resists resoiling and utilized "built-in" defoamers for more productive use.

Unit Price	$_____	gallon	07/01/11 -	06/30/12
Unit Price	$_____	gallon	07/01/12 -	06/30/13
Unit Price	$_____	gallon	07/01/13 -	06/30/14

Total Price	$_____	07/01/11 -	06/30/14

I. Bonnet and Traffic Lane Carpet Cleaner

Quantity: 10 gallons, (est) per gallon

Brand Name: _____ Bidder to List Brand Name

Application: Creamy white emulsion concentrate specifically formulated to be used in conjunction with the bonnet buffing, spin yarn, or soil transfer method of carpet cleaning. Designed for use against to medium soil conditions, excellent for highly trafficked areas and may be used to pre-treat heavily soiled areas prior to shampooing or extracting. Dry and wet solvents blended with soil emulsifying wetting agents to provide quick penetration and transfer of soil from carpeting to the bonnet.

Unit Price	$_____	gallon	07/01/11 -	06/30/12
Unit Price	$_____	gallon	07/01/12 -	06/30/13
Unit Price	$_____	gallon	07/01/13 -	06/30/14
Total Price	$_____		07/01/11 -	06/30/14

J. One Coat 25™ Super High Gloss Floor Finish or equal

Quantity: 30 gallons, (est) per gallon

Brand Name: _____ Bidder to List Brand Name

Application: Premium grade 25% non-volatile solids floor finish that provides a bright gloss in one coat. Outstanding wear and appearance with a minimum of maintenance. Pure thermoplastic. High speed buff able.

Unit Price	$_____	gallon	07/01/11 -	06/30/12
Unit Price	$_____	gallon	07/01/12 -	06/30/13
Unit Price	$_____	gallon	07/01/13 -	06/30/14
Total Price	$_____		07/01/11 -	06/30/14

K. Spray buff or equal

Quantity: 10 gallons (est), per gallon

Brand Name: _____ Bidder to List Brand Name

Application: Blend of detergents and polymers remove black heel and scuff marks without disturbing the finish of the floor. Minimized floor care maintenance and restores shine

Unit Price	$_____	gallon	07/01/11 -	06/30/12
Unit Price	$_____	gallon	07/01/12 -	06/30/13
Unit Price	$_____	gallon	07/01/13 -	06/30/14
Total Price	$_____		07/01/11 -	06/30/14

L. Bounce back or equal

Quantity: 10 gallons (est), per gallon

Brand Name: _____ Bidder to List Brand Name

Application: Concentrated finish restorer designed to extend the life of floor finish. A milky white emulsion for use on a regular basis to maintain high gloss of foundation finish. Will not streak, powder or discolor the foundation floor finish.

Unit Price	$_____	gallon	07/01/11 -	06/30/12
Unit Price	$_____	gallon	07/01/12 -	06/30/13
Unit Price	$_____	gallon	07/01/13 -	06/30/14
Total Price	$_____		07/01/11 -	06/30/14

M. Spray Buffing Polish, quarts

Quantity: 20 quarts (est) per period

Brand Name: _____ Bidder to List Brand Name

Application: Restores "wet look" without stripping and recoating floors. Contains thermoplastic polymers, emulsifiers, and wetting agents.

Unit Price	$_____	quart	07/01/11 -	06/30/12
Unit Price	$_____	quart	07/01/12 -	06/30/13
Unit Price	$_____	quart	07/01/13 -	06/30/14
Total Price	$_____		07/01/11 -	06/30/14

N. Step Down Low Odor Finish Liquidator or equal

Quantity: 10 gallons, (est) per gallon, dilution: 12 oz/gal

Brand Name: _____ Bidder to List Brand Name

Application: Floor finish remover designed to quickly penetrate and eliminate heavy finish build-up. Low odor formulation is ideal for use in facilities with confined areas. Produce little to no foam for easy pick up and less rinse time.

Unit Price	$_____	gallon	07/01/11 -	06/30/12
Unit Price	$_____	gallon	07/01/12 -	06/30/13
Unit Price	$_____	gallon	07/01/13 -	06/30/14
Total Price	$_____		07/01/11 -	06/30/14

O. SSS Stainless Steel Polishing Aerosol

Quantity: 5 cases, (est) per period

Brand Name: _____ Bidder to List Brand Name

Unit Price	$_____	Case	07/01/11 -	06/30/12
Unit Price	$_____	Case	07/01/12 -	06/30/13
Unit Price	$_____	case	07/01/13 -	06/30/14
Total Price	$_____		07/01/11 -	06/30/14

P. Taski Wi Wax Cleaning and Maintenance emulsion or equal

Quantity: 12 gallons, (est) per year

Brand Name: _____ Bidder to List Brand Name

Application: A product that contains detergents, waxes, and polymers to clean and maintain PVC, rubber and linoleum surfaces.

Unit Price	$_____	gallon	07/01/11 -	06/30/12
Unit Price	$_____	gallon	07/01/12 -	06/30/13
Unit Price	$_____	gallon	07/01/13 -	06/30/14
Total Price	$_____		07/01/11 -	06/30/14

Q. Genesan's Hyperfect 256 Disinfectant

Quantity: 30 gallons, (est) per gallon

Application: EPP Disinfectant neutral cleaner designed to be dispensed through a Center Dilution Control System.

$_____ Price/gallon	÷_____ Dilution factor	= $_____ Price/diluted gallon	07/01/11 -	06/30/12
$_____ Price/gallon	÷_____ Dilution factor	= $_____ Price/diluted gallon	07/01/12 -	06/30/13
$_____ Price/gallon	÷_____ Dilution factor	= $_____ Price/diluted gallon	07/01/13 -	06/30/14
$_____ Price/gallon	÷_____ Dilution factor	= $_____ Price/diluted gallon	07/01/11 -	06/30/14
Est 207,360 diluted (69,390 diluted gals x 3 years)	X $_____ (3 yr avg price/diluted gallon)	= $_____ Total	07/01/11	06/30/14

_____ Container size	_____ Price/ Container	_____ Containers/Case	$_____ Price/case

R. Genesan's Enzymsan Biological Cleaner, (Bio-based biological cleaner)

Application: Low foam, wool-safe carpet extraction cleaner designed to be dispensed through a Center Dilution Control System.

$_____ Price/gallon	÷_____ Dilution factor	= $_____ Price/diluted gallon	07/01/11 -	06/30/12
$_____	÷_____	= $_____	07/01/12 -	06/30/13

Price/gallon	Dilution factor	Price/diluted gallon		
$_____ Price/gallon	÷_____ Dilution factor	= $_____ Price/diluted gallon	07/01/13 -	06/30/14
$_____ Price/gallon	÷_____ Dilution factor	= $_____ Price/diluted gallon	07/01/11 -	06/30/14
Est 92,520 diluted (30,840 diluted gals x 3 years)	X $_____ (3 yr avg price/diluted gallon)	= $_____ Total	07/01/11	06/30/14
_____ Container size	_____ Price/ Container	_____ Containers/Case	$_____ Price/case	

S. Genesan's Delta Mild Neutral Floor Cleaner, Bio-based cleaner

Application: Spray and wipe and low foam floor cleaner designed to be dispensed through a Center dilution control system.

$_____ Price/gallon	÷_____ Dilution factor	= $_____ Price/diluted gallon	07/01/11 -	06/30/12
$_____ Price/gallon	÷_____ Dilution factor	= $_____ Price/diluted gallon	07/01/12 -	06/30/13
$_____ Price/gallon	÷_____ Dilution factor	= $_____ Price/diluted gallon	07/01/13 -	06/30/14
$_____ Price/gallon	÷_____ Dilution factor	= $_____ Price/diluted gallon	07/01/11 -	06/30/14
Est 161,910 diluted (53,970 diluted gals x 3 years)	X $_____ (3 yr avg price/diluted gallon)	= $_____ Total	07/01/11	06/30/14
_____ Container size	_____ Price/ Container	_____ Containers/Case	$_____ Price/case	

T. Genesan's Delta Ultra Cleaner, Bio-based cleaner

Application: Cleaner for removing animal fats and cooking oils designed to be dispensed through a Center dilution control system.

$_____ Price/gallon	÷_____ Dilution factor	= $_____ Price/diluted gallon	07/01/11 -	06/30/12
$_____ Price/gallon	÷_____ Dilution factor	= $_____ Price/diluted gallon	07/01/12 -	06/30/13
$_____	÷_____	= $_____	07/01/13 -	06/30/14

Price/gallon	Dilution factor	Price/diluted gallon		
$_____ Price/gallon	÷_____ Dilution factor	= $_____ Price/diluted gallon	07/01/11 -	06/30/14
Est 29,025 diluted (9,675 diluted gals x 3 years)	X $_____ (3 yr avg price/diluted gallon)	= $_____ Total	07/01/11	06/30/14
_____ Container size	_____ Price/ Container	_____ Containers/Case	$_____ Price/case	

U. Genesan's PolGreen All surface cleaner (Ecolabel Cleaner)

Application: Multi-surface cleaner designed to be dispensed through Central dilution control system

$_____ Price/gallon	÷_____ Dilution factor	= $_____ Price/diluted gallon	07/01/11 -	06/30/12
$_____ Price/gallon	÷_____ Dilution factor	= $_____ Price/diluted gallon	07/01/12 -	06/30/13
$_____ Price/gallon	÷_____ Dilution factor	= $_____ Price/diluted gallon	07/01/13 -	06/30/14
$_____ Price/gallon	÷_____ Dilution factor	= $_____ Price/diluted gallon	07/01/11 -	06/30/14
Est 57,825 diluted (19,275 diluted gals x 3 years)	X $_____ (3 yr avg price/diluted gallon)	= $_____ Total	07/01/11	06/30/14
_____ Container size	_____ Price/ Container	_____ Containers/Case	$_____ Price/case	

NOTE A: (Items **Q thru U**) the vendor shall provide (at no cost to the Town) center dilution control systems for use in various town and school buildings. The control systems shall remain the property of the vendor and will be returned at the expiration of the contract. Units that are not operating properly shall be repaired or replaced by the vendor at no cost to the Town

II. SPONGES/PADS

A. Sponges

Quantity: 720 each (est) per period

Brand Name: _____ Bidder to List Brand Name

Dimensions: _____ Bidder to List Dimensions

Application: The sponges will be standard industrial sponges approximate 6" x 4-1/4" x 1-5/8" in dimension.

Unit Price	$_____	Each	07/01/11 -	06/30/12
Unit Price	$_____	Each	07/01/12 -	06/30/13
Unit Price	$_____	Each	07/01/13 -	06/30/14
Total Price	$_____		07/01/11 -	06/30/14

B. Scouring/sponge pad, 3M #74 or equal

Quantity: 20 cases – package of 20 per case (est) per period

Brand Name: _____ Bidder to List Brand Name

Unit Price	$_____	Case	07/01/11 -	06/30/12
Unit Price	$_____	Case	07/01/12 -	06/30/13
Unit Price	$_____	Case	07/01/13 -	06/30/14
Total Price	$_____		07/01/11 -	06/30/14

C. Scouring Pad, green heavy duty, 3M #86 or equal

Quantity: 20 cases – package of 12 per case (est) per period

Brand Name: _____ Bidder to List Brand Name

Unit Price	$_____	Case	07/01/11 -	06/30/12
Unit Price	$_____	Case	07/01/12 -	06/30/13
Unit Price	$_____	Case	07/01/13 -	06/30/14
Total Price	$_____		07/01/11 -	06/30/14

D. Scouring green medium scrub pad, 3M #96 or equal

Quantity: 30 cases – package of 20 per case (est) per period, 6" x 9" x 14"

Brand Name: _____ Bidder to List Brand Name

Unit Price	$_____	Case	07/01/11 -	06/30/12
Unit Price	$_____	Case	07/01/12 -	06/30/13
Unit Price	$_____	Case	07/01/13 -	06/30/14
Total Price	$_____		07/01/11 -	06/30/14

III. EQUIPMENT SUPPLIES

A. Stripping, scrubbing and burnishing pads – 5 each/case 3M, or equivalent

Brand Name _____ Bidder to List Brand Name

Application: For stripping, scrubbing and burnishing of public floors

11" Pads: (5) cases – stripping and (5) cases blue scrubbing and (5) cases red scrubbing (est) per period

Unit Price	$_____	Case	07/01/11 -	06/30/12
Unit Price	$_____	Case	07/01/12 -	06/30/13
Unit Price	$_____	Case	07/01/13 -	06/30/14
Total Price	$_____		07/01/11 -	06/30/14

13" Pads: (25) cases black stripping and (25) cases blue scrubbing and (20) cases red scrubbing (est) per period

Unit Price	$_____	Case	07/01/11 -	06/30/12
Unit Price	$_____	Case	07/01/12 -	06/30/13
Unit Price	$_____	Case	07/01/13 -	06/30/14
Total Price	$_____		07/01/11 -	06/30/14

1. 17" Pads, (20) cases stripping (est) per period

Unit Price	$_____	Case	07/01/11 -	06/30/12
Unit Price	$_____	Case	07/01/12 -	06/30/13
Unit Price	$_____	Case	07/01/13 -	06/30/14
Total Price	$_____		07/01/11 -	06/30/14

2. 19" Pads: (25) cases stripping, (25) cases blue scrubbing and (25) cases red buffing (est) per period

Unit Price	$_____	Case	07/01/11 -	06/30/12
Unit Price	$_____	Case	07/01/12 -	06/30/13
Unit Price	$_____	Case	07/01/13 -	06/30/14
Total Price	$_____		07/01/11 -	06/30/14

3. 20" floor pads (25 black stripping and (25) cases blue scrubbing and (10) cases white HS polishing, (70) cases aqua burnishing, (35) cases natural hair burnishing (est) per period.

Unit Price	$_____	Case	07/01/11 -	06/30/12
Unit Price	$_____	Case	07/01/12 -	06/30/13
Unit Price	$_____	Case	07/01/13 -	06/30/14
Total Price	$_____		07/01/11 -	06/30/14

4. 21" Pads (20) cases blue scrubbing and (20) cases red buffing (est) per period

Unit Price	$_____	Case	07/01/11 -	06/30/12
Unit Price	$_____	Case	07/01/12 -	06/30/13
Unit Price	$_____	Case	07/01/13 -	06/30/14

Total Price	$_____		07/01/11 -	06/30/14

5. **21" Pads, (20) cases aqua and (20) cases natural hair (est) per period**

Unit Price	$_____	Case	07/01/11 -	06/30/12
Unit Price	$_____	Case	07/01/12 -	06/30/13
Unit Price	$_____	Case	07/01/13 -	06/30/14
Total Price	$_____		07/01/11 -	06/30/14

6. **3M Doodlebug High Pro Stripping Pad, MCO-8550, or equivalent, 10/box**

Quantity	(5) boxes (est) per period			
Brand Name	_____	(Bidder to List Brand Name)		
Unit Price	$_____	Box	07/01/11 -	06/30/12
Unit Price	$_____	Box	07/01/12 -	06/30/13
Unit Price	$_____	Box	07/01/13 -	06/30/14
Total Price	$_____		07/01/11 -	06/30/14

7. **3M Doodlebug Pad Holder with Threaded Socket, #05288 or equivalent 1/box**

Quantity	(10) boxes (est) per period			
Brand Name	_____	(Bidder to List Brand Name)		
Unit Price	$_____	Box	07/01/11 -	06/30/12
Unit Price	$_____	Box	07/01/12 -	06/30/13
Unit Price	$_____	Box	07/01/13 -	06/30/14
Total Price	$_____		07/01/11 -	06/30/14

8. **Spin Bonnet Pad with Nylon Scrubbing Strip thru Center**

Quantity	(20) cases (est) per period			
Brand Name	_____	(Bidder to List Brand Name)		
Unit Price	$_____	Case	07/01/11 -	06/30/12
Unit Price	$_____	Case	07/01/12 -	06/30/13
Unit Price	$_____	Case	07/01/13 -	06/30/14
Total Price	$_____		07/01/11 -	06/30/14

B. Vacuum Bags

1. Windsor Sensor Micro Filter Vacuum Bags – 5300

Quantity	(50) vacuum bags (est) per period			
Brand Name	_____	(Bidder to List Brand Name)		
Unit Price	$_____	Bag	07/01/11 -	06/30/12
Unit Price	$_____	Bag	07/01/12 -	06/30/13
Unit Price	$_____	Bag	07/01/13 -	06/30/14
Total Price	$_____		07/01/11 -	06/30/14

2. Pro Team – Super coach micro filter vacuum bags – 672 sq in, 10/pk

Quantity	(100) packs (est) per period			
Brand Name	_____	(Bidder to List Brand Name)		
Unit Price	$_____	Pack	07/01/11 -	06/30/12
Unit Price	$_____	Pack	07/01/12 -	06/30/13
Unit Price	$_____	Pack	07/01/13 -	06/30/14
Total Price	$_____		07/01/11 -	06/30/14

3. Pro Team – Tail Vac micro filter vacuum bags – 496 sq in, 10/pk

Quantity	(100) packs (est) per period			
Brand Name	_____	(Bidder to List Brand Name)		
Unit Price	$_____	Pack	07/01/11 -	06/30/12
Unit Price	$_____	Pack	07/01/12 -	06/30/13
Unit Price	$_____	Pack	07/01/13 -	06/30/14
Total Price	$_____		07/01/11 -	06/30/14

4. Pro Team vacuum filter bags for Pro-force, 10/pk

Quantity	(50) packs (est) per period	
Brand Name	_____	(Bidder to List Brand Name)

Unit Price	$_____	Pack	07/01/11 -	06/30/12
Unit Price	$_____	Pack	07/01/12 -	06/30/13
Unit Price	$_____	Pack	07/01/13 -	06/30/14
Total Price	$_____		07/01/11 -	06/30/14

5. **Pro Team 6 Quart Back Pack vacuum filter bags**

Quantity (10) packs (est) per period

Brand Name _____ (Bidder to List Brand Name)

Unit Price	$_____	Pack	07/01/11 -	06/30/12
Unit Price	$_____	Pack	07/01/12 -	06/30/13
Unit Price	$_____	Pack	07/01/13 -	06/30/14
Total Price	$_____		07/01/11 -	06/30/14

6. **Sanitaire Vacuum Round belts**

Quantity (250) each (est) per period

Brand Name _____ (Bidder to List Brand Name)

Unit Price	$_____	Each	07/01/11 -	06/30/12
Unit Price	$_____	Each	07/01/12 -	06/30/13
Unit Price	$_____	Each	07/01/13 -	06/30/14
Total Price	$_____		07/01/11 -	06/30/14

7. **Advances GO vac Vacuum filter bags**

Quantity (100) packs (est) per period

Brand Name _____ (Bidder to List Brand Name)

Unit Price	$_____	Pack	07/01/11 -	06/30/12
Unit Price	$_____	Pack	07/01/12 -	06/30/13
Unit Price	$_____	Pack	07/01/13 -	06/30/14
Total Price	$_____		07/01/11 -	06/30/14

8. NSS Back Pack vacuum filter bags

Quantity	(50) packs (est) per period			
Brand Name	_____	(Bidder to List Brand Name)		
Unit Price	$_____	Pack	07/01/11 -	06/30/12
Unit Price	$_____	Pack	07/01/12 -	06/30/13
Unit Price	$_____	Pack	07/01/13 -	06/30/14
Total Price	$_____		07/01/11 -	06/30/14

9. NSS Outlaw vacuum bags

Quantity	(10) packs (est) per period			
Brand Name	_____	(Bidder to List Brand Name)		
Unit Price	$_____	Pack	07/01/11 -	06/30/12
Unit Price	$_____	Pack	07/01/12 -	06/30/13
Unit Price	$_____	Pack	07/01/13 -	06/30/14
Total Price	$_____		07/01/11 -	06/30/14

10. NSS Vacuum filter bags # 3400-E211558

Quantity	(10) packs (est) per period			
Brand Name	_____	(Bidder to List Brand Name)		
Unit Price	$_____	Pack	07/01/11 -	06/30/12
Unit Price	$_____	Pack	07/01/12 -	06/30/13
Unit Price	$_____	Pack	07/01/13 -	06/30/14
Total Price	$_____.		07/01/11 -	06/30/14

IV. PLASTIC TRASH LINERS

Quantity 50 Cases (50 liners/case) 31"; 100 cases (100 liners/case) 58"; 725 cases of (100 liners/case) 46"; (est) per period

Brand Name _____ Bidder to List Brand Name

Application Indoor trash pick-up and use in trash receptacles. Color to be specified.

A. 1.0 mil or better 24" x 31" (B33) Black Only

B33	$_____	Price/case	(500)	07/01/011 -	06/30/12
B 33	$_____	Price/case	(500)	07/01/012 -	06/30/13
B33	$_____	Price/case	(500)	07/01/013 -	06/30/14
	$_____	Total Price		07/01/11 -	06/30/14

B. 1.5 mil or better 38" x 58" (B60) Black Only

B60	$_____	Price/case	(100)	07/01/011 -	06/30/12
B 60	$_____	Price/case	(100)	07/01/012 -	06/30/13
B60	$_____	Price/case	(100)	07/01/013 -	06/30/14
	$_____	Total Price		07/01/11 -	06/30/14

C. 1.5 mil or better 40" x 46" (B48) Black Only

B48	$_____	Price/case	(100)	07/01/011 -	06/30/12
B 48	$_____	Price/case	(100)	07/01/012 -	06/30/13

B48	$_____	Price/case	(100)	07/01/013 -	06/30/14
	$_____	Total Price		07/01/11 -	06/30/14

D. .40 mil liner or better 24" x 30" Clear Only

$_____	Price/case	(500)	07/01/011 -	06/30/12
$_____	Price/case	(500)	07/01/012 -	06/30/13
$_____	Price/case	(500)	07/01/013 -	06/30/14
$_____	Total Price		07/01/11 -	06/30/14

V. PERSONAL CARE SUPPLIES

A. Dual Power Disinfectant/Air Deodorant; 16 oz aerosol can, 12 cans/case

Quantity: 12 cases (est) per period

Brand Name: _____ Bidder to List Brand Name

Application: Germicidal, fungicidal, staphylocidal, Virucidal, tuberculocidal, pseudomonacidal, deodorant properties capable of killing HIV-1, Influenza A-2, England Virus and Herpes Simples virus I + II. Prevents mold and mildew. Contents to approximate the following: Ethyl alcohol 44%; n-Alkyl (30% C14, 40% C12, 10% C16), (dimethylbenzyammonium chloride) .33%; o-phenylphenol .25%; inert ingredients 33%.

Unit Price	$_____	Case	07/01/11 -	06/30/12
Unit Price	$_____	Case	07/01/12 -	06/30/13
Unit Price	$_____	Case	07/01/13 -	06/30/14

Total Price	$_____	07/01/11 -	06/30/14

B. Seat Covers

Quantity: 20 sleeves (est) per period

Brand Name: _____ Bidder to List Brand Name

Application: Half fold paper toilet seat covers. Made from 100% recycled paper with 20% post consumer waste. Flushable and biodegradable. Septic system safe. Dimensions: 15 ½"W x 13 ½"H x 11"D 20 sleeves of 250.

Unit Price	$_____	Sleeve	07/01/11 -	06/30/12
Unit Price	$_____	Sleeve	07/01/12 -	06/30/13
Unit Price	$_____	Sleeve	07/01/13 -	06/30/14
Total Price	$_____		07/01/11 -	06/30/14

C. Rubbermaid Double Waxed Paper Bag to fit Sanitary Receptacles

Quantity: 350 Bags (est) per period

Brand Name: _____ Bidder to List Brand Name

Unit Price	$_____	Bag	07/01/11 -	06/30/12
Unit Price	$_____	Bag	07/01/12 -	06/30/13
Unit Price	$_____	Bag	07/01/13 -	06/30/14
Total Price	$_____		07/01/11 -	06/30/14

D. Disposable Gloves – Latex disposable small, medium, and large gloves

Quantity: 10 cases (est) per period

Brand Name: _____ Bidder to List Brand Name

Application: Not for medical use, USDA accepted. 100 gloves/box, 10 boxes/case

Unit Price	$_____	Sleeve	07/01/11 -	06/30/12
Unit Price	$_____	Sleeve	07/01/12 -	06/30/13
Unit Price	$_____	Sleeve	07/01/13 -	06/30/14
Total Price	$_____		07/01/11 -	06/30/14

E. Dust Masks 3M 8500 Comfort Mask

Quantity: 10 cases (est) per period

Brand Name: _____ Bidder to List Brand Name

Application: 50 masks/box 12 boxes/case (600 masks/case)

Unit Price	$_____	Case	07/01/11 -	06/30/12
Unit Price	$_____	Case	07/01/12 -	06/30/13
Unit Price	$_____	Case	07/01/13 -	06/30/14
Total Price	$_____		07/01/11 -	06/30/14

F. Work Gloves – Clute Cut, leather palm/knit wrist

Quantity: Medium: 35 dozen (est) per period
Large: 30 dozen (est) per period
Extra Large: 5 dozen (est) per period

Brand Name: _____ Bidder to List Brand Name

Unit Price	$_____	Dozen	07/01/11 -	06/30/12
Unit Price	$_____	Dozen	07/01/12 -	06/30/13

Unit Price	$_____	Dozen	07/01/13 -	06/30/14
Total Price	$_____		07/01/11 -	06/30/14

VI. JANITORIAL SUPPLIES

A. Trigger Sprayer

Quantity: 300 each (est) per period

Brand Name: _____ Bidder to List Brand Name

Application: Trigger sprayer for 32 oz bottles

Unit Price	$_____	Each	07/01/11 -	06/30/12
Unit Price	$_____	Each	07/01/12 -	06/30/13
Unit Price	$_____	Each	07/01/13 -	06/30/14
Total Price	$_____		07/01/11 -	06/30/14

B. Trigger Sprayer and 32 oz silk screen bottle

Quantity: 200 each (est) per period

Brand Name: _____ Bidder to List Brand Name

Application: Trigger sprayer and 32 oz silk screen bottle to match products furnished under items Q thru U section I Cleaning Products.

Unit Price	$_____	Each	07/01/11 -	06/30/12
Unit Price	$_____	Each	07/01/12 -	06/30/13
Unit Price	$_____	Each	07/01/13 -	06/30/14
Total Price	$_____		07/01/11 -	06/30/14

C. Brooms and accessories

1. Warehouse Corn Broom

Quantity: 20 Each (est) per period

Brand Name: _____ Bidder to List Brand Name

Unit Price	$_____	Each	07/01/11 -	06/30/12
Unit Price	$_____	Each	07/01/12 -	06/30/13
Unit Price	$_____	Each	07/01/13 -	06/30/14
Total Price	$_____		07/01/11 -	06/30/14

2. Metal Tip 5' Wooden Broom Handles

Quantity: 10 Each (est) per period

Brand Name: _____ Bidder to List Brand Name

Application: For removing coffee, tea, blood, and rust stains from carpets

Unit Price	$_____	Sleeve	07/01/11 -	06/30/12
Unit Price	$_____	Sleeve	07/01/12 -	06/30/13
Unit Price	$_____	Sleeve	07/01/13 -	06/30/14
Total Price	$_____		07/01/11 -	06/30/14

3. Duo-Sweep Angled Broom

Quantity: 40 Each (est) per period

Brand Name: _____ Bidder to List Brand Name

Application: Duo-Sweep Angled Broom 8 ¾" cap 12" flare 4'handle 7/8" diameter

Unit Price	$_____	Each	07/01/11 -	06/30/12
Unit Price	$_____	Each	07/01/12 -	06/30/13
Unit Price	$_____	Each	07/01/13 -	06/30/14
Total Price	$_____		07/01/11 -	06/30/14

4. **Street Broom**

Quantity: 40 Each (est) per period

Brand Name: _____ Bidder to List Brand Name

Application: 16" street broom with 54" tapered handle with 5 ½" poly bass plastic bristle

Unit Price	$_____	Each	07/01/11 -	06/30/12
Unit Price	$_____	Each	07/01/12 -	06/30/13
Unit Price	$_____	Each	07/01/13 -	06/30/14
Total Price	$_____		07/01/11 -	06/30/14

5. **Counter "Foxtail" Brush**

Quantity: 75 Each (est) per period

Brand Name: _____ Bidder to List Brand Name

Application: With Synthetic Bristles

Unit Price	$_____	Each	07/01/11 -	06/30/12
Unit Price	$_____	Each	07/01/12 -	06/30/13
Unit Price	$_____	Each	07/01/13 -	06/30/14
Total Price	$_____		07/01/11 -	06/30/14

6. Toilet Bowl Brush

Quantity: 250 Each (est) per period

Brand Name: _____ Bidder to List Brand Name

Application: 4 ½" poly propylene head and 12" long red and blue handles

Unit Price	$_____	Each	07/01/11 -	06/30/12
Unit Price	$_____	Each	07/01/12 -	06/30/13
Unit Price	$_____	Each	07/01/13 -	06/30/14
Total Price	$_____		07/01/11 -	06/30/14

7. Dust Pan

Quantity: 50 Each (est) per period

Brand Name: _____ Bidder to List Brand Name

Application: Heavy gauge steel with black enamel finish 12" W x 7 ½" D

Unit Price	$_____	Each	07/01/11 -	06/30/12
Unit Price	$_____	Each	07/01/12 -	06/30/13
Unit Price	$_____	Each	07/01/13 -	06/30/14
Total Price	$_____		07/01/11 -	06/30/14

D. Mops

1. Handles – Mop, super jaw with 60" fiberglass handle

Quantity: 35 Each (est) per period

Brand Name: _____ Bidder to List Brand Name

Unit Price	$_____	Each	07/01/11 -	06/30/12

Unit Price	$_____	Each	07/01/12 -	06/30/13
Unit Price	$_____	Each	07/01/13 -	06/30/14
Total Price	$_____		07/01/11 -	06/30/14

2. Super Sorb

Quantity: 150 cases (est) per period

Brand Name: _____ Bidder to List Brand Name

Application: Blue or Orange, Medium and Large, pre-laundered and pre-shrunk, wet mops, 4-ply, non-fraying looped ends, 5" mesh double wrapped mesh head band, double-stitched tail band, 12/case

Unit Price	$_____	Case	07/01/11 -	06/30/12
Unit Price	$_____	Case	07/01/12 -	06/30/13
Unit Price	$_____	Case	07/01/13 -	06/30/14
Total Price	$_____		07/01/11 -	06/30/14

3. Wet Mop

Quantity: 150 cases (est) per period

Brand Name: _____ Bidder to List Brand Name

Application: Green, Blue or Orange blended looped wet mop; medium and large, 4-ply, looped ends, 5" double wrapped mesh head band, single stitched tail band, 12/case

Unit Price	$_____	Case	07/01/11 -	06/30/12
Unit Price	$_____	Case	07/01/12 -	06/30/13
Unit Price	$_____	Case	07/01/13 -	06/30/14
Total Price	$_____		07/01/11 -	06/30/14

4. Finish Mops

Quantity: 30 cases (est) per period

Brand Name: _____ Bidder to List Brand Name

Application: Finish mops, medium and large, blue and white, 12/case

Unit Price	$_____	Case	07/01/11 -	06/30/12
Unit Price	$_____	Case	07/01/12 -	06/30/13
Unit Price	$_____	Case	07/01/13 -	06/30/14
Total Price	$_____		07/01/11 -	06/30/14

E. Lamb's Wool Dusters

Quantity: 50 Each (est) per period

Brand Name: _____ Bidder to List Brand Name

Application: 100% lamb's wool 24" long handle

Unit Price	$_____	Each	07/01/11 -	06/30/12
Unit Price	$_____	Each	07/01/12 -	06/30/13
Unit Price	$_____	Each	07/01/13 -	06/30/14
Total Price	$_____		07/01/11 -	06/30/14

F. Rubbermaid Brute Bucket

Quantity: 15 Each (est) per period

Brand Name: _____ Bidder to List Brand Name

Application: 10 quart round-molded in graduations, gray bucket

Unit Price	$_____	Each	07/01/11 -	06/30/12
Unit Price	$_____	Each	07/01/12 -	06/30/13

Unit Price	$_____	Each	07/01/13 -	06/30/14
Total Price	$_____		07/01/11 -	06/30/14

G. Floor Signs

Quantity: 10 Each (est) per period

Brand Name: _____ Bidder to List Brand Name

Application: SSS Multi Language yellow plastic folding floor signs – wet floor and closed signs

Unit Price	$_____	Each	07/01/11 -	06/30/12
Unit Price	$_____	Each	07/01/12 -	06/30/13
Unit Price	$_____	Each	07/01/13 -	06/30/14
Total Price	$_____		07/01/11 -	06/30/14

GRAND TOTAL SECTIONS I –VI	07/01/11 – 06/30/14	$_____

VII. ENVIRONMENTALLY PREFERRED PRODUCTS

A. Betco #11 Green Earth Peroxide Cleaner or Equivalent,

Quantity: 10,000 diluted/usable gallons (est) per period

Application: Citrus acid and Hydrogen Peroxide green friendly formula for removing mineral deposit, soap scum, and hard water build-up Green Seal Certified GS-37 designed

to be dispensed through a Center Dilution Control System.

$_____ Price/gallon	÷_____ Dilution factor	= $_____ Price/diluted gallon	07/01/11 -	06/30/12
$_____ Price/gallon	÷_____ Dilution factor	= $_____ Price/diluted gallon	07/01/12 -	06/30/13
$_____ Price/gallon	÷_____ Dilution factor	= $_____ Price/diluted gallon	07/01/13 -	06/30/14
$_____ Price/gallon	÷_____ Dilution factor	= $_____ Price/diluted gallon	07/01/11 -	06/30/14
Est 30,000 diluted (1000 diluted gals x 3 years)	X $_____ (3 yr avg price/diluted gallon)	= $_____ Total	07/01/11	06/30/14
_____ Container size	_____ Price/ Container	_____ Containers/Case	$_____ Price/case	

B. Betco #19 Green Earth Non-Ammoniated Glass Cleaner or equivalent,

Quantity: 2,500 Diluted/usable gallons (est) per period

Application: Non-ammoniated green friendly glass cleaner Green Seal Certified GS-37 designed to be dispensed through a Center Dilution Control System

$_____ Price/gallon	÷_____ Dilution factor	= $_____ Price/diluted gallon	07/01/11 -	06/30/12
$_____ Price/gallon	÷_____ Dilution factor	= $_____ Price/diluted gallon	07/01/12 -	06/30/13
$_____ Price/gallon	÷_____ Dilution factor	= $_____ Price/diluted gallon	07/01/13 -	06/30/14
$_____ Price/gallon	÷_____ Dilution factor	= $_____ Price/diluted gallon	07/01/11 -	06/30/14
Est 75,000 diluted (2,500.00 diluted gals x 3 years)	X $_____ (3 yr avg price/diluted gallon)	= $_____ Total	07/01/11	06/30/14
_____ Container size	_____ Price/ Container	_____ Containers/Case	$_____ Price/case	

C. Betco #20 Green Earth Neutral Daily Floor Cleaner or equivalent

Quantity: 20,000 diluted/usable gallons (est) per period

Application: Daily neutral floor cleaner, green friendly cleaner, Green Seal Certified GS-37

$_____ Price/gallon	÷_____ Dilution factor	= $_____ Price/diluted gallon	07/01/11 -	06/30/12
$_____ Price/gallon	÷_____ Dilution factor	= $_____ Price/diluted gallon	07/01/12 -	06/30/13
$_____ Price/gallon	÷_____ Dilution factor	= $_____ Price/diluted gallon	07/01/13 -	06/30/14
$_____ Price/gallon	÷_____ Dilution factor	= $_____ Price/diluted gallon	07/01/11 -	06/30/14
Est 60,000 diluted (20,000 diluted gals x 3 years)	X $_____ (3 yr avg price/diluted gallon)	= $_____ Total	07/01/11	06/30/14
_____ Container size	_____ Price/ Container	_____ Containers/Case	$_____ Price/case	

D. Betco Green Earth Daily Disinfectant Cleaner or equivalent

Quantity: 15,000 diluted/usable gallons (est) per period

Application: Green friendly daily disinfectant cleaner designed to be dispensed through a Center Dilution Control System

$_____ Price/gallon	÷_____ Dilution factor	= $_____ Price/diluted gallon	07/01/11 -	06/30/12
$_____ Price/gallon	÷_____ Dilution factor	= $_____ Price/diluted gallon	07/01/12 -	06/30/13
$_____ Price/gallon	÷_____ Dilution factor	= $_____ Price/diluted gallon	07/01/13 -	06/30/14
$_____ Price/gallon	÷_____ Dilution factor	= $_____ Price/diluted gallon	07/01/11 -	06/30/14
Est 45,000 diluted (15,000 diluted gals x 3 years)	X $_____ (3 yr avg price/diluted gallon)	= $_____ Total	07/01/11	06/30/14
_____ Container size	_____ Price/ Container	_____ Containers/Case	$_____ Price/case	

E. Betco Green Earth Floor Stripper or equivalent

Quantity: 50 gallons (est) per period

Brand Name: _____ Bidder to List Brand Name

Application: Green friendly floor stripper 5 gallon pail

Unit Price	$_____	Gallon	07/01/11 -	06/30/12
Unit Price	$_____	Gallon	07/01/12 -	06/30/13
Unit Price	$_____	Gallon	07/01/13 -	06/30/14
Total Price	$_____		07/01/11 -	06/30/14

F. Betco Green Earth Floor Finish or equivalent

Quantity: 50 gallons (est) per period

Brand Name: _____ Bidder to List Brand Name

Application: Green friendly floor finish 5 gallon pail

Unit Price	$_____	Gallon	07/01/11 -	06/30/12
Unit Price	$_____	Gallon	07/01/12 -	06/30/13
Unit Price	$_____	Gallon	07/01/13 -	06/30/14
Total Price	$_____		07/01/11 -	06/30/14

NOTE B: (Items **A thru D**) the vendor shall provide (at no cost to the Town) center dilution control systems for use in various town and school buildings. The control systems shall remain the property of the vendor and will be returned at the expiration of the contract. Units that are not operating properly shall be repaired or replaced by the vendor at no cost to the Town

GRAND TOTAL SECTION VII 07/01/11 – 06/30/14 $_____

VIII. Supplier's Supply Line Discount

A. Any items bought by the Town of West Hartford not covered by the above items, supplier shall price those items at its invoice cost plus a mark-up of _____%. Supplier shall furnish with its invoice evidence of its cost by attaching its supplier's invoice for those items.

Estimated annual material at supplier's invoice cost of $30,000.00 plus mark-up		_____%
07/01/11 – 06/30/14	Total	$ _____

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