

TOWN OF GLASTONBURY

INVITATION TO BID

<u>Bid #</u>	<u>Item</u>	<u>Date & Time Required</u>
GL-2009-13	2009 Bus Trips	October 15, 2008 @ 11:00 A.M.

Bid Forms may be obtained at the Office of the Purchasing Agent, Town Hall, 2155 Main Street, Glastonbury, CT 06033 (second level). Or on the Town's website at www.glastonbury-ct.gov

The Town reserves the right to waive informalities or reject any part of, or the entire bid, when said action is deemed to be in the best interest of the Town. All Sealed Bids must be submitted to the Office of the Purchasing Agent no later than the time and date indicated. All bids will be publicly opened and read.

Mary F. Visone
Purchasing Agent

INFORMATION TO BIDDERS

1. Sealed bids (**one original and one copy**) on the attached Bid Forms will be received at the Office of the Purchasing Agent, Town Hall, 2155 Main Street, Glastonbury, Connecticut 06033 (second level). At the designated time of opening, they will be publicly opened, read, recorded and placed on file.
2. Whenever it is deemed to be in the best interest of the Town, the Town Manager, Purchasing Agent or designated representative shall waive informalities in any and all bids. The right is reserved to reject any bid, or any part of any bid, when such action is deemed to be in the best interest of the Town of Glastonbury.
3. The award will be on the basis of bid total cost unless otherwise specified.
4. Bids will be carefully evaluated as to conformance with stated specifications.
5. The envelope enclosing your bid should be clearly marked by bid number, time of bid opening and date.
6. Specifications must be submitted complete in every detail, and when requested, samples shall be provided. If a bid involves any exception from stated specifications, they must be clearly noted as exceptions, underlined, and attached to the bid.
7. The Bid Documents contain the provisions required for the requested item. Information obtained from an officer, agent, or employee of the Town or any other person shall not affect the risks or obligations assumed by the Bidder or relieve him/her from fulfilling any of the conditions of the Bid.
8. Each bidder is held responsible for the examination and/or to have acquainted themselves with any conditions at the job site which would affect their work before submitting a bid. Failure to meet this criteria shall not relieve the Bidder of the responsibility of completing the Bid without extra cost to the Town of Glastonbury.
9. Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered. No bidder may withdraw a bid within sixty (60) days after the actual date of the opening thereof. Should there be reasons why a Bid cannot be awarded within the specified period, the time may be extended by mutual agreement between the Town and the bidder.
10. **THIS ITEM WAIVED:** Each bid must be accompanied by a bid bond payable to the Town for ten percent (10%) of the total amount of the bid. The bid bond of the successful bidder will be retained until the payment bond and performance bond have been executed and approved, after which it will be returned. A certified check may be used in lieu of a bid bond. The Town of Glastonbury will not be liable for the accrual of any interest on any certified check submitted. Cashier's checks will not be accepted.
11. **THIS ITEM WAIVED:** A 100% Performance and Payment bonds are required of the successful bidder. This bond shall cover all aspects of the specification and shall be delivered to the Purchasing Agent prior to the issuance of a purchase order. The Performance and Payment Bonds will be returned upon the delivery and acceptance of the bid items.

INFORMATION TO BIDDERS CONTINUED

12. The bidder agrees and warrants that in the submission of this sealed bid, they will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religion, national origin, sex, or physical disability including, but not limited to blindness, unless it is shown by such bidder that such disability prevents performance of that which must be done to successfully fulfill the terms of this sealed bid or in any manner which is prohibited by the laws of the United States or the State of Connecticut: and further agrees to provide the Human Relations Commission with such information requested by the Commission concerning the employment practices and procedures of the bidder. An Affirmative Action Statement will be required by the successful bidder.
13. Bidder agrees to comply with all of the latest Federal and State Safety Standards and Regulations and certifies that all work required in this bid will conform to and comply with said standards and regulations. Bidder further agrees to indemnify and hold harmless the Town for all damages assessed against the Town as a result of Bidder's failure to comply with said standards and/or regulations.
14. All correspondence regarding any purchase made by the Town of Glastonbury shall reference the Town's purchase order number. Each shipping container shall clearly indicate both Town purchase order number and item number.
15. Bidder is required to review the Town of Glastonbury Code of Ethics adopted July 8th, 2003 and effective August 1, 2003. Bidder shall acknowledge that they have reviewed the document in the area provided on the bid / proposal response page (BP). The selected Bidder will also be required to complete and sign an Acknowledgement Form prior to award. The Code of Ethics and the Consultant Acknowledgement Form can be accessed at the Town of Glastonbury website at www.glastonbury-ct.gov. Upon entering the website click on **General Information**, then **Bids and Quotes** which will bring you to the links for the **Code of Ethics** and the **Consultant Acknowledgement Form**. If the Bidder does not have access to the internet a copy of these documents can be obtained through the Purchasing Department at the address listed within this bid / proposal.
16. **Non Resident Contractors (IF APPLICABLE)**

The Town is required to report names of nonresident (out of state) Contractors to the State of Connecticut, Department of Revenue Services (DRS) to ensure that Employment Taxes and other applicable taxes are being paid by Contractors. **Upon award, all nonresident contractors must furnish a five percent (5%) sales tax guarantee bond (state form AU-766), or a cash bond for 5% of the total contract price (state form AU-72) to DRS even though this project is exempt from most sales and use taxes.**

See State Notice to Nonresident Contractors SN 2005(12). If the above bond is not provided the Town is required to withhold 5% from Contractor's payments and forward it to the State DRS.

Contractor must promptly furnish to the Town a copy of the **Certificate of Compliance** issued by the State DRS.

17. Bidder shall include on a sheet(s) attached to its proposal a complete disclosure of all past and pending mediation, arbitration and litigation cases that the bidder or its principals (regardless of their place of employment) have been involved in for the most recent five years. Please include a statement of the issues in dispute and their resolution. Acceptability of Bidder based upon this disclosure shall lie solely with the Town.

INFORMATION TO BIDDERS CONTINUED

18. Bidder or its principals, regardless of their place of employment, shall not have been convicted of, nor entered any plea of guilty, or nolo contendere, or otherwise have been found civilly liable or criminally responsible for any criminal offense or civil action. Bidder shall not be in violation of any State or local ethics standards or other offenses arising out of the submission of bids or proposals, or performance of work on public works projects or contracts.

IMPORTANT: Failure to comply with general rules may result in disqualification of the bidder.

INSURANCE

The bidder shall, at its own expense and cost, obtain and keep in force during the entire duration of the Project or Work the following insurance coverage covering the bidder and all of its agents, employees and sub-contractors and other providers of services and shall name the Town of Glastonbury, its employees and agents as an Additional Insured on a primary and non-contributory basis to the bidders Commercial General Liability and Automobile Liability policies. **These requirements shall be clearly stated in the remarks section on the bidders Certificate of Insurance.** Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum Best's Rating of A-. In addition, all Carriers are subject to approval by the Town of Glastonbury.

1) Worker's Compensation Insurance:

- Statutory Coverage
- Employer's Liability
- \$100,000 each accident/\$500,000 disease-policy limit/\$100,000 disease each employee

2) Commercial General Liability:

- Including Premises & Operations, Products and Completed Operations, Personal and Advertising Injury, Contractual Liability and Independent Contractors.
- Limits of Liability for Bodily Injury and Property Damage
Each Occurrence \$1,000,000
Aggregate \$2,000,000 (The Aggregate Limit shall apply separately to each job.)
- A Waiver of Subrogation shall be provided

3) Automobile Insurance:

- Including all owned, hired, borrowed and non-owned vehicles
- Limit of Liability for Bodily Injury and Property Damage:
Per Accident \$1,000,000

The bidder shall direct its Insurer to provide a Certificate of Insurance to the Town of Glastonbury before any work is performed. The Certificate shall specify that the Town of Glastonbury shall receive 30 days advance written notice of cancellation or non-renewal. The Certificate shall evidence all required coverage including the Additional Insured and Waiver of Subrogation.

To the fullest extent permitted by law, the Bidder shall indemnify and hold harmless the Town and its consultants, agents, and employees from and against all claims, damages, losses and expenses, direct, indirect or consequential (including but not limited to fees and charges of engineers, attorneys and other professionals and court and arbitration costs) arising out of or resulting from the performance of the Bidder's work, provided that such claim, damage, loss or expense is caused in whole or in part by any negligent act or omission by the Bidder, any person or organization directly or indirectly employed or engaged by the Bidder to perform or furnish either of the services, or anyone for whose acts the Bidder may be liable, regardless of whether or not it is cause in part by a party indemnified hereunder.

GLASTONBURY PARKS AND RECREATION DEPARTMENT

INSTRUCTIONS TO VENDOR

Unless otherwise specified, all trips require:

1. Minimum 48 Passenger Coach Transportation with A/C, Lavatory, P.A., and VCR or DVD
2. Glastonbury pick-up and return; brief morning coffee stop en route
3. Tour Director on Board preferred; required where stated
4. Children's (under 12) and Adult prices for trips where possible

Prices listed should be in the form of a per person cost based on:

1. 40 passengers
2. 1 complimentary for 40 passengers
3. All transportation sightseeing and admissions
4. Gratuities to Tour Director and Driver

Please also include pricing for the following:

1. Pricing for Smaller Bus if available
2. Pricing for 30 passengers with no complimentary ticket

All bids must be accompanied by a written proposal (trip itinerary forms are enclosed) that includes:

1. Complete timetable; including departure time, return time, etc.
2. Name of restaurant and menu (if applicable). When a meal is involved, there must be a choice of meat, fish and vegetarian. Meal to include salad, main dish, vegetable, dessert, beverage, tax, and gratuity unless otherwise specified.
3. Special conditions or requirements such as deposits, meal count deadlines, baggage storage, rooming, etc. Special Conditions may be waived if not specified during the bid process.
4. Trip itinerary forms must be completed and returned with Bid Proposal Page BP-1 and BP-2.

ATTENTION VENDOR:

Please provide all requested information. Failure to do so may result in elimination of your bid from consideration.

All trips must be invoiced for the exact number of passengers upon completion of the scheduled trip. Payment will follow. A purchase order will be processed once all details for the trip have been determined. Trips where the vendor requires a deposit or any form of payment prior to the trip must be indicated on the bid proposal.

The Town of Glastonbury reserves the right to cancel any trip with 10 days prior notice to the vendor due to insufficient registration.

While the Town may award all of the trips to one vendor, the Town reserves the right to award trips to more than one vendor. Once a vendor is selected for each trip, the Town will finalize the exact date for each trip and process the purchase order.

**GLASTONBURY PARKS AND RECREATION DEPARTMENT
DESCRIPTION OF TRIPS
JANUARY - DECEMBER 2009**

1. American Girl Place – New York, NY

(Weekday during February Vacation)

Trip to include lunch at the American Girl Café and admission to “Circle of Friends” American Girl Musical. Trip should include free time for shopping at the American Girl Place. Vendor can include pricing for any optional additions that the participant can register for.

2. Bronx Zoo – Bronx, NY

(Weekday during April Vacation)

Trip to include the P.O.P (pay one price) deluxe admission package to the zoo including one general admission plus up to six exhibit and/or ride entries good for Bengali Express, Skyfari, Children's Zoo, Zoo Shuttle, Butterfly Zone and Congo Gorilla Forest. Vendor must provide zoo maps.

3. Tall Ships Luncheon Cruise – Boston, MA

(Weekday in July during Tall Ships)

Trip to 2 hour luncheon harbor cruise aboard the Spirit of Boston to view the Tall Ships and free time for shopping on your own in Quincy Market. Vendor must provide a tour director in addition to the driver.

4. The Majestic Luncheon Cruise & Waterfire – Newport and Providence, RI

(Saturday in late August or early September)

Trip to include departure from Bowens Wharf and luncheon cruise on *The Majestic*. Itinerary should include free time at the Brick Marketplace followed by free time at the Providence Place Mall in Providence, RI. Trip must include full “Waterfire” presentation on the canal at Waterplace Park across from the mall. Trip must also Vendor must provide a tour director in addition to the driver.

5. Fireplace Feast Salem Cross Inn – West Brookfield, MA

(Mid week or weekend in October)

Trip to include visit to the Oakwood Farm Christmas Barn, Salem Cross Inn fireplace feast (including pie making demonstration, mulling and chowder demonstrations, lunch and optional horse drawn wagon or sleigh ride) and guided tour of the Quabbin reservoir. Vendor must provide a tour director in addition to the driver.

6. Radio City Music Hall's Christmas Show – New York, NY

(Weekday in late November or early December)

Trip to include tickets to 5:00 p.m. show (orchestra level) and time for shopping and lunch prior. Itinerary should include departure immediately following the show, informal dinner stop during return trip (not included in the fee), and a bus stop for participants to drop off any purchases prior to the show. Vendor must provide copies of city maps and lists of eating establishments, shops and sights. Vendor must provide a tour director in addition to the driver.

**GLASTONBURY PARKS AND RECREATION DEPARTMENT
BID # GL-2009-13
TRIP ITINERARY**

TRIP: American Girl Place

DATE: _____ (Please provide suggested date weekday during February
Vacation – will be confirmed if bid is awarded)

TIME: _____ (Depart from East Hartford/Glastonbury Commuter lot Main Street,
Glastonbury)

TRIP DETAILS AND TIME LINES (PLEASE BE SPECIFIC):

TIME: _____ (Approximate Return Time to East Hartford/Glastonbury
Commuter lot Main Street, Glastonbury)

_____ **YES** _____ **NO** **TOUR DIRECTOR PROVIDED**
_____ **YES** _____ **NO** **MEAL INCLUDED**

NAME AND ADDRESS OF RESTAURANT _____

MENU _____

Gratuity to the driver and tour director must be included in the fee for all trips. Menu Choices must include choice of meat, fish and vegetarian.

**GLASTONBURY PARKS AND RECREATION DEPARTMENT
BID # GL-2009-13
TRIP ITINERARY**

TRIP: Bronx Zoo

DATE: _____ (Please provide suggested date weekday during April Vacation - will be confirmed if bid is awarded)

TIME: _____ (Depart from East Hartford/Glastonbury Commuter lot Main Street, Glastonbury)

TRIP DETAILS AND TIME LINES (PLEASE BE SPECIFIC):

TIME: _____ (Approximate Return Time to East Hartford/Glastonbury Commuter lot Main Street, Glastonbury)

_____ **YES** _____ **NO** **TOUR DIRECTOR PROVIDED**
_____ **YES** _____ **NO** **MEAL INCLUDED**

NAME AND ADDRESS OF RESTAURANT _____
MENU _____

Gratuity to the driver and tour director must be included in the fee for all trips. Menu Choices must include choice of meat, fish and vegetarian.

**GLASTONBURY PARKS AND RECREATION DEPARTMENT
BID # GL-2009-13
TRIP ITINERARY**

TRIP: Tall Ships Luncheon Cruise

DATE: _____ (Please provide suggested date weekday in July during Tall Ships - will be confirmed if bid is awarded)

TIME: _____ (Depart from East Hartford/Glastonbury Commuter lot Main Street, Glastonbury)

TRIP DETAILS AND TIME LINES (PLEASE BE SPECIFIC):

TIME: _____ (Approximate Return Time to East Hartford/Glastonbury Commuter lot Main Street, Glastonbury)

_____**YES** _____**NO** **TOUR DIRECTOR PROVIDED**
_____**YES** _____**NO** **MEAL INCLUDED**

NAME AND ADDRESS OF RESTAURANT _____

MENU _____

Gratuity to the driver and tour director must be included in the fee for all trips. Menu Choices must include choice of meat, fish and vegetarian.

**GLASTONBURY PARKS AND RECREATION DEPARTMENT
BID # GL-2009-13
TRIP ITINERARY**

TRIP: The Majestic Luncheon Cruise and Waterfire

DATE: _____ (Please provide suggested date - Saturday in late August or early September - will be confirmed if bid is awarded)

TIME: _____ (Depart from East Hartford/Glastonbury Commuter lot Main Street, Glastonbury)

TRIP DETAILS AND TIME LINES (PLEASE BE SPECIFIC):

TIME: _____ (Approximate Return Time to East Hartford/Glastonbury Commuter lot Main Street, Glastonbury)

_____**YES** _____**NO** **TOUR DIRECTOR PROVIDED**
_____**YES** _____**NO** **MEAL INCLUDED**

NAME AND ADDRESS OF RESTAURANT _____

MENU _____

Gratuity to the driver and tour director must be included in the fee for all trips. Menu Choices must include choice of meat, fish and vegetarian.

**GLASTONBURY PARKS AND RECREATION DEPARTMENT
BID # GL-2009-13
TRIP ITINERARY**

TRIP: Fireplace Feast Salem Cross Inn

DATE: _____ (Please provide suggested date mid week or weekend in October - will be confirmed if bid is awarded)

TIME: _____ (Depart from East Hartford/Glastonbury Commuter lot Main Street, Glastonbury)

TRIP DETAILS AND TIME LINES (PLEASE BE SPECIFIC):

TIME: _____ (Approximate Return Time to East Hartford/Glastonbury Commuter lot Main Street, Glastonbury)

_____**YES** _____**NO** **TOUR DIRECTOR PROVIDED**
_____**YES** _____**NO** **MEAL INCLUDED**

NAME AND ADDRESS OF RESTAURANT _____

MENU _____

Gratuity to the driver and tour director must be included in the fee for all trips. Menu Choices must include choice of meat, fish and vegetarian.

**GLASTONBURY PARKS AND RECREATION DEPARTMENT
BID # GL-2009-13
TRIP ITINERARY**

TRIP: Radio City

DATE: _____ (Please Provide Suggested Date Weekday in late November or early December - will be confirmed if bid is awarded)

TIME: _____ (Depart from East Hartford/Glastonbury Commuter lot Main Street, Glastonbury)

TRIP DETAILS AND TIME LINES (PLEASE BE SPECIFIC):

TIME: _____ (Approximate Return Time to East Hartford/Glastonbury Commuter lot Main Street, Glastonbury)

_____**YES** _____**NO** **TOUR DIRECTOR PROVIDED**
_____**YES** _____**NO** **MEAL INCLUDED**

NAME AND ADDRESS OF RESTAURANT _____

MENU _____

Gratuity to the driver and tour director must be included in the fee for all trips. Menu Choices must include choice of meat, fish and vegetarian.

Proposal of _____ (hereinafter called
“Respondent”), organized and existing under the laws of the State of _____
doing business as _____
_____.

To the Town of Glastonbury (hereinafter called “Town”).

In compliance with your Invitation to Bid, the Respondent hereby proposes to furnish materials
And/or services as per Bid Number GL-2009-13 in strict accordance with the Bid
Documents within the time set forth therein, and at the prices stated below.

By submission of this bid, the Respondent certifies, and in the case of a joint bid each party
thereto certifies as to their own organization that this bid has been arrived at independently
without consultation, communication, or agreement as to any matter relating to this bid
with any other Respondent or with any competitor.

The Respondent acknowledges receipt of the following:

Addendum #1 _____

Addendum #2 _____

Addendum #3 _____

TOWN OF GLASTONBURY

**BID # GL-2009-13
BP-2**

1. American Girl Place	Quantity	Unit Price	Total
	40	Adult:	
		Child:	
2. Bronx Zoo	40	Adult:	
		Child:	
3. Tall Ships Luncheon Cruise	40	Adult:	
		Child:	
4. The Majestic Luncheon Cruise & Waterfire	40	Adult:	
		Child:	
5. Fireplace Feast Salem Cross Inn	40	Adult:	
		Child:	
6. Radio City Christmas Show	80	Adult:	
		Child:	

CODE OF ETHICS:

I/We have reviewed a copy of the Town of Glastonbury's Code of Ethics and agree to submit a Consultant Acknowledgement Form if I/We are selected. Yes___No___.*

*Bidder is advised that effective August 1, 2003, the Town of Glastonbury cannot consider any bid or proposal where the bidder has not agreed to the above statement.

Respectfully submitted:

Signature

Company Name

Printed Signature

Address

Title

Telephone Number

Date

Fax number