

TOWN OF GLASTONBURY

INVITATION TO BID

<u>BID #</u>	<u>ITEM</u>	<u>DATE & TIME REQUIRED</u>
GL-2009-38	Exterior Ornamental Site Lighting	June 11, 2009 at 10:30 a.m.

Bid forms may be obtained at the Office of the Purchasing Agent, Town Hall, 2155 Main Street, Glastonbury, Connecticut 06033 (second level).

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

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 Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof.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.

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 **Bids & RFPs**, 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. 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.
17. 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.
18. **It is the responsibility of the bidder to check the Town's website before submitting bid for any addendums posted prior to bid opening.**

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

TOWN OF GLASTONBURY

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-2009-38 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
There to 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 _____

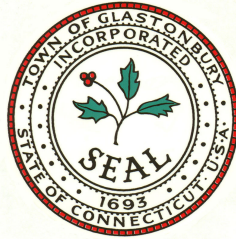
Addendum #2 _____

Addendum #3 _____

It is the responsibility of the bidder to check the Town’s website for any Addendum before submitting the bid.

EXTERIOR ORNAMENTAL SITE LIGHTING
 BID PROPOSAL

BID #GL-2009-38



**THIS FORM AND THE REQUIRED
 BID/PROPOSAL MUST BE
 RETURNED**

TOWN OF GLASTONBURY
 BID / PROPOSAL
 DATE ADVERTISED

GL # or RPGL #
 DATE / TIME DUE

GL-2009-38
 06-11-09 @ 10:30 a.m.

NAME OF PROJECT Exterior Ornamental Site Lighting

<u>Item #</u>		<u>QTY</u>	<u>UNIT COST</u>	<u>COST</u>
1	Sentry exterior lighting (fixture, pole, lamp, and GFI outlet) as specified in Bid GL-2009-38.	14	_____	\$ _____
Total Bid:				\$ _____
Written amount _____				

It is the responsibility of the Respondent to clearly mark the outside of the bid envelope with the Bid Number, Date and Time of Bid Opening, and it also THE RESPONSIBILITY OF THE BIDDER TO CHECK THE TOWN'S WEBSITE BEFORE SUBMITTING BID FOR ADDENDUMS POSTED PRIOR TO BID OPENING.

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.

Type or Print Name of Individual	Doing Business as (Trade Name)
Signature of Individual	Street Address
Title	City, State, Zip Code
Date	Telephone Number / Fax Number
E:mail Address	SS # or TIN#

(Seal – If bid is by a Corporation)
 Attest

1. It is the intention of the Town of Glastonbury to purchase fourteen (14) ornamental site lighting poles and fixtures exactly as specified. It should be noted that substitutions will not be considered as the specified poles are identical to several that have already been installed in the project area and a consistent look is desired by the owner.
2. All quoted prices shall be for complete units, exactly as specified, including the pole, luminaire, GFI circuit and lamps.
3. The successful bidder will be required to submit manufacturer specification sheets identifying all components of the unit for owner approval before the order is placed.
4. Any applicable freight charges shall be included in the quoted price. Products will need to be shipped to Glastonbury, Connecticut 06033.
5. The lighting unit shall be as specified below and manufactured by Sentry Electric, LLC, 185 Buffalo Avenue, Freeport, NY 11520; (516) 379-0624; (516) 378-0624 (fax) and www.sentrylighting.com.

Fixture

Fixture: SBP Battery Park
Base: NB
Wattage/Lamp: 150 PS MH
Voltage: 277
Lamp Bucket: MT
Globe Material: DR
Globe Finish: ISB
Finish: BK Fixture

Pole

Model: SAL-B
Shaft: 4B
Height: 10'
Finish: BK
Accessories: GFI In Use

6. A total of fourteen (14) units are required.