

TOWN OF GLASTONBURY

INVITATION TO BID

<u>Bid #</u>	<u>Item</u>	<u>Date and Time Required</u>
GL-2011-02	Fire & Security Alarm Systems Maintenance	May 20, 2010 @ 10:30 a.m.

Bid Forms may be obtained on the Town's website at www.glastonbury-ct.gov or at the Office of the Purchasing Agent, Town Hall, 2155 Main Street, Glastonbury, CT 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. **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.

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.

19. 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.

1.0 GENERAL REQUIREMENTS

- 1.1 The Town of Glastonbury, Facilities Service Department and the Board of Education are seeking Bids to provide inspection, maintenance and repair of their fire and security alarm systems.
- 1.2 The representative for the Town will be Bob Kalberer, Facilities Department, telephone (860) 652-7705, Fax 860-368-2233, e-mail Bob.Kalberer@glastonbury-ct.gov. The representative for the Board of Education will be Lance Mazur, telephone (860) 652-7950, Fax 860-652-7997, e-mail lance@glastonburyus.org.
- 1.3 The contract shall be for one year terminating 6/30/2011 with an option to renew for additional one year (1 year) increments up to two additional years upon acceptance of performance satisfactory to the Town.
- 1.4 The respondent shall be qualified in the type of services as described herein, with a minimum of five (5) years experience. A list of three (3) current accounts of similar size shall be provided with the bid to allow the Town to evaluate the respondent's service record.
- 1.5 Work must conform to all OSHA standards, including but not limited to confined space requirements.
- 1.6 Any damage incurred to the Town's property by the Respondent, as determined by the Town, shall be repaired or replaced, at the Respondent's expense.
- 1.7 The Town shall provide access to all locations where required.
- 1.8 The respondent will provide a listing of emergency call numbers.
- 1.9 The respondent will be responsible for providing all tools and equipment necessary to perform preventative maintenance and repairs, including but not limited to ladders, test equipment, hand tools, power tools.
- 1.10 The Respondent is responsible for providing all necessary labor to complete work. If two men are required, the vendor must provide both men. The Town's sole responsibility will be to provide access. The only time the Town will assist is if there are alarms on specialized equipment, then the Town will run equipment to test alarm function, i.e., run boiler, create low air pressure alarm, etc.
- 1.11 All equipment including software installed for the Town of Glastonbury shall be the Town's property unless there is prior written agreement between the Town and the Respondent. This includes programming, access keys and proprietary items. Additionally, the Town shall have complete access to all devices.
- 1.12 All materials, parts and equipment shall be new unless otherwise authorized by the Town's Representative in writing and shall be compatible with the equipment so as to not void UL or manufacturer's certification or warranties.
- 1.13 There will be a site inspection on May 12, 2010 8:00 a.m. beginning at the Academy Building, 2143 Main St., Door B, Glastonbury, CT.

1.14 Respondents are encouraged to make site inspections at all locations to ascertain the exact type, quantity and condition of the equipment. No costs shall be incurred by the Town for this inspection.

1.15 The Respondent shall use only qualified, State certified low voltage technicians for work on Town equipment.

2.0 SCOPE OF SERVICE

2.1 The service shall include annual inspections and all repairs necessary throughout the duration of the contract.

2.2 The facility and general lists of equipment are shown on the facility and equipment list. Site inspections are encouraged to accurately determine the scope of work.

2.3 The Respondent shall be responsible for coordinating all work relating to the alarm systems to include the telephone company, police/fire dispatcher, alarm monitoring company and any other company involved in the alarm system operation.

2.4 Should the Respondent be unable to correct the problem within twenty-four hours from their investigation, they shall notify the Town's Representative on a preferred course of action until its correction.

3.0 TYPE OF SERVICE PROVIDED

3.1. SCHEDULED SERVICE

1. This type of service will be for periodic inspection and will cover routine schedule service to the entire system including the testing and cleaning of 100% of the components of the system, per manufacturer's recommendations and specifications.
2. A written report detailing all work performed including labor and materials, if any, shall be prepared for each location at the time of scheduled service. Written estimates where repairs or improvements are recommended shall also be provided. No payment for services will be made without having received these reports.
3. Fire alarm inspections shall be performed annually during the month of August. Security alarm inspections shall be performed annually during the month of April.
4. The inspections once begun shall continue to their completion. The Respondent shall notify the Town's Representative forty-eight (48) hours in advance for scheduled inspection.

3.2 NON-SCHEDULED SERVICE

1. This type of service will be for emergencies that arise due to failures, interruptions, etc. or for repairs needed that were discovered during the annual inspection.
2. Regular hourly rate shall be for work performed during the normal workday, 7:00 A.M. – 5:00 P.M., Monday through Friday or regularly scheduled hours outside those listed. Time shall begin on arrival at job site and end upon completion of work and leaving job site.

3. Overtime hourly rate shall be for work continuing after the normal workday of 5:00 P.M., Monday through Friday. Time shall begin on arrival at job site and end upon completion of work and leaving job site.
4. Premium hourly rate shall be for emergency calls other than the normal workday with certain extenuating circumstances where critical equipment must remain operational. Time shall begin on arrival at job site and end upon completion of work and leaving job site.
5. For quoting purposes, the bid shall be based upon one (1) person normally responding for non-scheduled service. Should this not be the case, the respondent shall so indicate the total number of technicians that will be responding and include this in the hourly rate.
6. Travel costs from portal to portal, if applicable per call-out, shall be indicated. This shall be a lump sum charge and shall include all costs (i.e. labor, mileage etc.).
7. Materials used in repairing equipment will be charged to the Town on the basis of actual costs to the respondent plus a reasonable percentage for overhead and profit; this will be indicated on the Request for Quotation Form. All invoices will be submitted for payment.
8. The vendor shall note in his bid if the Town shall be required to maintain expensive or unique spare parts.
9. Costs incurred by the Respondent from other alarm or utility companies as a result of coordinated work on Town equipment will be charged to the Town in turn for the actual costs (verified with invoicing) plus five percent (5%) for the Respondent's handling.
10. Should utilities confirm problem is within alarm system and not utility line, Respondent shall be responsible for all utility costs.
11. The Respondent shall indicate any other costs applicable to their work and not provided for above. No other charges will be considered during the contract.

4.0 BIDDING

- 4.1 Bid prices shall remain firm during the contract period.
- 4.2 The Town reserves their right to change quantities and scope of the bid based on budgetary considerations or other factors.
- 4.3 The respondent will indicate if they are willing to extend the contract for additional years under the same terms.
- 4.4 Response Time - Indicate your maximum response time. Respondent must be able to respond within 2 hours and this shall be adhered to during the length of the contract.
- 4.5 A. Scheduled Service - Price per location for annual servicing including all labor and travel costs

B. Non-Scheduled Service

1. Regular workday hourly rate
2. Overtime hourly rate
3. Premium hourly rate
4. Travel Costs per call out

- 4.6 Minimum Charge - Indicate if you have a minimum charge for a service call.
- 4.7 Other Applicable Costs – The Respondent shall indicate any other costs applicable to their work and not provided for above. No other charges will be considered during the contract.
- 4.8 Alternate Proposal - The Respondent may wish to provide an alternate proposal for the work described herein. The Respondent shall provide a complete proposal or contract agreement, as specified herein, which shall cover the same contract period.
- 4.9 The Respondent shall indicate if an alternate proposal has been provided on the Bid Proposal Form.
- 4.10 All qualified bids submitted will be accepted and the first offer for service will be extended to the lowest qualified bid. If that contractor is unable to respond in their bid response time the next lowest qualified contractor will be contacted. This procedure will continue until a contractor is found.

5.0 WARRANTY

- 5.1 The Respondent shall warrant labor for a period of thirty (30) calendar days on all repairs and one (1) year on all new work from date of acceptance.
- 5.2 All material/equipment shall be warranted for a period of thirty (30) calendar days on all repairs and one (1) year on all new work from date of acceptance.
- 5.3 Any replacement or repair during this period shall be at no cost to the Town.

6.0 CANCELLATION OF CONTRACT

- 6.1 The contract may be canceled for just cause (poor quality work, non-response, lack of payment, etc.) should the Town or Respondent not meet the requirements as stated herein. Cancellation shall be effective 30 days after written notice is received.

7.0 PAYMENT

- 7.1 Payment shall be made within thirty (30) days after receipt of written invoices directed to the Accounting Department, Town of Glastonbury, 2155 Main Street, Glastonbury, CT 06033.

8.0 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 and the Board of Education 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 insurance 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. Minimum Limits and requirements are stated below:

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 before any work is performed. The Certificate shall specify that the Town 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. The Bidder shall provide the Town copies of any such insurance policies upon request.

INDEMNIFICATION

To the fullest extent permitted by law, the Bidder shall indemnify and hold harmless the Town and the Board of Education 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) to the extent 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, or breach of its obligations herein or by 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.

ATTACHMENT A 1 of 3**TOWN FACILITY AND EQUIPMENT LIST**

<u>FACILITY</u>	<u>TYPE</u>	<u>MFG</u>	<u>MODEL #</u>
AMBULANCE BUILDING 2112 MAIN ST	FIRE	SIMPLEX	4002
BULKY WASTE 1145 TRYON ST	SECURITY	RADIONICS	D7212
CIDER MILL PUMP 260 CIDER MILL RD	EQUIP DETECTION	RADIONICS	D7212
COMMUNITY CENTER 300 WELLES STREET	FIRE SECURITY	ITS RADIONINCS	NOTIFIER NFS-640
DOG POUND 1090R NEW LONDON TNPK	SECURITY	BOSCH	D7412GV2
EASTBURY PUMP 35 ROARING BROOK	EQUIP DETECTION	RADIONICS	D7212
FIRE COMPANY #1 2825 MAIN STREET	FIRE SECURITY	SIMPLEX RADIONICS	4001-9403 D7212
FIRE COMPANY #2 905 MAIN ST	FIRE	FEDERAL SIGNAL	FIREALARM 6000
FIRE COMPANY #3 1089 CHESTNUT HILL RD	FIRE	RADIONICS	D7024
FIRE COMPANY #4 1247 MANCHESTER RD	FIRE	SIMPLEX	4002-8001
GIDEON WELLES HOUSE 17 HEBRON AVE	FIRE SECURITY	AUTOCALL NAPCO	AUTOCALL MD DD1486
HIGH ST PUMP 125 HIGH ST	EQUIP DETECTION	RADIONICS	D7212
HIGHWAY GARAGE 2380 NEW LONDON TPKE	FIRE SECURITY	RADIONICS RADIONICS	D7024 D7212
HUBBARD PUMP 15 HUBBARD ST	EQUIP DETECTION	RADIONICS	D7212

ATTACHMENT A 2 of 3

<u>FACILITY</u>	<u>TYPE</u>	<u>MFG</u>	<u>MODEL #</u>
MATSON HILL PUMP 35 MATSON HILL RD	EQUIP DETECTION	RADIONICS	D7212
NUTMEG PUMP 105 NUTMEG LANE	EQUIP DETECTION	RADIONICS	D7212
PARKER TERRACE PUMP 30 PARKER TERRACE	EQUIP DETECTION	RADIONICS	D7212
PARKS & RECREATION 1086R NEW LONDON TNPK	FIRE/SECURITY	HONEYWELL	SILENT KNIGHT RA-2000
POLICE ANNEX 2108 MAIN ST	FIRE	SIMPLEX	4004-9101
POLICE FACILITY 2108 MAIN ST	FIRE SECURITY	RADIONICS RADIONICS	D7024 D7412G
SMITH PUMP 1620 MAIN ST	EQUIP DETECTION	RADIONICS	D7212
TOWN HALL/ACADEMY 2155/2143 MAIN ST	FIRE SECURITY	GAMEWELL RADIONICS	7100 D7212
TRANSFER STATION 2340 NEW LONDON TNPK	SECURITY	RADIONICS	D7412G
WASTEWATER 2149 MAIN ST	FIRE EQUIP DETECTION CENTRAL STATION	HONEYWELL RADIONICS RADIONICS	NOTIFIER NFF-320
WELLES-TURNER LIBRARY 2407 MAIN ST	FIRE SECURITY	CERBERUS RADIONICS	MXL-IQ D8112
YOUTH/FAMILY ANNEX 295 HUBBARD ST	FIRE SECURITY	SIMPLEX RADIONICS	4001-9403 D7212
YOUTH/FAMILY SVCS 321 HUBBARD ST	FIRE SECURITY	RADIONICS RADIONICS	D7024 D7212

ATTACHMENT A 3 of 3**BOARD OF EDUCATION FACILITY EQUIPMENT**

<u>FACILITY</u>	<u>TYPE</u>	<u>MFG</u>	<u>MODEL #</u>
ADMIN OFFICE 232 WILLIAMS ST.	FIRE SECURITY		
BUSYARD 311 OAKWOOD DR.	FIRE SECURITY		
BUTTONBALL LA. SCH. 376 BUTTONBALL LANE	FIRE SECURITY		
EASTBURY SCHOOL 1389 NEIPSIC RD.	FIRE SECURITY		
GIDEON WELLES SCHOOL 1029 NEIPSIC RD.	FIRE SECURITY		
NAUBUC SCHOOL 82 GRISWOLD ST.	FIRE SECURITY		
HEBRON AVE. SCHOOL	FIRE SECURITY		
HIGH SCHOOL	FIRE SECURITY		
HOPEWELL SCHOOL 1068 CHESTNUT HILL RD.	FIRE SECURITY		
NAYAUG SCHOOL	FIRE SECURITY		
SMITH MIDDLE SCH. 216 ADDISON RD.	FIRE SECURITY		

TOWN OF GLASTONBURY

BP-1

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-2011-02 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_____

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

Town of Glastonbury & Glastonbury Board of Education Annual Inspections BP-2
Bid #GL-2011-02

Town - Locations	Fire System	Security System	Total By Line Item
1. Ambulance			
2. Bulky Waste			
3. Cider Mill Pump			
4. Community Center			
5. Dog Pound			
6. Eastbury Pump			
7. Fire Company #1			
8. Fire Company #2			
9. Fire Company #3			
10. Fire Company #4			
11. Gideon Welles House			
12. High Street Pump			
13. Highway Garage			
14. Hubbard Pump			
15. Matson Hill Pump			
16. Nutmeg Pump			
17. Parker Terrace			
18. Parks & Recreation			
19. Police Annex			
20. Police Facility			
21. Smith Pump			
22. Town Hall/Academy			
23. Transfer Station			
24. Wastewater			
25. Welles-Turner Library			
26. Youth & Family Annex			
27. Youth & Family Services			
Town Total (Items 1 -27):	\$	\$	\$
Board of Ed - Locations	Fire System	Security System	Total By Line Item
28. Administrative Office			
29. Bus Yard			
30. Buttonball Lane School			
31. Eastbury School			
32. Gideon Welles School			
33. Hebron Avenue School			
34. High School			
35. Hopewell School			
36. Naubuc School			
37. Nayaug School			
38. Smith Middle School			
Board of Education Total (Items 28-38)	\$	\$	\$
Total Bid (Items 1- 38)	\$	\$	\$

Name of Vendor: _____

BP-3

3.2. NON-SCHEDULED SERVICE

	UNIT	UNIT PRICE
3.2.2 Regular Hourly Rate 7:00 a.m. - 5:00 p.m.	Hour	\$_____/Hr
3.2.3 Overtime Hourly Rate	Hour	\$_____/Hr
3.2.4 Premium Hourly Rate	Hour	\$_____/Hr
3.2.6 Travel Costs per Call Out	Call	\$_____/Call
3.2.7 Material Markup		_____%

4.3 Willing to extend Contract Terms for 1 Additional Year (Ending 6/30/2012) Yes_____ No_____

Willing to extend Contract Terms for 1 Additional Year (Ending 6/30/2013) Yes_____ No_____

4.4 Response Time _____Hr/s

4.6 Minimum Charge \$_____

4.7 Other Applicable Costs (Must Be Specific)	UNIT	ANNUAL UNIT PRICE	ADDITIONAL YEAR UNIT PRICE
_____	_____	\$_____	\$_____
_____	_____	\$_____	\$_____

4.9 Alternate proposal submitted. YES_____ NO_____

1.8 Emergency Contacts:

Normal Hours

After Hours

Name _____

Name _____

Tele _____ Fax _____

Tele _____ Fax _____

BP-4

TOWN OF GLASTONBURY

BID / PROPOSAL

DATE ADVERTISED

05-06-10

GL #

DATE / TIME DUE

2011-02

**May 20, 2010 @ 10:30
a.m.**

NAME OF PROJECT

FIRE / SECURITY ALARM SYSTEMS MAINTENANCE

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