

TOWN OF GLASTONBURY

INVITATION TO BID

<u>Bid #</u>	<u>Item</u>	<u>Date & Time Required</u>
GL-2011-10	2011 Bus Trips	October 28, 2010 @ 11:00 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

INFORMATION FOR 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.

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.**
20. The Town of Glastonbury is dedicated to waste reduction and the practice of using and promoting the use of recycled and environmentally preferable products. Bidders are encouraged to submit bids responses that are printed double-sided (except for the signed proposal page) on recycled paper, and to use paper dividers to organize the bid for review. All bid pages should be secured with a binder clip, staple or elastic band, and shall not be submitted in plastic binders or covers, nor shall the bid contain any plastic inserts or pages. We appreciate your efforts towards a greener environment.
21. **Any questions regarding this bid, please contact Anna Park, Recreation Supervisor at 860-652-7683.**

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 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 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.

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 and on way home
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. 35 passengers with 1 complimentary for 35 passengers
2. 40 passengers with 1 complimentary ticket for 40 passengers
3. All transportation sightseeing and admissions
4. Gratuities to Tour Director and Driver

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 2011**

1. American Girl Place – New York, NY

(Weekday during February Vacation (week of February 21-25))

Trip to include lunch at the American Girl Café and free time for shopping at the American Girl Place followed by free time in New York. Vendor should include pricing for any “optional” additions at American Girl Place such as the hair salon, or participation in a special event if offered that week. Vendor must provide a tour director in addition to the driver.

2. Bronx Zoo OR New York Botanical Gardens – Bronx, NY

(Weekday during April Vacation (week of April 18-22))

Trip to include the choice between the Bronx Zoo OR the New York Botanical Gardens. Bronx Zoo ticket must include Total Experience ticket for one general admission plus up to five exhibit and/or ride entries good for the Bug Carousel, Children's Zoo, Zoo Shuttle, Butterfly Zone and Congo Gorilla Forest. Vendor must provide zoo maps. Botanical Garden ticket must include the All Garden pass including garden grounds, Enid A. Haupt Conservatory, Everett Children's Adventure Garden, Rock Garden and Native Plant Garden, Tram Tour and all other venues, gardens, tours, and events. Vendor must provide Botanical Garden maps.

3. Mohonk Mountain House – New Paltz, NY

(Weekday or Weekend during Music Weeks in June)

Trip to include day pass access to the grounds, house history talk with a Mohonk greeter and all you can eat buffet. Vendor should include pricing for any “optional” additions at such as carriage rides, or Victorian tea in the gardens. Vendor must provide a tour director in addition to the driver.

4. Newport Mansion Tour– Newport, RI

(Weekday in September)

Trip to include tour of 2 Newport Mansions (The Breakers and The Elms) and lunch on your own. Vendor must provide a tour director in addition to the driver.

5. Catskill Mountains – Round Top, NY

(Weekend in October)

Trip to include stop at the Glen Falls House with guided tour of the Five State View, cocktail reception and luncheon. Following lunch, depart for Krause's chocolate and the Catskills' local farm market for browsing and shopping. Complete the day back at the Glen Falls House for a second dessert. 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 2:00 p.m. show (orchestra level) and time for shopping and lunch prior and after. Itinerary should include an 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-2011-10
TRIP ITINERARY**

TRIP: American Girl Place

DATE: _____ (Please provide suggested date weekday during February Vacation - week of February 21-25 - 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-2011-10
TRIP ITINERARY**

TRIP: Bronx Zoo

DATE: _____ (Please provide suggested date weekday during April Vacation - week of April 18-22 - 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-2011-10
TRIP ITINERARY**

TRIP: Mohonk Mountain House

DATE: _____ (Please provide suggested date Weekday or Weekend during Music Weeks in June - 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-2011-10
TRIP ITINERARY**

TRIP: Newport Mansion Tour

DATE: _____ (Please provide suggested date – Weekday in 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-2011-10
TRIP ITINERARY**

TRIP: Catskill Mountains

DATE: _____ (Please provide suggested date 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-2011-10
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-2011-10 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.

**It is the responsibility of the bidder to check the Town’s website before submitting bid for
any addendums posted prior to bid opening.**

The Respondent acknowledges receipt of the following:

Addendum #1_____

Addendum #2_____

Addendum #3_____

TOWN OF GLASTONBURY

**BID # GL-2011-10
BP-2**

Trip	Suggested Date	Minimum # of People	Adult Price	Child (12 & Under) Price
American Girl		35		
American Girl		40		
American Girl (Optional Add On) Specify: _____				
American Girl (Optional Add On) Specify: _____				
Bronx Zoo or New York Botanical Gardens		35		
Bronx Zoo or New York Botanical Gardens		40		
Mohonk Mountain		35		
Mohonk Mountain		40		
Mohonk Mountain (Optional Add On) Specify: _____				
Mohonk Mountain (Optional Add On) Specify: _____				
Newport Mansion Tour		35		
Newport Mansion Tour		40		
Catskill Mountains		35		
Catskill Mountains		40		
Radio City		35		
Radio City		40		

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