

TOWN OF WINDSOR, CONNECTICUT
TOWN HALL
FINANCE OFFICE
275 BROAD STREET
WINDSOR, CT 06095



BID DOCUMENTS
for

Fire Pumper Truck
For the Windsor Fire Department

Sealed bids for the project named above will be received **at the Finance Office, Town Hall, Windsor, CT. until Friday, January 11th, 2019 at 2:00 PM.** Bids will be opened and read in the Ludlow Room in the Lower Level of the Town Hall immediately following the deadline.

TOWN OF WINDSOR, CONNECTICUT

BID DOCUMENTS

Fire Pumper Truck

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TOWN OF WINDSOR

INVITATION TO BID

Fire Pumper Truck

Pursuant to the provisions of the Town Charter, sealed bids for the Fire Pumper Truck will be received at the Finance Office, Town Hall, 275 Broad Street, Windsor, CT 06095 until 2:00 PM, 01/11/2019. Bids will be opened and read aloud in the Ludlow Room in the Lower Level of the Town Hall immediately following the deadline.

Bids must be executed in accordance with and subject to instructions contained in the Standard Instructions to Bidders.

Specifications and bidding documents may be obtained, from the Paul Goldberg, Fire Administrator, located on the 3rd floor of the Town Hall.

The Town of Windsor reserves the right to accept or reject any or all bids or to waive formalities or informalities, and to award the bid deemed to be in the best interest of the Town.

The Town of Windsor is an equal opportunity/affirmative action employer.

Jim Bourke
Finance Director

TOWN OF WINDSOR
STANDARD INSTRUCTIONS TO BIDDERS

1. Obtaining Bid Documents

Copies of bidding documents may be obtained from the Paul Goldberg, Fire Administrator, Town Hall, 275 Broad Street, Windsor, CT. by email goldberg@townofwindsorct.com

2. Preparation of Bid

Bids must be submitted in the format supplied by the Town of Windsor and attached hereto. Bidders will state, both in numerals and in words, the proposed price for the bid.

The Town will not be subject to any price increases after a bid award if not part of the original bid terms.

The Town of Windsor is exempt from Federal Excise Taxes and Connecticut Sales and Use Taxes. Such taxes must not be included in bid prices.

Prices shall include packing, transportation and delivery charges F.O.B. to Windsor, delivered unless specifically noted otherwise.

Bids shall be computer prepared or typewritten. All bids must be signed by an authorized person representing the legal entity of the bidder.

Errors may be crossed out and corrections inserted. Corrections must be initialed by the person signing the bid. In the event an authorized designee initials the correction, there must be written authorization from the person signing the bid proposal to the person initialing the correction.

Bidders shall state in writing and attach to the bid, any conditions/exceptions that are part of the bid price. Comments to the effect "see literature" will not be acceptable.

Specifications of specific name brands or manufacturers are intended as a minimum standard or a description of a product. Such references are not intended to be restrictive and bids are invited on these and approved equal brands or products of any manufacturer.

Alternate proposals will not be considered unless specifically called for in the bid.

3. Submission of Bid

Sealed bid proposals will be received by the Finance Office, Town Hall, 275 Broad Street, Windsor, Connecticut until the date and time on the title page of this proposal.

Telephone, e-mail or facsimile bids will not be accepted in response to an Invitation to Bid. Late bids are not accepted under any circumstances and will be returned unopened.

Bid envelopes must clearly indicate the project name as well as the date and time of the opening of the bid. The name and address of the Bidder should appear in the upper left-hand corner of the envelope.

Bids are considered valid for one hundred and twenty days after bids are opened. Bidders may not withdraw their bid within one hundred and twenty calendar days after the actual date of bid opening.

By its submission the Bidder represents that the bid is made in compliance with the Bidding Documents and not made in connection with any other Bidder submitting a bid for the same commodity or commodities and is in all respects fair and without collusion or fraud.

4. Opening of Bids

Bids shall be opened publicly in the presence of one or more witnesses at the time and place designated in the Invitation to Bid. Each bid, together with the name of the bidder, shall be recorded and open to public inspection.

5. Rejection of Bids

The Town reserves the right to reject any and all proposals and to waive any informalities or technical defects in any proposal. The Town reserves the right to reject any proposals that are unbalanced to the detriment of the Town. Non-selection of any proposal will mean that another acceptable proposal was deemed to be more advantageous to the Town, or that no proposal was accepted

6. Competency of Bidders

The Town reserves the right to select bidders and may refuse to issue a bid form to any individual, firm or corporation based upon, but not limited to, one or more of the following facts:

- For having defaulted on previous contracts or is currently in litigation or arbitration with the Town of Windsor.

- For having failed to complete contracts within the time required without acceptable reasons.
- For having performed similar work in an unsatisfactory manner.
- For having failed to previously produce work continuously, diligently and cooperatively in an orderly sequence.
- When in the Town's judgment the bidder does not have the required experience in the class of work to be bid on, fails to have proper labor and equipment to prosecute the work within the time allowed, or fails to have sufficient capital and quick assets to finance the work.

7. Qualifications of Bidder

The Town of Windsor may make such investigation as deemed necessary to determine the ability of the bidder to discharge his contract. The bidder shall furnish the Town with all such information and data as may be required for that purpose. The Town reserves the right to reject any bid if the bidder fails to satisfactorily convince the Town that he is properly qualified by experience and facilities to carry out the obligation of the contract and to satisfactorily complete the work called for herein. Conditional bids will not be accepted.

8. Disqualification of Bidders

Any or all bids will be rejected if there is reason to believe that collusion exists among the bidders, and no participants in such collusion will be considered in future proposals for the same work. No contract will be awarded except to competent bidders capable of performing the class of work contemplated.

9. Telegraphic Modification

Any bidder may modify his bid by telegraphic communication at any time prior to the scheduled closing time for receipt of bids, provided such telegraphic communication is received by the Town prior to the closing time, and provided further that the Town is satisfied that a written confirmation of the telegraphic modification over the signature of the bidder was mailed prior to the closing time. The telegraphic communication should not reveal the bid price but should provide the addition or subtraction or other modification so that the final prices or terms will not be known by the Town until the sealed bid is opened. If written confirmation is not received within two (2) days from the closing time, no consideration will be given to the telegraphic modification.

10. Errors or Omissions

The Supplier shall be and is required to check all statements in the Instructions to Bidders, Special Terms and Conditions and Specifications. The Supplier will not be allowed to take advantage of any error or omission in these documents. Full instructions will be issued by the Town should such error or omission be discovered and the Supplier shall carry out such instructions as if originally specified.

11. Addenda & Interpretations

Any request from prospective bidder for interpretation of meaning of contract drawings, specifications or other contract documents shall be made in writing to the Finance Office, Town Hall, 275 Broad Street, Windsor, Connecticut, and to be given consideration must be received at least seven (7) days prior to date fixed for opening of bids. Interpretations will be made in form of written addenda to contract documents, which addenda shall become a part of contract. Addenda will be mailed at least three (3) days prior to date for opening of bids to all those who requested bid packages. Failure of any bidder to receive any such addenda shall not relieve bidder from any obligation under his proposal as submitted.

12. Conditions of Work

At the date fixed for opening of bids, it will be presumed that each bidder, has satisfied themselves as to actual conditions, requirements and quantities of work; and has read and become thoroughly familiar with Contract Documents, including contract drawings, specifications and addenda.

13. Subcontracts

The bidder is advised that any person, firm or other party to whom it is proposed to award a subcontract under this contract must be acceptable to and approved by the Town.

14. Execution of Contract & Notice to Proceed

Upon receipt of acceptable performance bond, insurance certificates and signed agreement, the Town will, within ten (10) days, enter into and sign the contract (see the Sample Contract Agreement below) unless it deems it not to be in the best interest of the Town.

The notice to proceed shall be issued within ten (10) days of the execution of the agreement by the Town. Should there be reasons why the notice to proceed cannot be issued within such period, the time may be extended by mutual agreement.

It is the intent for the contractor to commence production immediately, but in no case exceed ten (10) days from the date on the notice to proceed.

15. Time of Completion

The bidder must agree to commence work and complete work as determined by final contract arrangements.

16. Damages for Failure to Enter into Contract

The party to whom the contract is awarded will be required to execute the agreement within ten (10) calendar days from the date when notice of award is delivered to the bidder. In case of failure of the bidder to execute the agreement, the Town may, at its option, consider the bidder in default, in which case the bid security accompanying the proposal shall be called.

17. Laws and Regulations

The bidder's attention is directed to the fact that all applicable federal and state laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over supply of the Fire Pumper Truck shall apply to the contract throughout, and they will be deemed to be included in the contract the same as though herein written out in full.

18. Sales Tax

Under the terms of the regulations referring to CONTRACTORS and SUBCONTRACTORS issued by the State Tax Commission in administration of the State Sales and Use Tax, to which the bidder is referred, the supplier may purchase materials or supplies to be consumed in the performance of this contract without payment of tax and shall not include in his bid nor charge any use or sales tax thereon.

19. Permits-N/A

20. Method of Award

The contract will be awarded to the responsible bidder submitting the lowest bid complying with the conditions of these contract documents. Factors include, but are not limited to, quality of the articles or services to be supplied, their conformance with specifications, freight costs, delivery time, price, administrative costs, past performance, financial responsibility, distance to service and parts, technical qualifications, and experience.

The bidder to whom the award is made will be notified at the earliest possible date. The successful bidder shall execute and deliver to the Town, within ten (10) days after notification of the award, an agreement in the form included in the contract documents, in such number as the Town shall require.

The Town may reject any bidder in default of any prior contract or guilty of misrepresentation or any bidder with a member of its firm in default or guilty of misrepresentation.

The Town shall have the right to accept Alternates in any order or combination, unless otherwise specifically provided in the Bidding Documents, and to determine the low bidder on the basis of the sum of the Total Items and Alternates accepted.

Cash discounts may be offered by bidder for prompt payment of bills, but such cash discount will not be taken into consideration in determining the awarded low bidder except in the case of tie bids and then only provided such discount is based on payment of invoice not less than fourteen days after satisfactory delivery and/or receipt of invoice, whichever is later.

End of Standard Instructions to Bidders

**TOWN OF WINDSOR
SPECIAL TERMS & CONDITIONS**

Fire Pumper Truck

All Invitations to Bids issued by the Town of Windsor will bind Bidders to the terms and conditions listed below, unless specified otherwise in any individual Invitation to Bid.

1. Scope

This bid shall cover the Town of Windsor's requirements for the purchase of Fire Pumper Truck as listed in the Bid Proposal Form and Specifications.

The complete units shall be of a current model and be in production at the time of delivery as evidenced by the manufacturer's published literature.

2. Standard Instructions To Bidders

All service herein shall comply in every respect with the Town's Standard Instructions to Bidders. It shall be the responsibility of all bidders to familiarize themselves with the Standard Instructions to Bidders.

3. Bid Prices

Bidder shall insert the net prices for the item(s) listed in the bid proposal with all transportation charges fully prepaid by the contractor FOB Destination. Prices quoted other than FOB Destination are subject to rejection.

4. Requirements – Approved Equal

When material or equipment is referred to by a brand name and/or model, consider the term "or approved equal" to follow unless "no substitute" is noted. Specifications are based on a particular model or baseline and bidders are permitted to take exceptions and to substitute an alternative that is equivalent to or better than that which is specified.

5. Requirements & Agreement No Substitutes

When material or equipment is referred to by a brand name and model and is followed by the words "no substitutes", bidder must provide that specific brand name and model of the material or equipment specified. Bids not in compliance with the "no substitutes" requirement are subject to rejection.

SAMPLE AGREEMENT

Fire Pumper Truck

THIS AGREEMENT made the _____ day of _____, in the year Two Thousand Nine;

BY AND BETWEEN the TOWN OF WINDSOR, a municipal corporation in the County of Hartford and State of Connecticut, hereinafter called the "Owner" and _____, hereinafter called the "Contractor."

WITNESSETH:

That the Owner and the Contractor, for the consideration hereinafter named agree as follows:

ARTICLE 1. CONTRACT DOCUMENTS

This Contract shall consist of and shall include this Agreement, "CONTRACT DOCUMENTS FOR FIRE PUMPER TRUCK", Bid Documents, Information for Bidders, Bid Proposal, Drawings, Technical Specifications, Special Conditions, General Conditions, Addenda, Modifications (whether issued prior to or after opening of bids or execution of this Agreement).

All of the foregoing underlined items are herein referred to as the "CONTRACT" for purpose of convenience. Wherever a particular document in said "CONTRACT" requires a signature, the execution of this Agreement shall constitute the execution or signature on said document.

The Contractor represents that it (he or she) is familiar with the "CONTRACT" and shall initial front page of the "CONTRACT" for which it (he or she) shall be responsible.

In addition to the "CONTRACT", Contractor agrees to all federal, state, and local laws, rules and regulations as they may be applicable.

ARTICLE 2. SCOPE OF WORK

The Contractor shall furnish a vehicle as more fully described in the "CONTRACT." The Contractor has informed themselves fully in regard to all conditions of the vehicle and other circumstances affecting the work.

ARTICLE 3. RESPONSIBILITY

Appropriate insurance coverage as specified in said Exhibit A shall be provided at the time of execution to secure the Contractor's obligations herein specified.

ARTICLE 4. TIME OF COMMENCEMENT

The work shall be commenced as follows:

The notice to proceed shall be issued within ten (10) days of the execution of the agreement by the Town. Should there be reasons why the notice to proceed cannot be issued within such period, the time may be extended by mutual agreement.

It is the intent for the contractor to commence production immediately, but in no case exceed ten (10) days from the date on the notice to proceed.

ARTICLE 5. TERM OF CONTRACT

The initial contract period shall be from the award through until all the work that has been ordered by the Town has been completed by the Contractor.

ARTICLE 6. CONTRACT SUM

The Owner shall pay the Contractor for the performance of the "CONTRACT", subject to the additions and deductions provided in the "CONTRACT" in current funds not to exceed the sum of _____, and all payments shall be made in accordance with the provisions of the "CONTRACT". The Contractor has obtained all the information he needs to enable him to estimate fully and fairly the costs of the work herein contemplated.

ARTICLE 7. MEDIATION

All claims, disputes or other matters in question between the parties to this Contract arising out of or relating to this Contract or breach thereof shall be submitted to non-binding mediation. On the written notice of either party to the other of the election to submit any dispute under this Contract to mediation, each party shall designate its representative and shall meet at the Windsor Town Hall within ten (10) days after the service of notice. The parties themselves shall then attempt to resolve the dispute within ten (10) days of meeting.

Should the parties themselves be unable to agree on a resolution of this dispute, then the parties shall appoint a third party, who shall be a competent and impartial party and who shall be acceptable to each party, to mediate the dispute. Each party shall pay the fees and expenses of the party mediator and such costs of the impartial mediator shall be borne equally by both parties. Upon agreement of the parties, either party may waive the first step in the mediation process and appoint a mutually acceptable mediator.

Any third party mediator designated to serve in accordance with the provisions of the Contract shall be disinterested and shall be qualified to evaluate the performance of both parties.

This process shall be considered as a condition precedent to moving to court.

ARTICLE 8. COURT LITIGATION AND WAIVER OF JURY TRIAL

Notwithstanding the existence of any provision for arbitration of disputes in the Contract or any legislation providing for arbitration, any dispute arising under this Contract shall not be submitted to arbitration and the parties shall be left to their remedies at law. It is further expressly agreed that both parties waive and relinquish their right to a trial by jury of any dispute arising out of this Contract. The intent of the parties is not to have a jury decide any aspect of any dispute which may arise under this Contract.

ARTICLE 9. EQUITABLE RELIEF

Nothing herein shall prevent either party from obtaining a court order enforcing the mediation process or such other temporary or equitable relief until such time that the dispute is settled or finally adjudicated.

ARTICLE 10. SUCCESSORS

This Agreement shall be binding upon the heirs, successors, and assigns of the parties. The Contractor has no right to assign its obligations under this Agreement without written approval of the Owner.

IN WITNESS WHEREOF, the parties hereto executed this Agreement, the day and year first above written.

Signed, Sealed and Delivered in
the presence of:

TOWN OF WINDSOR

By

Peter Souza
Its Town Manager
Duly Authorized

(CONTRACTOR)

By

Its
Duly Authorized

STATE OF CONNECTICUT)

: ss. Windsor

COUNTY OF HARTFORD)

Personally appeared Peter Souza, Town Manager of the TOWN OF WINDSOR, hereunto duly authorized Signer and Sealer of the foregoing instrument and acknowledged the same to be his free act and deed and the free act and deed of said TOWN OF WINDSOR, before me.

In Witness Whereof, I hereunto set my hand and seal.

Notary Public
My Commission Expires:

STATE OF CONNECTICUT)

: ss. Windsor

COUNTY OF HARTFORD)

Personally appeared _____ hereunto duly authorized Signer and Sealer of the foregoing instrument and acknowledged the same to be his free act and deed and the free act and deed of said corporation, before me.

In Witness Whereof, I hereunto set my hand and seal.

Notary Public
My Commission Expires:

6. Requirements – Insurance

The vendor shall furnish Certificates of Insurance, including Automobile, Commercial General Liability, Professional Liability, Umbrella Liability, and Worker’s Compensation insurance in the following amounts:

a. Commercial General Liability Insurance:

The vendor shall provide Commercial General Liability insurance with a combined single limit of \$1,000,000 per occurrence, \$2,000,000 aggregate for bodily injury and property damage.

The CGL shall be written on ISO occurrence form CG 00 01 10 93 (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract)

b. Commercial Automobile Liability Insurance

The vendor shall provide Commercial Automobile Liability insurance with a combined single limit of \$1,000,000 per occurrence, \$3,000,000 aggregate, and shall include coverage for all owned, hired, and non-owned vehicles.

c. Worker’s Compensation Insurance

The vendor shall provide Worker’s Compensation Insurance in the required amount as applies to the State of Connecticut and Employers Liability Insurance as follows:

- Bodily Injury by Accident - \$100,000 each accident
- Bodily Injury by Disease - \$500,000 policy limit
- Bodily Injury by Disease - \$100,000 each employee

d. Umbrella Liability Insurance

The vendor shall provide Commercial Umbrella Liability insurance with a combined single limit of \$5,000,000 per occurrence, \$5,000,000 aggregate for bodily injury and property damage.

e. Professional Liability Insurance

The vendor shall provide Professional Liability insurance with a combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate for bodily injury and property damage.

Each Policy of Insurance shall include a waiver of subrogation in favor of the Town of Windsor and shall provide no less than thirty- (30) days' notice to the Town of Windsor in the event of a cancellation or change in conditions or amounts of coverage. The Commercial General Liability, Automobile, and Umbrella Liability shall name the Town of Windsor as an additional insured.

Certificates of Insurance, acceptable to the Town of Windsor shall be included in the bid package and kept in force throughout the term hereof.

The above insurance requirements shall also apply to all Subcontractors and the Contractor shall not allow any Subcontractors to commence work until the Subcontractors insurance has been so obtained and approved.

7. Safety

The complete equipment shall comply with all applicable federal and state motor vehicle, OSHA, and ICC regulations and safety standards and codes and any other applicable regulations in force at the time of delivery. All applicable guards, warnings and warning labels required by law must also be complied with accordingly. Applicable documentation certifying safety compliance shall be included with equipment delivery.

8. Guarantee

The bidder shall guarantee his equipment as to the specified capacities and performance, and to be free from all defects in design, material and workmanship. All labor, transportation cost and defective parts shall be replaced free of cost. This guarantee shall continue for a minimum of 2 years after commencement of actual operation of the equipment, or such period of time as may be set out in the Bid Documents or manufacturer's warranty or guarantee, whichever is longer. All Warranty and guarantee forms are to be attached to the bid document. The Town of Windsor reserves the right to reject any bid whose warranty and guarantee is conditioned and does not conform to the bid requirements.

9. Warranty

Bidders are to indicate all manufacturing warranties, which normally apply to the model of equipment they are offering. All bidders are to stipulate if they offer any additional warranties. An official warranty statement or information booklet stipulating the warranty terms offered or any deviations must accompany the bid at the time of the bid opening. If available, bidder will provide detailed explanation,

prices and time periods of extended warranty packages offered and return with the bid.

All warranties and guarantees are to become effective the date the Town places the unit into service.

10. Training

The successful bidder shall provide a minimum of 5 hours of competent, trained and authorized technician to train Town personnel in the operation, service, and maintenance of the equipment. All training is to be performed at the specified Town facility. Training schedule will be decided by the purchaser.

11. Brochures

Bidder must provide two sets of detailed brochures for the unit offered with the bid return.

12. Manuals

Successful bidder will provide two sets of complete, detailed Parts Books, Operator's Manuals and Mechanic's Service Manuals at the time of delivery. In addition to the paper copies it is requested that this information be available in electronic format.

13. Price Protection

Bidders should seek price protection from the equipment manufacturer for the equipment at the time of bid opening. Price protection will aid in the event that a product model year change takes place prior to the awarding of the contract or issuance of a purchase order against the contract.

14. Demonstration

The Town reserves the right to request a demonstration or make an inspection of the brand of equipment being offered prior to the contract award. The demonstration shall be held within 7 days of the Town's request and shall be held within the State of Connecticut. Training and testing shall be set forth in the Bid Documents.

15. Deliveries

The successful bidder shall deliver the equipment complete, serviced and ready to operate within forty five (45) days of the proposed completion date. Delivery will be to the location noted on the purchase order.

Awarded bidder will be responsible for providing forty-eight hours' notice and coordinating delivery arrangements with the Fire Department by contacting Paul Goldberg at (860) 285-1983.

16. Purchase Orders

All questions pertaining to purchase orders may be directed to Paul Goldberg at 860-285-1983.

17. Payment and Invoicing

Payment and invoicing inquiries must be directed to Accounts Payable – Finance Office at (860) 285-1938. All billing must be forwarded directly to Accounts Payable at Town of Windsor, Finance Office, Attention: Accounts Payable, 275 Broad Street, Windsor, CT 06095.

All billing must contain the vendor federal identification number, Town of Windsor purchase order number and the vendor invoice number.

Payment terms are net 30 days after receipt of goods or invoice, whichever is later, unless otherwise specified.

18. Non-Compliance

When equipment offered does not comply with one or more of these specifications, manufacturer's bid proposal shall clearly describe each deviation. These specifications are in full effect unless amended in writing by the Fire Department. The Town of Windsor reserves the right to reject bids wherein deviations from the specifications are a matter of conjecture and the right to accept bids deviating from the specification if deemed advantageous.

19. Contract

The party to whom the contract is awarded shall not assign or otherwise dispose of their contract or their right, title or interest, or their power to execute such contract to any other person, firm or corporation without the prior written consent of the Purchasing Officer.

The Contractor will be required to execute the agreement within ten (10) calendar days from the date when notice of award is delivered to the bidder. In case of failure of the bidder to execute the agreement, the Town may, at its option, consider the bidder in default; in which case the bid security accompanying the proposal shall be called.

Failure of a Contractor to deliver commodities or perform services as specified will constitute authority for the Town to purchase these commodities or services on the open

market. The Contractor agrees to promptly reimburse the Town for excess cost of these purchases. The purchases will be deducted from the contracted quantities.

Contractor agrees to: hold the Town harmless from liability of any kind for the use of any copyright or uncopyrighted composition, secret process, patented or unpatented invention furnished or used in the performance of the contract; guarantee their products against defective material or workmanship; repair damages of any kind, for which they are responsible to the premises or equipment, to their own work or to the work of other contractor.

20. Add/Deducts

The Town of Windsor intends on the vehicle to be built as specified in the attached bid specification. The Town of Windsor reserves the right to eliminate specific pieces of equipment. The Town of Windsor would consider a cash discount to be paid at the time of contract.

21. Exceptions

The Town of Windsor will consider and weigh all exceptions to the attached bid specification. A bid exception form will be included in the documents submitted to the Town of Windsor.

End of Special Terms & Conditions

**TOWN OF WINDSOR
EQUIPMENT SPECIFICATIONS**

Fire Pumper Truck

SEE ATTACHED

End of Specifications

**TOWN OF WINDSOR
BIDDER INFORMATION**

Name of Project: Fire Pumper Truck	Bid Opening Date: 01/11/19	Bid Opening Time: 2:00 PM	Bid Surety: 10 %	Date Issued:
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The undersigned bidder affirms and declares:

1. That this bid is submitted without collusion and all responses are true and accurate.
2. That this bid executed and signed by said bidder with full knowledge and acceptance of provisions of the Standard Instructions to Bidders.
3. That said bidder will furnish and deliver the commodities for which this proposal is made, in the quantities and at the prices bid, and in compliance with the provisions of the Standard Instructions to Bidders, Specification, Proposal Schedule and Special Bid Terms and Conditions

Bidder Information Required Responses

COMPLETE COMPANY NAME (TRADE NAME, DOING BUSINESS AS) SSN or FEIN NO.	
COMPANY ADDRESS STREET	CITY STATE ZIP CODE
CONTACT NAME	TELEPHONE NO. (INCLUDE TOLL-FREE NUMBERS) FAX NO.
WRITTEN SIGNATURE OF PERSON AUTHORIZED TO SIGN BIDS DATE EXECUTED ON BEHALF OF THE ABOVE NAMED COMPANY	
TYPE OR PRINT NAME OF AUTHORIZED PERSON	TITLE OF AUTHORIZED PERSON
COMPANY E-MAIL ADDRESS	COMPANY WEB SITE
IS YOUR BUSINESS A: <input type="checkbox"/> PROPRIETORSHIP OR <input type="checkbox"/> CORPORATION (TYPE OF CORP.-)	
IS YOUR BUSINESS A PARTNERSHIP, YOU MUST ATTACH THE NAMES & TITLES OF ALL PARTNERS TO THIS BID WHEN RETURNED.	
IF YOUR BUSINESS IS A CORPORATION, IN WHICH STATE ARE YOU INCORPORATED?	
IS YOUR BUSINESS REPORTABLE TO THE IRS? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, A 1099 WILL BE MAILED TO YOU AT YEAR END.	
REMITTANCE INFORMATION: IN THIS BOX, INDICATE THE REMITTANCE ADDRESS OF YOUR BUSINESS IF DIFFERENT FROM ABOVE.	

**TOWN OF WINDSOR
ADDITIONAL BID INFORMATION**

Location of nearest service facility: _____

Distance (in miles) from _____ to nearest service facility:
_____ miles

Proposed Delivery Date (number of days from date of award of contract):
_____ days

CUSTOMERS:

Provide a list of four customers currently using a similar Fire Pumper Truck in a
_____ operation:

1. Name of Company: _____

Address: _____

Contact: _____ Phone: _____

2. Name of Company: _____

Address: _____

Contact: _____ Phone: _____

3. Name of Company: _____

Address: _____

Contact: _____ Phone: _____

4. Name of Company: _____

Address: _____

Contact: _____ Phone: _____

**TOWN OF WINDSOR
BID PROPOSAL FORM**

Fire Pumper Truck

IMPORTANT! RETURN ORIGINAL AND ONE COPY

Mr. Jim Bourke
Finance Director
Town of Windsor
275 Broad St
Windsor, CT 06095

Gentlemen:

Having carefully examined the Specifications, including the Standard Instructions to Bidders and Special Terms and Conditions, the undersigned hereby proposes to furnish the subject **Fire Pumper Truck** for the amounts as indicated. In case of discrepancy, the amount shown in words will govern.

<p>LUMP SUM BID PRICE:</p> <p>_____</p> <p>_____ DOLLARS and _____ CENTS</p> <p>\$ _____.</p>
--

Bid Security attached in the amount of 10% of bid is to become the property of the Town in the event the agreement is not executed within the time set forth in the contract documents, as liquidated damages for the delay and additional expenses to the Town caused thereby.

Bidder certifies that there has been a minimum _____ of similar size or model sold in North America per year for the past five years.

BIDDER _____

ADDRESS _____

SIGNED BY _____ TITLE _____

DATE _____

(Date)

Per the Town of Windsor's Code of Ethics ordinance, notice of the following clause must be given to all contractors with the town. Please acknowledge having received and read this requirement.

Sec. 2-30. Representing private or public interests before town agencies.

(d) No former town employee in administrative pay grade 3 or above and no fanner board of education employee in a cabinet level position or above shall work for a private firm who has a contract with the town any time within six months after terminating service with the town. If this occurs, the vendor could be subject to penalties up to and including contract termination. A notice of the requirements in this section shall be included in all invitations to bid and all public contracts.

On behalf of my company, I acknowledge having received and read Section 2-30 (d) of the Town of Windsor's Code of Ethics.

Signature

Printed Name

Title

Company

Date