PLEASE DO NOT REMOVE ANY SHEETS FROM THIS DOCUMENT

TOWN OF VERNON

CONTRACT # 991-9/29/11

For Furnishing Dry Cleaning and Laundry Service
To
The Town of Vernon Police Department

LEGAL NOTICE

TOWN OF VERNON

CONTRACT # 991 – 09/29/11
FURNISHING DRY CLEANING AND LAUNDRY SERVICES
TO THE VERNON POLICE DEPARTMENT

INVITATION TO BID

The Town of Vernon, Connecticut is seeking Dry Cleaning and Laundry Services for the Vernon Police Department. A firm must have a demonstrated experience in providing such service and adhere to standards and requirements typical for such service.

Copies of the RFP are available from the office of the Town Administrator from 9:00 a.m. until 4:30 p.m., Monday through Wednesday, 9:00 a.m. until 7:00 p.m. on Thursday, and 9:00 a.m. until 1:00 p.m. on Friday; or anytime online at http://www.vernon-ct.gov/legal-notices with reference to Contract #991-09/29/11.

All questions about the proposals should be directed to John D. Ward, Town Administrator, by e-mail at jward@vernon-ct.gov, with copies to Captain Stephen Clark, Police Department, by e-mail at sclark@vernon-ct.gov, no later than 3:30 p.m. September 22, 2011. Answers to all so received questions shall be posted by September 26, 2011 on the Town's website under the bid section at http://www.vernon-ct.gov/legal-notices with reference to Contract #991-09/29/11.

Two (2) copies of all proposals should be submitted in a sealed envelope, with "BID DOCUMENT – DO NOT OPEN - CONTRACT #991-09/29/11" clearly marked on the outside of the envelope, to: John D. Ward, Town Administrator, Town of Vernon, 14 Park Place, 3rd Floor, Vernon, Connecticut 06066 by 1:00 p.m. on September 29, 2011; at which time proposals shall be opened and read aloud publicly. E-mailed bids will not be accepted.

The selected firm must meet all municipal, state and federal AA and EEO practices and requirements. MBEs/WBEs/SBEs are encouraged to apply. The Town reserves the right to reject any or all proposals in whole or part, to award any one service or group of services or all services, to negotiate with any or all companies submitting proposals, and to enter into an agreement with any company for any services mentioned in this RFP; if it is deemed to be in the best interest of the Town.

TOWN OF VERNON
OFFICE OF THE TOWN ADMINISTRATOR
VERNON, CONNECTICUT

STANDARD INSTRUCTIONS TO BIDDERS

These instructions are standard for all proposals issued by the Town of Vernon, Connecticut for the purchase of all supplies, materials, equipment and the furnishing of certain services. **The Town may delete, supersede or modify any of these standard instructions for a particular proposal by indicating such change in a section entitled "Special Instructions to Bidders".**

1. The attached proposal is signed by the bidder with full knowledge of, and agreement with, the general specifications, conditions and requirements of this bid.

2. Proposals must be submitted on the enclosed form with any required bid security.

3. Bids shall be submitted in sealed envelopes, which shall be addressed to the Town Administrator, 14 Park Place, Vernon, Connecticut 06066 and shall be clearly marked "BID DOCUMENT - DO NOT OPEN". The bid envelope shall indicate the contract number as shown on the "Invitation to Bid".

4. Bids received later than the time and date specified in the "Invitation to Bid" will not be considered. Withdrawals of bids, received later than the time and date set for the bid opening, will not be considered.

5. All deliveries of commodities hereunder shall comply in every respect with all applicable laws of the Federal Government and the State of Connecticut.

6. The bidder shall insert the price per stated unit and extend a total price for each item. IN THE EVENT THAT THERE IS A DISCREPANCY BETWEEN THE UNIT PRICE AND THE TOTAL PRICE EXTENSION, THE UNIT PRICE WILL GOVERN.

7. In accordance with the provisions of Section 12-412(a) of the Connecticut General Statutes, the Town of Vernon is exempt from the payment of Federal or State tax and such tax or taxes shall not be included in bid prices.

8. Unless otherwise stated herein, all deliveries made under this contract must consist of new merchandise.

9. The final contract between the parties will include a non-appropriation clause.

10. The Town reserves the right to reject any and all bids, wholly or in part; to waive technical defects, and to make awards in the manner deemed to be in the best interests of the Town.

11. The Town will not accept any additional charges for freight or shipping.

12. The successful bidder must carry Workers' Compensation Insurance, a minimum of $1,000,000/$1,000,000/$1,000,000 Bodily Injury Liability Insurance, a minimum of $1,000,000 Property Liability Insurance and minimum motor vehicle liability insurance in the amount of $1,000,000 Single Limit, or comparable coverages.

13. All bids must be accompanied by bid security in the sum of not less than five percent (5%) of the total bid and shall be in the form of a bid bond, a certified check, a treasurer's or cashier's check drawn on a National or State bank or trust company and shall be made payable to the "Town of Vernon".

    The bid security shall secure the execution of the contract by the successful bidder.

    Should any bidder to whom an award is made fail to enter into a contract within ten (10) days, exclusive of Saturdays, Sundays and legal holidays, after notice of the award has been mailed to the bidder, the amount so received from the bidder through his/her bond shall become the property of the Town of Vernon, Connecticut as liquidated damages for failure.

    The bid security, exclusive of the successful bidder, will be returned upon execution of the contract, but in no case later than forty-five (45) days after the opening of the bids.

    The bid security of the successful bidder shall be held until such time as all conditions of the proposal have been met.

TOWN OF VERNON
CONTRACT # 991-9/29/11
FOR FURNISHING DRY CLEANING AND LAUNDRY SERVICE TO THE VERNON POLICE DEPARTMENT

SPECIAL INSTRUCTIONS TO BIDDERS

1) Information or questions concerning this contract should be directed to Captain Stephen Clark, Vernon Police Department, 725 Hartford Turnpike, Vernon, CT 06066. (860)872-9126.

2) **Term of Contract**

THIS CONTRACT SHALL COVER A ONE (1) YEAR PERIOD FROM OCTOBER 10, 2011 THROUGH OCTOBER 9, 2012, WITH THREE 1-YEAR RENEWAL OPTIONS TO BE EXERCISED AT THE TOWN'S SOLE DISCRETION UPON SENDING THE CONTRACTOR THIRTY (30) DAYS WRITTEN NOTICE TO THE EFFECT. THE CONTRACTOR SHALL, WITHIN TEN (10) DAYS AFTER RECEIPT OF SAID NOTICE, INDICATE HIS/HER ACCEPTANCE OR NON-ACCEPTANCE OF THE PROPOSED RENEWAL.

IN THE EVENT THE CONTRACT IS RENEWED, ALL OF THE ORIGINAL TERMS OF THE CONTRACT SHALL REMAIN IN FULL FORCE FOR THE RENEWAL PERIOD.

TOWN OF VERNON
CONTRACT # 991-9/29/11

FURNISHING DRY CLEANING AND LAUNDRY SERVICE
TO THE VERNON POLICE DEPARTMENT

SPECIFICATIONS

THE CONTRACTOR SHALL:

1. Pick up and deliver laundry at the Police Station at least twice a week with a turn around time of two (2) days. Days for the pick-up and delivery shall be determined by mutual agreement of the Chief of Police and the Contractor.

2. Provide a receptacle for soiled clothing, clothing hangers and recyclable plastic bags at the Police Station.

3. Allow Police Officers to drop off and pick up laundry directly at the Contractors place of business with a turn around time of two (2) days.

4. Bid on all estimated quantities of items of clothing to be dry cleaned of laundered on the bid proposal sheet of this contract.

TOWN OF VERNON

CONTRACT # 991-9/29/11

FURNISHING DRY CLEANING AND LAUNDRY SERVICE TO THE VERNON POLICE DEPARTMENT

The undersigned representative of_____
hereby submits the following bid proposal on the equipment and /or work as specified:

ITEM AND SPECIFIED ANNUAL QUANTITY *	UNIT PRICE	TOTAL PRICE
1. SHIRTS- LAUNDERED -2925	$_____	$_____
2. SHIRTS –DRY CLEANED- 2925	$_____	$_____
3. TROUSERS -3510	$_____	$_____
4. CIVILIAN AND UNIFORM TIES -100	$_____	$_____
5. CIVILIAN AND UNIFORM SWEATERS- 60	$_____	$_____
6. TWO PIECE CIVILIAN SUITS -100	$_____	$_____
7. CIVILIAN SPORTS COATS -20	$_____	$_____
8. UNIFORM AND CIVILIAN COATS -90	$_____	$_____
9. UNIFORM HATS -30	$_____	$_____
10. UNIFORM AND CIVILIAN RAINCOAT -10	$_____	$_____
11. CIVILIAN TOP COATS -5	$_____	$_____
12. BLANKETS -15	$_____	$_____

TOTAL COST FOR ALL OF THE ABOVE LISTED ITEMS $_____

*** The Quantities are provided as estimate only. The actual use may vary and the Town considers this a requirement contract.**

TOWN OF VERNON
CONTRACT #991-9/29/11

FURNISHING DRY CLEANING AND LAUNDRY SERVICE
TO THE VERNON POLICE DEPARTMENT

_____
SIGNATURE

_____
NAME AND TITLE

_____
FIRM NAME

_____
STREET ADDRESS

_____
CITY, STATE, ZIP CODE

_____
TELEPHONE NUMBER

I, _____ hereby certify that I do not hold any executive or appointive office in the government of the Town of Vernon; furthermore, I do not anticipate holding or seeking office in the Town of Vernon for the duration of this contract. I further certify that the firm which I represent, as named above, is an Equal Opportunity Employer.

DATE_____ SIGNATURE_____