

LEGAL NOTICE

TOWN OF VERNON

CONTRACT #1031-07/15/13

RFP

COUNCIL CHAMBERS AUDIO/VISUAL SYSTEM

INVITATION TO BID

The Town of Vernon, Connecticut, is seeking written responses to a Request for Proposal (“RFP”) for the design and implementation of a new audio/video system for the Town of Vernon Council Chambers. Proposals must be submitted to John D. Ward, Town Administrator, Town of Vernon, Memorial Building, 14 Park Place, Vernon, CT 06066 by 2:00 PM on July 15th, 2013 at which time proposals shall be opened and read aloud publicly.

All vendors interested in submitting a proposal will be **required** to attend a site survey to be held on Thursday, June 20, 2013. The onsite survey will tour the Town Council Chambers at 11:00 AM.

Proposal instructions and details can be obtained by visiting the Town of Vernon website at <http://www.vernon-ct.gov/legal-notices> and selecting **Contract #1031**. All questions about the proposals should be directed to Diane Wheelock, Executive Assistant by email at TCAudioVisual@vernon-ct.gov; no later than 11:00 AM on Thurs, June 27, 2013. Answers to all so received questions will be posted on the Town’s website under the bid section at <http://www.vernon-ct.gov/legal-notices> with the **Contract # 1031- 07/15/13** by July 3rd, 2013.

Two (2) hard copies and one (1) digital copy (on CD-R disk) of all proposals must be submitted in sealed envelopes marked “RFP Proposal Council Chambers Audio/Video System - Contract #1031 - 07/15/13.”

The selected company must meet all municipal, state and federal Affirmative Action and Equal Opportunity practices and requirements. 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.

John D. Ward
Town Administrator