

LEGAL NOTICE

TOWN OF VERNON

Request for Proposals # 1038 – 8/27/13

Acoustical Engineering Services for the Evaluation, Design and Integration
of Audio-Visual Equipment in Vernon Town Hall

INVITATION TO BID

The Town of Vernon, Connecticut is seeking qualified acoustical engineering services in order to evaluate, identify, design and document equipment needed or repurposed from current inventory for a “turnkey” professional-grade integrated audio/video (A/V) system for the town of Vernon, CT. Responders must have a demonstrated experience in providing such services, adhere to the standards and requirements typical for such service, and produce evidence of current applicable licenses.

There will be a mandatory walk-through of the facility, located at 14 Park Place, third floor, Vernon, Connecticut on August 21, 2013 at 10:30 a.m.

Copies of the RFP are available in the Office of the Town Administrator from 9:00 AM until 4:30 PM, Monday through Wednesday, 9:00 AM until 7:00 PM on Thursday, and 9:00 AM until 1:00 PM on Friday; or anytime online at <http://www.vernon-ct.gov/legal-notices> with reference to RFP #1038-8/27/13.

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 Robert Sigan, Director of Information Technology at Rsigan@vernon-ct.gov, no later than 5:00 PM on August 23, 2013. Answers to all so received questions shall be posted by 12:00 PM on August 26, 2013 on the Town’s website under the bid section at www.vernon-ct.gov/legal-notices under RFP # 1038-8/27/13.

Three (3) copies of all proposals should be submitted in a sealed envelope, with “***Bid Document DO NOT OPEN - RFP #1038-8/27/13***” clearly marked on the outside of the envelope, addressed to: John D. Ward, Town Administrator, Town of Vernon, Memorial Building, 14 Park Place, 3rd Floor, Vernon, Connecticut 06066 by 2:00 PM on August 27, 2013; 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.

Confidentiality – If Respondent believes that any information in its proposal shall be treated as confidential that material shall be clearly marked. The Town shall endeavor to protect confidential material from disclosure to non-Town employees to the extent required by State or Federal law. In no event will the Town be responsible for the inadvertent disclosure of your response to this RFP.

John Ward
Town Administrator