

LEGAL NOTICE

TOWN OF VERNON

CONTRACT #1083-06/14/2016

RFP Audio/Visual Systems

INVITATION TO BID

The Town of Vernon, Connecticut, is seeking written responses to a Request for Proposal (“RFP”) for an Audio/Visual system and related installation services. A firm must have a demonstrated experience in providing such products and services and adhere to standards and requirements of the industry typical for such service.

Copies of the RFP are available online at the Town of Vernon website at www.vernon-ct.gov/legal-notices with reference to Contract # 1083-06/14/2016 and at the Department of Administrative Services website at www.das.ct.gov.

A vendor meeting is scheduled for **May 10th, 2016** at 2 pm in the Town Council Chambers, located at 14 Park Place Vernon, CT on the third floor.

All questions about the proposal should be directed to Robert Sigán, Director of Information Technology, email rsigan@vernon-ct.gov, no later than May 24th, 2016. Answers to all questions will be posted by June 1st, 2016 on the Town’s website under the bid section at <http://www.vernon-ct.gov/legal-notices> with Contract # 1083.

Three (3) hard copies and one (1) digital copy (on CD-R disk or USB drive) of each vendor proposal is required. All should be submitted in a sealed envelope, with “BID DOCUMENT – DO NOT OPEN – CONTRACT # 1083-06/14/2016”, clearly marked on the outside of the envelope, to: John D. Ward, Town Administrator, Town of Vernon, Memorial Building, 14 Park Place, 3rd floor, Vernon, Connecticut 06066 by 11:00 AM on June 14th, 2016; at which time proposals shall be opened and read aloud publicly. **E-mailed, faxed or late bids will not be accepted.**

Confidentiality – The Town of Vernon is subject to the Freedom of Information Act. If a respondent believes that any information in its proposal should be treated as confidential that material shall be clearly marked. The Town shall endeavor to protect confidential material from disclosure to non-Town employees or contractors 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.

Qualifications will be reviewed by the town’s Selection Committee. Interviews may be required. 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 applications in whole or in part, to award any one service or group of services or all services, to negotiate with any or all companies submitting qualifications, and to enter into an agreement with any company for any services mentioned in this RFQ/RFP if it is deemed to be in the best interest of the Town.

John Ward
Town Administrator