

**LEGAL NOTICE**

**TOWN OF VERNON**

**CONTRACT #2010-05/11/17**

**RFP**

**CUSTODIAL SERVICES AT VARIOUS BUILDINGS  
OWNED BY THE TOWN OF VERNON**

**INVITATION TO BID**

The Town of Vernon, Connecticut is seeking a qualified firm to furnish custodial services at various buildings owned by the Town. A firm must have a demonstrated experience in providing such services and adhere to standards and requirements typical for such services.

**There will be a mandatory walk-through of all buildings under this contract at 10:00 AM on April 27, 2017, starting at the Town of Vernon Public Works Department, 375 Hartford Turnpike, Vernon, Connecticut 06066. Proposals from any parties/firms who fail to attend this mandatory walk-through will be disqualified without further consideration.**

Copies of the RFP are available online at the Town of Vernon website at [www.vernon-ct.gov/legal-notice](http://www.vernon-ct.gov/legal-notice) with reference to Contract #2010-05/11/17 and at the Department of Administrative Services website at [www.das.ct.gov](http://www.das.ct.gov).

All questions about the proposals should be directed to John D. Ward, Town Administrator, by e-mail at [jward@vernon-ct.gov](mailto:jward@vernon-ct.gov), with copies to Robert Kleinhans, Director of Public Works Department, by e-mail at [rkleinhans@vernon-ct.gov](mailto:rkleinhans@vernon-ct.gov), no later than 3:30 PM on May 5, 2017. Answers to all so received questions shall be posted by May 9, 2017 on the Town's website under the bid section at <http://www.vernon-ct.gov/legal-notice> with the Contract #2010-05/11/17.

Two (2) copies of all proposals should be submitted in a sealed envelope, with "**BID DOCUMENT – DO NOT OPEN - CONTRACT #2010-05/11/17**" 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 **Thursday, May 11, 2017, 2017 at 11:30 AM**; at which time proposals shall be opened and read aloud publicly. E-mailed, faxed or late 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 should be treated as confidential, that material shall be clearly marked. The Town shall endeavor to protect confidential materials 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