

LEGAL NOTICE

REQUEST FOR PROPOSALS

TOWN OF VERNON

CONTRACT # 2009-06/29/2017

TOWN CLERK'S OFFICE COMPREHENSIVE OPERATING SYSTEM

The Town of Vernon, Connecticut is requesting proposals from qualified vendors to undertake the implementation, installation, and maintenance of a comprehensive operating system for the Town Clerk's Office.

Copies of the RFP are available online at the Town of Vernon website at www.vernon-ct.gov/legal-notices with reference to Contract # 2009-06/29/2017 and at the Department of Administrative Services website at www.das.ct.gov .

All questions about the proposals should be directed to Bernice Dixon, Town Clerk, by e-mail at bdixon@vernon-ct.gov , with copies to John Ward, Town Administrator, by e-mail at jward@vernon-ct.gov , no later than 5:00 PM on Tuesday, June 20, 2017. Answers to all so received questions shall be posted by 5:00 PM on Monday, June 26, 2017 on the Town's website under the bid section at <http://www.vernonct.gov/legal-notices> with reference to Contract #2009-06/29/2017.

Three (5) copies of all proposals should be submitted in a **sealed** envelope, with "BID DOCUMENT – DO NOT OPEN – CONTRACT #2009-06/29/2017" 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 2:00pm on Thursday, June 29, 2017 at which time proposals shall be opened and read aloud publicly. **E-mailed, faxed or late bids will not be accepted.**

The selected vendor 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 D. Ward