
***Bid Title: Interactive Touch Flat Panel Screens
and Projectors installed***

Bid End Date: June 25, 2019 10:00 AM EDT

***Clarifications End Date: June 19, 2019 4:00:00 PM
EDT***

Bid Contact: Rawle Dummett

Purchasing Agent

Town of Waterford

rdummett@waterfordct.org

860-440-0540

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

Town of Waterford
Board of Selectmen
Request for Proposals
Interactive Touch Flat Panel Screens, Projectors and installation
Bid #19-108
INVITATION TO BID

The Town of Waterford will accept sealed proposals for **Interactive Touch Flat Panel Screens, Projectors and installation** until 10:00 A.M. on June 25, 2019 in the Louise Appleby Room, 15 Rope Ferry road Waterford CT.06385. Please see the Town of Waterford website at:

<http://www.waterfordct.org/depts/finance/purchasing.htm> for packets and all information regarding this Proposal. Any questions regarding this proposal are to be directed to the Purchasing Agent at rdummett@waterfordct.org.

A mandatory pre-bid conference /site visit for this Request for Proposal will take place at 10:00am on June 13,2019 at 285 Bloomingdale Road Waterford CT, 06375. The Board of Selectmen reserves the right to reject any or all proposals, in whole or in part, and to waive any informality in any bid when such action is deemed in the best interest of the Town; their decision is final.

Rawle Dummett
Purchasing Agent

**TOWN OF WATERFORD
INFORMATION AND GENERAL REQUIREMENTS TO BIDDERS**

1. Sealed Proposals (**one ORIGINAL & TWO copies**) as detailed in the RFP will be received at the Office of the Purchasing Agent, Town Hall, 15 Rope Ferry Rd Waterford, Connecticut 06385. At the designated time of opening, they will be publicly opened, read, recorded and placed on file. **Proposals may be mailed or hand-delivered and received by the specified time. Packets received after designated time will not be accepted.**
2. **The envelope enclosing your Proposal should be clearly marked on its front by Proposal number, time of Proposal opening and date.**
3. Whenever it is deemed to be in the best interest of the Town, the Board of Selectmen shall have the right to accept or reject any Proposal, or any part of any Proposal, when such action is deemed to be in the best interest of the Town of Waterford.
4. The award will be on the basis of qualified, lowest, responsible Bidder to meet specifications unless otherwise specified.
5. Proposals will be carefully evaluated as to conformance with stated specifications.
6. Specifications must be submitted complete in every detail, and when requested, samples shall be provided. If a Proposal involves any exception from stated specifications, they must be clearly noted as exceptions, underlined, and attached to the Proposal.
7. The Proposal Documents contain the provisions required for the requested item. Information obtained from an officer, agent, or employee of the Town or any other person shall not affect the risks or obligations assumed by the Bidder or relieve him/her from fulfilling any of the conditions of the Proposal.
8. Each bidder is held responsible for the examination and/or to have acquainted themselves with any conditions at the job site which would affect their work before submitting a Proposal. Failure to meet these criteria shall not relieve the Bidder of the responsibility of completing the Proposal without extra cost to the Town of Waterford.

9. Any Proposal may be withdrawn prior to the above scheduled time for the opening of Proposals or authorized postponement thereof. Any Proposal received after the time and date specified shall not be considered. No bidder may withdraw a Proposal within ninety (90) days after the actual date of the opening thereof. Should there be reasons why a Proposal cannot be awarded within the specified period; the time may be extended by mutual agreement between the Town and the bidder.
10. The bidder agrees and warrants that in the submission of this sealed bid, they will uphold the Town of Waterford's commitment to following Connecticut State and Federal law ensuring full compliance with Title VI of the Civil Rights Act of 1964 which affirms that no person or group of persons is excluded from participation, denied benefits, or otherwise subjected to discrimination or permits discrimination under any program or activity or any service rendered to the public, on the grounds of race, color, creed, religion, national origin, sex, age or disability. Unless it is shown by such bidder that such disability prevents performance of that which must be done to successfully fulfill the terms of this sealed bid or in any manner which is prohibited by the laws of the United States or the State of Connecticut. The bidder further agrees to provide the Connecticut Commission on Human Rights and Opportunities with such information requested by the Commission concerning the employment practices and procedures of the bidder. An Affirmative Action Statement will be required by the successful bidder.
11. Bidder agrees to comply with all of the latest Federal and State Safety Standards and Regulations and certifies that all work required in this Proposal will conform to and comply with said standards and regulations. Bidder further agrees to indemnify and hold harmless the Town for all damages assessed against the Town as a result of Bidder's failure to comply with said standards and/or regulations.
12. The Town of Waterford is exempt from Excise, Transportation and Sales taxes imposed by the Federal Government and/or State of Connecticut. Such taxes must not be included in proposal prices. Exemption certificates will be provided upon request.
13. By submitting a proposal, Vendors/Bidders certify that the proposal is made independently and without collusion, agreement, understanding, or planned course of action with any other Vendor/Bidder and that the contents of the proposal shall not be disclosed to anyone other than their employees, agents, or sureties prior to the official opening. Non-Collusion Statement to be filled out.
14. **IF APPLICABLE the Bidder, when applicable, agrees to pay its labor force Prevailing Wage Rates and to comply with all Laws, Regulations and Ordinances regarding these wage rates and the recording of them set forth by the Connecticut Department of Labor. See Schedule in bid packet.**

Vendors shall observe and comply with all Federal, State and local laws, ordinances and regulations. Vendors shall indemnify and save harmless the Town, all of its officers, agents and servants against any claim or liability arising

SECTION 1 – INTRODUCTION AND INFORMATION

1.1 Purpose

The Town of Waterford, Connecticut (Town) is seeking qualified, experienced and licensed firm(s) to provide and install Promethean Interactive Boards and Projectors in accordance with the terms, conditions, and specifications contained in this Request for Proposals (RFP).

1.2 Submission Deadline

Sealed proposals shall be delivered during the Town's normal business hours in a sealed envelope and addressed to the Town of Waterford 15 Rope Ferry RD Waterford, CT 06385 ATTN: Purchasing Agent (Town Hall) no later than the date and time specified, at which time and place the proposals will be publicly opened and the names of the firms will be read. After the deadline, proposals will not be accepted. Firms are responsible for making certain that their proposal is received at the location specified by the due date and time. The Town of Waterford is not responsible for delays caused by any mail, package or courier service, including the U.S. mail, or caused by any other occurrence or condition. The Town's normal business hours are Monday through Friday, 8:00 a.m. through 5:00 p.m. excluding holidays observed by the Town.

1.3 Point of Contact

All information concerning procedures and technical specifications pertaining to this solicitation should be directed to, Purchasing Agent Rawle Dummett at (860)440-0540 or email at rdummett@waterfordct.org. Clarifications will be answered by addendum which will be posted to the Town's Website at <http://www.waterfordct.org/depts/finance/purchasing.htm>

Questions of a material nature must be received prior to the cut-off date specified in the RFP Schedule.

No part of your proposal can be submitted via FAX. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the Contractor has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required. The entire proposal must be submitted in accordance

with all specifications contained in this solicitation.

END OF SECTION

Project: Purchase And Installation Of Interactive White Boards

**Minimum Rates and Classifications
for Building Construction**

ID# : B 26203

**Connecticut Department of Labor
Wage and Workplace Standards Division**

By virtue of the authority vested in the Labor Commissioner under provisions of Section 31-53 of the General Statutes of Connecticut, as amended, the following are declared to be the prevailing rates and welfare payments and will apply only where the contract is advertised for bid within 20 days of the date on which the rates are established. Any contractor or subcontractor not obligated by agreement to pay to the welfare and pension fund shall pay this amount to each employee as part of his/her hourly wages.

Project Number: 19-108 Project Town: Waterford
State# FAP#:

Project: Purchase And Installation Of Interactive White Boards

CLASSIFICATION **Hourly Rate** **Benefits**

1a) Asbestos Worker/Insulator (Includes application of insulating materials, protective coverings, coatings, & finishes to all types of mechanical systems; application of firestopping material for wall openings & penetrations in walls, floors, ceilings) 38.25 27.96

1b) Asbestos/Toxic Waste Removal Laborers: Asbestos removal and encapsulation (except its removal from mechanical systems which are not to be scrapped), toxic waste removers, blasters. **See Laborers Group 7**

1c) Asbestos Worker/Heat and Frost Insulator 40.21 29.30

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2) Boilermaker	38.34	26.01
3a) Bricklayer, Cement Mason, Concrete Finisher (including caulking), Stone Masons	34.72	32.55 + a
3b) Tile Setter	34.90	25.87
3c) Terrazzo Mechanics and Marble Setters	31.69	22.35
3d) Tile, Marble & Terrazzo Finishers	26.70	21.75
3e) Plasterer	33.48	32.06

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-----LABORERS-----

4) Group 1: Laborers (common or general), acetylene burners, concrete specialists, wrecking laborers, fire watchers.	30.75	20.84
4a) Group 2: Mortar mixers, plaster tender, power buggy operators, powdermen, fireproofers/mixer/nozzleman (Person running mixer and spraying fireproof only).	30.30	20.10
4b) Group 3: Jackhammer operators/pavement breaker, mason tender (brick), mason tender (cement/concrete), forklift operators and forklift operators (masonry).	31.25	20.84
4c) **Group 4: Pipelayers (Installation of water, storm drainage or sewage lines outside of the building line with P6, P7 license) (the pipelayer rate shall apply only to one or two employees of the total crew who primary task is to actually perform the mating of pipe sections) P6 and P7 rate is \$26.80.	30.55	20.10
4d) Group 5: Air track operator, sand blaster and hydraulic drills.	30.55	20.10

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4e) Group 6: Blasters, nuclear and toxic waste removal.	31.80	20.10
4f) Group 7: Asbestos/lead removal and encapsulation (except it's removal from mechanical systems which are not to be scrapped).	31.05	20.10
4g) Group 8: Bottom men on open air caisson, cylindrical work and boring crew.	28.38	20.10
4h) Group 9: Top men on open air caisson, cylindrical work and boring crew.	27.86	20.10
4i) Group 10: Traffic Control Signalman	16.00	20.10
5) Carpenter, Acoustical Ceiling Installation, Soft Floor/Vinyl Floor/Carpet Laying, Metal Stud Installation, Form Work and Scaffold Building, Drywall Hanging, Modular-Furniture Systems Installers, Lathers, Piledrivers, Resilient Floor Layers.	33.53	25.66

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5a) Millwrights	34.04	26.09
6) Electrical Worker (including low voltage wiring) (Trade License required: E1,2 L-5,6 C-5,6 T-1,2 L-1,2 V-1,2,7,8,9)	37.50	27.91+3% of gross wage
7a) Elevator Mechanic (Trade License required: R-1,2,5,6)	53.37	33.705+a+b
-----LINE CONSTRUCTION-----		
Groundman	26.50	6.5% + 9.00
Linemen/Cable Splicer	48.19	6.5% + 22.00

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8) Glazier (Trade License required: FG-1,2)	37.18	21.05 + a
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9) Ironworker, Ornamental, Reinforcing, Structural, and Precast Concrete Erection	35.47	35.14 + a
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----OPERATORS----

Group 1: Crane handling or erecting structural steel or stone, hoisting engineer 2 drums or over, front end loader (7 cubic yards or over), work boat 26 ft. and over and Tunnel Boring Machines. (Trade License Required)	40.97	24.80 + a
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Group 2: Cranes (100 ton rate capacity and over); Excavator over 2 cubic yards; Piledriver (\$3.00 premium when operator controls hammer); Bauer Drill/Caisson. (Trade License Required)	40.64	24.80 + a
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Group 3: Excavator; Backhoe/Excavator under 2 cubic yards; Cranes (under 100 ton rated capacity), Grader/Blade; Master Mechanic; Hoisting Engineer (all types of equipment where a drum and cable are used to hoist or drag material regardless of motive power of operation), Rubber Tire Excavator (Drott-1085 or similar); Grader Operator; Bulldozer Fine Grade. (slopes, shaping, laser or GPS, etc.). (Trade License Required)	39.88	24.80 + a
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Group 4: Trenching Machines; Lighter Derrick; Concrete Finishing Machine; CMI Machine or Similar; Koehring Loader (Skooper).	39.48	24.80 + a
Group 5: Specialty Railroad Equipment; Asphalt Paver; Asphalt Reclaiming Machine; Line Grinder; Concrete Pumps; Drills with Self Contained Power Units; Boring Machine; Post Hole Digger; Auger; Pounder; Well Digger; Milling Machine (over 24" Mandrell)	38.87	24.80 + a
Group 5 continued: Side Boom; Combination Hoe and Loader; Directional Driller; Pile Testing Machine.	38.87	24.80 + a
Group 6: Front End Loader (3 up to 7 cubic yards); Bulldozer (rough grade dozer).	38.55	24.80 + a
Group 7: Asphalt roller, concrete saws and cutters (ride on types), vermeer concrete cutter, Stump Grinder; Scraper; Snooper; Skidder; Milling Machine (24" and under Mandrell).	38.20	24.80 + a
Group 8: Mechanic, grease truck operator, hydroblaster; barrier mover; power stone spreader; welding; work boat under 26 ft.; transfer machine.	37.79	24.80 + a

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Group 9: Front end loader (under 3 cubic yards), skid steer loader regardless of attachments, (Bobcat or Similar): forklift, power chipper; landscape equipment (including Hydroseeder).	37.34	24.80 + a
Group 10: Vibratory hammer; ice machine; diesel and air, hammer, etc.	35.24	24.80 + a
Group 11: Conveyor, earth roller, power pavement breaker (whiphammer), robot demolition equipment.	35.24	24.80 + a
Group 12: Wellpoint operator.	35.18	24.80 + a
Group 13: Compressor battery operator.	34.58	24.80 + a
Group 14: Elevator operator; tow motor operator (solid tire no rough terrain).	33.41	24.80 + a

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Group 15: Generator Operator; Compressor Operator; Pump Operator; Welding Machine Operator; Heater Operator.	32.99	24.80 + a
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Group 16: Maintenance Engineer/Oiler.	32.32	24.80 + a
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Group 17: Portable asphalt plant operator; portable crusher plant operator; portable concrete plant operator.	36.76	24.80 + a
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Group 18: Power safety boat; vacuum truck; zim mixer; sweeper; (Minimum for any job requiring a CDL license).	34.26	24.80 + a
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-----PAINTERS (Including Drywall Finishing)-----

10a) Brush and Roller	33.62	21.05
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10b) Taping Only/Drywall Finishing	34.37	21.05
10c) Paperhanger and Red Label	34.12	21.05
10e) Blast and Spray	36.62	21.05
11) Plumber (excluding HVAC pipe installation) (Trade License required: P-1,2,6,7,8,9 J-1,2,3,4 SP-1,2)	42.62	31.21
12) Well Digger, Pile Testing Machine	37.26	24.05 + a
13) Roofer (composition)	36.70	19.85

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14) Roofer (slate & tile)	37.20	19.85
15) Sheetmetal Worker (Trade License required for HVAC and Ductwork: SM-1,SM-2,SM-3,SM-4,SM-5,SM-6)	37.50	36.79
16) Pipefitter (Including HVAC work) License required: S-1,2,3,4,5,6,7,8 B-1,2,3,4 D-1,2,3,4, G-1, G-2, G-8 & G-9)	(Trade	42.62 31.21

-----TRUCK DRIVERS-----

17a) 2 Axle	29.13	23.33 + a
17b) 3 Axle, 2 Axle Ready Mix	29.23	23.33 + a

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17c) 3 Axle Ready Mix	29.28	23.33 + a
17d) 4 Axle, Heavy Duty Trailer up to 40 tons	29.33	23.33 + a
17e) 4 Axle Ready Mix	29.38	23.33 + a
17f) Heavy Duty Trailer (40 Tons and Over)	29.58	23.33 + a
17g) Specialized Earth Moving Equipment (Other Than Conventional Type on-the-Road Trucks and Semi-Trailers, Including Euclids)	29.38	23.33 + a
18) Sprinkler Fitter (Trade License required: F-1,2,3,4)	43.92	15.84 + a

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19) Theatrical Stage Journeyman

25.76

7.34

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Welders: Rate for craft to which welding is incidental.

**Note: Hazardous waste removal work receives additional \$1.25 per hour for truck drivers.*

***Note: Hazardous waste premium \$3.00 per hour over classified rate*

ALL Cranes: When crane operator is operating equipment that requires a fully licensed crane operator to operate he receives an extra \$4.00 premium in addition to the hourly wage rate and benefit contributions:

1) Crane handling or erecting structural steel or stone; hoisting engineer (2 drums or over)

2) Cranes (100 ton rate capacity and over) Bauer Drill/Caisson

3) Cranes (under 100 ton rated capacity)

Crane with 150 ft. boom (including jib) - \$1.50 extra

Crane with 200 ft. boom (including jib) - \$2.50 extra

Crane with 250 ft. boom (including jib) - \$5.00 extra

Crane with 300 ft. boom (including jib) - \$7.00 extra

Crane with 400 ft. boom (including jib) - \$10.00 extra

All classifications that indicate a percentage of the fringe benefits must be calculated at the percentage rate times the "base hourly rate".

Apprentices duly registered under the Commissioner of Labor's regulations on "Work Training Standards for Apprenticeship and Training Programs" Section 31-51-d-1 to 12, are allowed to be paid the appropriate percentage of the prevailing journeymen hourly base and the full fringe benefit rate, providing the work site ratio shall not be less than one full-time journeyman instructing and supervising the work of each apprentice in a specific trade.

The Prevailing wage rates applicable to this project are subject to annual adjustments each July 1st for the duration of the project.

Each contractor shall pay the annual adjusted prevailing wage rate that is in effect each July 1st, as posted by the Department of Labor.

It is the contractor's responsibility to obtain the annual adjusted prevailing wage rate increases directly from the Department of Labor's website.

The annual adjustments will be posted on the Department of Labor's Web page: www.ct.gov/dol. For those without internet access, please contact the division listed below.

The Department of Labor will continue to issue the initial prevailing wage rate schedule to the Contracting Agency for the project.

All subsequent annual adjustments will be posted on our Web Site for contractor access.

Contracting Agencies are under no obligation pursuant to State labor law to pay any increase due to the annual adjustment provision.

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Effective October 1, 2005 - Public Act 05-50: any person performing the work of any mechanic, laborer, or worker shall be paid prevailing wage

All Person who perform work ON SITE must be paid prevailing wage for the appropriate mechanic, laborer, or worker classification.

All certified payrolls must list the hours worked and wages paid to All Persons who perform work ON SITE regardless of their ownership i.e.: (Owners, Corporate Officers, LLC Members, Independent Contractors, et. al)

Reporting and payment of wages is required regardless of any contractual relationship alleged to exist between the contractor and such person.

~~Unlisted classifications needed for work not included within the scope of the classifications listed may be added after award only as provided in the labor standards contract clause (29 CFR 5.5 (a) (1) (ii)).

Please direct any questions which you may have pertaining to classification of work and payment of prevailing wages to the Wage and Workplace Standards Division, telephone (860)263-6790.

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SECTION 2 - SPECIAL TERMS AND CONDITIONS

2.1 General Conditions

RFP General Conditions are included and made a part of this RFP.

2.2 Changes and Interpretations

It is the sole responsibility of each firm to notify the Buyer utilizing the question / answer during the pre-proposal conference and/or site visit and request modification or clarification of any ambiguity, conflict, discrepancy, omission or other error discovered in this competitive solicitation. Requests for clarification, modification, interpretation, or changes must be received prior to the Question and Answer (Q & A) Deadline. Requests received after this date may not be addressed.

2.3 Changes and Alterations

Consultant may change or withdraw a Proposal at any time prior to Proposal submission deadline; however, no oral modifications will be allowed. Modifications shall not be allowed following the Proposal deadline.

2.4 Proposer's Costs

The Town shall not be liable for any costs incurred by proposers in responding to this RFP.

2.5 Pricing/Delivery

All pricing should be identified within the contractor's bid. Failure to identify pricing and provide costs as requested in this RFP may deem your proposal non-responsive.

Contractor must quote a firm, fixed price for all services stated in the RFP. All costs including travel shall be included in your proposal. The Town shall not accept any additional costs including any travel associated with coming to the Town of Waterford.

Prices proposed shall be valid for at least One-Hundred and Twenty (90) days from time of RFP opening unless otherwise extended and agreed upon by the Town and proposer.

2.6 Invoices/Payment

The Town will accept invoices when work has been completed. Each invoice shall fully detail the related costs and shall specify the status of the particular task or project as of the date of the invoice. Payment will be made within forty-five (45) days after receipt of an invoice acceptable to the Town. If at any time during

the contract, the Town shall not approve or accept the Contractor's work product, and agreement cannot be reached between the Town and the Contractor to resolve the problem to the Town's satisfaction, the Town shall negotiate with the Contractor on a payment for the work completed and usable to the Town.

2.7 Mistakes

The consultant shall examine this RFP carefully. The submission of a Proposal shall be prima facie evidence that the consultant has full knowledge of the scope, nature, and quality of the work to be performed; the detailed requirements of the specifications; and the conditions under which the work is to be performed. Ignorance of the requirements will not relieve the consultant from liability and obligations under the Contract.

2.8 Acceptance of Proposals / Minor Irregularities

2.8.1 The Town reserves the right to accept or reject any or all proposals, part of proposals, and to waive minor irregularities or variances to specifications contained in proposals, which do not make the proposal conditional in nature and minor irregularities in the solicitation process. A minor irregularity shall be a variation from the solicitation that does not affect the price of the contract or does not give a respondent an advantage or benefit not enjoyed by other respondents, does not adversely affect the interests of other firms or, does not affect the fundamental fairness of the solicitation process. The Town also reserves the right to reissue a Request for Proposal.

2.8.2 The Town reserves the right to disqualify Consultant during any phase of the competitive solicitation process and terminate for cause any resulting contract upon evidence of collusion with intent to defraud or other illegal practices on the part of the Consultant.

END OF SECTION

SECTION 3 – TECHNICAL SPECIFICATIONS/SCOPE OF SERVICES

WPS is seeking to replace current Promethean Boards and Projectors with Interactive Touch Flat Panel Screens. The District is looking for collaboration and assistance from qualified vendors who can satisfactorily provide the following:

- 1. Provide a proposal for (34) classroom interactive touch flat panel screens. The screens need to meet the following minimum requirements:**
 - a. 75” viewable screen size**
 - b. Designed specifically for K-12 use**
 - c. Compatible with the Promethean Active Inspire software (This software is currently used for K-12 lesson delivery throughout the school district).**
 - d. 15-point touch**
 - e. Wireless casting included for multiple devices**
 - f. OS compatibility with Windows, Android, Linux and Mac.**
 - g. Full HD quality resolution, 16:9 Aspect ratio, 4K**
 - h. Two (2) HDMI ports**
 - i. Two (2) USB ports**
 - j. Wall Mountable (concrete and/or sheetrock walls)**
 - k. Integrated Speakers**
 - l. 3-year onsite service included**

- 2. In addition, include the following in the proposal:**
 - a. (31) Vertical adjustable wall mount brackets (3) Fixed wall mount brackets.**
 - b. Cost of delivery, installation, cabling for all (34) screens and brackets**

- 3. Please provide itemized pricing where necessary and a lump sum price in Bid form provided.**

3.1 Contract Award

The Town reserves the right to award a contract to that Consultant who is best lowest qualified bidder, and

will best serve the interest of the Town. The Town reserves the right, based upon its deliberations and in its opinion, to accept or reject any or all proposals. The Town also reserves the right to waive minor irregularities or variations of the submittal requirements and RFP process.

END OF SECTION

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

**PROPOSAL FORM
PROMETHEAN BOARDS AND PROJECTORS WITH INTERACTIVE TOUCH FLAT PANEL
SCREENS AND INSTALLATION
PROPOSAL BID #19-108**

VENDOR NAME AND ADDRESS

PRINTED NAME AND TITLE OF VENDOR'S AGENT

PHONE AND FACSIMILE NUMBERS, E-MAIL ADDRESS

I _____, _____ of the
Name Position

above named firm hereby submit the following Proposal in accordance with Town of Waterford specifications.

SIGNATURE **DATE**

1. Total Bid, \$ _____

COMMENTS:

INSURANCE REQUIREMENTS - Within five days of contract award, the awarded vendor shall provide a Certificate of Insurance in accordance with the following requirements:

Contractor/Vendor will agree to maintain in force at all times during which work/services are to be performed, the following minimum limits of insurance coverage. Coverage will include the bidder and all of its agents, employees and sub-contractors and other providers of services and shall name the **Town of Waterford, its employees and agents as an Additional Insured** on a primary and non-contributory basis to all policies, except Workers Compensation. **All policies shall also include a Waiver of Subrogation.** The insurance company(ies) must be licensed with the State of Connecticut and have a Financial Strength Rating of "A-" or higher and a Financial Size Rating of VIII or higher from A.M. Best Company.

		Minimum Limits
General Liability	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate	\$2,000,000
Auto Liability	Combined Single Limit Each Accident	\$1,000,000
Umbrella (Excess Liability)	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
Workers' Compensation & Employers' Liability	Work Comp	Statutory Limits
	EL Each Accident	\$500,000
	EL Disease Each Employee	\$500,000
	EL Disease Policy Limit	\$500,000

A Certificates of Insurance documenting the coverage listed above must be presented to The Town of Waterford prior to the commencing of any work/service. The

Contractor/Vendor also agrees to provide replacement and/or renewal certificates at least 30 days prior to the expiration of each policy.

If any policy is written on a "Claims Made" basis, the policy must be continually renewed for a minimum of two (2) years following the completion date of the work/service. If the claims-made policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for two (2) years from the completion date.

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WATERFORD, CT 06385-2886

**TOWN OF WATERFORD
NON-COLLUSION STATEMENT**

"The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid."

We understand that this proposal must be signed by an authorized agent of our company to constitute a valid proposal.

Date: _____

Name of Company: _____

Name and Title of Agent: _____

By (SIGNATURE): _____

Address: _____

Telephone Number: _____

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT ACTIVITIES

Please indicate the name and address of the company official(s) responsible for carrying out the Equal Employment Opportunity/Affirmative Action Program for your company.

Four horizontal lines for providing the name and address of the company official(s).

If your company does not have a written affirmative action plan, please estimate the number of vacancies during the next 12 months, and indicate the numerical or percentage goals you have set for the employment of minority people and females to make your labor force reflective of the labor market in which you operate.

Three horizontal lines for providing the number of vacancies and employment goals.

The vendor/bidder understands that failure to complete the above form in a satisfactory manner will preclude such vendor from being actively considered for contract with the Town of Waterford. The vendor /bidder also understands that the Affirmative Action statements will become part of any contract, and that breach of such statements will constitute a breach of the contract subject to such remedies as provided by law.

I certify that there are no misrepresentations, omissions, or falsifications in the foregoing statements and answers, and that the entries above are true, complete, and correct to the best of my knowledge and belief.

Date

Signature

Title

Subscribed and sworn to before me at _____, Connecticut, this _____
Day of _____ 20____.

AFFIRMATIVE ACTION STATEMENT

NOTE: IF YOUR COMPANY HAS LESS THAN 10 EMPLOYEES, OR HAS COMPLETED THIS SAME FORM WITHIN 1 YEAR, YOU MAY DISREGARD THE FOLLOWING EQUAL EMPLOYMENT/AFFIRMATIVE ACTION SECTION, EXCEPT AS NOTED.

- OR: (1) The number of employees _____
- (2) Completed this form within one year _____Yes _____No

FOR SEALED BIDS: If your company has completed this form within one year Please forward a photocopy of the initial form with your bid. If significant Changes have taken place within the past year, please update the information on this form.

REQUIREMENT – Any vendor/bidder seeking to do business with the Town of Waterford must, upon request, supply the Town and/or the Waterford Human Resources with any information concerning the Affirmative Action/Equal Employment practices of the vendor/bidder, which the Town and/or Commission deems necessary in fulfilling its charge. Failure to supply such information, when requested, will result in the termination of any further transactions between the vendor/bidder and the Town of Waterford.

COMPANY NAME AND ADDRESS

TYPE OF BUSINESS

TYPE OF ORGANIZATION

_____Corporation _____Partnership _____Individual

If unit filing this application is not the above-named company, give the name, address, and telephone number of reporting unit. (Branch, agent, representative).
