



TOWN OF GROTON

REQUEST FOR PROPOSAL

20-22

DIGITAL ORTHOPHOTOGRAPHY AND BASEMAPPING PROJECT

January 2020



TOWN OF GROTON

BIDDER INFORMATION

BID NUMBER: 20-22
BID OPENING: 2:30 P.M. February 7, 2020
LOCATION: Purchasing Office, Groton Town Hall
ADDRESS: 45 Fort Hill Road, Groton, CT 06340

Sealed bids will be received by Eileen Cardillo, Purchasing Agent of the Town of Groton, until **2:30 P.M. on February 7, 2020** for bid **RFP 20-22 Digital Orthophotography and Basemapping Project**. for the Town of Groton in accordance with the specifications and information.

Bids received after 2:30 P.M. on February 7, 2020 will not be accepted.

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TOWN OF GROTON

It is the intent of this "Request for Proposal" to solicit proposals from vendors who are qualified to provide 1" = 100' color digital orthophotography and planimetric vector data. The imagery shall be at a scale of 1:100' and a pixel resolution of 0.25'. The prospective bidder must complete the bid form and company information sheet, but need not return the entire proposal document. The bidder is not to include any taxes from which the Town is exempted by law. The Town will complete any tax exemption forms that the successful vendor may require if such forms are within the Town's legal parameters.

2. BID SUBMISSION

The proposal shall be submitted to the Office of the Purchasing Agent no later than 2:30 P.M. on **February 7, 2020** at which time they will be publicly opened and read aloud. Bids received after that date and time will not be considered by the Town of Groton. Bids must be submitted on the blank forms furnished, and should be in a sealed envelope, addressed to the Office of the Purchasing Agent, marked public bid "**RFP 20-22 Digital Orthophotography and Basemapping Project**". PLEASE PROVIDE INFORMATION AND PRICING AS REQUESTED IN THE BID SPECIFICATIONS. The Town of Groton Purchasing Division shall receipt stamp each bid received. The date of the stamp shall prevail over any postmark date. The Town of Groton assumes no liability for any postal service delays.

3. WITHDRAWAL OF BIDS

No bidder may withdraw their bid for a period of 90 days after the actual date of the bid opening, during which time prices will be firm. Bids may be withdrawn by written authorization only and only if withdrawal request is received one (1) day or more prior to the bid opening. The proposed prices in this bid shall hold through each delivery date indicated.

Costs for the preparation of this proposal are to be borne entirely by the bidders. They shall not in any way be charged to the Town of Groton. All submissions become the property of the Town of Groton to use as required to meet the objectives of this bid.

4. BID BONDS, CERTIFIED CHECKS OR CASHIER'S CHECKS (SEE BID FORM)

When required each bid shall be accompanied by a bid bond signed by a surety company authorized to do business in Connecticut or by a cashier's check or certified check made payable to the Town of Groton. The amount of the bid deposit will be 0% of the total base bid unless otherwise specified.

Bond amount required: 0%

5. PERFORMANCE BOND (SEE GENERAL CONDITIONS PERTAINING TO THIS PROJECT SECTION)

If required by the bid specifications, the successful bidder may be required to provide a performance bond. The performance bond shall be made out in favor of the Town of Groton. The performance bond shall be required as security by the successful bidder for faithful performance of his contract. This performance bond shall be required within ten (10) days of the award notification. The performance bond must be written by a surety company licensed to conduct business in the State of Connecticut. The successful bidder, upon failure or refusal to furnish within ten (10) days the required performance bond, shall forfeit their bid deposit to the Town of Groton as liquidated damages.

Bond Amount Required: 0%

6. VENDOR QUALIFICATION

Each vendor shall present evidence that they are normally engaged in the purveying of the type of materials/equipment or workmanship proposed. The vendor shall make themselves thoroughly familiar with the contents of the notice before submitting his/her proposal. The vendor automatically acknowledges and accepts all of the provisions, conditions, and specifications of this notice. No proposal shall be considered from vendors who are unable to show that they are normally engaged in the purveying of the type of materials/equipment or workmanship proposed. For any type of service, construction or commodity, the vendor certifies that his product or service meets all local, State and Federal regulations applicable to his/her product or service. The vendor is responsible for complying with all ordinances, laws and regulations affecting their particular product or service and holds the Town of Groton harmless for any claims for damages whether bodily, personal or property due to the avoidance of any requirement of any governing body. All, bidders, in order for their proposals to be considered, must not be delinquent on any property tax or fees issued by the Town. Bidders shall certify that neither they nor any business or corporation fully or partially owned by the bidder is not delinquent on Town property taxes or fees.

7. DELIVERY

All prices quoted shall include any and all **shipping, handling, insurance, training, consulting, out of pocket expense**, and **delivery** charges necessary to deliver any materials and equipment ordered to:

Town Of Groton
Information Technology Department
45 Fort Hill Rd
Groton, Ct 06340

IF APPLICABLE, ALL SAFETY DATA SHEETS ARE REQUIRED TO BE DELIVERED WITH THE PRODUCT. ONE COPY MUST ALSO BE SENT TO THE RISK MANAGER'S OFFICE, 45 FORT HILL RD., GROTON, CT. 06340.

8. ACCEPTANCE OR REJECTION

The Town reserves the right to accept or reject any and all bids and to waive any minor deviations from our bid requirements if it is in the best interest of the Town to do so.

9. PAYMENT TERMS

The Town agrees to pay for the material/equipment within thirty (30) days after acceptance. Acceptance means 100% delivery of satisfactory merchandise to comply with our specifications. If a vendor wishes to offer a prepayment discount he/she must provide a separate sheet with his/her bid showing the terms of the discount and the advantage to the Town of Groton in accepting this prepayment discount. Prepayment in no way forfeits any right of the Town to complete satisfaction with the purchase nor does it relieve the vendor of any responsibility to perform as required in the bid document.

10. SUPPLEMENTAL INFORMATION

The vendor must submit with their proposals the detailed specifications, descriptive literature and all necessary details on the material/equipment they propose to furnish in order that the Town may have full information available when analyzing the bids. In cases where an item is identified by a manufacturer's name, trade name, catalog number or reference it is understood that the bidder proposes to furnish the item so identified and does not propose to furnish an "equal" unless the proposed "equal" is identified. The reference to the manufacturer's name, trade name or catalog number is intended to be descriptive, not restrictive and is used to indicate to the prospective bidder articles that will be satisfactory. Bids on other makes will be considered provided the bidder clearly states the item being proposed is an exception but an equal on the bid form. The Purchasing Agent reserves the right to approve as an equal or to reject as not being equal any article that the bidder proposes to furnish which contains major or minor variations from the specification requirements.

11. MULTIPLE BIDS

No bidder will be allowed to offer more than one bid price on each item even though alternate models or styles may meet the specifications. Alternates will be considered only if requested by the Town of Groton.

12. EXCEPTIONS TO SPECIFICATIONS

If the material/equipment offered differs from the provisions contained in this specification, such differences must be explained in detail on the sheets attached to this bid and if such deviations do not depart from the intent of this notice and are in the best interest of the Town, the bid will receive careful consideration. The absence of written deviations will hold the bidder strictly accountable to the Town of Groton to the specifications as written.

13. TESTS

Before approval, the Town Manager or his agent, shall have the right to inspect and test the materials and equipment furnished in accordance with this notice. When samples are required from bidders receiving the award, the samples may be retained by the Town of Groton until the delivery of the bid items. Bidders whose samples are retained may pick them up after the delivery of the bid items has been accepted by the Town. Bidders shall be responsible for delivery and removal of samples. Cost of delivery and removal of samples is to be the responsibility of the bidder. All samples are to be marked "Samples" and delivered to the purchasing office. The package must indicate the name of the bidder, item enclosed and the bid number. Failure to properly identify the samples relieves the Town from any responsibility for their safe return and may disqualify the bidder from bidding.

14. INQUIRIES

Any inquiries for this bid shall be directed via email to Eileen Cardillo, Purchasing Agent, at ecardillo@groton-ct.gov no later than 12:00 p.m. 7 days prior to bid opening date. Pricing shall not be discussed with any individual in the Town other than the Purchasing Agent. Once a bid date has been established only questions relevant to the technical aspects of the bid or how to properly complete the bid form may be addressed. Any vendor contacting any individual other than those named in this section may have their bid rejected by the Purchasing Agent. If addendum's clarifying the bid or providing additional information to bidders is necessary the Purchasing Agent of the Town can, at his/her option, extend the date of the bid opening. It is assumed that each vendor submitting a bid will have made himself/herself familiar with the requirements of the specifications and requested an on-site review if necessary so that his/her bid is all inclusive as per the intent of the specifications.

15. MATERIALS AND EQUIPMENT

All materials/equipment shall be furnished complete and ready for use as indicated in specifications. Any materials/equipment not specifically mentioned herein, but which is necessary for the successful installation and/or operation of the systems shall be specified and quoted by the bidder.

16. GUARANTEE

The bidder guarantees that all articles offered for sale fully comply with the specifications. All expenses covering return of and replacement of defective or improper merchandise will be assumed by the vendor. In no instance shall the vendor refer the Town to any distributor or manufacturer for settlement of any claim arising from defective or improper merchandise. If the vendor shall fail to replace or repair any defective or improper merchandise within 30 days from date of notice, the Town may make the necessary corrective arrangements and deduct the cost from money due the vendor or bill the vendor. The vendor agrees to reimburse the Town in such instances. Samples of any warranties or guarantees which will apply to the goods being offered for sale shall be included as part of this bid.

17. BASIS FOR SELECTION OF VENDOR

The Purchasing Office reserves the right to reject the bid of a bidder who has previously failed to perform properly or complete on time bids of a similar nature or a bid of a bidder who upon investigation by the Town has shown that he/she is not in a position to perform the contract. The Town's review procedure in evaluating the bids received will include, but not be limited to, performance review, warranties, maintenance contract content, costs and availability, installation costs, reputation of manufacturer, qualification and experience of personnel, understanding of assignment and work plan, and previous experience. A demonstration of your product may also be required by the Town. All of this will be used in order to determine the **LOWEST** responsive bidder for the project or purchase. References are required for this project. Please attach a list of references with names and phone numbers to the bid form.

17.1 LOCAL VENDOR PREFERENCE

See Appendix A for Local Vendor Preference and Appendix B for Local Vendor Affidavit Form.

18. QUANTITY/CONTRACT LENGTH

The Town of Groton reserves the right to purchase more or less than the quantity of items specified or may withdraw any or all requested items. Vendors are advised that the contract may be awarded in whole or in part. The Town of Groton is not bound to accept a proposal in its entirety. The Town of Groton may cancel this contract at any time if in the opinion of the Town the firm is not performing as stated in the specifications.

19. TIE BIDS

If two (2) or more bidders submit identical bids and are equally qualified, the decision of the Town to make award to one or more of such bidders shall be final. The Town, after determining that each bidder would provide equal benefit to the Town, shall set a separate date for a public drawing to determine the bidder that will be awarded the contract. The bidders involved will be notified in writing of when this drawing will be and will be notified in writing of the chosen vendor.

20. AVAILABILITY OF FUNDS

A bid or contract shall be considered executory only to the extent of appropriation available to each agency for the purchase of such articles. The Town's extended obligation on these contracts that anticipate extended funding through successive fiscal periods shall be contingent upon actual appropriations for the following fiscal years. Any bid or contract let for more than one fiscal period is also contingent upon performance of the vendor meeting the specifications. If, in the determination of the Town of Groton, a vendor is not meeting the requirement of the specifications the Town may terminate the bid or contract with 30 days written notice to the vendor. This can occur at any time during the contract period.

21. BID ALTERATIONS/SIDETRACK AGREEMENTS

No alterations or sidetrack agreements changing the specifications shall be valid unless made in writing to the Town and signed by the Purchasing Agent and department head. This agreement must be sent to the Purchasing Agent of the Town of Groton for consideration and review.

22. ALTERNATIVE/RECYCLED PRODUCTS

Wherever possible, the Town of Groton would like to receive quotes from vendors on products that are environmentally safe, in that they do not contain toxic chemicals as identified under Subpart z. of the OSHA "Right to Know" standard, or products that contain recycled material and post-consumer material, or re-refined motor oils, etc. We would like to purchase products that do not require special disposal requirements or respirator requirements where possible and are not harmful to others, including animals. If these products could be supplied as an alternative to what is being requested please provide a special sheet attached to the bid form showing the price of the item, the item being substituted and the new or alternative product. Please also supply the manufacturer's literature describing the product and its uses. IF POSSIBLE, AND IF NOT INFLUENCING THE COST IN ANY WAY THE TOWN OF GROTON WOULD LIKE TO RECEIVE ALL PROPOSALS ON PAPER AND IN BINDERS MEETING OR EXCEEDING THE EPA GUIDELINES FOR PAPER. THIS SHOULD BE SO NOTED ON YOUR PROPOSAL IF YOU COMPLY.

PLEASE PROVIDE A SEPARATE SECTION ATTACHED TO THE BID FORM IF YOU WOULD SUGGEST USING REMANUFACTURED OR RECYCLED PRODUCTS FOR THIS PROJECT. ANY SUBSTITUTION OF A PRODUCT OF THIS TYPE MUST MEET PROVEN CONSTRUCTION STANDARDS AS RECOGNIZED BY THE STATE AND FEDERAL GOVERNMENT.

23. OTHER

The Town of Groton is eligible in most cases to receive GSA pricing and Federal and State contract pricing options. Each bidder should check with the applicable State or Federal Agency to determine if the government pricing for such commodities has been extended to political subdivisions.

The Town of Groton is an Affirmative Action/Equal Employment Opportunity Employer. The Town of Groton and any vendor awarded this project shall comply with the regulations of the United States Department of Transportation (Title 49, Code of Federal Regulations, Part 21), issued in implementation of Title VI of the Civil Rights Act of 1964, 78 Statute 252, 42 United States code 2000d to 2000d-4. Further, the Town of Groton and any vendor awarded this contract warrants that in the performance of this project, it will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religion, national origin, sex or physical disability, including, but not limited to blindness, unless it is shown to be that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States, or the State of Connecticut, and further agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission concerning the employment practices and procedures of the

Town of Groton and any vendor awarded this contract as related to the provisions of this section. (Section 4-114a of the General Statutes of Connecticut as revised.)

The Town of Groton shall follow the State of Connecticut Department of Transportation minority business affirmative action program as approved by the United States Department of Transportation.

The Town of Groton accepts no liability for the product until it is completely received and installed on the Town of Groton's premises. All vendors are responsible for the equipment while in transit to the Town of Groton.

The Town of Groton has extensive insurance requirements that must be met for certain services. If insurance is required it will be so stated in the Invitation to Bid and all vendors are expected to meet those requirements in full by providing a certificate of insurance at least ten (10) days prior to the start of any contract or service by the vendor awarded the bid. Any vendor unable to provide the required insurance shall forfeit his right to the bid award and the Town will reject his bid. The vendor is required to maintain insurance for delivery and handling until the units are signed for by the Town of Groton representative. THE TOWN OF GROTON DOES NOT ASSUME ANY RESPONSIBILITY FOR THE EQUIPMENT UNTIL IT IS ON SITE AND IN THE CARE, CUSTODY AND CONTROL OF THE TOWN. THE VENDOR IS RESPONSIBLE FOR THE PRODUCT LIABILITY COVERAGE. THE VENDOR MUST HAVE EVIDENCE OF WORKER'S COMPENSATION COVERAGE IF HIS EMPLOYEES ARE DELIVERING THE ITEMS. IF THE VENDOR CONTRACTS WITH A DELIVERY FIRM; THAT FIRM IS THE RESPONSIBILITY OF THE VENDOR DURING ALL DELIVERY TO THE TOWN OF GROTON FACILITY AND UNTIL THE DELIVERY VEHICLE AND INDIVIDUALS LEAVE THE TOWN OF GROTON PREMISES.

Insurance Requirements

Contractor shall agree to maintain in force at all times during the contract the following minimum coverages and shall name the **Town of Groton as an Additional Insured on a primary and non-contributory basis to all policies, except Workers Compensation. All policies should also include a Waiver of Subrogation.** Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum AM Best's Rating of "A-" VIII. In addition, all Carriers are subject to approval by the Town of Groton.

		(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	\$1,000,000
Umbrella	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000

If any policy is written on a "Claims Made" basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of this contract. If the 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 the policy in effect during the contract for two (2) years from the completion date.

Workers' Compensation and Employers' Liability	WC Statutory Limits	
	EL Each Accident	\$1,000,000
	EL Disease Each Employee	\$1,000,000
	EL Disease Policy Limit	\$1,000,000

Original, completed Certificates of Insurance must be presented to the Town of Groton prior to contract issuance. Contractor agrees to provide replacement/renewal certificates at least 30 days prior to the expiration date of the policies. Should any of the above described policies be cancelled, limits reduced or coverage altered, 30 days written notice must be given to the Town.

Certificates of Insurance should be sent to the Town of Groton Human Resources Department for review except ones that go thru Purchasing.

**ATTACHMENT FOR CONTRACTORS
TOWN OF GROTON
"OSHA LOCK OUT TAG OUT STANDARD REQUIREMENTS"
HAZARD COMMUNICATION REQUIREMENTS**

HAZARDOUS COMMUNICATION: The Town of Groton requires that any vendor or contractor using hazardous materials or any material that would fall under the OSHA "Right to Know" standard provide a list to the Town of Groton of those materials that will be used while on Town property as well as the safety data sheets for those products. Conversely, the Town of Groton shall inform the Contractor of where the "Employee Right to Know" station is in the area where they are working so that the Contractor's employees can be aware of any substances that they may encounter while working within the Town of Groton workplace.

LOCK-OUT TAG-OUT STANDARD: The Town of Groton requires that any contractor that maintains or is hired to work on any Town equipment abide by the OSHA "Lock Out Tag Out" standard. The Contractor must provide his worker's with locks, hasps and keys approved by OSHA for the proper locking and tagging out of equipment from its power source according to the OSHA standard. The Town of Groton is not responsible for providing the Contractor with the locks and hasps. The Contractor is responsible for complying with this standard and assuring that all of his employees comply with it while working on Town of Groton equipment. The Town requires that any Contractor's equipment brought onto Town property by the Contractor be properly locked or tagged out from its power source in accordance with the OSHA standard.

The Town of Groton does maintain a bidder's list of qualified vendors. The Town may, at its option, mail specifications to these bidders as a courtesy. The Town is under no obligation to notify vendors of bid opening dates. The Town of Groton posts its Invitations to Bid and Requests for Proposals on its website as well as the State of Connecticut Department of Administrative Services' web portal.

The Town of Groton does not discriminate against individuals with disabilities as provided in the Americans with Disabilities Act (ADA). The Town expects that the vendors and/or contractors that it does business with will comply with the Americans with Disabilities Act to the extent required by law. If awarded a contract with the Town, the successful vendor/contractor will be required to sign a statement agreeing to comply with the provisions of the ADA.

**I AGREE TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT (ADA)
TO THE EXTENT REQUIRED BY LAW.**

VENDOR/CONTRACTOR

The following information is requested by the Town of Groton. You are not required to answer these questions.

Has your business been in existence for one (1) full year?

Is your company based in Connecticut?

Have the gross receipts for your company been less than \$3,000,000 for the most recently completed fiscal year?

Is 51% or more of the stock in the company owned by a person or persons who are minorities as defined in sec 32-9n of the Connecticut General Statutes?

Do minorities/women play an active role in the day-to-day affairs of the business?

COMPANY _____

ADDRESS _____

REPRESENTATIVE _____

PHONE _____ EMAIL _____



TOWN OF GROTON

RFP 20-22

DIGITAL ORTHOPHOTOGRAPHY AND BASEMAPPING PROJECT

BIDDER INFORMATION

STATEMENT OF PURPOSE

Under this Request for Proposals (RFP) the Town of Groton (hereafter referred to as "Town") wish to solicit proposals from vendors who are qualified to provide 1" = 100' color digital orthophotography and planimetric vector data. The imagery shall be at a scale of 1:100' and a pixel resolution of 0.25'. A minimum of 4 bands shall be captured. Specific layers will be described in Attachment B. The data developed from this project will be incorporated into the Town's existing Geographic Information System (GIS). The town intend to select a vendor and have a contract signed in time for the aerial photography to be flown in the **Spring of 2020**.

PROJECT BACKGROUND

Town of Groton

- Total land area: 32 Square Miles
- Population: 40,115

The Town of Groton currently has an enterprise Geographic Information System which is utilized for everyday business operations. All data used in the Town of Groton is stored in an ArcSDE Geodatabase. The data currently used in Groton's GIS was developed from an aerial flight performed in April, 2015 at a scale of 1": 100'. Groton has a plan in place to perform full planimetric, topographic, and imagery acquisition every ten (10) years and supplemental imagery updates every five (5) years. This project is intended to fulfill the supplemental imagery acquisition and full 100 scale planimetrics. It is the Town of Groton's intent to have completed as part of this project:

- **New 100 scale digital orthophotographs (color; 0.25' pixel resolution)**
- **Update 2015 digital terrain model**
- **Contour lines (1 foot)**
- **Full 100 scale planimetrics (see Attachment B)**
- **0.25' Color Infrared Orthophotography**

Groton requests a detailed price breakdown for all mapping products and options contained in this solicitation. Vendors are asked to fill out the price sheet included in this solicitation. This will give the town greater flexibility in evaluating the proposals and the ability to choose products to match budget conditions. Samples of the existing planimetric basemap and its ground control can be obtained from the Town of Groton's GIS Coordinator.

The Town of Groton is willing to provide the following:

- Existing digital terrain model (DTM) from the 2015 base mapping project. In an effort to provide cost savings, the vendor shall try to reuse the 2015 DTM and update where necessary.
- Existing ground control from 2015 base mapping project. In an effort to provide cost savings,

- the vendor shall try to reuse the 2015 ground control.
- Existing 2009 Fully Analytical Aerial Triangulation (FAAT) Technical Report.
- 2500x2500 tile grid in Shapefile format for the Town.

PROPOSAL SUBMITTAL AND SELECTION GUIDELINES

Interested vendors should submit one (1) copies of the Technical and Cost proposals in separate sealed envelopes.

Each of the envelopes is to be clearly labeled as follows:

TECHNICAL PROPOSAL

RFP 20-22 Digital Orthophotography and Basemapping Project

<<DATE>>

<<FIRM NAME>>

COST PROPOSAL

RFP 20-22 Digital Orthophotography and Basemapping Project

<<DATE>>

<<FIRM NAME>>

All proposals must be received no later than 2:30 p.m. on February 7, 2020 at the Address Below:

Eileen Cardillo, Purchasing Agent
45 Fort Hill Road Groton, CT 06340

ATTENTION: **RFP 20-22, Digital Orthophotography and Basemapping Project**

Each vendor assumes full responsibility for delivery of the completed proposal on or prior to the deadline. Any proposal received after the appointed time and date will not be considered. All clarifications and any additional information will be provided in the form of written addenda. Such addenda will become part of the RFP, and, therefore, will be considered as part of the binding contract. Addenda will be issued to all firms registered as having received an official copy of the RFP.

Technical Proposal Submission

Technical Proposals should include the following:

- A project approach description that covers the entire Scope of Services as described below.
- A timetable or timeline showing key milestones and progress
- A listing of similar projects completed by the vendor within the past 3 years with reference information (name, address, phone, etc.) for a representative for each of their clients. At least one of these references must have involved town-wide mapping for a municipality.
- Clear enumeration of any sub-contractors that will be working on the project, and their roles. The Town requires that all work be done in the United States.
- Corporate Qualifications and financial stability (Balance sheet/income statement for most recent fiscal year)
- Staff resumes for individuals who will be working on this project. Omitting any of these items may be considered grounds for elimination. After a review of all proposals the Town anticipates creating a short-list. The Town may elect to interview short-listed vendors and will provide vendors with no fewer than 5 days of advance notice of an interview.

Cost Proposal Submission

Cost proposals in both hardcopy and digital format are to be submitted in a separate, sealed and clearly marked envelope. The envelope should be clearly marked "COST PROPOSAL" along with the firm name and project. These proposals will only be opened for the final group of qualified firms as described above. The Cost Proposal must include the completed Attachment C (Mapping Price Form).

Inquiries

All inquiries regarding this RFP must be via email submitted by noon seven (7) days prior to bid submission date to Eileen Cardillo/Purchasing Agent ecardillo@groton-ct.gov.

Vendor Selection Questions (Reply with your Proposal)

Vendors will be evaluated based on the following criteria - listed in no specific order:

- Overall Plan of Services / Proposal
- The proposal shall be organized in a logical order using appropriate technical knowledge.
- The proposal shall not use excessive or unexplained technical jargon.
- The proposal shall demonstrate an excellent understanding of the Town's needs.
- Vendor's background
- Past vendor performance
- Vendor's references
- Technical evaluation and approach
- Ability to meet project schedule
- Quality Assurance / Quality Control measures
- Guarantee of work and timeliness

Vendors will be short-listed based upon the above criteria. The Town reserves the right to reject any and all proposals, to waive technical and minor defects, and make an award for what they deem to be in the Town's best interest.

TECHNICAL SECTION	TOTAL POSSIBLE POINTS
Vendor Selection Questions	15
Mapping Questions (Attachment C)	55
TOTAL TECHNICAL	70
COST SECTION	
Cost	*30
TOTAL TECHNICAL & COST	100

The Town may or may not request or require a presentation of finalists.

(*low bidder automatically receives 30 points; all other bidders' points are determined based on the formula below):

$$\text{Low bid cost} / \text{your cost} * \text{available points (30)}$$

17.

Special Considerations

The project region shares many environmental and industrial variables that should be considered when proposing on this project. Vendors should take the following into considerations:

- Because the project area is mainly a coastal region, vegetation begins to bloom earlier in the spring season than that of inland areas. Vendors should take this into consideration when developing their timeline.
- Every effort should be made to complete the flight during high tide.
- The Town contains several facilities which may need special permission to be flown over in order to capture aerial imagery. The vendor will be responsible for obtaining any necessary permits or permissions in order to fly over these areas. The areas include, but are not limited to:
 - Groton/New London Airport
 - United States Submarine Base
 - Electric Boat Corporation
 - Pfizer Pharmaceuticals



TOWN OF GROTON

RFP 20-22

DIGITAL ORTHOPHOTOGRAPHY AND BASEMAPPING PROJECT

SCOPE OF SERVICES

The products to be obtained through this solicitation are:

- New 100 scale digital Orthophotographs (color; 0.25' pixel resolution)
- Update 2015 digital terrain model
- Contour lines (1 foot)
- Full 100 scale Planimetrics (Attachment B)
- 0.25' Color Infrared Orthophotography

Overall Specifications for Aerial Photography

The digital orthophotography shall comply with the American Society for Photogrammetry and Remote Sensing Accuracy Standards (ASPRS) for Class 1, large scale maps at 1" = 100'. Horizontal datum shall be the Connecticut State Plane Coordinate System NAD83 (feet) for Groton. Vertical datum shall be the National American Vertical Datum of 1988 (NAVD88). Pixel Resolution shall be 0.25' GSD. A minimum of four bands shall be collected.

Project Area -The location and size of the project area have been defined in Attachment A. The photography must cover all grid cells in their entirety.

Conditions -The contractor shall take vertical photographs, free of clouds, cloud shadows, atmospheric haze and severe sun glare reflections with a minimum sun angle of 45 degrees or above. Imagery shall not be collected when the ground is obstructed by snow, smoke, dust, floodwaters, or other environmental factors. All deciduous vegetation shall be free of leaves and streams shall be within their normal banks. Because the project area is primarily coastal region, the tide shall be as close to mean high as possible.

Spacing of Photographs - Overlapping photographs in each flight line shall provide full stereo coverage of the area mapped. Endlap shall average 60 percent and not be less than 55 percent and no more than 65 percent. Sidelap shall average 25 percent and not be less than 20 percent and no more than 40 percent. Photographic crab shall be reduced to a minimum and shall not exceed 5 degrees for any flight line. Both Tilt and Roll shall not exceed 5 degrees.

Re-flights -Unacceptable coverage resulting from deviation from flight plan shall be immediately corrected at the vendor's expense.

Pixel Ground Resolution - The vendor shall capture imagery at a scale where 0.25 Ft. ground sample distance (GSD) can be achieved.

Overlap - Images will edgemark with no overlap or underlap.

Tonal/Color Balancing - Each image shall be balanced to adjacent orthophotos to the highest extent.

QA/QC for Aerial Imagery - As soon as the aerial imagery has been taken, it must be inspected for cloud, snow, shadow, color or any aforementioned variables. The imagery must then be inspected for sidelap, endlap and crab. A QC summary report shall be provided to the Town within two (2) weeks of the date of the photography.

Overall Specifications for Ground Control and Photogrammetry

The winning vendor may utilize any existing ground control from any of the Town previous flights. The vendor will conduct any additional ground control to produce the products described herein. It will be the responsibility of the vendor to verify the validity of all existing ground control.

Pilot Project

The town will define a pilot project area consisting of four contiguous 2500' x 2500' map tiles. The vendor will produce prototype data for the pilot area. Data provided for the town shall be as follows:

- Groton
 - Planimetrics
 - DTM
 - Contours
 - Orthophotos

The pilot project areas are intended to test methodologies and establish successful procedures to follow throughout the rest of the project. The project tasks will be initially conducted only for the map tiles defined as the pilot area. During the pilot project process, the Town will finalize any ESRI Geodatabase design(s) for the capture of any planimetric features. The vendor should be aware that any Geodatabase designs agreed upon during this process.

Planimetric Compilation

Planimetric features will be compiled in digital format to meet National Map Accuracy Standards (NMAS) and the American Society of Photogrammetric and Remote Sensing (ASPRS) Class I standards for maps at the proposed scale (1" = 100'). All planimetric features captured will be captured using the relative and absolute orientation derived from the FAAT results.

The Town will provide their existing planimetric and attribute data to the vendor structured in a form required for project deliverables. It is understood that this format may change but should be finalized during the pilot project process.

Groton's existing planimetric mapping, from the 2009 flight, was done at a scale of 1" = 100'. The current contours are at 2' intervals. The current orthophotographs are color with a 0.5' pixel resolution. Planimetrics were updated by aerial interpretation and hand digitized from the 2015 aerial flight. Features existing from the 2009 flight have undergone significant changes and must be redrawn and/or reshaped, e.g. buildings, roads, sidewalks.

Planimetric Feature Development

Attachment B is a list of feature types that must be compiled from the proposed photography and used to update or create new ESRI Geodatabase planimetric data. Each type of feature defined in Attachment B will be coded in conformance with the ESRI Geodatabase design and agreed upon by the Town and the vendor.

Capture Rate

The proposing vendor should estimate the capture rate for each data set described in Attachment B. Vendors should expect that the estimate will be considered binding upon completion of a contract with the Town. Vendors are encouraged to provide a discussion on factors that influence capture rates that can be expected on this project.

Tiling and Delivery Areas

Vendors should expect to use the existing tiling scheme and numbering system as defined in Attachment A. Although data will ultimately be delivered on a seamless basis, the individual tiles will be used to define checkplots and delivery areas. The checkplots should be designed to be no larger than 36" x 36" at a scale of 1" = 100'. It is the intent of Groton, to have their data layers be delivered as seamless ESRI Geodatabase Feature Classes covering their respective Town. To facilitate quality assurance/quality control processes, it is anticipated that vendors will propose to submit initial deliverables to the town on a delivery area basis. This will allow QA/QC to proceed in some areas while compilation continues in others. Vendors should propose an appropriate number of delivery areas for the town as part of their proposal.

Attributes

The Town and the vendor will develop a final database design structure into which attributes will be placed, following the guidelines described in Attachment B and based on the results of the pilot. The town's data structure will be commented on and approved by the town and will be deemed the standard for all data deliverables for this project. Any data that is incorrectly coded or does not follow the coding standard will be returned to the vendor for correction.

Edgematching

All data files will be edgematched with data from the adjoining tiles. No data elements will be repeated in two files. All coding of features must be consistent from one file to the next.

Checkplots

Upon completion of each delivery area, the vendor will deliver checkplots created from the compiled data in ESRI File Geodatabase format. All feature topology must be validated for its respective geometry. Geometries for each feature class are defined in Attachment B. All data layers will be plotted with the use of shading to demonstrate polygon closure and proper feature coding. The Town will review their respective set of checkplots for data completeness and data representation. Any errors will be noted on the checkplots and returned to the vendor for digital correction and replotting.

Interim Data Delivery

Upon delivery of the checkplots, the vendor will also deliver a digital copy of all data used to create the checkplots. The data will be delivered as an ESRI File Geodatabase formatted to the specifications previously agreed upon. These data will be examined by the Town for conformance and database design specifications. Any errors in the data will be noted in writing and returned to the vendor. The Town is aware that vendors may provide other methods of QA/QC above and beyond what is specified in this document. Prospective vendors are encouraged to provide discussion on other methods they may use to provide QA/QC solutions to their clients.

Final Planimetric Data Deliverables

The Town's digital data shall be delivered in an ESRI File Geodatabase format on digital format. In accordance with Attachment B of this document, each layer will be its own feature class within the respective town's File Geodatabase and shall be seamless and townwide.

Topography

Vendors should provide a proposal for updating or creating new topography for the Town of Groton. In addition, for the Town of Groton, the underlying DTM should be prepared in an ESRI compatible format

and delivered to the town. Also, the Town of Groton currently has a data set of spot elevations. These elevations are located at road intersections, flat water bodies, high points (ridges, summits), and local low points (basin bottoms, saddles). The vendor should update spot elevations where appropriate as well as verify existing spot elevations based on the new DTM. Groton, current elevation data is in NAVD88. Topographic features shall be compiled in a digital format to meet National Map Accuracy Standards (NMAS) and the American Society of Photogrammetry and Remote Sensing (ASPRS)

Class I standards for large scale maps at the recommended scale. Each type of feature will be coded in conformance with the ESRI File Geodatabase design that will be finalized during the pilot project.

Methodology and Equipment

The vendor's proposal must concisely but thoroughly explain the methodology to be followed to develop or update the topography, as well as listing the equipment used. The following points must be covered in the proposal:

- Digital Terrain Model Generation
- Use of breaklines and other significant points
- Software and methods used for contour interpolation
- Quality Assurance/Quality Control

Attribute Coding and Annotation

The Town and vendor will work together to develop an appropriate database design for the topographic deliverables. The details of the database design will be finalized during the pilot project. Vendors should assume that the topographic data will include attribute coding for the following type of information:

- Attribute Value indicating the elevation (numeric).
- Code indicating whether the topographic line is a depression.
- Code indicating whether the topographic line is an index contour (10' intervals).
- Code indicating whether the contour line is "hidden" beneath a feature such as a building.
- Code indicating whether the contour line is "obscured" by such things as heavy vegetation, which might potentially lessen the accuracy of the contour interpolation.
- Each index contour (10' interval) should have its elevation pleasingly displayed as annotation. Contour lines should not have gaps where annotation is placed. Attribute coding should be used to allow hard copy maps to be created by masking contours where annotation is displayed.

Topography Deliverables

One checkplot for each map sheet (and submission of an interim digital data delivery) shall be produced. Checkplots will have contours and spot elevations clearly symbolized as well as basic planimetric features such as roads, buildings, hydrography and other features used as breaklines. Digital data shall be delivered in an ESRI File Geodatabase format as seamless datasets. Digital data will include contour information as well as spot elevations. Digital Terrain Model (DTM) data used to create the topography will be delivered as a Raster dataset in an ESRI File Geodatabase. DTM grid cell size should be 1foot.

Digital Orthophotography

Color digital orthophotography will be produced for the town from the new aerial photography at a scale of 1" = 100'. The digital orthophotography should have a pixel resolution of either 0.25', pricing as indicated on Attachment C. The vendor should discuss pixel resolution and the rational if proposing a 'best' pixel resolution.

Methodology and Equipment

The proposal must concisely but thoroughly explain the methodology to be followed to develop the digital orthophotography, as well as listing the equipment used. The following points must be covered in the proposal:

- Digital Terrain Model (DTM) generation
- Image resolution

- Image mosaicing
- Breaklines and significant points
- Tonal/Color Balancing
- Quality Assurance/Quality Control
- Data delivery formatting
- The team member and staff performing the digital orthophotography

Checkplots

Upon completion of each delivery area, the vendor shall provide a set of checkplots displaying the digital orthophotography. The checkplots shall be at 1"=100' scale and shall follow the grid as specified in Attachment A.

Digital Orthophotography Deliverables

Upon completion of the project, the vendor shall provide the Town with an ortho rectified imagery in the following formats:

- A seamless, color-balanced mosaic of the entire project area in MrSID format. The compression ratio shall be 40:1, or whatever the vendor deems most appropriate.
- Individual uncompressed TIFF tiles, with accompanying world files, as defined in Attachment A. Each tile will be numbered in correspondence with the sheet grid.
- Individual compressed tiles, with accompanying world files, as defined in Attachment A. Each tile will be numbered in correspondence with the sheet grid. The compression should be at a ratio of 40:1.

GENERAL CONDITIONS PERTAINING TO THIS PROJECT

Quality Assurance/Quality Control

The vendor shall conduct quality assurance/quality control checks during all phases of the project. The vendor's proposal shall describe each of these checks, and which team member or staff person will be conducting the QA/QC. The proposal shall be specific and not generalize the QA/QC "philosophy" of the firm.

Acceptance of Deliverables and Quality Assurance/Quality Control

The Town will subject interim and final deliverable products to a series of visual, digital, and accuracy checks. These checks will be the basis for accepting or rejecting the products, and may include, but will not necessarily be limited to, the following:

- Ability to access digital files in ESRI software
- Visual inspection of digital orthophotography for color consistency, overlap/ underlap, and building lean.

Products with missing data, gross errors, poor edgемatch, poor color balance, incorrect attributes, and/or formatting errors will be returned to the vendor for correction.

Project Management, Scheduling & Meetings

The vendor shall indicate in the proposal who the main point of contact will be and how the overall project coordination, tracking and management will be achieved.

The Town anticipates a series of meeting with the winning vendor, as follows:

- Kick-off meeting
- Post-Flight report
- Final Delivery/Project wrap-up meeting

The vendor's proposal shall include these meetings as milestones in the project schedule. If the vendor feels that more meetings are necessary, this should be indicated in the proposal and justified.

Ownership of Deliverables

The Town will retain exclusive ownership of their respective deliverables developed under this contract. The Town retains the right to redistribute and/or sell the deliverables without additional compensation to the vendor.

Contractor's Required Insurance (See ITEM 23 Above)

Indemnification

The vendor shall indemnify, hold harmless, and defend the Town of Groton, from and against any and all liabilities, claims, penalties, thereto, including but not limited to, costs of defense settlement, and reasonable attorney's fees, which may be alleged against the Town of Groton, which town may incur, become responsible for, or pay out as a result of death, bodily injury to any person, damage to or destruction of any property, contamination of or adverse effects on the environment or any violation or alleged violation of governmental law, regulation, order caused by, arising out of, or in any manner connected with his provision of services to the municipality. The vendor shall be liable for and shall indemnify the municipality from and against any injury or loss whatever resulting from the negligent act or omission of any employee or agent of the vendor or from the failure of or inadequacy of any of the Contractor's equipment.

Performance and Labor & Materials Bond

A Performance Bond in the full amount of the bid and a Labor and Materials Bond in the same amount will be required from the successful bidder for the faithful performance on the Contract if the contract amount is greater than twenty-five thousand (\$25,000) dollars. The Bonds must be in favor of the municipality and executed by a Surety Company authorized to do business in the State of Connecticut. In lieu of the above Bonds, alternate surety in the same amount, in the form of a secured passbook, if acceptable to the municipal Treasurer, may be substituted. The security must be posted and accepted within thirty (30) days of the notification of award and prior to the commencement of any work under the contract.

Equal Opportunity & Affirmative Action

The Town is an Affirmative Action/Equal Employment Opportunity Employer. The Town and the Contractor shall comply with the regulations of the United States Department of Transportation (Title 49, Code of Federal Regulations, Part 21), issued in implementation of Title VI of the Civil Rights Act of 1964, 78 Statute 252, 42 United States code 2000d to 2000d-4. Further, the Town and the Contractor warrant that in the performance of this project, it will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religion, national origin, sex or physical disability, including, but not limited to blindness, unless it is shown to be that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States, or the State of Connecticut, and further agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission concerning the employment practices and procedures of the Town and the Contractor as related to the provisions of this section. (Section 4-114a of the General Statutes of Connecticut as revised.)

Termination

This Agreement may be terminated by either Party provided thirty (30) days written notice is given to the other before the effective date of termination. Such notice shall contain the reasons for the intention to terminate this Agreement. In the event of such termination, Contractor shall be entitled to receive reasonable compensation for all work performed and items delivered and accepted by the Town as of the termination date and the Town shall be entitled to a refund of any unearned funds paid in advance to the Contractor. In the event of such termination, both Parties shall continue to be bound by all obligations set forth in this Agreement arising prior to the date of termination, in connection therewith, and/or obligations, promises, and/or covenants of this Agreement set forth below. If the contract is terminated, the Contractor is required to return all confidential information to the Town.

Attachment B Individual Town Specifications

Groton Base Mapping Layers:

Geometry	Feature Description	Capture Type	Comments	Est. Capture Rate %
Polygon	Airport Edge of Pavement	Update	Runway, Taxiway	
Polygon	Bridges	Update		
Polygon	Buildings	Update	Capture footprints, foundations, mobile homes. Only structures >= 100sqft	
Point	Catch Basins	Update		
Polygon	Cemetery Boundaries	Update		
Polygon	Coastline	Update	As close to mean high water as possible	
Line	Culverts	New		
Line	Dam	Update		
Polygon	Docks	Update	Dock, Pier, Other	
Polygon	Driveways	Update	Capture both paved and unpaved	
Polygon	Edge of Pavement	Update	Capture both Paved and Unpaved	
Line	Fences	Update	Billboard, Fence, Retaining Wall Stonewall, other	
Point	Fire Hydrants	Update		
Polygon	Gas Storage Tanks	Update		
Line	Guard Rails	Update		
Point	Manholes	Update	Manhole, Sanitary Sewer Manhole	
Polygon	Paint Markings - Public Streets	New	Crosswalks	
Polygon	Parking Lots	Update	Capture both paved and unpaved	
Point	Playgrounds	Update		
Line	Railroad Centerline	Update	Abandon, Active, Invis-Active	
Polygon	Sidewalks	Update	Asphalt, Brick, Concrete, Slate, Dirt, Stone, Other, Wood	
Polygon	Sports Fields	Update	Baseball Fields, Basketball, Field, Golf Bunker, Golf Fairway, Golf Green, Golf Tee, Hockey Rink, Skate park, Tennis Court, Soccer Fields, Track, Volleyball, Above Ground Pool, In Ground Pool	
Line	Streams	Update	Single Sided streams	
Point	Street Trees	Update	Trees inside ROW	
Point	Streetlight Signals	Update		
Line	Trails	Update		
Point	Transmission Towers	Update	Cell Phone Towers, Radio Towers, Electrical Towers, Unknown, Traffic Camera, Siren	

Polygon	Treatment Plants	Update	Sewer and Water	
Point	Utility Pole	Update		
Polygon	Walking Tracks	Update	May have been previously coded as sidewalk	
Polygon	Water Bodies	Update	Lakes, ponds, rivers, wide streams, Reservoir, Tidal Marsh, Wet areas, Hydro connector, Retention Basin	
Polygon	Water Storage Tanks	Update		
Polygon	Wooded Land	Update		



TOWN OF GROTON

Attachment C QUESTIONS

REPLY TO THE QUESTIONS BELOW INCLUDE WITH YOUR PROPOSAL.

Will the setup of planimetric data and attribute data close to the original geodatabase

Will final deliverable of planimetric data come in geodatabase?

How will the vendor be acquiring the flyover data? (Airplane, Drone, other)?

Is the vendor collecting one foot accuracy for topographic data?

Will the aerial deliverable in a seamless, color-balanced mosaic of the entire project area in MrSID format?

Will the vendor use the town's existing 2009 Fully Analytical Aerial Triangulation (FAAT) Technical Report?

Will the Town's 2015 digital terrain model be update?

Is the vendors final Aerial deliverables in 1" = 100', horizontal datum shall be the Connecticut State Plane Coordinate System NAD83 (feet), with a vertical datum of the National American Vertical Datum of 1988 (NAVD88). Pixel Resolution shall be 0.25' GSD?



TOWN OF GROTON

Attachment D

RFP 20-22

DIGITAL ORTHOPHOTOGRAPHY AND BASEMAPPING PROJECT

COST PROPOSAL

Mapping Project Pricing Sheet

PROVIDE A DELIVERED FOB GROTON, CT PRICE PER SPECIFICATIONS FOR THE DIGITAL ORTHOPHOTOGRAPHY AND BASEMAPPING PROJECT PER SPECIFICATIONS

Item	Proposed Price
Groton, Connecticut:	
Updated Ground Control	\$
<i>PLANIMETRIC MAPPING</i> (See Attachment B for a list of features)	
New Full 100 scale Planimetrics	\$
<i>TOPOGRAPHY</i>	
New 1ft Contours, spot elevations (and associated DTM)	\$
<i>ORTHOPHOTOGRAPHY</i>	
100-Scale Color Digital Orthophotos 0.25' pixel resolution	\$
100-Scale Color IR 0.25' pixel resolution	\$

Receipt of Addendum(s) _____

List exceptions to bid on page to follow.

The Town of Groton is tax exempt.

Attach 3 client references for similar projects.

Reviewed insurance requirements Yes _____ No _____

Estimated ETA after receipt of purchase order _____

EXCEPTIONS TO SPECIFICATIONS:

BY: _____
Print & Sign Name/Title

VENDOR _____

APPENDIX A

LOCAL VENDOR PREFERENCE

1. *Definition.* The term "local vendor" refers to a company, firm, LLC, partnership, or similar with its principal place of business located within the Town of Groton. A business shall not be considered a local business unless satisfactory evidence has been submitted with each bid or proposal that clearly establishes that it has a bona fide principal place of business, including branches or satellite offices, in the Town of Groton. Such documentation shall include evidence of ownership such as real estate and personal property bills, a lease agreement for the real estate from which the principal place of business operates, copies of deeds, or copies of paid real estate and personal property bills.

2. *Application.* Local vendor preference would apply to all public bid solicitations that fall under the criteria cited in section 3.5d of the Purchasing Manual. Businesses seeking local vendor status must complete a vendor registration form as defined in item 1. *Definition.* as part of submitting a bid packet. Businesses that are on the State of Connecticut or Federal disbarment list will not be eligible to bid. Public Works shall use the same criteria and process as those required by the Purchasing Manual.

3. *Implementation.* In any solicitation (bids or requests for proposals), where a qualified responsive local vendor as defined in item 1. *Definition.* above submits a price which is not more than 5% higher than the lowest bid or proposal, the Town has the right to award the contract to the local vendor provided that the local vendor agrees to match the lowest price and the local vendor has provided documentation which verifies their status as a local vendor as per item 1. *Definition.*

above. Furthermore, the local vendor shall not be delinquent in any taxes and or fees owed to the Town. Failure to be current in any taxes and or fees owed the Town will result in the disqualification of the local vendor's bid or proposal, unless the taxes are under appeal.

In the instance of two or more local bidders being within the 5% described above, the lowest responsible bidder will be given the first opportunity to match the low bid. In the case of two (2) or more bidders submitting identical bids and are equally qualified, the decision of the Town to make award to one or more of such bidders shall be final. The Town, after determining that each bidder would provide equal benefit to the Town, shall set a separate date for a public drawing to determine the bidder that will be awarded the contract. The bidders involved will be notified in writing when this drawing will take place and will be notified in writing of the chosen vendor.

For bids solicited by Public Works, falling under equivalent criteria, the 5% local bid preference will be used considering the overall total of the bid amount after accounting for any chosen additions or deductions. For bids involving unit prices, the qualified responsive local vendor must also submit updated individual unit prices showing updated unit prices allowing for the aggregate amount to be met.

4. *Notification.* In the event a local vendor as defined in item 1. *Definition.* above meets the criteria for submitting a successful bid or proposal as delineated in item 3. *Implementation.* above and provides the required documentation, a letter signed by the Purchasing Agent or designated Public Works representative will be mailed to the local vendor. The letter will notify the local vendor that they have met all of the criteria of this provision and will formally request that they respond in writing to the Town **within five (5) business days** that they are willing to match the lowest respondent's price. Once the local vendor has responded to this notification in the affirmative, and assuming all other conditions have been met and internal process to review bids satisfactorily completed, the award will be made to the local vendor. Public Works may extend these timelines with approval of the Town Manager as the complexity of the project may require.

5. *Exemptions.* Procurements made under the following are exempt from this requirement:

- State of Connecticut Contract
- Cooperative Purchasing Agreement
- Projects utilizing Federal or State Grants
- Other grants that have stipulations requiring award to actual low qualified bidder
- Professional Services

**APPENDIX B
LOCAL VENDOR REGISTRATION APPLICATION
AFFIDAVIT OF LOCAL VENDOR
TOWN OF GROTON LOCAL VENDOR PREFERENCE**

I _____ (Vendor name) being
duly sworn, make affidavit and say that I own and operate
_____ (business name), which is the bona fide principal
place of business for _____ (business name).

Description of product or services provided by your business: _____

Evidence of ownership and principal place of business is attached to this affidavit and will include:
(Check the one which applies)

- _____ 1. Copy of canceled check for payment of personal property taxes on the business to be utilized performance of the BID.
- _____ 2. Copy of long term lease of the real estate from which the principal place of business is operated.

Vendor name: _____ Telephone: _____

Address: _____ Fax: _____

City: _____ State: _____ Zip: _____

E-mail: _____

State of Connecticut: Groton, CT.

County of New London

Personally appeared, _____ (vendor name) owner of

_____ (business name), signer and sealer of the foregoing instrument and

acknowledged the truth of the foregoing, before me on the ____ day of _____ in the year _____.

Vendor Signature
Date: _____

Notary Public
My Commission Expires: _____

Seal:

Vendor is to mail or present in person to:
Eileen Cardillo
Purchasing Agent
Town of Groton
45 Fort Hill Rd.
Groton, Connecticut 06340
Facsimiles will not be accepted