



PURCHASING AUTHORITY
Town of New Milford, Connecticut
REQUEST FOR BIDS – Sale of Surplus Equipment

Sealed bids will be received at the Purchasing Office until 3 p.m., on Thursday, April 2, 2020. Bids must be in a sealed envelope, addressed to the Purchasing Authority, 10 Main Street, New Milford, CT 06776, and **clearly marked: Sale of Surplus Equipment**. Bids will be opened publicly in the E. Paul Martin Room by the Purchasing Authority, Thursday, April 2, 2020 at 3:30 p.m. Late bids will be considered informal and rejected.

INTENT: The Town is offering for sale used vehicles and equipment.

Specifications and bid forms must be obtained online at www.newmilford.org/finance.

The Purchasing Authority reserves the right to reject any and all bids. In addition to the bid specifications, all bids are subject to the terms, provisions and conditions of the New Milford “Municipal Purchases” Ordinance, set forth in Article III, Section 2-92 (a) through (o) inclusive, of the Code of New Milford. By bidding on the proposed purchase, the bidder agrees to such terms, provisions and conditions.

Any bidder found by the Purchasing Authority to be delinquent in the payment of taxes and/or sewer use charges due to the Town of New Milford shall be subject to the provisions of Section 2-92 (e) of the Code of New Milford. Copies of the Bid Ordinance may be obtained at the Office of the Town Clerk, Town Hall.



Pete Bass, Mayor
An Equal Opportunity/Affirmative Action Employer

TOWN OF NEW MILFORD

Department of Public Works

Sale of Surplus Vehicles and Equipment

INTENT:

The Town of New Milford is offering for sale vehicles that have been used for jobs relating to the operation of Town business. These vehicles are being offered “as is” and “where is”. There is no warranty of any kind and bidders are encouraged to do their due diligence before submitting an offer. The Town reserves the right to accept or reject any and all bids in part or in whole. All bids are to be typed and not hand written.

GENERAL INFORMATION:

All bids must be submitted on the forms provided. A deposit of 10% of your bid must accompany each bid. Deposits of unsuccessful bidders will be returned within 20 working days of the bid award. Deposits must be made in the form of a certified check or money order, made payable to the TOWN OF NEW MILFORD.

Any bidder found by the Purchasing Authority to be delinquent in the payment of taxes and/or sewer use charges due to the Town of New Milford shall be subject to the provisions of Section 2-92 (e) of the Code of New Milford. Copies of the Bid Ordinance may be obtained at the Office of the Town Clerk, Town Hall.

All equipment is sold “AS IS” with all faults, and “WHERE IS”. The Town of New Milford, its officers, employees and agents and (hereafter, the “Town”) make no representations, guarantees or warranties of any kind relating to kind, character, description, condition, merchantability, suitability for a particular use, or in any other respect whatsoever.

Each bidder agrees to use reasonable care during the inspection period and at the time of removal of any items and further agrees to be responsible for injuries, damages, or losses of any kind caused by himself, his employees, agents, servants, contractors or sub-contractors.

The purchaser is to assume all liability for items after award is made. The Town of New Milford will exercise usual care for the protection up to the time limit for removal, but will not be responsible for any loss or damage from any cause whatsoever.

The purchaser is to assume all liability for any damage to the base building or permanent fixtures during the removal of the items. The cost and repair of any such damage shall be assessed by the Town and borne exclusively by the purchaser.

All items purchased must be removed within ten (10) working days of the notification date of the award.

If the purchaser fails to pay for the items purchased and/or fails to remove the items purchased as required by the provisions of this bid, the Town of New Milford reserves the right to promptly sell the items in such a manner as the Purchasing Authority may elect and the defaulting purchaser will forfeit the bid deposit and may be charged for the loss, if any, to the Town together with all expenses of the sale.

SUBMISSION, RECEIPT AND OPENING OF BIDS:

The Town of New Milford, CT (“Town” or “Municipality”) invites bids on the project and services described herein. All blanks must be appropriately filled in except as noted on the bid sheets. Bids will be received by the Purchasing Authority until 3:00 PM on Thursday, April 2, 2020 and then publicly opened and read aloud. The envelopes containing the bids must be sealed, addressed, and delivered to:

**Purchasing Authority - Town of New Milford, CT
Roger Sherman Town Hall – Lower Level
10 Main Street
New Milford, CT 06776**

Said submissions should be clearly designated as Bid for Surplus Vehicles. The Municipality reserves its right to consider informal any bid not prepared and submitted in accordance with the provisions hereof and may waive any informalities or reject any and all bids. Any bid may be withdrawn prior to the above scheduled time for the opening of bids or the authorized postponement thereof. Any bid received after the time and date specified shall not be considered. No bidder may withdraw a bid after the actual date of the opening thereof. The Municipality may accept or reject any or all bids or any portions thereof and take any action deemed to be in the best interest of the Town.

PREPARATION OF BID:

One original and one copy of each bid must be submitted on the prescribed forms. All blank spaces for bid prices must be filled in, in ink or typewritten.

Each bid must be submitted in a sealed envelope bearing on the outside, the name of the bidder, his address, and **person of contact**. If forwarded by mail, the sealed envelope containing the bid must be enclosed in another envelope addressed as specified in the paragraph above.

Only complete bids will be accepted. In order for a bid to be complete, it must include the following:

Bid Form
Non-Collusion Affidavit of Prime Bidder

ADDENDA AND INTERPRETATIONS:

No interpretation of the meaning of the plans, specifications or other pre-bid documents will be made to any bidder orally, **either in person or via phone.**

Every request for such interpretation must be in writing and addressed to:

Valerie Douglass, Purchasing Specialist
vdouglass@newmilford.org

and, to be given consideration, must be received at least seven (7) business days prior to the date fixed for the opening of the bids. Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the specifications which, if issued, will be posted no later than seven (7) calendar days prior to the date fixed for the opening of the bids. Any addenda shall be posted on the State of Connecticut’s DAS Website as well as the Town’s website, www.newmilford.org/finance. Failure of any bidder to receive any such addenda or interpretation shall not relieve such bidder from any obligation under his bid as submitted. All addenda so issued shall become part of the contract documents.

INSPECTION:

The equipment is available for inspection at:

TOWN OF NEW MILFORD HIGHWAY GARAGE
6 YOUNG’S FIELD ROAD
NEW MILFORD, CT 06776

Equipment will be available for review on the following dates and times:

| | |
|-----------------------------------|----------------------|
| Tuesday, March 10 th | 8:00 a.m. to 10 p.m. |
| Thursday, March 12 th | 12 p.m. to 2 p.m. |
| Monday, March 16 th | 8:00 a.m. to 10 p.m. |
| Wednesday, March 18 th | 12 p.m. to 2 p.m. |

Please contact Paul Thurlow, Public Works Head Mechanic at 860-355-6087 for access. Bidders are invited to inspect, thoroughly, the items to be sold, prior to submitting bids. Reasonable opportunity is afforded for inspection, but no labor will be furnished for such purpose.

Upon request, interested bidders may review the maintenance and repair records, if available, pertaining to any item offered for sale. The purchaser accepts full responsibility for having inspected the items during the inspection period to the purchaser’s satisfaction. Under no circumstances will a refund or adjustment be made on account, nor will the condition of the items be considered grounds for claim against the Town.

BASIS OF AWARD:

Award shall be made to the highest bidder(s). The Purchasing Authority reserves the right to reject any and all bids, waive technicalities, consider alternatives and award bids in the best interest of the Town.

PAYMENT REQUIREMENT:

The successful bidder(s) will be required to make payment by certified check or money order only; within ten (10) working days of the date of award unless other arrangements are approved by the Purchasing Authority prior to that deadline. All checks must be payable to the "Town of New Milford". Payment must be made in full in the Purchasing Office prior to the removal of items.

EQUIPMENT OFFERED FOR SALE:

- A. 1996 Ford Ranger
Note: This vehicle does not have a title.
Minimum Bid: \$250
- B. 1997 Chevrolet Cavalier
Minimum Bid: \$250
- C. 2001 Ford Taurus
Minimum Bid: \$250
- D. 2002 Ford Escape
Minimum Bid: \$200
- E. 2003 Ford E450 bus
Minimum Bid: \$500
- F. 2005 Chevrolet Impala
Minimum Bid: \$300
- G. 2005 GMC Canyon
Minimum Bid: \$400
- H. 2005 Chevrolet Colorado
Minimum Bid: \$400
- I. 2008 Ford Crown Victoria
Minimum Bid: \$400
- J. 2008 Ford Crown Victoria
Minimum Bid: \$400

K. 1994 Tenco Rigid Plow
Minimum Bid: \$500

K. 1997 Tenco TC-97 High Lift Plow #1
Minimum Bid: \$500

L. 1997 Tenco TC-97 High Lift Plow #2
Minimum Bid: \$500

Town of New Milford, Connecticut
NON-COLLUSION AFFIDAVIT OF PRIME BIDDER

State of Connecticut
County of _____

_____ being first duly sworn affirms that:

He is _____ of _____, the Bidder that has submitted the attached bid;

He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such bid;

Such Price is genuine and is not a collusive or sham bid;

Neither the said Bidder nor any of its officers, partners, Owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by Agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached bid or of any other Bidder, or to fix any overhead, profit or cost element of the bid price or the bid price of any Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Town of New Milford, or any person interested in the proposed Contract; and

The price or prices quoted in the Subcontractor's Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, Owners, employees or parties in interest, including this affiant.

Signature: _____ Printed name: _____

Title: _____ Company: _____

Date: _____

CERTIFICATE OF ACKNOWLEDGMENT

On this the ____ day of _____, 2020, before me, _____ a Notary Public or Commissioner of the Superior Court or Justice of the Peace in and for said state, personally appeared _____, known to me (or satisfactorily proven) to be the person(s) whose name(s) (is/are) subscribed to the within instrument and acknowledged that (he/she/they) executed, in authorized capacity, the same for the purposes therein contained.

WITNESSS whereof I hereunto set my hand:

Notary Public/Commissioner of the Superior Court/Justice of the Peace (circle one)

My Commission Expires/Juris Number (circle one)

Town of New Milford Sale of Surplus Vehicles/Equipment

BID SHEET SUMMARY

Please provide bid pricing in the space provided below:

| Description | Bid | Bid written out |
|---|----------|--------------------|
| A. 1996 Ford Ranger Minimum Bid: \$250 | \$ _____ | Dollars zero cents |
| B. 1997 Chevrolet Cavalier Minimum Bid: \$250 | \$ _____ | Dollars zero cents |
| C. 2001 Ford Taurus Minimum Bid: \$250 | \$ _____ | Dollars zero cents |
| D. 2002 Ford Escape Minimum Bid: \$200 | \$ _____ | Dollars zero cents |
| E. 2003 Ford E450 Bus Minimum Bid: \$500 | \$ _____ | Dollars zero cents |
| F. 2005 Chevrolet Impala Minimum Bid: \$300 | \$ _____ | Dollars zero cents |
| G. 2005 GMC Canyon Minimum Bid: \$400 | \$ _____ | Dollars zero cents |
| H. 2005 Chevrolet Colorado Minimum Bid: \$400 | \$ _____ | Dollars zero cents |
| I. 2008 Ford Crown Victoria Minimum Bid: \$400 | \$ _____ | Dollars zero cents |
| J. 2008 Ford Crown Victoria Minimum Bid: \$400 | \$ _____ | Dollars zero cents |
| K. 1994 Tenco Rigid Plow Minimum Bid: \$500 | \$ _____ | Dollars zero cents |
| K. 1997 Tenco TC-97 High Lift Plow #1 Minimum Bid: \$500 | \$ _____ | Dollars zero cents |
| L. 1997 Tenco TC-97 High Lift Plow #2 Minimum Bid: \$500 | \$ _____ | Dollars zero cents |

NAME: _____ Signature: _____

ADDRESS (C/S/Z): _____

PHONE (DAY) _____ EMAIL: _____

Amount of Deposit (10% of Total bid): _____