

# LEGAL NOTICE

## INVITATION to BID - DRAFT

The **Town of Brookfield** invites all interested parties to submit sealed bids on the following

**Bid Due Date:** April 3, 2018  
**Bid Due Time:** 11:00 AM  
**Bid Item:** HP Servers as listed  
**Bid Number:** 18-02

Terms and conditions as well as the description of items being bid are stated in the specifications.

Specifications may be downloaded from the Town Web page at [www.brookfieldct.gov](http://www.brookfieldct.gov) from the Legal Notices / RFP's tab or from the State of CT. Bid Portal at <http://das.ct.gov> or contact Jerry Gay at 203-775-7613 or e-mail at [gayj@brookfieldps.org](mailto:gayj@brookfieldps.org).

The return bid envelope must be marked and addressed to the following:

TOWN OF BROOKFIELD  
PURCHASING AGENT, Room 203  
BID NUMBER: 18-02  
100 POCONO ROAD  
BROOKFIELD, CT. 06804

Proposals must be received no later than the date and time stated above at the Purchasing Agents office on the second floor where they will be publicly opened and read aloud. Proposal envelopes shall clearly state the proposal name and number to insure proper delivery to the Purchasing Agent. The Town is not responsible for mis-directed envelopes that are not complete.

# TOWN OF BROOKFIELD CONNECTICUT

## BOARD OF SELECTMAN

### INSTRUCTIONS TO BIDDERS

The terms of Bidders/Proposers, Bids/Proposals, Projects and Specifications shall all be used generically and equally between Invitation to Bid (ITB), Requests for Proposals, Qualifications or Information, (RFP, RFQ, RFI). The Town of Brookfield shall be used generically and equally to include the Brookfield Public School District.

1. Submit proposals to the purchasing agent in a sealed envelope plainly marked with the bid number to identify this particular proposal no later than the date and time advertised.
2. Withdrawals of or amendments to proposals received later than the time and date specified for bid opening will not be considered.
3. The Board of Selectman of the Town of Brookfield reserves the right to accept or reject any or all options, bids or proposals; to waive any technicality in any bid or part thereof, and to accept any bid deemed to be in the best interest of the Town of Brookfield, Connecticut.
4. Bids shall be opened in public at the stated closing date and time. Bidders may be present at the opening of bids.
5. Bids may be held by the Town of Brookfield for a period not to exceed sixty (60) days from the opening of bids for the purpose of reviewing the bids and investigating the qualifications of bidders prior to the awarding of the contract.
6. All instructions, general conditions and detail specifications of this request for offers shall be incorporated into a contract or agreement, upon notice of an award.
7. **Insurance requirements**, if any, should be submitted with the bid. This includes any Hold Harmless requirements as well as Certificates of Insurance, if required, for the full amounts specified. **Unauthorized changes** to these forms, i.e. adding, striking out and/or changing any words, language or limits without prior authorization **may cause the bidder to be disqualified**.  
  
**Please Note** : Certificates of Insurance, if required, **MUST** name the Town of Brookfield as **“Additional Insured”**. Failure to do so may mean disqualification from the Bid or Proposal.
8. **Prevailing Wage** : This work is NOT subject to the State of Connecticut’s Prevailing Wage rates.
9. **SBE/MBE Set Aside provisions** : This work is NOT subject to the State of CT. CHRO set aside program and contract provisions.
10. **DAS Prequalification** : This work does NOT require State of Connecticut DAS Contractor Prequalification.
11. **Permits** : It is the contractors responsibility to obtain all necessary permits prior to the start of work. All construction work shall adhere to the latest editions of the applicable State and Local standards as such shall apply for the work being performed.
12. **Sales tax** : The Town of Brookfield is exempt from all State of Connecticut Sales and Use tax and a CT

Certificate 134 will be issued and such tax shall not be included as part of the bid proposal.

13. **Emergency Work** : This provision shall NOT be required for this work: The Contractor shall file with the Town Engineer an after hours telephone number of a person authorized with the firm who may be contacted regarding emergency work at the job site that may be required during non working hours for reasons of public safety or to protect property from further damage's. The person shall be readily available and have full authority to deal with any emergency that may occur to mitigate further issues.
14. **Bonds** : A Payment and Performance Bond is NOT required for this work. If required, the Bond must be in the form of a surety bond of a type satisfactory to the Town of Brookfield. All sureties must be listed on the most recent IRS circular 570. The Bond shall be delivered to the Town Finance Office prior to commencing work.
15. **Bid Bond**: A Bid Bond is NOT required in the amount of 0% of the base bid in a format required for both the payment and performance bonds is required.
16. **Contractors Qualification Statement** ; The contractors qualification statement shall be filled out as part of the bid proposal package, unless the contractor has performed work for the Town or School District within the past five (5) years. The references and experience listed therein, or of past performance, shall be one of the determining factors in awarding the bid.
17. **Hold Harmless Agreement** : Bidders shall sign and return the Hold Harmless agreement in order for the proposal to be considered complete and valid.
18. **Project Location** : The items shall be delivered to the Brookfield Police Station at 63 Silvermine Road, Brookfield, CT 06804
19. **Time of Completion** : The items must be delivered within a reasonable time from award. Reasonable shall be defined as within 30 days of receiving a Purchase Order unless stated differently in the proposal.
20. **Pre-Bid Meeting** : There is no pre-bid meeting scheduled.
21. **Questions** : Questions shall be directed to Jerry Gay, Purchasing Agent at 203-775-7613 or [jgay@brookfieldct.gov](mailto:jgay@brookfieldct.gov)
22. **Bid Submissions** : The following items shall be submitted for a bid to be considered complete :
  - (a) Executed Hold Harmless
  - (b) Certificate of Insurance naming the Town as Additional Insured
  - (c) Contractors Qualification Statement, unless waived of past performance within 5years
  - (d) Proposal Prices for items requested, either on price sheet or on Firm Letterhead

## APPENDIX - INSURANCE REQUIREMENTS

Each bidder and/or Contractor shall comply with the following Insurance Obligations :

Bidder / Contractor shall at all times carry and maintain at the bidder/contractors sole expense, on all operations hereunder, the following insurance **with the Town of Brookfield being expressly and explicitly named as an Additional Insured** :

The Certificate of Insurance for the Limits of Liability stated below should be submitted with your bid or proposal to the Purchasing Department (or receiving Dept) at Town Hall. **Bidders may not perform any work until all insurance requirements are met.**

1. **A Comprehensive General Liability Insurance** as will protect him, the Town, and any subcontractor performing work covered by this Contract, from claims for damages for personal injury, including accidental or wrongful death, as well as claims for property damages, which may arise from operations under this Contract whether such operations be by himself or by any subcontractor or by anyone directly or indirectly employed by either of them. Liability insurance shall include premises and operations, products, contractual, owners, and contractors protective. The minimum amounts of such insurance shall be as follows:

- Bodily Injury Liability and Property Damage Liability:  
**\$1,000,000 each occurrence.**
- **The Town shall be named as an Additional Insured**  
This **MUST** be stated explicitly on the Certificate or you may be **Disqualified**

2. **Worker's Compensation Insurance and Employer's Liability** for all of his employees, employed at the site and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workmen's Compensation Insurance for all employees of the later unless such employees are covered by the protection afforded by the Contractor.

- Worker's Compensation and Employer Liability:  
Statutory Limits

3. **Comprehensive Auto Liability Insurance:**

- **Bodily Injury Insurance and Property Damage Insurance** covering the operation of all Motor Vehicles owned, hired and/or non-owned by the Contractor, or used by the Contractor in the Prosecution of the work under the Contract, shall be in the minimum of **\$1,000,000 each occurrence.**

**All policies relating to this Contract shall be so written so that the Town shall be notified of cancellation or change at least thirty (30) days prior to the effective date for each policy and type of coverage except for nonpayment which shall be ten (10 ) days prior to the cancellation.** Renewal certificate covering the renewal of all policies expiring during the life of the Contract shall be filed with the Town not less than ten (10) days before the expiration of such policies. Failure to do so will result in work stoppage and possible contract cancellation.

**APPENDIX - HOLD HARMLESS AGREEMENT****To be signed, notarized and returned with the proposal**

To the fullest extent permitted by law, the undersigned Contractor shall defend, indemnify and Hold Harmless the Town of Brookfield, its affiliated entities, and their employees and agents (collectively "the indemnified parties"), with respect to all losses, damages, fines, penalties, costs and expenses and liabilities, including, but not limited to, costs and expenses of defending against any of the foregoing, arising from any claim, suit or action in which it is alleged or determined that any injury to or death of any person, or damage or destruction to the property of any person caused, in whole or part by : (i) the acts or omissions, whether negligent, willful or otherwise, of Contractor, its employees or agents; (ii) the violation of any statute, rule, ordinance or regulation, by Contractor, its employees or agents; or (iii) Contractors agents or employees performance of, non-performance of, or failure to properly perform, its obligations and duties under this contract.

The forgoing obligations to defend and indemnify shall apply regardless of any allegation or determination that an Indemnified Party caused or contributed to, or was liable for, in whole or in part, the death, injuries or damages alleged. Contractor hereby acknowledges its assumption of full and complete responsibility and liability for losses, claims, suits, actions, damages, fines, penalties, costs, expenses and liabilities arising from any of the causes listed herein above, even in cases where the contractors assumption of such responsibility and liability involves the defense and indemnification of an Indemnified Party from the consequences of its own alleged negligence. Contractor hereby agrees that no condition precedent to its obligations to defend and indemnify stated herein, whether by way of notice or otherwise, exists or shall constitute a defense to such obligations.

The Contractor shall comply with the Provisions of the Immigration Reform and Control Act of 1986 effective and enforceable as of June 6, 1987 which Act makes unlawful the hiring for employment or subcontracting individuals failing to provide documentation of legal eligibility to work in the United States. The Contractor shall hold the Town of Brookfield harmless for the failure of the Contractor to comply with the provisions of said Act.

IN WITNESS WHEREOF, the parties hereto have set their

hand and seal this the \_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Company Business Name

Signed, Sealed and Delivered in the Presence of: Signed:

\_\_\_\_\_  
Signed, Authorized Company Representative Printed Name

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Printed Name, Authorized Representative

### **Supplemental General Terms and Conditions and General Contract Provisions for Bidders**

By submitting a proposal, these terms and conditions are agreed upon and become part of any contract or agreement, formal or informal, and are binding upon notice of an acceptance by the Town of a proposal.

The terms of Bidders/Proposers, Bids/Proposals, Projects and Specifications and similar terms shall all be used generically and equally between Invitation to Bid (ITB), Requests for Proposals, Qualifications or Information, (RFP, RFQ, RFI). The Town of Brookfield shall be used generically and equally to also include the Brookfield School Public School District.

#### **1. PREPARATION OF PROPOSALS**

Proposals must be made upon forms contained herein or as directed elsewhere, unless no forms are provided or it is stated otherwise. The blank spaces in the Proposal (if a blank proposal sheet is included) must be filled in correctly where indicated. The Bidder must state the prices for which he proposes to do each item of the work contemplated. In case of discrepancy where both words and the numerals are requested, the words shall govern. Ditto marks are not considered writing or printing and shall not be used. The Bidder shall sign his Proposal correctly. If the Proposal is made by an individual, his name, post office addresses and telephone number must be shown. If made by a firm, partnership, or corporation, the Proposal must be signed by an official of the firm, partnership, or corporation authorized to sign and bind the firm into contracts, and must show the post office address and telephone number of the firm, partnership, or corporation. Failure to do so may disqualify the bid.

Each bid or proposal must be submitted in a sealed envelope bearing on the outside the name of the Bidder, post office address, bid number, and name of the project for which the bid is submitted. If forwarded by mail, the sealed envelope containing the bid must be enclosed in another envelope addressed to: Brookfield Town Hall, Purchasing Agent, Room 203, 100 Pocono Road, Brookfield, CT. 06804, and must be received in time to be delivered to the Purchasing Agent via normal mail delivery procedures.

All information shall be entered in ink or by typewriter. Mistakes may be crossed out and corrections inserted before submission of your bid. The person signing the bid shall initial corrections in ink.

Corrections and/or modifications received after the closing time specified will not be accepted.

#### **2. SUBMISSION OF PROPOSAL**

Descriptive literature containing complete specifications must accompany each bid. If a bidder wishes to furnish additional information, more sheets may be added.

Bids shall be submitted in sealed envelopes to the Purchasing Agent, Room, 203 at 100 Pocono Road, Brookfield CT 06804 no later than the date and time specified for the closing. Late bids and proposals will not be accepted or opened. Faxed or emailed bids will not be considered. Bids will be publicly opened at the closing date and time with the bidders name and price(s) read aloud.

#### **3. INCURRING COSTS**

The Town of Brookfield is not liable for any cost incurred for the preparation of proposals or submission of samples by the firms submitting proposals for the work requested in this bid document or request for proposals.

#### **4. FAMILIARITY WITH THE WORK**

Each bidder is considered to have examined the work, location, project or specifications to fully acquaint him with the exact existing conditions relating to the work and has fully informed himself as to the work involved and the difficulties and restrictions attending the performance of this bid. The submission of a bid shall be considered as conclusive evidence that the bidder has made such an examination.

#### **5. CONSIDERATION OF PRIOR SERVICE**

Previous performance, quality of service and merchandise will be considered, as appropriate.

## **6. ADDENDA AND INTERPRETATIONS & ALTERNATE PROPOSALS**

At the time of the opening of bids each bidder will be presumed to have inspected the work and to have read and to be thoroughly familiar with all of the Contract Documents (including all addenda) as issued, if sample Contract Documents have been included. The failure or omission of any bidder to receive or examine any form, instruction or document shall in no way relieve any bidder from any obligation in respect to his bid.

If any person contemplating submitting a proposal is in doubt as to the true meaning of any part of these specifications, he may submit a written request for an interpretation to the Purchasing Agent. No interpretations as to the meaning of the plans, specifications or other Contract Documents will be made to any bidder orally. Every request for such interpretation should be in writing addressed to the Town of Brookfield, Purchasing Agent, 100 Pocono Road, Brookfield, CT. 06804. To be given consideration, requests must be received at least five (5) days prior to the date fixed for the opening of Bids/Proposals. Any and all such interpretations and any supplementary instructions will be in the form of written Addenda to the Specifications which, if issued, shall be posted on the Town and State purchasing sites with the Bid Documents. Failure of any bidder to receive any such Addendum or interpretations shall not relieve any bidder from any obligations under his bid as submitted. All Addenda so issued shall become part of the Contract Documents. Oral explanations will not be binding on the Town.

The specifications listed are to be interpreted as meaning the minimum acceptable by the Town of Brookfield. Bidders are requested to submit quotations on the basis of these specifications. Alternative bids providing a broader scope and/or services than requested in these specifications may receive consideration providing such equipment and/or service is clearly explained and will be at the sole discretion of the Town of Brookfield as to what is in its best interest. Any exceptions to the specifications requested herein must be clearly noted in writing and are to be included as a part of your bid proposal. If none are included it will be assumed that there are none.

Definition of the word "complete" means that each unit of the equipment proposed shall include all appurtenances, fasteners, parts, accessories, and services ordinarily catalogued.

An item equal to (or better than) that named or described in the specifications may be furnished by the Bidder, except where expressly noted as "no substitutions." The naming of any commercial name, trademark, or other identification shall not be construed to exclude any item of any manufacturer not mentioned by name, nor limit competition, but shall establish a standard of equality only. An item shall be considered Or Equal to the item so named or described if:

- a. It is at least equal in quality, durability, appearance, strength and design.
- b. It will perform at least equally the function imposed by the design for the work being contracted for or the material being purchased.
- c. It conforms substantially, even with deviations, to the detailed requirements for the item in the specifications.

The Bidder shall hold the Town of Brookfield, its officers, agents, servants, and employees, harmless from liability of any nature or kind because of use of any copyrighted or uncopyrighted compositions, secret process, patented or unpatented inventions, articles or appliances furnished or used under this bid, and agrees to defend, at his own expense, any and all actions brought against the Town of Brookfield or himself because of the unauthorized use of such articles.

## **7. QUOTATION LIMITATION**

Bidders shall offer only **ONE ITEM AND PRICE** for each line item bid. If an Or-Equal item is to be bid, the bidder is to select the brand and model that meets or exceeds the specified item, and submit his bid for that item.

## **8. ESTIMATE OF WORK**

For bidding purposes, the work may have been subdivided into unit price items. The quantities shown are to be considered as approximate only. The Purchasing Agent does not expressly or by implication agree that the actual quantity will correspond therewith, but reserves the right to increase or decrease the amount of any item or portion of the work as deemed necessary.

## **9. SAMPLES**

Samples of articles, when required, shall be furnished free of cost of any sort to the Town of Brookfield. Samples received may be retained by the Town for future comparison. Samples which are not destroyed by testing, or which are not retained for future comparison will be returned upon request at the bidder's expense.

## **10. WITHDRAWAL OF BID**

Bidders may withdraw their proposals at any time prior to the bid closing date and time. No agent/broker shall withdraw or cancel their proposal for a period of sixty (60) days after the bid closing date and time. The successful agent/broker shall not withdraw, cancel or modify their proposal.

## **11. POWER OF ATTORNEY**

Attorneys-in-fact who sign contract bonds must file, with each bond, a certified and effectively dated copy of their power of attorney

## **12. SUBCONTRACTORS :**

Each bidder contemplating the use of any subcontractor shall, if requested and required, submit a list of subcontractors as listed on the Bid Form or attach as necessary. The apparent low bidder, if requested, shall file with the Town of Brookfield, within five (5) days after the date of bid opening, a complete list of the names and addresses of competent, responsible and qualified subcontractors who are actually to perform major portions of the work. This in no way restricts or limits the requirement that all subcontractors must be approved by the Town. Subcontractors listed on the Bid Form or those previously approved may not be changed without the approval of the Town of Brookfield. Local subcontractors, material suppliers, and labor in the Town of Brookfield should be considered and sought insofar, as is practical in the performance of this project. The bidder shall certify on progress payments that Sub Contractor(s) shall be paid at the same percentage for work performed as part of the progress payment and shall be paid in full within a reasonable time of final payment. Failure to pay subcontractors may be a factor in qualification for future work.

## **13. QUALIFICATION OF BIDDER**

In determining the qualifications of a bidder, the Town may consider his record in the performance of any contracts for similar work into which he may have previously entered; and the Town expressly reserves the right to reject the bid of such bidder if such record discloses that such bidder, in the opinion of the Town, has not properly performed such contracts or has habitually, and without just cause, neglected the payment of bills or has otherwise disregarded his obligations to subcontractors, suppliers, state or local codes, men or employees of subcontractors. The Town may make such investigation as he deems necessary to determine the ability of the bidder to perform the work and the bidder shall furnish to the Town all such information and data for this purpose as the Town may request. The Town reserves the right to reject any bid if the evidence submitted by or the investigation of such bidder fails to satisfy the Town that such bidder is properly qualified, or that such bidder misrepresented material facts in the bid documents. Qualified Bidders shall be current with any and all taxes, fees along with any and all other payments owed to the Town of Brookfield or its related entities.



## **14 DISQUALIFICATION OF BIDDERS**

More than one proposal from an individual, firm, partnership, corporation, or an association under the same or different names will not be considered. Reasonable grounds for believing that any Bidder is interested in more than one proposal for the work contemplated will cause the rejection of all proposals in which such Bidder is interested. Any or all proposals in which such Bidder is interested will be rejected if there is reason for believing that collusion exists among the Bidders and all participants in such collusion will not be considered in future proposals for the same work. Proposals in which the individual prices are obviously unbalanced may be rejected. No Contract will be awarded except to competent Bidders capable of performing the class of work contemplated.

## **15 DELIVERY**

Inasmuch as this work concerns a needed public improvement or goods or service, the provisions of this bid relating to the time of delivery, performance and completion of the work are of the essence of this bid. Accordingly, the successful bidder shall commence work upon receipt of the signed Purchase Order unless the Town shall authorize or direct a further delay. Time of delivery shall be stated as the number of calendar days following receipt of the Purchase Order by the Bidder to receipt of the goods or services by the Town of Brookfield. Prices quoted must include delivery to the Town of Brookfield as specified on the Purchase Order. No charges will be allowed for parking, crating, freight, express or cartage unless specifically stated and included in this bid.

Time of delivery may be considered in the award.

## **16. PAYMENT**

The Town, after inspection and acceptance of the goods and/or workmanship, and in consideration of the faithful performance by the Bidder of all and singular his covenants, promises, and agreements contained herein, agrees to pay the Bidder for the full completion by him of the work embraced in this Contract, within (30) Thirty Days of the receipt of the final invoice. When subcontractors or suppliers are utilized, the successful Bidder for this project may be required to submit a Mechanics Lien Waiver, acceptable to the Town, with each progress payment and/or at time of final payment prior to any payment being made.

Time, in connection with any discount offered, will be computed from the date of delivery to the Town or from the date a correct invoice is received by the Town's Finance Department, if the latter date is later than the date of delivery. Prices will be considered as **NET**, if no cash or payment discount is shown.

Unless otherwise instructed, the successful bidder shall submit invoices, to the following:

Town of Brookfield  
Office of the Purchasing Agent  
Room 203  
100 Pocono Road  
Brookfield, CT 06804

**IT IS UNDERSTOOD AND AGREED THAT SHOULD A BID PROPOSAL BE ACCEPTED THE DETAIL BID SPECIFICATIONS INCLUDING THE INSTRUCTIONS TO BIDDERS AND THE GENERAL TERMS AND CONDITIONS AND THE SUBMITTED PROPOSAL SHALL ALL AUTOMATICALLY BY THIS REFERENCE BECOME PART OF THE PURCHASE ORDER, CONTRACT, AGREEMENT OR AN ADDENDUM TO ANY CONTRACT AGREED UPON.**

Notification of the bid award will be made by issuance of a purchase order which will be evidence of a formal contract of award. Bidders are to list their bids on the appropriate attached sheets, if included. Bidders may attach a

letter of explanation. A dear notification should be made on the standard bid sheets at the appropriate point of explanation that there is a letter of explanation attached. All bids must be NET prices.

The successful bidder shall submit an itemized invoice to the Town of Brookfield for the work as described herein.

The bidder may be required to submit a Mechanics Lien Waiver, acceptable to the Town of Brookfield, with each progress payment and at time of final payment prior to any payment being made, unless waived.

At the time of award the successful bidder may be required to supply the Town of Brookfield a Certificate of Good Standing, certifying that the corporation is in fact a valid corporation, partnership, LLC or sole proprietorship and presently licensed to conduct business in the State of Connecticut as per all applicable law or regulations for the work being performed.

#### **17. SALES TAX**

Certain materials and supplies incorporated in the work of this project are exempt from Connecticut Sales Tax. The Bidder shall familiarize himself with current regulations of the State Tax Department. The tax on materials or supplies exempted by such regulations shall not be included as part of the bid. The Town will furnish the successful Bidder with a valid Certificate 134 sales tax exemption for Municipal Government.

#### **18. CARE AND PROTECTION OF PROPERTY**

The Bidder shall take particular care to avoid damages to all private and public property and to private or public improvements within the Town's right of way. Bidder shall make good any damages to the satisfaction of the Town. There shall be no additional compensation for the repair or restoration of private or public property improvements.

#### **19. COMPLIANCE WITH FEDERAL, STATE AND LOCAL CODES**

The Bidder shall be responsible for full compliance with any and all Federal, State and/or Local codes, laws, regulations and standards, as applicable, including all OSHA regulations as applicable for the work and goods or services being provided.

#### **20. AWARD**

The Town of Brookfield reserves the right to accept or reject any bid to best serve in its interests, or to hold the bids for sixty (60) days before decision.

The Town reserves the right to reject any and all bids (or any part thereof), to waive defects in proposals, or to accept any proposal deemed to be in its best interest.

The Town will make its award to either the lowest responsive, responsible bidder or to what it considers to be the Best Value for serving in the Town's best interest.

**Exceptions may be considered to the specification provided, providing they are listed and fully explained on a separate page entitled "EXCEPTIONS TO SPECIFICATIONS"**

Each exception will be considered as to its degree of impact and total effect on the bid. The purchaser shall determine which (if any taken) exceptions are acceptable, and this determination shall be final.

The Town of Brookfield and BoS reserves the right:

- a. To award bids received on the basis of individual items, or groups of items, or on the entire list of items.
- b. To reject any or all bids, or any part thereof.
- c. To waive any informality in the bids.
- d. To accept the bid that is in the best interest of the Town of Brookfield. The Purchasing Agent's decision shall be final.

**21. INSURANCE**

Insurance requirements, if required, are detailed under the attached "Insurance Requirements." Certificates of Insurance naming the Town as Additional Insured must be provided prior to any work commencing or deliveries made. Continuance Certificates must be submitted for work that continues past the current policy periods.

**22. GUARANTEE**

The bidder shall unconditionally guarantee for a period of one (1) year, except as specifically noted within these documents, from the date of acceptance, all materials, supplies, equipment, and services; including but not limited to its workmanship, delivery and installation. If within the guarantee period there are any defects or signs of deterioration the bidder shall repair, adjust or replace the item(s) to the complete satisfaction of the Town. These repairs, adjustments, or replacements are at the sole expense of the bidder and shall be made at such times that are agreeable to the Purchasing Agent, Town and BOE so that it is least detrimental to instructional or other programs.

**23. PERMITS**

When required all licenses and permits for complying with any applicable Federal, State, and Municipal laws, codes, regulations in connection with the performance of the work shall be obtained by the Bidder, at no additional cost to the Town. At the Town's sole discretion, Town permit fee's, but not the permit, may be waived.

**24. OSHA**

Bidders shall perform all work according to applicable OSHA Standards and regulations, as may apply

**25. NONDISCRIMINATION IN EMPLOYMENT**

The successful bidder shall agree and warrant that in the performance of this contract he will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, sex, religion, or national origin in any manner prohibited by State, Federal, County, or Municipal law. A certification of Non-segregated Facilities and a Certification Regarding Equal Employment Opportunity shall be considered a part of this contract

**26. MECHANICS LIEN WAIVERS**

The successful Bidder may be required to submit a Mechanics Lien Waiver, acceptable to the Town of Brookfield, with each progress payment, and/or at time of final payment, prior to any payment made.

**27. MANUFACTURERS SPECIFICATIONS**

All work shall be performed to manufacturers specification's in such a manner as to fully protect all warranties and guarantee's. Certified and trained personnel shall be used, at the bidders expense, where directed by the manufacturer. All work shall fully conform with the manufacturers specifications. Any and all costs by failure to follow manufacturers specifications shall be fully borne by the bidder, including all consequences including loss of warranties and guaranties.

**28. NON-COLLUSION CERTIFICATION**

The Proposer hereby states and certifies that by submitting a proposal, that the submitted proposal is genuine and is not a collusive or sham proposal. The Proposer certifies that the officers, owners, agents representatives, employee's or any party of interest has not in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Proposer firm or person to submit a collusive or sham bid, in connection with the contract for which the attached proposal has been submitted or refrain from bidding in connection with such contract or has in any manner directly or indirectly sought agreement or collusion or communications or conference with any other Proposer, firm or person to fix the price(s), overhead, profit, or cost elements of the proposal price or the proposal price of any other Proposer, or to secure through collusion, conspiracy, connivance, or unlawful agreement any advantage against the Town of Brookfield or any person interested in the proposed contract. The Proposer certifies that the prices quoted are fair and proper and are not tainted in any way by collusive, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any of its agents, officers, owners, employee's or representatives. The Proposer certifies that no officer or employee or person whose salary is payable in whole or in part from the Town of Brookfield, or the Brookfield Public Schools, is directly or indirectly interested in the proposal, or in the supplies, materials, equipment, work or labor to which it relates or in any of the profits thereof.

**Town of Brookfield**  
**100 Pocono Road, Brookfield CT 06804**  
**HP Server equipment, software & maintenance as listed**  
**Bid 18-02**

**Due: April 3, 2018 at 11am at the Office of the Purchasing Director, Room 203, 2<sup>nd</sup> floor**

**The Town of Brookfield** is requesting sealed bids from qualified bidders interested in providing and delivering HP Server equipment, software and support as listed below to inside delivery at the Brookfield Police Station at 63 Silvermine Road, Brookfield, CT. 06804.

**Specifications :**

Vendors shall supply and deliver the **EXACT** items listed below, **without change or substitution in any way**, to inside the Brookfield Police Station at 63 Silvermine Road, Brookfield CT 06812. **“Or Equal” items will NOT be accepted and shall be returned at the vendor’s expense without any payment or compensation.** There shall be a three year warranty covering parts and labor that includes on-site service for the sever equipment

The lowest responsive responsible bidder, calculating the total price of all items, is expected to be awarded the entire bid. A Purchase Order shall be issued to the awarded vendor signifying the award and contract. This entire specification shall be incorporated as part of the contract and purchase order by reference upon notice of award. A verbal notice of award shall be made as soon as reasonably possible.

Vendors may fill in and return the attached item listing sheet as a price sheet, or they may provide pricing of their own format on their letterhead. Listings of items should be in the same order to provide easy comparisons and verifications of all items being included. Firms not having done business with the Town or Board of Education within the past five years shall fill out and return the Bidder General Information sheet, including references.

Delivery shall be to inside the Police Station headquarters building at 63 Silvermine Road, Brookfield, CT 06804. Delivery shall be made from the lower parking lot directly into the inside hallway of the building using the employee entrance, with standard curbing and doorway sills. There are no stairs associated with the employee entrance and there is no loading dock available. Town assistance in off loading a truck can not be guaranteed at this time and should not be counted on for making delivery, although via discussions with the awarded vendor and shipper, some assistance in offloading might be possible ,if desired.

Insurance & Hold Harmless : A Certificate of Insurance is not required for simple third party delivery by a shipping agent, but the Hold Harmless shall be required prior to an award and should be submitted with the vendors bid proposal.

Questions shall be directed to Jerry Gay at [jgay@brookfieldct.gov](mailto:jgay@brookfieldct.gov) or call 203-775-7613. Sealed bid prices must be received by the stated date and time where they will be publicly opened and read aloud. E-mailed and faxed bids will NOT be accepted. Envelopes shall have the bid number and name clearly stated on the outside to prevent possible internal mis-direction of any delivery. The Town is not responsible for mis-directed proposals that are not labeled correctly as to the content.

Town of  
Brookfield

**Bid 18-02 Due 4/03/18 at 11am, 100 Pocono Rd, Rm 203 Purchasing Agent**

**Vendor Name**

Mfg. Part #	Product Description No Substitutions	Qty.	Unit Price	Ext. Price
<b>Server -</b>				
874458-S01	HPE ProLiant DL360 Gen10, Xeon Gold 4116/2.1GHz 32 GB 1U	2		
	1 x HPE DL360 Gen10 Intel® Xeon-Gold 4116 (2.1GHz/12-core/85W) Processor Kit	Incl		
	HPE 32GB Dual Rank x4 DDR4-2666 Registered Smart Memory	Incl		
	HP Embedded 1Gb Ethernet 4-port 331i Adapter	Incl		
	HP Smart Array P408i-a/2GB + Smart Storage Battery	Incl		
	2 x HPE 800W Flex Slot Platinum Hot Plug Low Halogen Power Supply Kit	Incl		
	3-Year Parts, 3-Year Labor, 3-Year NBD Onsite Support	Incl		
874449-B21	HPE DL360 Gen10 Intel® Xeon-Silver 4116 (2.1GHz/12-core/85W) Processor Kit	2		
835955-B21	HPE 16GB (1x16GB) Dual Rank x4 DDR4-2666 Registered Smart Memory Kit	12		
727055-B21	HPE Ethernet 10Gb 2-port 562SFP+ Adapter	2		
700139-B21	HP 32GB microSD Enterprise Mainstream Flash Media Kit	2		
H8QF0E	HPE 3 Year Foundation Care 24x7 DL36x Service	2		
			Sub Total	_____
			:	
<b>SAN -</b>				
Q1J01A	HPE MSA 2050 SAN Dual Controller SFF Storage	1		
C8R25B	HPE MSA 2040 10Gb Short Range iSCSI Channel SFP+ 4-Pack Transceiver	1		
J9F48A	HPE MSA 1.2TB 12G SAS 10K SFF(2.5in) Dual Port Enterprise 3yr Warranty Hard Drive	12		
J9283B	HPE X242 10G SFP+ to SFP+ 3m Direct Attach Copper Cable	4		
H7JE5E	HPE 3 Year Foundation Care 24x7 MSA2052 Service	1		
			Sub Total	_____
			:	
<b>VMWare -</b>				
VS6-ESP-KIT-C	VMware vSphere Essentials Plus Kit v.6 License, 3 Hosts, up to 2 Processors per Host	1		
VS6-ESP-KIT-P-SSS-C	VMware Support & Subscription Production for VMware vSphere Essentials Plus Kit, 1-Year	1		
			Sub Total	_____
			:	
			Total Cost	=====
			:	

Estimated delivery time from placement of order : \_\_\_\_\_

Signed : \_\_\_\_\_ Date : \_\_\_\_\_

Title : \_\_\_\_\_ Phone : \_\_\_\_\_

E-Mail : \_\_\_\_\_

**Town of Brookfield**  
**Bidder General Information Sheet**  
**Required ONLY if Firm has NOT done business within past five (5) years w/Town or BOE**

Company Name : \_\_\_\_\_

Address : \_\_\_\_\_

Contact Name : \_\_\_\_\_

E-mail : \_\_\_\_\_

Phone : \_\_\_\_\_ Fax : \_\_\_\_\_

Years in Business : \_\_\_\_\_ Form of Firm: Sole Proprietor ; Partnership ; LLC ; Incorporated  
References – Municipalities Preferred : \_\_\_\_\_ circle form

1. Client: \_\_\_\_\_

Project Address: \_\_\_\_\_

Contact Name \_\_\_\_\_ Telephone \_\_\_\_\_

E-Mail : \_\_\_\_\_

Contact value / Items : \_\_\_\_\_

2. Client: \_\_\_\_\_

Project Address: \_\_\_\_\_

Contact Name \_\_\_\_\_ Telephone \_\_\_\_\_

E-Mail : \_\_\_\_\_

Contact value / Items : \_\_\_\_\_

3. Client: \_\_\_\_\_

Project Address: \_\_\_\_\_

Contact Name \_\_\_\_\_ Telephone \_\_\_\_\_

E-Mail : \_\_\_\_\_

Contact value / Items: \_\_\_\_\_