

**CITY OF NORWICH  
INVITATION TO BID**

**BID NO. 7301**

**Replace Pocket Cafeteria Units  
Stanton School  
Board of Education**

Sealed bids will be received at the Office of the Purchasing Agent, City of Norwich, City Hall Building, Norwich, Connecticut until 2:00 p.m. Prevailing time, **Thursday October 6, 2011** and will be publicly opened and read at 2:00 p.m. in the Finance Office. Specifications and information for bidders may be obtained at the Office of the Purchasing Agent, City Hall Building or at [www.norwichct.org](http://www.norwichct.org).

*Bidder is to submit bid on the attached forms and in the manner requested. Bids must be deposited with the Purchasing Agent before closing time. Bids transmitted by facsimile will not be accepted.*

**BID SURETY IN THE FORM OF A CERTIFIED CHECK ON BOND IN THE AMOUNT OF 5% OF THE BID IS REQUIRED.**

The right is reserved to reject any or all, or any part of any or all bids when such action is deemed in the best interest of the City.

All Bids received must be in a sealed envelope. Each envelope is to be marked on the front with bid number and the bidder's name. All final awards of bid subject to comply with **Ordinance # 1235, adopted 12/3/91.**

WILLIAM BLOCK  
PURCHASING AGENT

**City of Norwich, Connecticut**

BID NO 7301

DATE: September 20, 2011

**BID FORM MUST BE  
SUBMITTED IN DUPLICATE**

**REQUEST FOR PRICES QUOTATION ONLY**

Please return on or before:  
Thursday October 6, 2011

2:00 p.m. prevailing time

**THIS IS NOT AN ORDER**

Item NO.	QTY	Description	Unit	Total
		<b>Replace Eight (8) Pocket Cafeteria Units</b>		
		<b>Units are to be manufactured by Palmer Hamilton or equal approved By the Purchaser</b>		
1.	8	Single Retro-fit Pocket Mullion Lock, full sill. Purchaser will choose Black or Putty as colors		\$ _____
2.	8	Retro-fit Tables, 29"H X 26"W X 13.5' L		\$ _____
3.	16	Retro-fit Benches 17"H X 12"W X 13.5' L		\$ _____
		<b><u>Installation Cost Must Be Included In This Pricing.</u></b>		

1. All quotations should be returned to the City Purchasing Agent, City Hall Building, Union Square, Norwich, Connecticut 06360.
2. The right is reserved to reject any or all quotations, and unless specified by the vendor, to accept any item in the quotation.
3. Quotations should be on requested items only. If for any reason a vendor substitutes one item for another, he must so indicate on his quotation.
4. TAXES – Purchases made by the City of Norwich are exempt from the payment of Federal Excise Taxes, and the Connecticut Sales Tax, and such taxes must not be included in bid prices.

PLEASE SPECIFY:

Delivery Date: \_\_\_\_\_

Terms: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Signature: \_\_\_\_\_

City of Norwich  
Division of Purchasing  
Union Square  
Norwich, CT 06360

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

Signed \_\_\_\_\_

# **SPECIFICATIONS**

**BID # 7301**

## **Replace Eight (8) Pocket Cafeteria Units**

Pocket units are to be Palmer Hamilton or equal approved by the Purchaser. All frames shall be finished in a black or putty powdercoat.

Table and bench surfaces shall be Wilsonart laminate ending in -60 or -38.

Bid price is to include removal of existing units, placement of removed units into dumpster provided by Owner, delivery and installation of new units, and removal of all packaging materials.

Installation will be done in a first class, workmanlike manner. Any damage to the Owner's property incurred during this installation shall be corrected by the Contractor to the Owner's satisfaction at no additional cost to the Owner.

Prior to delivery, the Contractor must coordinate this work with the Director of Food Services, Ms. Roberta Jacobs, tel. 860-859-5015. The work site is at the Stanton Elementary School, 386 New London Turnpike, Norwich, CT 06360.

Before any work can commence, the Contractor must provide a certificate of insurance in the form and amounts as follows.

## CONTRACTOR'S INSURANCE REQUIREMENTS

The successful bidder must, within 10 days from the date of acceptance of his proposal, file with the City, Workmen's Compensation, Comprehensive General Liability, Comprehensive Auto Liability, Certificates of Insurance satisfactory to the City, in compliance with the law, and in the following form and amount:

Comprehensive General Liability	
Premises - Operations - Products/Completed Operations	
General Aggregate.....	\$2,000,000.00
Occurrence.....	\$1,000,000.00
Comprehensive Automobile Liability	
Combined Single Limit.....	\$1,000,000.00
Workmen's Compensation.....	Statutory
Employer's Liability.....	\$100,000.00

Fire and Special Extended coverage in Builder's Risk policy                      in the amount of 100% of insurable completed value.

If subcontractors are employed, same limits as named above shall apply and the certificate of insurance must be filed with the City.

No contract shall be binding upon the City of Norwich until such bond shall have been given and until Comprehensive General Liability, Comprehensive General Auto Liability and Workmen's Compensation policy certificates indicated above have been filed with the City and approved as to form and sufficiency by the Owner. The insurance policy certificate provided by the successful bidder and all subcontractors shall carry a statement by the insurance company that the City of Norwich will receive at least ten (10) days notice prior to cancellation of any portion of the policies or any modifications in the insurance coverage that may affect the City's interest. The cost of all insurance coverage shall be included in the price of the contract cost.

The insurance company must be licensed to do business in the State of Connecticut and must be satisfactory to the City of Norwich. THE CITY OF NORWICH MUST BE NAMED AS ADDITIONAL INSURED.