



**Invitation to Bid 2012-028**  
**The City of Bristol is accepting bids on the following:**

**Sale of Used Vehicles**

All bids must be submitted on forms and in accordance with specifications supplied by the

City of Bristol  
Purchasing Office  
111 North Main Street  
Bristol, Connecticut 06010.

Bids will be received until **3:00 pm, November 16, 2011** and opened and read publicly at that time.

Roger D. Rousseau  
Purchasing Agent  
(860) 584-6195  
<http://www.bristolct.gov>

Date issued: November 1, 2011

**INSTRUCTIONS TO BIDDERS  
CITY OF BRISTOL, CONNECTICUT 06010**

**Sale of Used Vehicles  
Invitation to Bid 2012-028**

Sealed bids will be received at the office of the Purchasing Agent, Bristol City Hall; 111 North Main Street; Bristol, CT. 06010 until **3:00 pm, November 16, 2011** and opened and read publicly at that time, for the sale of used vehicles as described below.

The City of Bristol reserves the right to reject any or all bids when it is in the best interest of the City to do so.

Submit with your bid, a good faith deposit of 10% in the form of a **Certified Check** (personal checks or checks managed directly by the bidder are not acceptable) and provide the attached bid form, as a sealed bid, to the address noted above. Bidders may submit a bid for any or all vehicles listed, provided that the surety included with the bid is sufficient for all vehicles bid.

Section A.

	<u>Description</u>	<u>Model Year</u>	<u>VIN</u>	<u>Mileage</u>
1	Ford Crown Victoria	2005	2FAFP71W25X163507	68,528
2	Ford Crown Victoria	2005	2FAFP71W25X163510	72,057
3	Ford Crown Victoria	2006	2FAFP71WX6X138582	97,707
4	Ford Crown Victoria	2008	2FAFP71V18X154597	91,714
5	Ford Crown Victoria	2003	2FAFP71W43X112524	61,304
6	Ford Crown Victoria	2005	2FAFP71W75X163504	75,082
7	Ford Crown Victoria	2009	2FAHP71V49X135083	93,188
8	Ford Crown Victoria	2006	2FAFP71W26X138575	113,536
9	Ford Crown Victoria	2000	2FAFP71W3YX171880	82,801
10	Ford Crown Victoria	1998	2FAFP71W5WX156603	89,234
11	Ford Crown Victoria	2007	2FAHP71W87X144732	94,659
12	Ford Crown Victoria	2009	2FAHP71V89X135085	80,327
13	Ford Crown Victoria	2007	2FAFP71W37X148498	81,817
14	Ford Crown Victoria	2007	2FAFP71W57X148499	89,958
15	Ford Crown Victoria	2006	2FAFP71W36X138584	95,684
16	Ford Crown Victoria	2006	2FAFP71W46X138576	70,880
17	Ford Box Truck	1986	1FDKE37H2GHA84417	94,028
18	Honda Civic EX	1997	1HGEJ8143VL121048	194,496
19	Shanghai-Shenke Moped	2008		
20	Nissan Maxima	1997	JN1CA21D0VT219539	209,736
21	Dodge Intrepid	2001	2B3HD46R31H694038	77,023
22	Chevrolet Crew Cab 3500	1996	1GCGC33R1TF009664	98,302
23	Chevrolet S-10 Pickup	1994	1GCDT14Z5R8194871	75,726
24	Dodge D350 Chassis Cab	1990	1B6ME3659LS628949	190,758
25	Cadillac Seville	1995	1G6KS52Y4SU821698	97,101

Vehicles are to be sold as is, with no warranty made or implied by the City of Bristol.

Vehicles are stored in the City Yard, Vincent P Kelley Road, Bristol and are available for inspection between the hours of 8:30 am and 12:00 noon, and 2:00 pm to 3:00 pm, Monday through Friday.

Any bids mailed should allow for normal delivery time to ensure receipt of their bid prior to the due date and time; the City of Bristol cannot accept bids later than the due date and time.

Transfer of titles shall be made upon receipt of a **bank certified check** for the balance of the amount of bid offered, to be presented no later than thirty (30) days of notice of award. All checks shall be made payable to the City of Bristol.

Bid deposit checks will be returned to bidders that have not received award for the sale(s), within seven (7) working days from award.

The City may reject any or all bids for such reason as it may deem proper. In acceptance of bids, the City will be guided by consideration of its best interests. Review of bids may include assessment of bidder's financial capacity, and status of current and/or past taxes due.



**BID FORM  
CITY OF BRISTOL, CONNECTICUT**

**Sale of Used Vehicles  
Invitation to Bid 2012-028**

Opening: **3:00 pm, November 16, 2011**

Purchasing Office  
City of Bristol  
111 North Main Street  
Bristol, Connecticut 06010

In accordance with the Bid Specifications, the undersigned agrees to purchase the following vehicles as described in the Instructions to Bidders:

	<u>Description</u>	<u>Model Year</u>	<u>VIN</u>	<u>Amount</u>
1	Ford Crown Victoria	2005	2FAFP71W25X163507	\$ _____
2	Ford Crown Victoria	2005	2FAFP71W25X163510	\$ _____
3	Ford Crown Victoria	2006	2FAFP71WX6X138582	\$ _____
4	Ford Crown Victoria	2008	2FAFP71V18X154597	\$ _____
5	Ford Crown Victoria	2003	2FAFP71W43X112524	\$ _____
6	Ford Crown Victoria	2005	2FAFP71W75X163504	\$ _____
7	Ford Crown Victoria	2009	2FAHP71V49X135083	\$ _____
8	Ford Crown Victoria	2006	2FAFP71W26X138575	\$ _____
9	Ford Crown Victoria	2000	2FAFP71W3YX171880	\$ _____
10	Ford Crown Victoria	1998	2FAFP71W5WX156603	\$ _____
11	Ford Crown Victoria	2007	2FAHP71W87X144732	\$ _____
12	Ford Crown Victoria	2009	2FAHP71V89X135085	\$ _____
13	Ford Crown Victoria	2007	2FAFP71W37X148498	\$ _____
14	Ford Crown Victoria	2007	2FAFP71W57X148499	\$ _____
15	Ford Crown Victoria	2006	2FAFP71W36X138584	\$ _____
16	Ford Crown Victoria	2006	2FAFP71W46X138576	\$ _____
17	Ford Box Truck	1986	1FDKE37H2GHA84417	\$ _____
18	Honda Civic EX	1997	1HGEJ8143VL121048	\$ _____
19	Shanghai-Shenke Moped	2008		\$ _____
20	Nissan Maxima	1997	JN1CA21D0VT219539	\$ _____
21	Dodge Intrepid	2001	2B3HD46R31H694038	\$ _____
22	Chevrolet Crew Cab 3500	1996	1GCGC33R1TF009664	\$ _____
23	Chevrolet S-10 Pickup	1994	1GCDT14Z5R8194871	\$ _____
24	Dodge D350 Chassis Cab	1990	1B6ME3659LS628949	\$ _____
25	Cadillac Seville	1995	1G6KS52Y4SU821698	\$ _____

Total: \$ \_\_\_\_\_

Amount of certified check enclosed: \$ \_\_\_\_\_

The undersigned is familiar with the conditions surrounding this call for bids, is aware that the City reserves the right to reject any and all bids, is submitting this bid without collusion with any other person, individual or corporate.

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Witness \_\_\_\_\_ Signature \_\_\_\_\_

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Company (if applicable) \_\_\_\_\_ Printed Name \_\_\_\_\_

---

Address \_\_\_\_\_ Title (if applicable) \_\_\_\_\_

---

Town            State            Zip            Date \_\_\_\_\_

---

Federal ID # (or Social Security #) \_\_\_\_\_ Telephone Number \_\_\_\_\_

**RETURN THIS FORM IMMEDIATELY!**

City of Bristol  
Acknowledgment: Receipt of Bid Documents

Bid Number: **2012-028**

Title: **Sale of Used Vehicles**

Please take a moment to acknowledge receipt of the attached bid documents. Your compliance with this request will help us to maintain proper follow-up procedures while ensuring that all recipients have the opportunity to submit proposals.

Date invitation to bid was issued November 1, 2011

Date invitation to bid was received \_\_\_\_/\_\_\_\_/\_\_\_\_

Do you plan to submit a proposal? Yes\_\_\_\_ No\_\_\_\_

Print or type the following information:

Company name: \_\_\_\_\_

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

City or Town: \_\_\_\_\_

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

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

Email: \_\_\_\_\_

Received by: \_\_\_\_\_

**Note: Faxed acknowledgments are requested!**

**FAX (860)584-6171**

**A cover sheet is NOT necessary.**

**IMPORTANT: DO NOT FAX PROPOSALS.**

**PROPOSALS MUST BE SUBMITTED IN SEALED PACKAGES**



# City of Bristol Connecticut

Purchasing Department  
111 North Main Street  
Bristol, CT 06010

Telephone Number:  
(860) 584-6195

Fax Number:  
(860) 584-6171

<http://www.bristolct.gov>

## Standard Bid and Contract Terms and Conditions

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**All Invitations For Bids issued by the City of Bristol ("City") will bind Bidders to the terms and conditions listed below, unless specified otherwise in any individual Invitation For Bids.**

**The contractor agrees to comply with the statutes and regulations as they exist on the date of this contract and as they may be adopted or amended from time to time during the term of this contract and any amendments thereto.**

### **Submission of Bids**

1. Bids must be submitted on forms supplied by the City Purchasing Department. Telephone or facsimile bids will not be accepted in response to an Invitation For Bids.

2. Bidders shall bear any and all costs associated with response to this invitation to bid, including the costs for any presentation and/or demonstrations (if applicable).

3. The time and date bids are to be opened is given in each bid issued. Bids received after the specified time and date of bid opening given in each bid proposal shall not be considered. **Bid envelopes must clearly indicate the bid number** as well as the date and time of the opening of the bid. The name and address of the Bidder shall appear in the upper left hand corner of the envelope.

4. If it becomes necessary to revise any part of this request or if additional data is necessary to enable interpretation of provisions of this document, revisions or addenda will be provided to all prospective firms who receive this document; such revisions or addenda will additionally be posted on the following website:  
<http://www.bristolct.gov/bids>

5. This document includes an acknowledgement page; this page must be faxed back to the Purchasing Department, to ensure proper notification of changes to the published documents. The City of Bristol does not assume responsibility for any vendor that does not receive revisions or addenda, where the vendor has not acknowledged receipt of any portion thereof.

6. Incomplete bid forms may result in the rejection of the bid. Amendments to bids received by the City after the time specified for opening of bids, shall not be considered. Bids shall be computer prepared, typewritten or handwritten in ink. All bids shall be signed by a person duly authorized to sign bids on behalf of the bidder. Unsigned bids shall be rejected. Errors, alterations or corrections on both the original and copy of the proposal schedule to be returned must be initialed by the person signing the bid proposal or their authorized designee. In the event an authorized designee initials the correction, there must be written

authorization from the person signing the bid proposal to the person initialing the erasure, alterations, or correction. Failure to do so shall result in rejection of bid for those items erased, altered or corrected and not initialed.

7. The City of Bristol reserves the right to accept or reject any and all bid responses, in whole or in part, to waive technical defects, irregularities and omissions if, in its judgement, the best interests of the City will be served.

8. Conditional bids are subject to rejection in whole or in part. A conditional bid is defined as one which limits, modifies or supplements any of the terms and conditions and/or specifications of the invitation for bids.

9. Alternate bids will not be considered, unless specifically authorized in the invitation to bid. An alternate bid is defined as one which is submitted in addition to the bidders primary response to the invitation for bids.

10. Prices should be extended in decimal, not fraction, to be net, and shall include transportation and delivery charges fully prepaid by the Contractor to the destination specified in the bid, and subject only to cash discount. In the event of a discrepancy between the unit price and the extension, the unit price shall govern.

11. Pursuant to Section 12-412 of the Connecticut General Statutes, municipalities are exempt from the payment of excise, transportation and sales taxes imposed by the Federal Government and/or the State. Such taxes must not be included in bid prices.

12. By its submission the Bidder represents that the bid is not made in connection with any other Bidder submitting a bid for the same commodity or commodities and is in all respects fair and without collusion or fraud.

13. All bids will be opened and read publicly and upon award are subject to public inspection, subject to the provisions of Section 1-210 of the Connecticut General Statutes (Freedom of Information). Copies of information resulting from any bid opening are generally not available until a contract has been formally awarded.

### **Guaranty or Surety**

14. Bid and or performance bonds may be required, if specifically required within the specifications. Bonds must meet the following requirements:

**Corporation** - must be signed by an official of the corporation above their official title and the corporate seal must be affixed over the signature; **Firm or Partnership** - must be signed by all the partners and indicate they are "doing business as"; **Individual** - must be signed by the owner and indicated as "Owner". The surety company executing the bond or countersigning



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must be licensed in Connecticut and the bond must be signed by an official of the surety company with the corporate seal affixed over their signature. Signatures of two witnesses for both the principal and the surety must appear on the bond. Power of attorney for the official signing the bond for the surety company must be submitted with the bond.

15. The City requires General Liability insurance (including Completed Operations coverage) from all contractors doing business with the City, in the amounts of \$1,000,000 (combined single limit) Bodily Injury-Property Damage Coverage per occurrence and \$2,000,000 aggregate coverage; as well as \$1,000,000 automobile liability where the use of a vehicle is used in the performance of this contract, and workers compensation as defined in the Connecticut General Statutes. The City is to be named as an additional insured on all policies.

### **Samples**

16. Accepted bid samples do not supersede specifications for quality unless sample is superior in quality. All deliveries shall have at least the same quality as the accepted bid sample. Samples are furnished free of charge. Samples may be held for comparison with deliveries.

### **Award**

17. Award will be based on quality of the articles or services to be supplied, their conformance with specifications, delivery terms, price, administrative costs, past performance, and financial responsibility. The Purchasing Department may correct inaccurate awards resulting from clerical or administrative errors.

18. The Purchasing Department may reject any bidder in default of any prior contract or guilty of misrepresentation or any bidder with a member of its firm in default or guilty of misrepresentation.

19. In the event that a local business submits a bid to the City that is within 4% of the lowest qualified bidder and is considered to be in compliance with the requirements set forth in the bid, the local business shall be allowed the opportunity to accept the award of the contract at the amount of the lower bid. Such practice shall apply to all City bids for all City departments, with the following exceptions:

1. Contracts exceeding \$1,000,000.00.
2. Professional services, awarded on subjective and objective criteria in addition to cost.
3. Contracts using state, federal or other funds that have governing regulations disallowing such practice.
4. Contracts awarded on behalf of the Bristol Water Department as a separate enterprise fund.

### **Contract**

20. The existence of the contract shall be determined in accordance with the requirements set forth above. However, the award of the contract is not an order to ship.

21. The Contractor shall not assign or otherwise dispose of their contract or their right, title or interest, or their power to execute such contract to any other person, firm or corporation without the prior written consent of the Purchasing Department.

22. Bidders have ten days after notice of award to refuse acceptance of the award; after ten days the award will be binding on the Contractor. If the Contractor refuses to accept the award within the ten day period, the award will be made to the next lowest responsible qualified bidder.

23. Failure of a Contractor to deliver commodities or perform services as specified will constitute authority to purchase said commodities or services on the open market. Contractor agrees to promptly reimburse the City for excess cost of these purchases. The purchases will be deducted from the contracted quantities.

24. The bidder hereinafter referred to as persons requesting the use of city facilities of the City of Bristol, or in contracting with the City of Bristol for goods, services, materials, labor and the like with the city of Bristol and its respective officers, agents and servants agrees to indemnify, defend and save harmless from and against any and all claims, damages, losses, litigation expenses, counsel fees and compensation arising out of any injuries (including death) sustained by, or alleged to have been sustained by, the servants, employees or agents of the City of Bristol and its respective officers, agents and servants, or of the bidder or of any participant or spectator, and from injuries including death) sustained by, or alleged to have been sustained by, the public or any persons on or near the site or on any other person or damage to property, real or personal, including property of the city of Bristol and their respective officers, agents, and servants, caused in whole or in part by the acts or omission of the Bidder or any participant or spectator or anyone directly or indirectly employed or working for the bidder while engaged in the activity in the City of Bristol.

25. Notwithstanding any provision or language in this contract to the contrary, the purchasing agent may terminate this contract whenever he/she determines in his/her sole discretion that such termination is in the best interests of the City. Any such termination shall be effected by delivery to the Contractor of a written notice of termination. The notice of termination shall be sent by registered mail to the Contractor address furnished to the City for purposes of correspondence or by hand



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delivery. Upon receipt of such notice, the Contractor shall both immediately discontinue all services affected (unless the notice directs otherwise) and deliver to the City all data, drawings, specific-ations, reports, estimates, summaries, and such other information and materials as may have been accumulated by the Contractor in performing his duties under this contract, whether completed or in progress. All such documents, information, and materials shall become the property of the City. In the event of such termination, the Contractor shall be entitled to reasonable compensation as determined by the Office of Corporation Counsel for the City of Bristol, however, no compensation for lost profits shall be allowed.

26. The individual signing this submittal hereby declares that no person or persons other than members of his/her own organization are interested in this Project or in the contract proposed to be taken; that it is made without any connection with any other person or persons making a proposal for the same work and is in all respects fair and without collusion or fraud; that no person acting for or employed by the City of Bristol is directly or indirectly interested therein, or in the supplies or works to which it relates or will receive any part of the profit or any commission therefrom in any manner which is unethical or contrary to the best interests of the City of Bristol.

### **Delivery**

27. All products and equipment delivered must be new, and shall include any and all manufacturer warranties, unless otherwise stated in the bid specifications.

28. Delivery will be onto the specified City loading docks by the Contractor unless otherwise stated in the bid specifications.

29. Payment terms are net 30 days after receipt of goods or properly executed invoice, whichever is later, unless otherwise specified. A contractor may quote payment discount terms which may be considered in making the award.

30. Charges against a Contractor shall be deducted from current obligations. Money paid to the City by the Contractor shall be payable to the Treasurer, City of Bristol.

### **Saving Clause**

31. The Contractor shall not be liable for losses or delays in the fulfillment of the terms of the contract due to wars, acts of public enemies, strikes, fires, floods, acts of God or any other acts not within the control of or reasonably prevented by the Contractor. The Contractor will give written notice of the cause and probable duration of any such delay.

### **Advertising**

32. Contractors may not reference sales to the City for advertising and promotional purposes without the prior specific approval of the Purchasing Department.

### **Rights**

33. Any and all data collected by the contractor relative to either the performance of services or delivery of materials shall remain the sole property of the City of Bristol. Such data includes historic usage of materials and services as collected by the contractor, as it relates to Bristol purchasing activity. The City has sole and exclusive right and title to all printed material produced for the City, whether acceptable or unacceptable, and the contractor shall not copyright any printed matter produced under the contract.

34. The Contractor assigns to the City all rights title and interests in and to all causes of action it may have under Section 4 of the Clayton Act, 15 USC 15, or under Chapter 624 of the general statutes. This assignment occurs when the Contractor is awarded the contract.

35. Contractor agrees that it is in compliance with all applicable federal, state and local laws and regulations, including but not limited to Connecticut General Statutes Sections 4a-60 and 4a-60a. The Contractor also agrees that it will hold the City harmless and indemnify the City from any action which may arise out of any act by contractor concerning lack of compliance with these laws and regulations. All purchases will be in compliance with Section 22a-194 to Section 22a-194g of the Connecticut General Statutes related to product packaging.

37. This contract is subject to provisions of Executive Order No. Three of Governor Thomas J. Meskill promulgated June 16, 1971, the provisions of Executive Order No. Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973 and section 16 of Public Act 91-58 nondiscrimination regarding sexual orientation, and the provisions of Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999 regarding Violence in the Workplace Prevention Policy.



## CITY OF BRISTOL, CONNECTICUT NON-COLLUSION CERTIFICATION

The undersigned certifies under penalty of false statement that this proposal or contract has been made, submitted and executed in good faith and without collusion or fraud with any other person, and without any agreement designed to limit independent bidding or competition. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

I further certify that I have not provided or directed to be provided gifts, meals, or gratuities, as defined in Sec. 2-129(b) of the Bristol Code of Ordinances to any official or employee of the City of Bristol responsible for awarding or administering this bid or contract.

### Please complete and sign

Legal Name of Bidder: \_\_\_\_\_

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

Name of Authorized Agent \_\_\_\_\_ Title: \_\_\_\_\_

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

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



**City of Bristol**  
Workplace Analysis Affirmative Action Report  
Employment Information Form

Company Name Street Address City State Zip	Contact Person	Phone Number	Date
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Report all permanent full-time or part-time employees, including apprentice and on-the-job trainees. Enter the number on all lines and in all columns.

JOB CATEGORY	A. OVERALL TOTALS (sum of all columns, B-F Male & Female)	B. WHITE (not of Hispanic origin)		C. BLACK (not of Hispanic origin)		D. HISPANIC		E. ASIAN/PACIFIC ISLANDER		F. AMERICAN INDIAN OR ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officers/Managers											
Professionals											
Technicians											
Sales Workers											
Office/Clerical											
Craft Workers (skilled)											
Operatives (semi-skilled)											
Laborers (unskilled)											
Service workers											
<b>TOTALS ABOVE</b>											

Do you use minority businesses as subcontractors or suppliers? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:
If CT based, do you post all employment openings with the State Of CT Employment Service? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:
Do you use an Affirmative Action Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain:
Describe your recruitment, hiring, training and promotion anti-discrimination practices.	