



PURCHASING DEPARTMENT
STRATFORD, CONNECTICUT

INVITATION TO BID

BID #2011-033 BUS TRANSPORTATION FOR RECREATION DEPT &
SOUTH END COMMUNITY CTR SUMMER DAY TRIPS

The Town of Stratford, Connecticut, through the Office of the Purchasing Agent, will receive SEALED BIDS for performing the work outlined in the accompanying specifications, in accordance with the following instructions, conditions and reservations.

A. CLOSING DATE:

Bids will be received until 11:00 A.M., May 4, 2011, at which time they will be publicly opened and read. All bidders are invited to attend this public opening, which will be held immediately following the closing time specified above, in the Purchasing Agent's Office, Rm 202, Town Hall, 2725 Main Street, Stratford, Connecticut.

Any bid may be withdrawn prior to the above-scheduled time for receiving bids, or authorized postponement thereof. Any bids received after the date and time specified shall NOT be considered. No bidder may withdraw a bid within 30 days after the actual opening thereof.

B. INSTRUCTIONS:

Bids must be submitted IN DUPLICATE, on the enclosed bid forms. The extra copy is for your files. Extra copies are available upon request. All bids must be addressed to the attention of the Purchasing Agent, in the enclosed Bid Envelope, sealed and with the appropriate bid number and closing date noted thereon. Bids may be mailed or submitted in person at the Purchasing Department. Faxed bids are NOT accepted.

C. CONDITIONS:

1. Bid Surety: WAIVED FOR THIS BID.
2. Performance Bond: WAIVED FOR THIS BID.

3. Insurance Requirements:

A. General Liability

Occurrence limit \$1,000,000; aggregate limit \$2,000,000. The insurance carried by the proposer shall be on form CG 00 01, or equivalent. The Town of Stratford shall be named as an additional insured on the contractor's General Liability Insurance Policy with form CG 20 10 or CG 20 33, *and* CG 20 37.

B. Automobile Liability

Combined single limit of \$1,000,000. Comprehensive automobile policy to cover all owned, hired or non-owned automobiles or vehicles.

C. Workers Compensation

The proposer must have workers' compensation and employers liability insurance as required by Connecticut and federal law, plus employers liability limits of \$1,000,000 per accident, 1,000,000 disease each employee and \$1,000,000 disease policy limit.

D. Umbrella Liability

The proposer shall have a minimum coverage of \$3,000,000 excess umbrella coverage, naming the Town as additional insured.

The proposer shall procure and pay for the insurance coverage described above and must maintain the indicated insurance for a period of two (2) years after completion of the contract. All policies shall provide for thirty (30) days written notice prior to cancellation, substantial change or nonrenewal. The successful bidder must file the required Performance Bond and an Insurance Certificate within two weeks of the date of notification of award. Failure or neglect to do so may be considered by the Town as proof that the proposer is unable to fulfill the contract. A current insurance certificate and a copy of the endorsement or policy wording adding the Town as Additional Insured must be in the Town's possession at all times. In addition, the selected firm shall require its subcontractors, if any, to meet the same insurance requirements and to furnish the Town with similar evidence of insurance.

In addition, the proposer shall, at all times, save, indemnify and hold harmless the Town of Stratford, its officers, agents, employees and servants from liability of any nature or kind, including costs and expenses for or on account of, any patented or copyrighted equipment, materials, articles, or processes used in the performance of this contract, or on account of any and all claims, damages, losses, litigation expense and counsel fees arising out of loss or injuries (including death) sustained by or alleged to have been sustained by the public or any persons affected by the proposer's work, or by the proposer or any subcontractor, or anyone directly or indirectly employed by them while engaged in the performance of their duties in connection with this contract.

PLEASE NOTE: Naming the Town of Stratford as Certificate Holder is NOT sufficient. The Town of Stratford must be named as Additional Insured ON THE POLICY.

D. AWARD PROCEDURE:

The successful bidder will be notified verbally as soon as possible, to be confirmed in writing, of the intended award, so that arrangements can be made for the necessary Insurance Certificate. Insurance Certificate must be in place before the Town can award the contract. A formal Town Purchase Order is the vendor's only authorization to proceed with the contract.

Once the Purchase Order is issued, and the contract implemented, vendor should send their invoices to the Purchasing Department for processing. DO NOT send invoices to the Recreation Department. Do not include taxes of any kind on your invoices; the Town is exempt.

E. RESERVATIONS:

The Town of Stratford may consider informal any bid not prepared and submitted in accordance with the provisions herein stated.

The Town of Stratford reserves the right to reject any or all proposals or parts of proposals; to waive informalities in said proposals; or to accept any proposal or part thereof deemed to be in the best interests of the Town of Stratford.

F. SPECIFICATIONS:

See attached.

Michael Bonnar, Purchasing Agent
203-385-4044

BID #2011-033 – Bus Transportation for Recreation Dept. & South end Community Ctr Summer Day Trips

The following are specifications for the summer bus transportation bid for the Recreation Department's Playground, Summer Soiree Day Camp and Birdseye Day Camp programs:

Contract:

To provide bus transportation for the Recreation Department and South End Community Center for the summer playgrounds, Summer Soiree Day Camp and Birdseye Day Camp. Buses shall be school type buses with safety lights and stop arms. The Birdseye Camp will need a price for 1 handicapped (wheelchair) accessible van as well as a school bus.

Playgrounds and Day Camps:

Buses will be Monday to Friday periodically from June 27 through August 26, 2011. Buses will be needed two to five times per week between the hours of 8:30 am and 5:00 pm. Youngsters will be transported between 6 Town playgrounds and 2 Day Camps. Side trips may include Six Flags Amusement Park, Short Beach Park, Lake Compounce, Flood Pool, Stratford Duckpin Lanes, Bronx Zoo, Lake Quassapaug, Farmington River, Mystic Aquarium, Norwalk Maritime, Beardsley Zoo, Lordship Roller Skating Rink, Roosevelt Forest, Discovery Park in Portland, Barnum Museum, Bridgeport Harbor Yard, Mystic Seaport, New Britain Rock Cats Stadium, Trumbull Movie Theatre, Stratford Regal Movie Theater, CT Rock Gym and Stamford Children's Museum. In addition, Pequot Museum, Shelton Rinks, Club Getaway in Kent and Science Center of CT in West Hartford, Bounce U, AMF Bowling in Milford, Coco Key in Waterbury, Laser Planet in Waterbury and Audubon Society in Stamford and Fairfield.

Quote price per day per bus for playgrounds and handicapped accessible van for Day Camp.

Contact Pat Patusky, Supt. of Recreation, regarding any questions on this bid. Her phone number is 203-385-4052.

South End Community Center Trips:
Summer Soiree 2011

July 1	1:00-3:00	Flood Pool	Price: _____
July 7	10:30-12:00	United Indoor Soccer	Price: _____
July 8	1:00-3:00	Flood Pool	Price: _____
July 14	9:30-1:00	Audubon Greenwich	Price: _____
July 15	1:00-3:00	Flood Pool	Price: _____
July 22	1:00-3:00	Flood Pool	Price: _____
July 28	9:30-5:00	Lake Quassy	Price: _____
July 29	1:00-3:00	Flood Pool	Price: _____
August 4	10:00-1:30	Beardsley Zoo	Price: _____
August 11	11:30-2:30	Movies-Trumbull	Price: _____
August 12	1:00-3:00	Flood Pool	Price: _____
August 17	11:00-5:30	Camp Picnic	Price: _____
August 18	10:00-4:30	CoCo Key	Price: _____

Company Name : _____

Address : _____

Phone : _____ Date : _____

Authorized Signature : _____

Print Name : _____

Title : _____