



**TOWN OF STRATFORD
PURCHASING DEPARTMENT
STRATFORD, CONNECTICUT**

BID No. 2014-018

Issued : March 5, 2014

Subject : Office Furniture

The Town of Stratford through the Office of the Purchasing Agent, will receive SEALED BIDS for furnishing the equipment described in the accompanying specifications, in accordance with the instructions, conditions and reservations that follow:

A. CLOSING DATE:

Bids will be received until 10:00 am March 10, 2014, 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 Office of the Purchasing Agent, Room 202, Town Hall, 2725 Main Street, Stratford, CT 06615.

Any bid may be withdrawn prior to the above-scheduled time for receiving bids or authorized postponement thereof.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 45 days after the actual opening thereof.

B. INSTRUCTIONS:

Bid proposals are to be submitted (**TWO COPIES**) in a sealed envelope and clearly marked with the bid number and description on the outside of the envelope, including all outer packaging (DHL, FedEx, UPS, etc).

Bids must be delivered to:

Purchasing Department
Stratford Town Hall – Rm 202
2725 Main Street
Stratford, CT 06615

C. CONDITIONS:

Bid Surety:

A bid surety is not required.

Payment: Final payment will be made upon the acceptance of the completed work by an authorized representative of the Town of Stratford. NO partial payments will be made. Invoices covering the work specified herein should be forwarded to the Purchasing Department upon completion of the project.

Taxes: The Town of Stratford is exempt from all State and Federal taxes. Do not include these amounts in your quotation.

Addendums: All addendums will be posted on the town website, www.townofstratford.com. It is the responsibility of the bidder to check the website for any addendums before submitting their bid.

F.O.B. Destination: All prices quoted must be net delivered to destination.

Conflict of Interest: No public official or employee shall, while serving as such, have any financial interest or engage in any business, employment, transaction or professional activity or incur any obligation of any nature which is in substantial conflict with the proper discharge of his/her duties or employment in the public interest.

D. RESERVATIONS:

The Town of Stratford may consider informal any bid not prepared and submitted to the Town in accordance with the provisions herein stated. The Town of Stratford reserves the right to reject any or all bids or parts of bids; to waive defects in same bids; or to accept any bid or part thereof deemed to be in the best interests of the Town of Stratford.

Supply detailed descriptions and specifications of all items..

**TOWN OF STRATFORD
 BID 2014-018 BID SHEET**

Office Furniture

Item #	Description	Quantity	Unit Price	Extended Price
HON10583RCC	Desk, Rt Pedestal, 66X30 , Harvest	4	\$	\$
HON10516LCC	Return, Lt Pedestal, 48X24, Harvest	4	\$	\$
HON10536CC	File, Lateral 2DWR, 36W, Harvest	1	\$	\$
HON10516CC	File, Lateral , 4DWR, 36W, Harvest	3	\$	\$
HON10570CC	Bridge, Desk, 47X24, Harvest	1	\$	\$
HON10546LCC	Credenza, Lt Pedestal, BF, 72X24, Harvest	1	\$	\$
HON105533CC	Bookcase, 3S, Fixed, 36W, Harvest	1	\$	\$
HON10584LCC	Desk, Lt Pedestal, BF, 66X30, Harvest	2	\$	\$
HON10515RCC	Return, Rt Pedesta, BF, 48X24, Harvest	2	\$	\$
LLR60122	Guest Chair, Side, Lthr Black	5	\$	\$
LLR86201	Chair, Mesh, Mid-Back, Black	2	\$	\$
LLR53100	Chair, Task, Mid-Back, Blk	2	\$	\$
BSXP4230GYGY	Office Panel, 30X42, Gray	1	\$	\$
BSXP4236GYGY	Office Panel, 36X43. Gray	1	\$	\$
SENUC025K	Sentry Safe, UnderCounter Drop Slot	1	\$	\$
TOTAL PRICE				\$

1. The Town of Stratford reserves the right to award the bid on the item by item basis to multiple suppliers based on the lowest price broadest line and/or responsive delivery dates; or any combination of these criteria. The Town also reserves the right to alter quantity of items and/or delete any item as deemed necessary.
2. ALL ITEMS MUST BE DELIVERED AND INSTALLED BY MARCH 14, 2014
3. Pricing for all materials must be held firm.
4. Pricing must include installation at the Birdseye Municipal Complex, 468 Birdseye Street.

Printed Name _____ Title _____

Date _____

Signature _____

Company Name _____ Contact Information (Phone) _____