



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

**REQUEST FOR PROPOSAL**

RFP No. 2014-026

Issued: March 21, 2014

Subject: AutoCad Engineering & Surveying Software

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

**A. CLOSING DATE:**

Proposals will be received until 3:00 pm April 10, 2014, in the Office of the Purchasing Agent, Room 202, Town Hall, 2725 Main Street, Stratford, CT 06615.

Any proposal may be withdrawn prior to the above-scheduled time for receiving bids or authorized postponement thereof. Any proposals received after the date and time specified shall NOT be considered. No bidder may withdraw a proposal within 45 days after the actual opening thereof.

**B. INSTRUCTIONS:**

Proposals are to be submitted (THREE 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).

Proposals 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.

**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](http://www.townofstratford.com). It is the responsibility of the bidder to check the website for any addendums before submitting their bid.

**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 proposal 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 proposals or parts of proposals; to waive defects in same proposals; or to accept any proposal or part thereof deemed to be in the best interests of the Town of Stratford.

## **RFP #2014-026**

### **AutoCAD Engineering and Surveying Software Town of Stratford Engineering Bureau**

The Town of Stratford Engineering Bureau is seeking to purchase an upgrade to its AutoCAD engineering and surveying software (2006). The town will utilize the software for performing survey reduction, computations, layouts, and civil engineering designs such as roadway geometry, plans and profiles, pipes & conduits, site plans, small structures, and other engineering details and graphic presentations.

The software should be able to also accomplish the following:

- Utilize drawings and files generated in older versions of AutoCAD.
- Communicate with other equipment owned by the town including the town's survey equipment interface and printer interface
- Reside on the town's network system or Citrix system
- Allow use of software by two staff members at one time

The proposal should include the following

- The latest applicable version of AutoCAD for surveying and civil engineering  
(Infrastructure Design Suite Premium including Civil 3D, Raster Design, etc)
- All applicable licenses, keys, warranties, terms and conditions, discs, etc. needed to operate the software
- All support and resources that come with an option for training on the use of this software version.
  - Include an option for productivity training portal or equal (tutorials and resources)
  - Include a separate option for online training courses for two- three persons.
- Any trade in or credit for Town's previous AutoCAD license.
- Identify any bonus or special offers that come with the software package or are available.

Include in the proposal the following subscription options

- The first year subscription to be purchased at the time of initial software purchase
- A three year subscription option to be purchased at the time of initial software purchase