

**TOWN OF STRATFORD**  
**BID #2017-014**  
**GOLF COURSE PRO SHOP**  
**BID SPECIFICATIONS**

BID No.: 2017-014

Issued: April 21, 2017

Subject: Operation of the Pro Shop at the Short Beach Golf Course

The Town of Stratford through the Office of the Purchasing Agent will receive SEALED BIDS for operation of the Pro Shop at the Short Beach Golf Course located at One Dorne Drive, Stratford CT 06615, in accordance with the instructions, conditions and reservations that follow:

**A. CLOSING DATE:**

Bids will be received until 3:00 pm on May 5, 2017 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Any bid may be withdrawn prior to the above-scheduled time for received bids or authorized postponement thereof.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 (DLH, 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](http://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.

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**SCOPE of WORK**

1. The Town of Stratford will provide Connection to internet for credit card purposes and tax transmittals. If possible, a gate that can be drawn across the opening when the pro shop is closed (a collapsible gate) to secure the area when not open.
2. The Town of Stratford would like direct contacts to product suppliers (preferably no middle man).
3. The Pro Shop must be able to maintain proper inventory levels for the Shop.
4. The Pro Shop must be able to maintain the cleanliness of the area and report and damages/repairs needed in a timely manner.
5. The Company must be able sell all golf related apparel and equipment (i.e.: balls, tees, polo shirts, aps, visors, and golf towels).
6. The Pro Shop must be open Monday and Tuesday mornings for leagues, Wednesday afternoon into evening, Thursday and Friday midday to late afternoon, Saturday and Sunday all day. They should also be open during tournaments.
7. The Company must be able to provide all employees for the Pro Shop.
8. The Company must provide insurance for inventory and liability at the Pro Shop.
9. The Company must take care of all taxes (sales and employee).

For questions or additional information, contact Chad Esposito, Parks Supervisor at 203-385-4080.

**TOWN OF STRATFORD**  
**BID 2017-014**  
**Operation of the Pro Shop at Short Beach Golf Course**  
**BID FORM**

Base Bid: \$ \_\_\_\_\_

Company Name: \_\_\_\_\_

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

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

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

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

Title: \_\_\_\_\_

References (At least three with contact information):

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