

SECTION 003010 – FORMS OF QUOTATION

PART 1 - GENERAL

1.1 RESPONSE FORM

Vendor Name -		
Address -		
Phone -	Fax -	Email -
Manager -		Fed ID#

- A. The undersigned hereby declares that he has or they have carefully examined the plans, specifications and project site and has satisfied himself as to all the quantities and conditions, and understands that in signing this proposal he waives all right to plead any misunderstanding regarding the same.
- B. The undersigned further understands and agrees that he will furnish and provide all the necessary material, machinery, implements, tools, labor, services, and other items of whatever nature, and to do and perform all the work necessary under the aforesaid conditions, to carry out the contract and to accept in full compensation therefore the amount of the contract as agreed to by the Vendor and the Town.
- C. The undersigned further agrees, in case of variations of quantities from those shown or specified, the following unit prices will be used in adjusting the Contract price. If quantities are authorized by the Town, the following amount will be added to the contract as required. Unless otherwise noted, each UNIT PRICE shall include all equipment, tools, labor, permits, fees, etc., incidental to the installation and completion of the work involved.
- D. It is further understood and agreed that all the information included in, and attached to, or required by the Invitation for Quotation shall become public record upon delivery to the Town.
- E. The following unit prices shall apply to this project: Sherman School Renovation Project / Sherman School Central Administration Project, Furniture, Furnishings, and Equipment (FF+E), and Technology project.

Total Lump Sum Bid	\$
Total Lump Sum Bid in Words	
BIDDERS MUST COMPLETE AND ATTACH APPLICABLE BID FORM(S) FOR FF&E, TECHNOLOGY FOR BIDS TO BE CONSIDERED	

PROJECT:	Sherman School Renovation Project / Sherman School Central Administration Project FF+E & Technology
VENDOR NAME:	

Bid Security in the form of a (check one) is attached.	☐	Bond	☐	Certified Check
Cost for performance bond included in lump sum	\$		per thousand dollars	
Insurance Agency Name -			Tel.-	
Agency Address -				

Submitted by:

Print Name of Authorized Agent of Company	
Signature of Authorized Agent of Company	
Date	

The above signatory acknowledges receipt of the following addenda issued during the bidding period and understands that they are a part of the bidding documents (if applicable):

Addendum #		Dated		Addendum #		Dated	
Addendum #		Dated		Addendum #		Dated	
Addendum #		Dated		Addendum #		Dated	
Addendum #		Dated		Addendum #		Dated	

1.2 TOWN OF SHERMAN VENDOR RECORDS

- A. If you have not done business with the Town of Sherman as a Vendor, your business information needs updating or your Vendor record has not been updated over three (3) years. Please complete and include the latest Internal Revenue Service (IRS) W-9 Form with your submission. Here is the URL to the IRS website: <https://www.irs.gov/forms-pubs/about-form-w-9>.

1.3 INSURANCE

Insurance Agency Name:	Tel:
Agency Address:	Email:

1.4 NON-COLLUSIVE BIDDING CERTIFICATION

- A. By submission of this bid each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his knowledge and belief:
1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
 2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to the opening, directly or indirectly, to any other bidder or to any competitor; and
 3. No attempt has been made or will be made by the bidder to induce any other person, partnership, or corporation to submit or not to submit a bid for the purpose of restricting competition. The foregoing statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury and is made pursuant to the applicable section of the General Laws of the State of Connecticut as most recently amended.

1.5 OTHER REQUIREMENTS

- A. It is understood that the Owner reserves the right to accept or reject any and all bids that the Owner deems to be in his best interest.
- B. Upon notification of acceptance of this proposal, the undersigned agrees to execute a contract in the form as stated within these contract documents for the amount stated.
- C. Prices quoted shall be guaranteed for one hundred twenty (120) days after date of proposal. If written notice of award is received within one hundred twenty (120) calendar days after the opening of bids, the undersigned agrees to execute said contract and furnish to the Owner within ten (10) days after receipt of said notice of award, the executed Contract, together with the Performance Bond, Labor and Material. Individual bids must be sent in separately sealed envelopes with accompanying bid security for each bid package. **If submitting a combination bid, the combination bid must be sent separately from the individual bid packages in a separately sealed envelope marked as such, with accompanying bid security.**
- D. Bonds and Insurance Certificates required herein.

- E. The undersigned agrees that the Bid Security payable to Owner accompanying this proposal is left in escrow with the Owner; that its amount is the measure of liquidated damages which the Owner will sustain by the failure of the undersigned to execute and deliver the above-named Bonds and Contract; and that if the undersigned defaults in furnishing said bonds or in executing and delivering said Contract within ten (10) days of written notification of award of the Contract to him/her, then said Security shall be payable to the Owner for its own account; but if this proposal is not accepted within said one hundred twenty (120) days of the time set for submission of bids, or if the undersigned executes and delivers said bonds and Contract, the Bid Security shall be returned to the undersigned.
- F. The undersigned hereby certifies that they are able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the work.
- G. By submission of this proposal, the undersigned acknowledges that they have visited the site, informed themselves of the existing conditions, and have included in the proposal a sum to cover the costs of all items in the contracts.
- H. By submission of this proposal, the undersigned acknowledges that they have read the job narrative and schedule requirements and agrees to provide sufficient staff and organization and to select subcontractors and suppliers to comply with the requirements for submittals, delivery dates, work periods, and completion dates as specified

Respectfully submitted,

By: _____

Title: _____

Business Name: _____

Address: _____

Telephone Number & Fax Number: _____

E-MAIL: _____
(required)

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 003010