



City of Norwich

Department of Finance – Purchasing Agent
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Invitation for Bid/Proposal

Bid No. 23-48

The Purchasing Agent, City of Norwich will receive bids/proposals for the purchase of **Lake Street Basketball and Park Improvements** until **2:00 P.M. prevailing time on March 24, 2023**, at which time they will be opened on the Procurement website and be available to view. All bids are to be submitted via the City of Norwich Procurement Portal at the following website:

[City of Norwich Procurement Portal](#)

The bid documents may be downloaded from the following website:

[City of Norwich Procurement Portal](#)

Addenda, if any, will be posted on the website listed above. All bidders, prior to submitting their bids, should check the websites to ensure they have received all issued addenda.

The City of Norwich reserves the right to reject and all bids, in whole or in part, to waive minor irregularities in the bidding and to award the bid to other than the low bidder if deemed in the best interest of the City.

No Bidder may withdraw its bid within sixty (60) days of the bid opening date. Should there be reason why the contract cannot be awarded within the specified time, the time may be extended by mutual agreement between Norwich Public Utilities and the designated, qualified low bidder.

All final awards of the bid shall be in compliance with the City of Norwich Code of Ordinances §7-46 – Delinquent Tax Setoff Against Money Due Bidder or Contractor.

All bidders must submit bids/proposals through the City Procurement Portal.

Responding bidders must ensure that employees and applicants for employment are not discriminated against because of their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to blindness, unless it is shown by such bidder that such disability prevents performance of the work involved.

Robert R. Castronova
Purchasing Agent

BIDDER'S INSTRUCTIONS
IFB 23-48
Lake Street Basketball and Park Improvements

The following instructions and specifications shall be observed by all proposers:

Time and Place of Bid Opening

Proposals will be received on **March 24, 2023 at 2:00 P.M.** online at:

<https://norwichct.bonfirehub.com/portal/?tab=openOpportunities>

Proposals will not be allowed after the time and date of the opening.

Availability of Documents

Vendors are advised that all documents relative to this project are only available online at the following web address:

<https://norwichct.bonfirehub.com/portal/?tab=openOpportunities>

Addenda

If additional information becomes available or changes are made to the documents, an addendum will be issued not later than 3 days prior to the opening date. All addenda shall become part of the Contract Documents.

It is incumbent on the Vendor to ensure that it has received all issued addenda by checking the websites listed above. Failure of any Vendor to receive any such addendum shall not relieve it of the obligations under its proposal.

Notice of any addendum will be posted on the following website:

<https://norwichct.bonfirehub.com/portal/?tab=openOpportunities>

Instructions

Proposals must be submitted to the City of Norwich Procurement portal at:

<https://norwichct.bonfirehub.com/portal/?tab=openOpportunities>

Proposals will not be accepted by mail, in person or by email.

All forms and associated documents must be uploaded through the procurement portal.

Sales and Use Tax

Vendors are reminded that the Connecticut State Sales and Use Tax and associated Federal taxes are not applicable under this contract, and therefore these taxes are not to be included in the price.

Under the terms of Connecticut Agencies Regulations §12-426-18, Contractors and Subcontractors, the contractor may purchase materials and supplies as are to be installed or placed in projects being performed under these contracts and will remain in such projects after completion, including tangible personal property that remains tangible personal property after its installation or placement, without payment of the tax and shall not charge any such exempt organization or agency any sales or use tax thereon.

Definitions

For the purposes of these documents:

The word "City" means the City of Norwich, CT.

The word "Proposer" or "Vendor" refers to the party or parties submitting a proposal to perform the work to be done or materials to be furnished under the Contract; the legal representatives of such party or parties.

Certificate in Good Standing

Any corporation whose proposal is being considered for acceptance by the City may be required, if requested, to provide a "Certificate of Good Standing" from the Office of the Secretary of State for Connecticut.

Acceptance/Rejection of Proposals

The City may reject proposals which are incomplete, conditional, obscure, contain additions not called for, erasures or corrections not initialed, or which contain alterations or irregularities of any kind. The City may rightfully waive informalities. Determination of the best interest of the City shall include consideration of active or pending civil litigation between the City and any firm (or its subcontractors or suppliers) submitting a proposal to the City.

Withdrawal of Proposal Submitted

Any bid may be withdrawn prior to the designated date and time for receipt of proposals. Proposals may be withdrawn ninety (90) days after the opening if no award has been made by the City. If the City does not award a contract within ninety (90) days after the opening, all proposals will be null and void, except this time may be extended by mutual agreement of the City and the selected vendor.

Award Execution

The firm whose proposal is accepted will be issued a "Notice of Award." The Vendor will be required to execute the "Notice of Award," and provide a certificate of insurance that meets the requirements in section 15 of the Standard Bid Contract Terms and Conditions, within ten working days from the date the Notice of Award is issued.

Freedom of Information

All proposals shall be made available for public inspection, in accordance with the provisions of Connecticut General Statutes § 1-210, Freedom of Information. Copies of any information resulting from any proposal opening are generally not available until a contract has been awarded or a purchase order issued.

Non-Collusion

The individual signing the proposal hereby declares that no person or persons other than members of its organization are interested in this proposal or in the contract proposed to be taken; that it is made without any connection to any other person or persons submitting a proposal for the same work and is in all respects fair and without collusion or fraud; that no person acting on behalf of or employed by the City of Norwich is directly or indirectly interested in the supplies or work to which they relate or will receive any part of the profit or any commission therefrom in any manner which is unethical or contrary to the best interests of the City of Norwich.