

**Town of Vernon, CT**

**CONTRACT # 2088-05/12/2022**

**TOWN CLERK'S OFFICE COMPREHENSIVE OPERATING SYSTEM**

**Invitation to Bid/Legal Notice**

The Town of Vernon, Connecticut is seeking proposals from qualified vendors to undertake the implementation, installation, and maintenance of a comprehensive operating system for the Town Clerk's Office. A firm must have a demonstrated experience in providing such services and adhere to all State and Federal standards and requirements typical for these services.

All questions about the proposals should be directed to Karen Daigle, Town Clerk, by e-mail at [kdaigle@vernon-ct.gov](mailto:kdaigle@vernon-ct.gov), no later than 4:30 PM on Wednesday, April 27, 2022. Answers to all so received questions shall be posted by 4:30 PM on Wednesday, May 4, 2022 on the Town's website under the bid section at <http://www.vernon-ct.gov/legal-notices> and at the Connecticut State Department of Administrative Services (DAS) at <https://portal.ct.gov/DAS/CTSource/CTSource> by referencing Contract #2088-05/12/2022. It is the sole responsibility of the respondent to review any or all addendum or question responses related to this RFP.

Five (5) copies of all proposals shall be submitted in a **sealed** envelope, with "**BID DOCUMENT – DO NOT OPEN – CONTRACT #2088-05/12/2022**" clearly marked on the outside of the envelope, to: Michael J. Purcaro, Town Administrator, Town of Vernon, Memorial Building, 14 Park Place, 3rd Floor, Vernon, Connecticut 06066 by 10:00 am on Thursday, May 12, 2022. **E-mailed, faxed or late bids will not be accepted.**

Received bids will be opened publicly in person on **Thursday, May 12, 2022 at 11:00 AM**. Bid results will be posted on both the Town and DAS websites.

The selected vendor must meet all municipal, state and federal AA and EEO practices and requirements. MBEs/WBEs/SBEs are encouraged to apply. The Town reserves the right to reject any or all proposals in whole or part, to award any one service or group of services or all services, to negotiate with any or all companies submitting proposals, and to enter into an agreement with any company for any services mentioned in this RFP; if it is deemed to be in the best interest of the Town.

Confidentiality: If Respondent believes that any information in its proposal should be treated as confidential, that material shall be clearly marked. The Town shall endeavor to protect confidential materials from disclosure to non-Town employees to the extent required by State or Federal law. In no event will the Town be responsible for the inadvertent disclosure of your response to this RFP.

Michael J. Purcaro  
Town Administrator