

**LEGAL NOTICE  
INVITATION TO BID  
TOWN OF ELLINGTON**

**ELLINGTON BOARD OF EDUCATION STUDENT TRANSPORTATION VANS**

Sealed proposals will be received by the Town of Ellington, acting through its Finance Officer, to provide two fifteen passenger vans. The vans will be similar to a Ford Transit van. Alternative vehicles will be acceptable. The standard options must be listed in base price. The cost of any additional options should be provided in the response. The Town is seeking a new vehicle. However, Alternate 1 is for a low mileage used vehicle in excellent condition which will be considered. Complete specifications are available on the Town of Ellington's website ([www.ellington-ct.gov](http://www.ellington-ct.gov)).

Bids are to be delivered to the Finance Officer, Town Hall. Bids are to be clearly marked **ELLINGTON BOARD OF EDUCATION STUDENT TRANSPORTATION VANS** and sealed and shall be directed to:

Tiffany Pignataro, Finance Officer  
Town of Ellington, 55 Main Street  
Ellington, CT 06029

Bids will be received until **Thursday, July 18, 2024 at 2:00 P.M.** Bids will then be publicly opened and read aloud in the Nicholas J DiCorleto Jr Meeting Hall of Town Hall.

All questions regarding this Invitation to Bid should be directed to Tiffany Pignataro, Finance Officer/Treasurer.

No bid may be withdrawn for a period of ninety (90) days after opening of bid without approval and written consent of the Town of Ellington.

The Town of Ellington reserves the right to amend or terminate this Invitation to Bid, to reject any or all bids, to waive any informalities, omissions, excess verbiage or technical defects in the bidding and the Town need not necessarily award the contract to the lowest Bidder if, in the opinion of the Town, it would be in the best interest of the Town of Ellington to accept another bid.

TOWN OF ELLINGTON  
By: Tiffany Pignataro,  
Finance Officer/Treasurer

TIFFANY PIGNATARO, FINANCE OFFICER  
55 MAIN STREET  
ELLINGTON, CT 06029

**INSTRUCTION TO BIDDERS**

KEY DATES:

Advertisement of Invitation to Bid	June 29, 2024
Bid Opening	July 18, 2024
Bid Award on or before	August 3, 2024

1. **SPECIAL NOTICE TO BIDDERS:**

A. The Bid Documents comprise the following:

1. Legal Notice/Invitation to Bid
2. Instruction to Bidders
3. Specifications
4. Bid Form
5. Non-collusion Affidavit
6. Bidders Legal Status Disclosure
7. Draft Contract
8. Insurance Requirements

2. **BID FORM:**

A. All bids shall be submitted on forms provided, or copies and shall be subject to all requirements of the Contract Documents. Erasures or other changes must be explained or noted over the signature of the bidder.

B. Bids submitted by all bidders to The Town of Ellington, Connecticut shall be enclosed in sealed envelopes, which shall clearly be labeled with the word "Bid Documents", **ELLINGTON BOARD OF EDUCATION STUDENT TRANSPORTATION VANS**, and the firm name and address of the bidder.

C. All bidders shall submit one (1) original and copy (1) copy of completely executed bid forms and documents which shall include: Bid Form, Bidder's Qualification Statement, Bidder's Legal Status Disclosure, Non-Collusion Affidavit, and evidence of insurance per the attached Insurance Requirements, any additional information or proposed substitutions the bidder wishes to provide.

1. A Qualification Statement should be generated by the bidder to demonstrate its background, training, qualifications and ability to perform the required services.

2. If a bidder is a corporation, limited liability Company, or other business entity that is required to register with the Connecticut Secretary of State's Office, it must have a current registration with that office. The Town may, in its discretion, request acceptable evidence of any bidder's legal status. Any such bidder shall complete and submit the attached Bidder's Legal Status Disclosure.

D. The Town of Ellington, Connecticut may consider as informal any bid which contains any alteration or a departure from the Bid Form hereto attached.

3. TIME FOR RECEIVING BIDS:

A. Bids will be received by the Finance Officer of the Town of Ellington, Connecticut at the Town Hall, 55 Main Street, Ellington, Connecticut until 2:00 p.m., prevailing time, on Thursday, July 18, 2024 at which time the bids will be publicly opened.

B. Bids received prior to the time established herein for the receipt and opening of same will be securely kept unopened. The Finance Officer whose duty it is to receive and open all bids will decide when the specified time has arrived for the opening of same. No responsibility will be attached to an officer for premature opening of a bid not properly addressed and identified.

C. The Town of Ellington, Connecticut will neither accept nor consider any bid which is received after the time established herein for the opening of same; regardless of the cause for delay in the arrival of a bid. The same will be returned unopened.

D. Telegraphic or faxed bids will not be considered.

E. Bidders are cautioned to allow ample time for transmittal of bids by mail or otherwise. Postmarks prior to the time established for opening of proposals do **NOT** satisfy this condition.

4. WITHDRAWAL OF BIDS BEFORE DATE OF BID OPENING:

A. Any bid may be withdrawn on written or telegraphic or fax request, dispatched in time for delivery in the normal course of business, at least one hour prior to the hour fixed for the opening of bids. Fax number for the Finance Officer is (860) 870-3158.

B. No bid may be withdrawn for a period of ninety (90) days after opening of the bid without approval and written consent of the Town of Ellington.

5. INTERPRETATIONS OF CONTRACT DOCUMENTS:

A. No oral interpretations will be made to any bidder as to the meaning of the Specifications and Contract Documents. Every request for such an interpretation shall be made in writing by a bidder and forwarded to the Finance Officer, 55 Main Street, Ellington, Connecticut 06029. No inquiry received within five (5) days of the date fixed for opening of bids will be given consideration. Every interpretation made to a bidder will be in the form of an addendum to the specifications. Said addendum will be sent as promptly as is practicable, to all persons to whom the Bid Package has been issued. All such addenda shall become a part of the Contract Documents.

B. Except as specifically provided in this Paragraph 5, bidders are prohibited from contacting any Town employee, officer or official concerning this Invitation to Bid. Failure to comply with this requirement may result in disqualification.

6. EXAMINATION OF SPECIFICATIONS, ETC.:

6.1 Each bidder shall thoroughly examine and be familiar with the Specifications and Contract Documents. The failure or omission of any bidder to examine any form, instrument, addendum or other document, shall in no way relieve said bidder from any obligations with respect to his bid. No bidder shall rely upon any oral representation of any person, town official, or employee concerning the specifications or job requirements, nor will such reliance excuse performance in accordance with the contract nor be the basis for any claimed extra costs. Bidders shall raise any such issues by written request under Paragraph 5 hereof. The submission of a bid shall be taken as prima facie evidence of compliance with this section.

7. AWARD OF CONTRACT:

A. The Town of Ellington reserves the right to amend or terminate this Invitation to Bid, to reject any or all bids, and/or to waive any informalities, omissions, excess verbiage or technical defects in the bid and to negotiate contract terms with the successful bidder.

B. The contract will be awarded to the lowest responsible and eligible general bidder complying with the conditions of the Contract Documents, providing that his bid is

reasonable and that it is in the best interests of the Town of Ellington, Connecticut to accept it. Although price will be an important factor, it will not be the only basis for award of the contract. Due consideration may also be given to a bidder's experience, references, service, ability to respond promptly to requests, past performance and other criteria relevant to the Town's interest, included compliance with the procedural requirements stated in this Invitation to Bid. The award of the contract, if same is to be awarded, will be made within fifteen (15) days after opening of bids.

C. The Town will not award the contract to any business that, or individual who is in arrears or in default to the Town with regard to any tax, fee, debt, contract, security or any other obligation.

D. The successful bidder will be required to execute a contract in form substantially as attached with the Town of Ellington within fourteen (14) days following the Notice of Award. The Notice of Award does not provide the bidder with any rights and does not impose on the Town any obligations. The Town is free to withdraw its award at any time and for any reason prior to the signing of the contract.

E. Pursuant to Conn. Gen. Stat. §31-286a, prior to the execution of the contract, the successful bidder must provide a current statement from the State Treasurer that, to the best of his/her knowledge and belief, as of the date of the statement, the successful bidder was not liable to the State for any workers' compensation payments made pursuant to Conn. Gen. Stat. §31-355.

F. Pursuant to Conn. Gen. Stat. §31-57b, the Town shall not award the contract to any business that, or individual who, (1) which has been cited for three or more willful or serious violations of any occupational safety and health laws during the three (3) year period preceding the bid, provided such violations were cited in accordance with the provisions of any state occupational safety and health laws and not abated within the time fixed by the citation and such citation has not been set aside following appeal to the appropriate agency or court having jurisdiction or (2) which has received one or more criminal convictions related to the injury or death of any employee in the three (3) year period preceding the bid. All bidders shall provide with their bid a statement or other evidence demonstrating compliance with this section.

G. If the successful bidder is a "nonresident contractor" as defined in Conn. Gen. Stat. §12-430(7)(A), as amended, it shall comply with the provisions of such statute and, prior to the execution of the contract, shall furnish the Town with proof that it is a "verified contractor" within the meaning of such statute or that it has posted a bond with the Commissioner of Revenue Services in compliance with such statute.

#### 8. SALES TAX AND COST OF PERMITS:

Sales tax does not have to be included in bids or material charges. Contractor must obtain the appropriate tax exempt number from the Finance Office.

The Contractor is responsible for pulling all required permits.

9. ADDITIONAL REQUIREMENTS OF THE CONTRACT:

Bidders should take note that at the time of signing the contract all of the following additional documents are required by the contract:

9.1 Certificate of Insurance with coverage specified in attachment to these instructions.

9.2 Corporate Resolution or similar, authorizing execution of contract (Sample will be furnished to successful bidder).

9.3 Opinion of Contractor's counsel opining as to Contractor's legal standing under law, and authority of officers or members of contractor (Sample will be furnished to successful bidder).

10. FREEDOM OF INFORMATION ACT:

All Information submitted in a bid or in response to a request for additional information is subject to disclosure under the Connecticut Freedom of Information Act as amended and judicially interpreted. A bidder's responses may contain financial, trade secret or other data that is claims should not be public (the "Confidential Information"). A bidder must identify specifically the pages and portions of its proposal or additional information that contain the claimed Confidential Information by visibly marking all such pages and portions. Provided that the bidder cooperates with the Town as described in this section, the Town shall, to the extent permitted by law, protect from unauthorized disclosure such Confidential Information.

If the Town receives a request for a bidder's Confidential Information, it will promptly notify the bidder in writing of such request and provide the bidder with a copy of any written disclosure request. The bidder may provide written consent to the disclosure or any object to the disclosure by notifying the Town in writing to withhold disclosure of the information, identifying in the notice the basis for its objection, including the statutory exemption(s) from disclosure. The bidder shall be responsible for defending any complaint brought in connection with the nondisclosure, including but not limited to appearing before the Freedom of Information Commission and providing witnesses and documents as appropriate.

NON-COLLUSION AFFIDAVIT

**RE: ELLINGTON BOARD OF EDUCATION STUDENT TRANSPORTATION VANS**

To the Town of Ellington:

DATED: \_\_\_\_\_, 202\_.

The undersigned bidder, having fully informed himself/herself/itself regarding the accuracy of the statements made herein, certifies that:

- (a) The bid is genuine; it is not a collusive or sham bid;
- (b) The bidder developed the bid independently and submitted it without collusion with, and without any agreement, understanding, communication or planned common course of action with any other person or entity designed to limit independent competition.
- (c) The bidder, its employee and agents have not communicated the contents of the bid to any person not an employee or agent of the bidder, and will not communicate the bid to any such person prior to the official opening of the bid; and
- (d) No elected or appointed official or other officer or employee of the Town of Ellington is directly or indirectly interested in the bidder's bid, or in the supplies, materials, equipment, work or labor to which it relates, or in any of the profits thereof.

The undersigned proposer further certifies that this affidavit is executed for the purpose of inducing the Town of Ellington to consider its bid and make an award in accordance therewith.

DATED: \_\_\_\_\_, 202\_.

**BIDDER:**

By \_\_\_\_\_

SUBSCRIBED and sworn to  
before me this \_\_\_\_ day  
of \_\_\_\_\_, 202\_.

\_\_\_\_\_  
Notary Public

**LEGAL STATUS DISCLOSURE**

To the Town of Ellington:

**RE: ELLINGTON BOARD OF EDUCATION STUDENT TRANSPORTATION VANS**

To the Town of Ellington:

The undersigned bidder, having fully informed himself/herself/itself regarding the accuracy of the statements made herein, certifies that:

**IF A SOLELY OWNED BUSINESS:**

Bidder's Full Legal Name: \_\_\_\_\_

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

\_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

\_\_\_\_\_

Number of years engaged in business under sole proprietor: \_\_\_\_\_

**IF A CORPORATION:**

Bidder's Corporate Name: \_\_\_\_\_

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

\_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

\_\_\_\_\_

Number of years engaged in business: \_\_\_\_\_

Name of current officers:

Secretary \_\_\_\_\_

President \_\_\_\_\_

**IF A LIMITED LIABILITY COMPANY:**



Bidder's Company Name: \_\_\_\_\_

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

Mailing Address (if different): \_\_\_\_\_

Number of years engaged in business: \_\_\_\_\_

Name and address of current managers/members:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IF A PARTNERSHIP:**

Bidder's Partnership Name: \_\_\_\_\_

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

Mailing Address (if different): \_\_\_\_\_

Number of years engaged in business: \_\_\_\_\_

Name and address of current partners:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The undersigned bidder further certifies that this disclosure is executed for the purpose of inducing the Town of Ellington to consider its bid and make an award in accordance therewith.

DATED: \_\_\_\_\_, 202\_.

BIDDER:

By \_\_\_\_\_

SUBSCRIBED and sworn to  
before me this \_\_\_\_\_ day  
of \_\_\_\_\_, 202\_.

\_\_\_\_\_

## **INSURANCE REQUIREMENTS FOR ALL CONTRACTORS**

### Workers Compensation Insurance:

1. Per Connecticut Statute

### Commercial General Liability Insurance (1993 Form or equivalent)

1. \$1,000,000 per occurrence and/or aggregate
2. Include personal injury, bodily injury, property damage, product/completed operations, contractual liability
3. Delete all explosion, collapse and underground exclusions, if applicable
4. Per contract/project aggregate desirable

### Motor Vehicle Liability Insurance:

1. \$1,000,000 per occurrence for bodily injury and property damage
2. Includes owned, non-owned and/or aggregate

### Professional Liability Insurance (if applicable)

1. \$1,000,000 per claim and/or aggregate

### **Umbrella/Excess Liability**

1. \$1,000,000 per occurrence and/or aggregate

Note! All General Contractors are responsible for assuring that all of its sub-contractors have similar coverage and limits. The Town will rely upon the General Contractor to obtain these assurances as it cannot do so.

### General Requirements:

1. Insurer must have an A. M. Best rating of at least A-/VII and be a licensed Arborist to do business in Connecticut
2. All policies must have a 30 day advance written notice requirement with any such notice to be sent to Tiffany Pignataro, Ellington Finance Officer, P.O. Box 187, Ellington, CT 06029
3. Certificates of Insurance must be presented at or before signing of any contract
4. The Town of Ellington and such other town agency as may be appropriate shall be named as an additional insured on each policy

TOWN OF ELLINGTON  
CONTRACT

**ELLINGTON BOARD OF EDUCATION STUDENT TRANSPORTATION VANS**

(Project Name)

BY AND BETWEEN

THE TOWN OF ELLINGTON

AND

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## TOWN OF ELLINGTON CONTRACT

### ELLINGTON BOARD OF EDUCATION STUDENT TRANSPORTATION VANS

AGREEMENT made as of the \_\_\_\_\_ day of \_\_\_\_\_, 2024, between the Town of Ellington, acting herein by Lori Spielman First Selectman, 55 Main Street, P.O. Box 187, Ellington, Connecticut 06029, hereinafter referred to as “the Town” and in supplemental documents as “the Owner”, and \_\_\_\_\_ with a principal office located at \_\_\_\_\_ hereinafter referred to as “the Contractor”.

The Project Coordinator is:  
ALISHA CARPINO, ELLINGTON BOARD OF EDUCATION DIRECTOR OF FINANCE AND OPERATIONS

The Town and the Contractor agree as follows:

#### ARTICLE 1: CONTRACT DOCUMENTS

1.1 The Contract Documents consist of all of the documents listed in Paragraph 1.2. All of the documents form the Agreement between the parties and are as fully a part of the Agreement as if attached to this Agreement or repeated herein. The Agreement is the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations or agreements, either written or oral. An enumeration of the Contract Documents, other than modifications subsequent to this Agreement, are listed in Section 1.2.

1.2 The Contract Documents, except for modifications which may be issued after execution of this Agreement, are:

- (a) This Agreement as executed by the parties;
- (b) The specifications for the work (the “Specifications”);
- (c) The Town of Ellington Invitation to Bid, Bidding Requirements, and Instructions to Bidders, including any addenda or additions issued prior to the awarding of the Project bid;
- (d) The Contractor’s Bid Form and all documents attached to or included with said bid without limitation;
  - 1. Contractor’s Qualification Statement;
  - 2. Non-collusion Affidavit of Contractor; and
  - 3. Contractor’s Legal Status Disclosure.

- (e) Insurance Requirements for all Contractors.
- (f) Company Resolution
- (g) Opinion of Contractor's Counsel

ARTICLE 2:  
CONTRACT WORK

The Contractor shall perform the work as defined in the "Specifications" to provide all labor and material as identified in the heading of this Agreement and as described in the Contract Documents, hereinafter referred to as "the Work".

ARTICLE 3:  
DATES OF COMMENCEMENT, TERM & OPTION TO RENEW

- A. The listed materials in the bid specifications will be delivered to the Town no later than 160 calendar days from receipt of bid award.
- B. The Contractor acknowledges that in the event Contractor is not providing satisfactory service or equipment to perform said service, as determined by the Project Coordinator, that the Town can terminate this Agreement upon ten (10) days written notice.

ARTICLE 4:  
CONTRACT SUM

A. The Town shall pay the Contractor for the Contractor's performance of the Agreement at the rates set forth on Contractor's Bid Proposal and in accordance with the terms set forth in the Specifications, both made a part of this contract.

ARTICLE 5:  
PAYMENT

Payment of the Contract Sum shall be as follows:

5.1 The Payment of the Contract shall be as follows: The Town will submit payment in full upon delivery and acceptance of the Work.

ARTICLE 6:  
DEFAULT AND REMEDY

6.1 Termination. If, at any time during the term of this Agreement, the Contractor, in the sole discretion of the Town: (a) has failed to perform the Work in a competent and satisfactory manner; (b) has become insolvent; (c) makes an assignment for the benefit of creditors; (d) files a voluntary petition in bankruptcy; (e) is subject to an involuntary petition in bankruptcy that is not discharged within thirty (30) days; (f) abandons the Work; (g) subcontracts, assigns, transfers, conveys or otherwise disposes of its obligations under the Agreement except as specifically approved by the Town; or (h) fails to comply with any other term or condition contained in the Agreement, the Town shall have the right to terminate the Agreement upon ten (10) days written notice to the Contractor.

6.2 Remedies. In the event of a termination of this Agreement by the Town pursuant to Section 6.1 above, the Contractor shall be required to return all sums paid by the Town for the Contract Work that has not been completed at the time of breach and the Town shall be relieved of any further payments hereunder. The Contractor acknowledges that any such breach will cause irreparable damage to the Town, the exact amount of which will be difficult or impossible to ascertain, and that remedies of law for any such breach will be inadequate. Accordingly, the Contractor shall pay the Town, as liquidated damages, the amount of any excess of the price of the new contract over the Contract Sum provided herein, plus any legal or other costs or expenses incurred by the Town in terminating this Agreement and securing a new bid.

ARTICLE 7:  
ADDITIONAL PROVISIONS

7.1 Conflicts. In the event that any provision of any other Contract Document is as inconsistent with the terms of this Agreement as to be mutually exclusive, then the terms of this Agreement shall control.

7.2 Pre-Conditions. The Contractor acknowledges that it has examined, to its satisfaction, all conditions relating to the work to be performed and all Specifications and has not relied upon any oral representation of any Town official or employee concerning site condition or job requirements.

7.3 Knowledge of Laws. The Contractor acknowledges that it is familiar with all federal and state laws and all local By-laws, Ordinances and Regulations which in any manner affect those engaged or employed on the Work, or the equipment used in the Work, or in any way affect the conduct or the Work, and no claim of misunderstanding or lack of knowledge of the same will be considered a basis for terminating the Work or amending this Agreement.

7.4 Discrepancies. If, at any time, the Contractor shall determine that there are discrepancies, omissions, ambiguities or conflicts in or among the Contract Documents, or that any provision conflicts with any law, regulation or code, the Contractor shall immediately notify the Project Coordinator. If the Project Coordinator determines that clarification is necessary, such clarification shall be made in writing as an addendum to this Agreement and shall be signed by the parties. No verbal instructions or interpretations shall be deemed valid.

7.5 Governing Law. This Agreement and any other Contract Document shall be governed by and interpreted under the laws of the State of Connecticut. If any provision of this Agreement or any other Contract Document is found to be invalid or unenforceable by any court, the same shall not affect the remainder of the Agreement or other Contract Document, which shall remain in effect as if the invalid or unenforceable provision had not been included therein.

7.5.1 Dispute Resolution. The parties agree that any dispute under this Agreement is to be resolved by binding arbitration under the rules of the American Arbitration Association before a single arbitrator with any hearing to be held in Tolland County, CT, The Decision of the arbiter shall be binding on the parties and may be submitted to the Superior Court for the Judicial District of Tolland at Rockville for confirmation as a judgment pursuant to Chapter 909, CGS Sec. 52-408 to 52-423, which court shall have exclusive jurisdiction or venue in these matters. Unless otherwise mutually agreed, each party is to pay its own expenses including attorney's fees and to share the cost of arbitration equally.

7.6 Captions. Captions used in this Agreement are for convenience only and are not intended to be limitations on, nor interpretations of, the specific provisions hereof.

7.7 Non-Assignability. No assignment of the rights, obligations or interests by a party in this Agreement will be binding on the other party without its written consent and no such assignment shall release or discharge the assignor from any duty, obligation or responsibility under this Agreement or under any other Contract Document.

7.8 Contractor hereby agrees to indemnify and hold Owner, its agents, servants and employees harmless from any and all claims, demands, liabilities, and lawsuits, including reasonable attorney's fees incurred thereby, resulting from or pertaining to any alleged violations by Contractor and all Subcontractors, if any, of any applicable federal, state laws, rules and regulations in effect and applicable for the Project including without limitation any nondiscriminatory employee laws and the Immigration Reform & Control Act, or in connection with any claim of injury or damage caused by any of its agents or employees arising out of or in the course of their employment and work at or upon the premises at which services are being rendered, which injury or damage is not caused by the willful act of a town agent, servant or employee. The Contractor's obligations under this section shall not be limited in any way by any limitation in the amount or type of the Contractor's insurance.



7.9 Insurance. The Contractor will at all times maintain insurance policies in force in accordance with the requirements of the "Insurance Requirements For All Contractor's" listed in paragraph 1.2(e) and provide the Assistant Finance Officer a certificate of such insurance naming the Town of Ellington as an additional insured.

7.10 Non-Discrimination. Contractor agrees and warrants that in the performance of the Agreement such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, mental retardation, mental disability, or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut. The Contractor further agrees to take affirmative action to insure that applicants with job related qualifications are employed and that employees are treated, when employed, without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, mental retardation, mental disability, or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved. The Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an "affirmative action-equal opportunity employer".

IN WITNESS WHEREOF, the parties have executed this Agreement on the date stated above.

**TOWN OF ELLINGTON**

**CONTRACTOR:**

By \_\_\_\_\_  
Lori Spielman  
First Selectman

By \_\_\_\_\_  
Duly Authorized

## **ELLINGTON BOARD OF EDUCATION STUDENT TRANSPORTATION VANS**

### **SPECIFICATIONS**

- A. Vehicle – A van capable of carrying fifteen passengers with a removable rear seat to allow for additional storage capacity. Similar to Ford Transit van.
- B. Color – White
- C. New/Used – The town is seeking a new vehicle. However, Alternate 1 is for a low mileage used vehicle in excellent condition which will be considered. There is no requirement to provide a bid price for a used vehicle in Alternate 1.
- D. Options – A listing of all standard equipment must be attached to the bid response. The cost for any additional options should be provided as an additional attachment.
  - a. As a minimum the price of the following options must be included, if not included in the standard equipment:
    - i. Back-up camera
    - ii. Back-up alarm
- E. Warranty – The vehicle warranty must be attached to the bid response.

**BID FORM  
TOWN OF ELLINGTON**

**ELLINGTON BOARD OF EDUCATION STUDENT TRANSPORTATION VANS**

BID DUE: July 18, 2024, 2:00 PM

The undersigned declares he has carefully examined the Bid Package and vehicle specifications and proposes to provide the vehicle in accordance with all requirements of the Bid Package at the cost listed below.

**Base Price for Two New Fifteen-Passenger Van** \_\_\_\_\_

Note: Please attach the following:

1. List of all equipment included in base price.
2. List of other available options with the price of each option or option package.
3. Warranty included in base price above.

Projected Delivery Days from Date of Award \_\_\_\_\_

**Alternate 1**

**Price for Two Used Fifteen-Passenger Van** \_\_\_\_\_

Note: Please attach the following:

1. List of all equipment included.
2. Warranty included in base price above.

Projected Delivery Days from Date of Award \_\_\_\_\_

The above price(s) includes the cost of all work to provide the van whether specifically stated or not.

Name of Bidder/Company: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Signature of Bidder: \_\_\_\_\_

Name and Title (printed): \_\_\_\_\_