

LEGAL NOTICE

The **Town of Ridgefield** invites all interested parties to submit sealed bids on the following:

BID DUE DATE: Thursday, October 17, 2024
BID DUE TIME: 11:00 am EST
BID ITEM: Parks and Recreation Seasonal Brochure
Printing
BID NUMBER: 25-05

Terms and conditions as well as the description of items being bid are stated in the specifications. **Specifications may be obtained at the following address:**

**Town of Ridgefield
David McFate
400 Main Street
Ridgefield, CT. 06877
203 - 431 – 2720**

The return bid envelope must be marked and addressed to the following:

**TOWN OF RIDGEFIELD
DIRECTOR OF PURCHASING
BID NUMBER: 2025-01
400 MAIN STREET
RIDGEFIELD, CT. 06877**

Bids must be received no later than the date and time stated above at the Purchasing Director's office on the second floor or via facsimile or email. **For further information**, please call **David McFate** at **(203) 431-2720** or email at **purchasing@ridgefieldct.gov**

Bid Documents available at www.ridgefieldct.gov in the Purchasing section under Departments

Results may be viewed at www.ridgefieldct.gov in the Purchasing Section under Departments after the bid opening.

Town of Ridgefield
Project Scope
25-05

Ridgefield Parks & Recreation
Seasonal Brochure Printing

The Town of Ridgefield is requesting proposals from qualified bidders for the printing and mailing of seasonal informational brochures. The successful bidder will be responsible for coordinating their work with Mary Knox, Assistant Director of Program Operations or Kathy Fassman, Membership and Marketing Supervisor for Ridgefield Parks and Recreation.

In general, the scope of services shall include, but not be limited to, the following items:

- Printing of seasonal brochures per the following specifications;

Printing of three (3) seasonal brochures per year;

1) fall/winter: 40-48 pages + cover, mailed in Aug/Sept

2) winter: 40-48 pages + cover, mailed in Dec/Jan

3) spring/summer: 60-68 pages + cover, mailed in March

5 ½" x 8 ½"

Cover: 80# Gloss Cover, 4/4 process, full color front and back

Text: 50# White offset, 4/4 process

Saddle stitch

Carrier Route sorted and deliver to Post Office

- The winning bidder shall provide proofs no later than two (2) business days after initial order from Parks and Recreation. Completed product shall be delivered to Post Office no later than fifteen (15) days after receipt of initial order from Parks and Recreation.
- Excess brochures following mailing will be delivered to Ridgefield Parks and Recreation, 195 Danbury Road, Ridgefield, CT 06877
- Approximate quantity per brochure is eleven thousand (11,000).
- The winning bidder will provide services as specified for a period of three (3) years beginning winter 2024.

Questions regarding the project shall be directed to David McFate, Purchasing and Finance Manager, at 203-431-2720. All bids shall be submitted on the bidder's letterhead and show in detail all of the work proposed.

TOWN OF RIDGEFIELD CONNECTICUT

BOARD OF SELECTMEN

INSTRUCTIONS TO BIDDERS

1. Submit proposals in a sealed envelope plainly marked with bid number to identify this particular proposal. The Town of Ridgefield will also accept electronic submissions of the bid via fax or email. If you decide to fax the bid; please send it to (203) 431-2723 or via email to the following email address; purchasing@ridgefieldct.gov. The time stamp of the hand delivery, fax or email shall be on or before the bid due date. Only one method of submission is necessary.
2. Withdrawals of or amendments to bids received later than the time and date specified for bid opening will not be considered.
3. The Board of Selectmen of the Town of Ridgefield reserves the right to accept or reject any or all options, bids or proposals; to waive any technicality in any bid or part thereof, and to accept any bid deemed to be in the best interest of the Town of Ridgefield, Connecticut.
4. Bidders may be present at the opening of bids.
5. Bids may be held by the Town of Ridgefield for a period not to exceed sixty (60) days from the opening of bids for the purpose of reviewing the bids and investigating the qualifications of bidders prior to the awarding of the contract.
6. **Sales Tax:** In accordance with the provisions of Special Act No. 77-98, as amended, and Section 12-412(a) of the Connecticut General Statutes, sales of tangible personal property and services to the Town are not subject to the Connecticut Sales and Use Tax, and such tax shall not be included as part of the bid.
7. **Bidder's Qualification Statement:** The Bidder's Qualification Statement must be filled out as part of the bid package and the experience and references listed therein will be one to the determining factors in the awarding of the bid.

8. **Hold Harmless Agreement:** In order for the bid to be considered valid, the Contractor **must** sign the enclosed hold harmless agreement. Bids submitted without the signed hold harmless agreement will be rejected.
9. **Certified Payroll:** This project **is not** subject to the State of Connecticut Certified Payroll requirements.
10. **RFQ Submissions:** The following items shall be submitted for a RFQ to be considered complete:
 - (a) Hold Harmless Agreement
 - (b) Bidder's Qualification Statement
 - (c) Letter of Interest on Company Letterhead

BIDDER'S QUALIFICATION STATEMENT

List below references for similar projects, including all information requested. This page must be completed and submitted with the bid.

1. Client: _____

Project Description: _____

Approximate Value: _____ Date: Started _____ Completed _____

Contact: Name _____ Telephone _____

2. Client: _____

Project Description: _____

Approximate Value: _____ Date: Started _____ Completed _____

Contact: Name _____ Telephone _____

3. Client: _____

Project Description: _____

Approximate Value: _____ Date: Started _____ Completed _____

Contact: Name _____ Telephone _____

4. Client: _____

Project Description: _____

Approximate Value: _____ Date: Started _____ Completed _____

Contact: Name _____ Telephone _____

Company: _____ *Bid Title:* _____

Street: _____ *Bid No.:* _____

City, State: _____ *Telephone No.:* _____

HOLD HARMLESS AGREEMENT

The undersigned covenants and agrees to and shall at all times indemnify, protect and save harmless the Town of Ridgefield from and against all costs or expenses resulting from any and all losses, damages, detriments, claims, demands, cost and charges including attorneys fees the Town of Ridgefield may directly or indirectly suffer, sustain or be subjected to by reason or on account of the work to be performed pursuant to this Contract or any activities in connection with said Contract whether such losses and damages be suffered or sustained by the Town of Ridgefield directly or by its employees, licenses or invitees or be suffered or sustained by other persons or corporations who may seek to hold the Town of Ridgefield liable therefore.

The Contractor shall comply with the Provisions of the Immigration Reform and Control Act of 1986 effective and enforceable as of June 6, 1987 which Act makes unlawful the hiring for employment or subcontracting individuals failing to provide documentation of legal eligibility to work in the United States. The Contractor shall hold the Town of Ridgefield harmless for the failure of the Contractor to comply with the provisions of said Act.

IN WITNESS WHEREOF, the parties hereto have set their hand and seal this on the _____ day of _____

Signed, Sealed and Delivered in the
Presence of:

Signed:

Notary Public

SPECIMEN CONTRACT

This Agreement made as of the _____ day of _____
the year _____ by and between the Town of Ridgefield, 400 Main
Street, Ridgefield, Connecticut, (herein after called the Owner), and
_____, doing business at
_____, (herein after called the
Contractor).

Witnesseth that the Owner and the Contractor in consideration of the mutual
covenants herein after set forth, agree as follows:

Article 1. Work:

The contractor will perform all work as shown in the Contract Documents for the
completion of the Project generally described as follows:

Ridgefield Parks and Recreation Seasonal Brochure Printing

The work to be done consists of the furnishing of all labor, materials, tools, and
equipment necessary to construct the project as shown on the plans and as
described in the specifications prepared by Southport Engineering Associates,
P.C.

Article 2. Project Manager:

Mary Knox, Assistant Director of Program operations, Ridgefield Parks and
Recreation, will act as the Project Manager in connection with completion of the
Project in accordance with the Contract Documents.

Article 3. Contract Time:

The work shall be completed within **fifteen days** after the date which the
Contractor is to start the work as provided in the Contract Documents.

Article 4. Contract Price:

The Owner will pay the Contractor for performance of the Work and completion of the Project in accordance with the Contract Documents subject to adjustment by modifications as provided therein in current funds as follows:

Article 5. Progress and Final Payments:

The Owner will make progress payments on account of the Contract Price as provided in the General Conditions. Progress and final payments will be on the basis of the Contractor's application for payment as approved by the Engineer.

Article 6. Contract Documents:

The Contract Documents which comprise the contract between the Owner and the Contractor are attached hereto and made a part hereof and consist of the following:

This agreement

- A. Exhibits to this Agreement
- B. Contractor's Bid
- C. Specifications
- D. Addenda numbers: _____
- E. Any modifications, including change orders, duly delivered after execution of this agreement.

Article 7. Miscellaneous:

- A. Terms used in this Agreement which are defined in Article 1 of the General Conditions shall have the meanings indicated in the General Conditions.
- B. Neither the Owner nor the Contractor shall, without the prior written consent of the other, assign or sublet in whole or in part his interest under any of the Contract Documents and, specifically, the Contractor shall not assign any moneys due or to become due

without the prior written consent of the Owner.

- C. The Owner and the Contractor each binds himself, his partners, successors, assigns and legal representatives to the other party hereto in respect of all covenants, agreements and obligations contained in the Contract Documents.
- D. The Contract Documents constitute the entire agreement between the Owner and the Contractor and may only be altered, amended or repealed by a duly executed written instrument.

In witness whereof, the said parties hereto have caused this instrument to be signed by their respective duly constituted officers, attested, and sealed pursuant to proper resolutions.

Signed and sealed in
the presence of:

Town of Ridgefield

By _____

Date _____

Contractor

By _____

Date _____