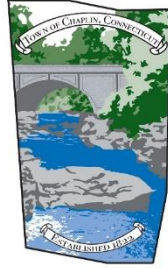


Town of Chaplin, Connecticut



Invitation to Bid (ITB)

For

Chaplin Volunteer Fire Department Forestry Apparatus Upfit

The Town of Chaplin is soliciting proposals from qualified firms to manage the upfitting of a Forestry Apparatus for the Chaplin Volunteer Fire Department. The selected contractor will be responsible for furnishing and installing one Reading Classic II service body on a Town-supplied 2022 Ford F-350, in full compliance with the specifications outlined in the Invitation to Bid (ITB).

Sealed bids will be accepted at the Chaplin Town Hall, located at 495 Phoenixville Road, Chaplin, CT 06235, until 3:30 PM prevailing time on July 15, 2025, at which time they will be publicly opened.

Bid documents are available on the Town of Chaplin website under "Town of Chaplin Notices" at <https://www.chaplinct.org/> and on the State of Connecticut Department of Administrative Services (DAS) Contracting Portal at https://portal.ct.gov/das/ctsource/bidboard?language=en_US. Addenda, if any, will be posted on the websites listed above. All bidders, prior to submitting their bids, should check the websites to ensure they have received all issued addenda.

The Town of Chaplin reserves the right to reject any 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 Town.

The Town of Chaplin is an Equal Opportunity Employer and, along with subcontractors, is committed to providing equal opportunities in employment and career advancement without unlawful discrimination.

BIDDER'S INSTRUCTIONS
Invitation to Bid (ITB)
For
Chaplin Volunteer Fire Department Forestry Apparatus Upfit

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

I. General information

The Town of Chaplin is soliciting proposals from qualified firms to manage the upfitting of a Forestry Apparatus for the Chaplin Volunteer Fire Department. The selected contractor will be responsible for furnishing and installing one Reading Classic II service body on a Town-supplied 2022 Ford F-350, in full compliance with the specifications outlined in this Invitation to Bid (ITB).

II. Definitions

For the purposes of these documents:

The word "Town" means the Town of Chaplin, CT

The word "Proposer", "Vendor", or "Contractor" 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.

III. Availability of Documents

Bid documents are available on the Town of Chaplin website at <https://www.chaplinct.org/> and on the State of Connecticut Department of Administrative Services (DAS) Contracting Portal at https://portal.ct.gov/das/ctsource/bidboard?language=en_US.

IV. Submission Instructions

All sealed bids must be received by the Chaplin First Selectman's Office located at **495 Phoenixville Road, Chaplin CT 06235** by (insert date), at (insert time) pm and marked as "**Chaplin Volunteer Fire Department Forestry Apparatus Upfit Bid**". Bids received after the deadline will not be considered. Mailed bids should be post marked as:

Town of Chaplin
ATTN: Chaplin Volunteer Fire Department Forestry Apparatus Upfit Bid
495 Phoenixville Road,
Chaplin CT 06235

V. Bid Requirements

Each complete bid submission must include the following:

1. A completed bid form.
2. An itemized quote that addresses each requirement outlined in the specifications section of this Invitation to Bid (ITB).
3. Proof of licensure to operate in the State of Connecticut (or in the applicable state corresponding to the business address).

VI. Solicitation Timeline

Release date: June 24, 2025

Bid Submission Deadline: July 15, 2025 at 3:30 P.M.

Bid opening: July 15, 2025 at 3:30 P.M at the Chaplin Town Hall at 495 Phoenixville Road; Chaplin, CT 06235

VII. Evaluation Criteria

The Town of Chaplin will award the contract to the lowest responsible and qualified bidder who demonstrates the capability to complete the project efficiently and within a reasonable timeframe. The Town reserves the right to select a higher bid if it is determined that the bid can complete the project in a significantly shorter timeframe than the lowest bid.

VIII. Project Contact

All questions can be directed to David Stone, DPW Supervisor via email at dpw@chaplintown.org or by phone at (860) 455-0030

IX. 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.

X. Certificate in Good Standing

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

XI. Acceptance/Rejection of Proposals

The Town of Chaplin reserves the right to reject any 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 Town.

XII. Insurance Requirements

The contractor is required to provide valid certificates of insurance for the following coverage types:

- **Comprehensive General Liability:** Coverage must include premises/operations, contractual liability, independent contractors, broad form property damage, and personal injury. Liability limits must be stated as a combined single limit for bodily injury and property damage.
- **Automobile Liability:** Coverage must apply to owned, non-owned, and hired vehicles. The combined single limit for bodily injury and property damage shall be \$1,000,000 per occurrence and \$1,000,000 aggregate.
- **Excess Liability (Umbrella Policy):** Minimum coverage of \$1,000,000.
- **Workers' Compensation Insurance:** Coverage must meet statutory requirements. The certificate must indicate whether the sole proprietor and/or partners have elected to be included under the policy.
- **Additional Insured:** The Town of Chaplin must be listed as an additional insured for the full duration of the contract.

Insurance certificates must be submitted to the town's designated agent within five (5) business days from receipt of an accepted bid form. Failure to meet this provision may result in the cancellation of award. Each certificate must include a clause providing for 30 days' written notice to the town in the event of cancellation.

XIII. Damages

The Contractor shall be liable for any damage caused to Town-owned property while performing work under the executed contract.

XIV. 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.

XV. Withdrawal of Proposal Submitted

Any bid may be withdrawn prior to the designated date and time for receipt of proposals. Proposals may be withdrawn sixty (60) days after the opening if no award has been made by the Town. If the Town does not award a contract within sixty (60) days after the opening, all proposals will be null and void, except this time may be extended by mutual agreement of the Town and the selected vendor.

XVI. 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.

XVII. 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 Town of Chaplin 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 Town of Chaplin.

XVIII. Contract Execution

Upon selection, the Town of Chaplin will provide the successful bidder with a copy of the accepted bid form. This bid form, along with all associated attachments—including this Invitation to Bid (ITB) and the submitted itemized quote—shall collectively constitute the executed contract. The contractor shall be responsible for submitting all required insurance certificates within five (5) business days of receiving the accepted bid form.

SPECIFICATIONS
CVFD FORESTRY APPARATUS UPFIT 2025

General:

Supply and install one (1) Reading Classic II service body 98ASW on Town supplied 2022 Ford F-350 VIN: 1FTRF3BN2NEF94505 – Single rear wheels, 56" CA

Itemized:

1. 98" long x 77.5" wide with deep compartment, 48.5" x 98" cargo area
2. A60 double sided galvaneal steel construction, electrically charged immersion primer
3. Compartments shall contain adjustable heavy-duty galvanized steel shelves with dividers
4. Heavy-duty tailgate with removable knee brace
5. Compartment doors shall have Rubber door seals, Hidden hinges, Nitrogen strut door holders, Stainless steel door paddles, Adjustable door strikers
6. Flush mounted LED backup, turn, & brake lights
7. Factory undercoating
8. Aluminum gas fill, free key replacement to original owner
9. Body painted basecoat - FLNA30096 (Red), plus clear coat, to satisfactorily color match supplied cab. Town to supply color coded red paint to vendor to ensure color match to cab. Vendor to supply clear coat.
10. Pooched steel bumper, rear bumper zinc coated
11. Two rear mud flaps
12. Back up camera – Mount and tie into OEM system
13. 7 RV style trailer socket
14. Vendor to apply Herculiner – or specific equivalent – to body floor, interior walls, and over top of boxes.
15. 6-year limited warranty, Lifetime warranty on cylinder locks

The Bidder/installer must include an itemized quotation within delivered bid packet.

Exceptions:

All exceptions to these specifications must be shown on the quote with an explanation

Delivery Schedule:

The Town of Chaplin will supply the cab and chassis, excluding the bed, and ensure delivery to the contractors designated location. The Town will provide the installer with a minimum of five (5) business days' notice prior to delivery. The cab and chassis are expected to be delivered to the contractor between August and September 2025. The contractor shall notify the Town upon completion of the installation and confirm that the equipment is ready for receipt by the Town at the original delivery location.

Timeline of installation:

The Contractor shall deliver a fully completed vehicle, in accordance with the specifications, within the timeframe specified on the submitted bid form. Failure to meet the contractual delivery

deadline may result in a price reduction of up to fifty dollars (\$50) per day for each day beyond the agreed schedule. A request for a time extension may be submitted to the First Selectman, who retains sole discretion to approve or deny such requests. In making this determination, the First Selectman will exercise reasonable judgment and consider any delays caused by factors beyond the Contractor's control.

**Chaplin Volunteer Fire Department Forestry Apparatus Upfit
Bid Form**

Company Name: _____

Company Address: _____

Project Contact: _____

Contact Phone Number: _____

Contact Email: _____

Brief Company Description and Relevant Experience

Please provide a concise overview of your company, including its history, core services, and qualifications. Additionally, describe your experience with projects of a similar scope and nature.

(Attach additional pages if more space is needed.) _____

Number of calendar days after contract execution

your company will be prepared to receive the vehicle: _____

Number of calendar days required to complete all work after the vehicle has been received: _____

Addendum received:

Total Bid Price: _____

Attachments:

- An itemized quote that addresses each requirement outlined in the specifications section of this Invitation to Bid (ITB).
- Proof of licensure to operate in the State of Connecticut (or in the applicable state corresponding to the business address).

By signing below, the undersigned certifies that all information provided in this bid submission is accurate and complete to the best of their knowledge, and agrees to the terms and conditions outlined in the Invitation to Bid.

Authorized Signature: _____ **Date:** _____

Print Name: _____ **Title:** _____

Chaplin Volunteer Fire Department Forestry Apparatus Upfit

Accepted Bid Form

(Town use only)

On behalf of the Town of Chaplin, I hereby accept the bid submitted by the contractor named herein, in connection with the **Chaplin Volunteer Fire Department Forestry Apparatus Upfit** Invitation to Bid (ITB), published on *(insert publication date)* and closed on *(insert closing date)*.

The completed bid form, along with all associated attachments—including the Invitation to Bid (ITB) and the contractor's itemized quote—shall collectively constitute the executed contract between the Town of Chaplin and the contractor.

Company Name: _____

Accepted by: _____

Name: _____

Title: First Selectman

Signature: _____

Date: _____

(see attached contract documents)