

City of Shelton  
Purchasing Department  
54 Hill Street  
Second Floor, Room 200-B  
Shelton, Ct. 06484

“Bid Requirement Form For all Bid’s, RFP’s & RFQ’s”

This sheet is for your assistance and guidance when submitting your proposal of a bid to the City of Shelton. Where applicable, make sure you have all necessary documents signed, notarized, and page placement. This makes for ease of identification and will assist us in making sure all bidders meet with all Federal, State Statutes, the City Charter and the Purchasing Departments requirements. Return to above address.

**Number of Copies:**

All submitted bids should have no less than two (2) copies when submitting. Some departments require more. Please make note as to number of copies needed as per specifications. The original submitted bid must have the original notarized, non-collusion statement: copies will have copy of same form.

See non-collusion number (3) form for placement, etc.

**1) Return Label:**

Please use the return label form. You can reproduce it as many time as needed. This label is to be **prominently displayed on the outside of all envelopes or packages**, with all information neatly written or typed

**2) Non- Collusion Form: Page (1) - of all submitted bids.**

This form must accompany all bids, RFQ’s and RFP’s and must be notarized. Failure to include **the non-collusion form** will result in the bids rejection.

**3) Pricing page (2) - of all submitted bids.**

All bid pricing shall be honored for no less than **ninety, (90) day’s** from bid opening date, bid extension date or clarification of contracts. All pricing schedules shall be located after the Non-Collusion Affidavit as page (2) two, etc

**4) Bonding/Insurance: This page to follow price page (s):**

The City requires a 5% Bond for construction projects where applicable and **must be part** of vendors bid offering. Bonding: the CT Statue 49041 requires any construction contract exceeding \$100,000.00 dollars for public work shall furnish to the City a payment bond in the amount of the contract which shall be binding upon the award of contract, with the surety or sureties satisfactory to the City, for the protection of persons supplying labor or materials in the prosecution of the work provided for the contract for the use of such person. The successful Contractor shall be required to furnish a Certificate of Insurance acceptable to the City, naming the City as an additional insured. **Tax Bonds:** All non-resident Trade Contractors are required to post a Guaranty Bond (form AU-766) or Cash Bond (form AU-72) in the amount required by the State. This bond will secure payment for applicable taxes payable to the State with regard to the project.

**5) Prevailing Wage: If applicable, must follow bonding/insurance page(s).**

Under the Davis-Bacon Act, for Construction Projects for Public Works, **prevailing wage schedule** must be part of any and all specifications. Construction projects that are considered are remodeling, refurbishing, rehabilitation, Alterations or repair(s) whose value exceeds \$100,000.00 must provide prevailing wage schedule with all specifications. This is also true when new construction is greater than \$400,000.00

**Questions on Prevailing Wage contact The Department of Labor’s web page-[www.CTDOL.STATE.CT.US](http://www.CTDOL.STATE.CT.US)**

**6) Waiver or Rejection of Bids:**

The City BOA & BOE reserve the right to reject any and all bids in whole or in part, or to waive any informality or technicalities, said proposals; or to accept any proposal or part thereof deemed to be in the best interest of the City of Shelton. Please be advised that if you are awarded a project from the City of Shelton **do not** start work without a signed Purchase Order Number. This is the Cities legal document engaging you to carry out the project specifications. Carrying out a project without a signed Purchase Order Number can result in your lost time and revenue.

**Please have your insurance carrier reference bid number on all Certificates of Insurance**

