



CITY OF TORRINGTON

REQUEST FOR QUOTATION - INQUIRY ONLY

This NOT an order

DATE: December 11, 2008

TO:

FROM: CITY OF TORRINGTON

Pennie Zucco
140 Main Street
Torrington, CT 06790

PHONE: (860)489-2225

FAX : (860)489-2547

E-Mail: pennie_zucco@torringtonct.org

The Purchasing Agent is authorized to offer City based bidders that exceed the lowest bid by up to 6%, the opportunity to match the lowest bid. A City based bidder within the 6% differential who agrees to accept the amount of the lowest bid will be awarded the bid. When multiple City based bidders agree to accept the amount of the low bid then the City based bidders will be invited to submit a new bid, not to exceed the low bid. The bid will then be awarded to the lowest responsive, responsible bidder.

INQUIRY NUMBER: BDK-010609A REPLACEMENT OF DESK IN BOOKING AREA

**To receive consideration your quotation must be received in the Purchasing Department by:
January 6, 2009 10:00 AM**

Contact name _____ Phone # _____
Company name _____ Fax # _____
Address _____ Address email _____
City, State, Zip _____

Quote price to Furnish and Install one custom desk on raised platform in Booking Area at the Torrington Police Department, 576 Main St., Torrington, CT 06790.

1. Raised platform to be approximately 8"-10" high by 8' x 9'
2. Desk shall be long enough to seat two officers simultaneously
3. Space to accommodate electrical hook-ups required. City's Electrician will install electrical wires and boxes. Locations and number of electrical outlet spaces will be determined by the Torrington Police Dept. prior to pre-quote conference.
4. Bidders will submit sketches of proposed desk with quote proposal
5. Proposal will define the proposed materials – hardwood; oak, maple, etc or metal or laminate, etc.
6. A pre-quote conference will be held at 10:00 AM, December 22, 2008 at the Torrington Police Dept. for potential bidders to view existing booking desk and to ask questions.
7. Contractor must be licensed and insured and supply references with contact names and phone numbers.
8. Contractor is responsible for clean up and disposal of all materials.