



# CITY OF TORRINGTON REQUEST FOR QUOTATION - INQUIRY ONLY

This is **NOT** an order

**DATE:** February 1, 2017

**FROM: CITY OF TORRINGTON**

Pennie Zucco  
140 Main Street, Room 206  
Torrington, CT 06790

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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: RFQ #VR0213 Economy Vehicle Rental**

**To receive consideration your quotation must be received by: February 13, 2017 11:00 A.M.**

Contact name \_\_\_\_\_ Phone # \_\_\_\_\_

Company name \_\_\_\_\_ Fax # \_\_\_\_\_

Address \_\_\_\_\_ E-mail \_\_\_\_\_

City, State, Zip \_\_\_\_\_

**Quote price delivered to 140 Main Street, Room 206, Torrington, CT 06790 for the following:**

**Rental of an economy, compact or similar vehicle for City Department**

Seven (7) Month Rental of economy, compact or similar small vehicle for the periods of July 3, 2017 through October 31, 2017 and April 2, 2018 through June 29, 2018. If mutually agreed upon, the term of the rental agreement may be extended for additional months into the future year(s). Pricing will be for the length of any rental entered into during the contract period; including all costs associated with the preparation of all paperwork. Proposals must disclose and include any and all fees, costs or expenses to be charged for the goods and services provided.

**NOTE:** Literature regarding all rental vehicle(s) **MUST** be included with submitted proposal (i.e. make, model, etc.). in a sealed envelope and clearly marked. Failure to submit literature with proposal may result in disqualification of quote. Additional costs that will be the responsibility of the City of Torrington include fuel and insurance (City insurance coverage shall apply). All other costs for maintenance, etc. shall be the responsibility of the vendor. The City of Torrington is exempt from sales tax.

It is highly desirable that the vendor propose a vehicle that has high miles per gallon efficiencies. The vendor may elect to submit a second proposal for a hybrid or electric vehicle. The City of Torrington has a vehicle charging station where the vehicle could be parked and charged when not in use.

During the contract period, no change is permitted in any of its conditions and specifications unless the awarded vendor receives written approval from the Contracting Officer or designee.

Make/Model of Vehicle rental \_\_\_\_\_

Cost per month \$ \_\_\_\_\_

Alternate Hybrid vehicle monthly rental \$ \_\_\_\_\_

Alternate Electric vehicle monthly rental \$ \_\_\_\_\_

Quotes received after the time and date specified will be rejected and returned unopened. In the event of the closure of City Hall, proposals will be opened on the following business day that City Hall reopens for business, no later than 11:00 a.m. on that day. All proposal submissions and materials become property of the City and will not be returned. Any alleged oral agreement made by a bidder or contractor with any agency or employee of the City of Torrington will be disregarded. **No faxed, e-mailed or late bids will be accepted.**

The City of Torrington reserves the right to award or reject any or all bids, or any portion thereof, to waive technicalities, to award the contract to a bidder other than the lowest bid and to award the bid and/or contracts to one or more bidders submitting essentially identical proposals and, that in the city's judgment, will best serve the public interest.

**AN AFFIRMATIVE ACTION/ EQUAL OPPORTUNITY EMPLOYER  
MBE's WBE's AND SBE's ARE ENCOURAGED TO APPLY**

**CITY OF TORRINGTON**  
**RFQ #VR0213**  
**Economy Vehicle Rental**

**Acceptance of Terms of this Agreement**

**Company Name:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Authorized Representative:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Name Printed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Phone #** \_\_\_\_\_ **Fax #** \_\_\_\_\_

**Email:** \_\_\_\_\_

It is agreed by the above signed proposer that the signature and submission of this proposal represents the proposer's acceptance of all terms, conditions, and requirements of the proposal specifications, and, if awarded, the proposal will represent the agreement between the parties.

The proposer agrees that the cost of any work performed, materials furnished, services provided, or expenses incurred, which are not specifically delineated in the proposal documents, but which are incidental to the scope, intent, and completion of this contract, shall be deemed to have been included in the prices for the various items scheduled.

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