



CITY OF TORRINGTON

REQUEST FOR QUOTATION - INQUIRY ONLY

This NOT an order

DATE: November 15, 2007

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: DSK-111507A

To receive consideration your quotation must be received by: 10:00 AM, Dec 17, 2007

Contact name _____ Phone # _____
Company name _____ Fax # _____

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 # of electrical outlet spaces will be determined by the Torrington Police Dept. prior to pre-bid 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 bid conference will be held at 10:00 AM, Dec 6, 2007 at the Torrington Police Dept. for potential bidders to view existing booking desk and to ask questions.