

Form Pur. 1  
 RFP (REQUEST FOR PROPOSAL)  
 RFPs TO BE SUBMITTED TO:  
 DEPARTMENT OF PURCHASES  
 27 WEST MAIN STREET, ROOM 401  
 NEW BRITAIN, CT 06051

RFP No. 3489

RFP No. 3489

Issued: July 2, 2009

Date Submitted \_\_\_\_\_

Page 1 of 12 Pages

Delivery: \_\_\_\_\_ days after receipt of order

Terms: Cash Discount \_\_\_\_\_ % 30 Days

Net Cash \_\_\_\_\_ Days

Sealed RFPs, subject to the conditions set forth on the second page hereof, will be received by the City Purchasing Agent until the time and date set forth. In compliance with all of the conditions hereof, the Bidder, whose name appears hereon, offers and agrees to furnish and deliver to the destination all of the commodities and/or services against which prices are quoted.

Bidder \_\_\_\_\_

Prices Quoted Must be F.O.B. Various City Locations

Street \_\_\_\_\_

New Britain, CT

City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Date of RFP Opening July 30, 2009 Time 11:00 AM

\_\_\_\_\_  
 Signature and Title

Delivery Required YES Jack Pieper  
 Purchasing Agent

\_\_\_\_\_  
 (Printed name of signer)

Amount of Bid Bond None

Bidder's Telephone Number \_\_\_\_\_

Bidder's Email Address \_\_\_\_\_

ITEM NO.	DESCRIPTION OF COMMODITIES AND/OR SERVICES
1	<p style="text-align: center;"><b>RFP (Request for Proposal) for Safety Shoes (Steel Toe) for the Employees of the City of New Britain</b></p> <p style="text-align: center;">THE FOLLOWING MUST BE EXECUTED/COMPLETED AND RETURNED:</p> <ol style="list-style-type: none"> <li>1. Form Pur. 1 (Request for Proposal).</li> <li>2. Notices to Prospective Bidders, Pages 9-12.</li> </ol> <p style="text-align: center;"><b>***PLEASE SUBMIT RFPs IN DUPLICATE***</b></p> <p style="text-align: center;"><u>RFPs WILL NOT BE ACCEPTED AFTER THE STATED BID OPENING DATE AND TIME.</u></p> <p style="text-align: center;">PLEASE NOTE THAT RFPs SUBMITTED CANNOT BE FAXED OR E-MAILED.</p>

**IMPORTANT - READ CAREFULLY BEFORE MAKING BID: CONDITIONS, BID TERMS AND INSTRUCTIONS  
CITY OF NEW BRITAIN CONNECTICUT -DEPARTMENT OF PURCHASES**

1. All RFPs must be submitted on and in accordance with this form. If more space is required to furnish a description of the commodities and/or services offered or delivery terms, the Bidder may attach a letter hereto which will be made a part of the bid. All RFPs must be submitted in duplicate in sealed envelopes clearly identified with the appropriate bid number.
  2. RFPs and amendments thereto, or withdrawal of RFPs submitted, if received by the City after the date and time specified for RFP opening, will not be considered. If any person contemplating the submission of a RFP on this invitation is in doubt as to the true meaning of any part of the specifications, plans or other documents, he should submit a written request for an interpretation thereof to the City Purchasing Agent at least 10 days prior to scheduled RFP opening. An interpretation of the RFP invitation documents will be made only by addendum duly issued to each person receiving a RFP invitation and/or holding plans. The City of New Britain will not be responsible for explanations or interpretations of RFP invitation documents except as issued in accordance herewith. Note regarding addenda: Addenda shall be mailed via certified mail to all vendors listed on the City's list of plan holders. Addenda will be made available to those vendors downloading specifications from a website at that same website.
  3. Prices should be stated in units of quantity specified, with packing and delivery to destination and all other incidental charges included.
  4. The time of proposed delivery must be stated in definite terms. If time of delivery for different commodities varies, the Bidder shall so state.
  5. Samples, when requested, must be furnished free of expense to the City, and if not destroyed, will, upon request, be returned at the Bidder's risk and expense.
  6. Price Quotations must be stated in units of quantity specified, show unit pricing, include packing and delivery to destination and all other incidental charges included in the grand total price or bid may be rejected. In case of error in the extension of prices, the unit price shall govern.
  7. Unless qualified by the provision "NO SUBSTITUTE", the use of the name of a manufacturer, brand, make or catalog designation in specifying an item does not restrict Bidders to the manufacturer, brand, make or catalog designation identification. This is used simply to indicate the character, quality and/or performance equivalence of the commodity desired, but the commodity on which bids are submitted must be of such character, quality and/or performance equivalence that it will serve the purpose for which it is to be used equally as well as that specified. In submitting bids on a commodity other than as specified, Bidder shall furnish complete data and identification with respect to the alternate commodity he proposes to furnish. The City reserves the right to make final determination of equivalency.
- Consideration will be given to bids submitted on alternate commodities to the extent that such action is deemed to serve best the interests of the City. If the Bidder does not indicate that the commodity he proposed to furnish is other than specified, it will be construed to mean that the Bidder proposes to furnish the exact commodity described.
8. Bidder declares that the bid is not made in connection with any other Bidder submitting a bid for the same commodity or commodities, and that the bid is bona fide and is in all respects fair and without collusion or fraud. Abstracts of bids received are prepared for distribution by the Department of Purchases.
  9. Award will be made to the lowest most responsible qualified Bidder, who shall be determined in accordance with and pursuant to Section 2-578, inclusive of the Purchasing Ordinances City of New Britain. The quality of the articles to be supplied, their conformity with the specifications, their suitability to the requirements of the City, and the delivery terms will be taken into consideration in making the award.
- 10. Section 2-578, item 10, allows up to a ten (10) percent differential in favor of resident Bidders for all purchases and contracts except construction and/or capital improvements. Any city-based bidder, which has submitted a bid, shall be awarded the bid provided that such city-based bidder agrees to accept the award of the bid at the amount of the low bid. In a situation where no city-based bidder submits a bid or where a city-based bidder does not come within the ten (10) percent or chooses not to meet the lowest bid however, there are bids submitted by companies based in Connecticut and other companies based outside Connecticut, in that event the Purchasing Agent shall allow a five (5) per cent differential in favor of the Connecticut based bidder. If more than one Connecticut based bidder submits a bid of not more than five (5) percent higher than the low bid and has agreed to accept the award of the bid at the amount of the low bid, the bidder who has submitted the lower/lowest bid shall be awarded the bid. A "Connecticut based bidder" shall mean a business with a legal principle place of business located with in the State of Connecticut. A business shall not be considered a Connecticut based bidder unless evidence satisfactory to the purchasing agent has been submitted with the bid documents has a bona fide principle place of business within the State of Connecticut. For construction projects or capital improvements the lowest bidder shall be determined in the following order unless otherwise prohibited by applicable state and federal legislation. (1) For construction projects or capital improvements involving a total contract price of one million dollars (\$1,000,000.) or less any city-based bidder that submitted a low bid not more than eight (8) percent higher than the lowest bid, provided such city-based bidder agrees to accept the award of the bid at the lowest bid amount. (2) For construction projects and capital improvements of involving a total contract price of more than one million dollars (\$1,000,000.) but less than five million dollars (\$5,000,000.) any city-based bidder that submitted a low bid not more than four (4) percent higher than the lowest bidder, provided such city -based bidder agrees to accept the award of the bid at the lowest bid amount. For construction projects and capital improvements involving a total contract price of over five million dollars (\$5,000,000.) any city-based bidder that submitted a low bid not more that two (2) percent higher than the lowest bid, provided such city-bases bidder agrees to accept the award of the bid at the lowest bid amount.**
11. The City reserves the right to award by item, groups of items or total RFP; to divide the award; to reject any and all RFPs, in whole or in part, and to waive any informality or technical defects if, in its judgment, the best interests of the City will be served.
  12. Cash discounts may be offered by bidder for prompt payment of bills, but such discount will not be taken into consideration in determining the low Bidder but will be taken into consideration in awarding tie RFPs. The discount period will be computed from the date delivery is accepted at destination or from date correct invoice is received by the consignee, whichever is the later date.
  13. Acceptance of a bid by the City is not an order to ship or a commitment to purchase the goods or services from the bidder.

14. Each FRP is received with the understanding that the acceptance in writing by the City of the offer to furnish any or all of the commodities and/or services described therein shall constitute a contract between the Bidder and the City, which shall bind the Bidder on his part to furnish and deliver the articles quoted at the prices stated and in accordance with the conditions of said accepted RFP.
15. Any equipment delivered must be standard new equipment, latest model, except as otherwise specifically stated in the FRP. Where part or nominal appurtenances of equipment are not described, it shall be understood that all the equipment and appurtenances which are usually provided in the manufacturer's stock model shall be furnished.
16. In event of default by the Bidder, the City reserves the right to procure the commodities and/or services from other sources and hold the Bidder liable for any excess cost occasioned thereby. If, however, public necessity requires use of materials or supplies not conforming to the specifications, they may be accepted and payment therefor shall be made at a proper reduction in price.
17. Where a bid bond is required, such bond must accompany the bid; it must be executed by a surety company licensed to do business in the State of Connecticut; or it may be in the form of a cashier's or certified check made out to the "Treasurer, City of New Britain". Said bond or check in the amount of Ten Percent (10%) of the total bid amount shall be given as security that, if the bid is accepted, a contract will be entered into and the performance guarantee properly secured.
18. The bid bond, cashier's or certified check shall be forfeited and the principal amount of said bid bond shall be paid to the City or said check shall be surrendered to the City as the agreed amount of liquidated damages in case of failure of Bidder to enter into contract as above described. The bid bond or check will be released or returned to the Bidder in case his bid is rejected. Bid bonds or checks from the three lowest bidders will be held for a period of 60 days after the bids are opened.
19. All contracts for goods or services where the contract price is more than \$50,000.00 will require a performance bond that must be executed by a surety company licensed to do business in the State of Connecticut in accordance with and pursuant to Section 2-702 inclusive of the Purchasing Ordinances of the City.
20. The Bidder guarantees to save the City, its agents or employees, harmless from liability of any nature or kind, for use of any copyrighted or uncopyrighted compositions, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of the contract, or which the Bidder is not the patentee, assignee or licensee.
21. The Bidder, where applicable, agrees to pay its labor force Prevailing Wage Rates and to comply with all Laws, Regulations and Ordinances regarding these wage rates and the recording of them set forth by the Connecticut Department of Labor and the City of New Britain Connecticut.
22. A performance guarantee shall be required per City Ordinance, Sec. 2-702, for all contracts for goods and services entered into by the City of New Britain where the contract price is fifty thousand dollars (\$50,000.00) or more. A performance guarantee shall be required for contracts of less than fifty thousand dollars (\$50,000.00) where deemed necessary in order to protect the interests of the City or as required by State or Federal statute, ordinance or regulation.

The City of New Britain, through its Purchasing Agent, is seeking competitive Request for Proposals (RFPs) for the following commodity:

## SAFETY SHOES (STEEL TOE)

Specifications for the product required follow. The Purchasing Agent reserves the right to divide the award and the right to reject any and all bids, in whole or in part, as best serves the interests of the City of New Britain. *SEALED BIDS ARE TO BE SUBMITTED BY THE DATE AND TIME SPECIFIED ON THE COVER SHEET TO: CITY OF NEW BRITAIN PURCHASING DEPT., ROOM 401, 27 WEST MAIN ST., NEW BRITAIN, CT 06051. BID ENVELOPE IS TO BE CLEARLY MARKED ON THE OUTSIDE WITH BID NUMBER AND NAME.*

### NOTICE TO BIDDERS:

1. All delivery and any incidental charges must be included in the pricing. Delivery point is: New Britain, CT. Stated quantities are estimates only; no guarantee is given, express or implied, as to actual quantities to be ordered.
2. The City of New Britain is exempt from the payment of taxes imposed by the federal government and/or the State of Connecticut; such taxes shall not be included in the bid prices.
3. Exceptions to specifications must be clearly stated on a separate piece of paper.
4. Manufacturer of the Safety Shoes must be clearly stated.
5. Questions regarding the Purchasing process may be directed to Jack Pieper, Purchasing Agent, (860) 826-3402.
6. Vendor insurance requirements are as follows:  
Vendor shall agree to maintain in force at all times during which services are to be performed the following coverages placed with company(ies) licensed by the State of Connecticut which have at least an "A-" VIII policyholders rating according to Best Publication's latest edition Key Rating Guide.

		(Minimum Limits)
General Liability*	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations	\$2,000,000
Auto Liability*	Aggregate	
	Combined Single Limit	
	Each Accident	\$1,000,000
Umbrella* (Excess Liability)	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
Professional Liability	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000

\* "The City of New Britain and Consolidated School District" shall be named as "Additional Insured". Coverage is to be provided on a primary, noncontributory basis.

If any policy is written on a "Claims Made" basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of this contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the contract for two (2) years from the completion date.

Workers' Compensation and WC Statutory Limits

Employers' Liability	EL Each Accident	\$100,000
	EL Disease Each Employee	\$100,000
	EL Disease Policy Limit	\$500,000

Original, completed Certificates of Insurance must be presented to the Acting Purchasing Agent prior to purchase order/contract issuance. Vendor agrees to provide replacement/renewal certificates at least 60 days prior to the expiration of the policy. Should any of the above described policies be cancelled before the expiration date, written notice must be made to the City 30 days prior to cancellation.

Purchaser shall agree to submit proof of the following coverages placed with company(ies) licensed by the State of Connecticut which have at least an "A-" VIII policyholders' rating according to Best Publication's latest edition Key Rating Guide.

7. **HOLD HARMLESS AGREEMENT:** The Contractor, its agents and assigns shall indemnify and hold harmless the City of New Britain, including but not limited to, its elected officials, its officers, and agents, ("the City") from any and all claims made against the City, including but not limited to, damages, awards, costs and reasonable attorneys fees, to the extent any such claim directly and proximately results from the wrongful willful or negligent performance of services by the Contractor during the Contractor's performance of this Agreement or any other Agreements of the Contractor entered into by reason thereof. The City agrees to give the Consultant prompt notice of any such claim and absent a conflict of interest, an opportunity to control the defense thereof.

8. The City may consider as irregular any RFP on which there is an alteration of or departure from the RFP Forms hereto attached and at its option may reject the same. The City reserves the right to reject any RFP submitted that is not in full compliance with these Instructions to Bidders as being not responsive. The City also reserves the right to reject the RFP of any Bidder it considers not responsible.

9. The City may make such investigations as it deems necessary to determine the ability of the bidder to supply the safety shoes (steel toe), and the Bidder shall furnish to the City all such information and data for this purpose as the City may request. The City reserves the right to reject any and all RFPs if evidence submitted by or investigation of such Bidder fails to satisfy the City that such Bidder is properly qualified to carry out the obligations of the Contract and to complete the work or delivery the items contemplated therein.

10. The City shall not be held responsible for any misspellings, typographical errors, omission or conflicting information within the RFP documents. If the Bidder finds any within the RFP documents, the Bidder should contact the Purchasing Agent requesting clarification.

**CITY OF NEW BRITAIN**  
**RFP NO. 3489**

**A. INTRODUCTION AND GENERAL REQUIREMENTS**

The City of New Britain, through its Purchasing Agent, is requesting RFPs (Request for Proposals) from Qualified Firms to provide a Safety Shoe Program to the City for its employees for a period dated August 15, 2009 to August 14, 2011 with a possible one (1) year extension based upon successful negotiations and agreement between the City and the Qualified Firm.

The City of New Britain is looking for the Best Price and Best Safety Shoe Program offered by a Qualified Firm.

Pricing for the Safety Shoes must be included in the RFP. The pricing charged for the Safety Shoes to the City must be equal to or less than the Qualified Firm's store pricing. The discounted rate, a percentage off of list price, must be indicated in the Qualified Firm's RFP proposal.

There is no expressed or implied obligation for the City of New Britain to reimburse responding firms for any expense incurred in preparing submittals in response to this request.

To be considered, sealed RFP packages must be submitted in duplicate to the City of New Britain, Purchasing Department, Room 401, City Hall, 27 West Main St., New Britain, CT 06051, by 11 am on July 30, 2009. All submittal packages should be clearly marked on the outside "RFP for a Safety Shoe Program, RFP No. 3489". The City of New Britain reserves the right to reject any or all RFPs submitted. The RFPs submitted will be evaluated by Departments and the Unions representing the City employees who will need the Safety Shoes as well as the Purchasing Agent.

During the evaluation process of the RFP submitted, the City of New Britain reserves the right, where it may serve in the City's, or employee's best interest, to request additional information or clarifications from proposers. At the discretion of the City of New Britain, Qualified Firms submitting RFP packages may be requested to make oral presentations as part of the evaluation process.

**B. GENERAL INFORMATION**

The Qualified Firm must provide as part of the RFQ process in writing how their proposed Safety Shoe program will benefit the employees and the City.

The Qualified Firm must also provide documentation on any present safety shoe program that they are providing to other municipalities or corporations in the area along with references and contacts, how many safety shoes are in their inventory, list pricing of the Safety Shoes that they sell, delivery time for the Safety Shoes that are in inventory and the normal length of time it takes to have Safety Shoes, that are not in inventory, to be ordered and delivered by the manufacturer.

**CITY OF NEW BRITAIN  
RFP NO. 3489**

**The Safety Shoes must meet all OSHA standards and have a steel toe.**

Some City employees have found in the past that the Safety Shoes they received cut into their feet, were not comfortable and could not wear them. The Qualified Firm must indicate if they can supply from the manufacturer of Safety Shoes that they sell a straight (European) or curved (American) style Safety Shoes.

**The City employees are presently wearing steel toed Safety Shoes. Some of the brands that are presently being worn are, Timberlin, Red Wing and Converse.**

The Qualified Firm must indicate in their RFP the manufacturers and style of Safety Shoes that they sell.

Manufacturer/sales brochures of the type and style of Safety Shoe submitted by the Qualified Firm must be included with this RFP.

All safety shoes offered in this RFP will be submitted to the Departments that the City employees report to and their Unions representing them for review and approval.

The Qualified Firm in their submittal documents must provide proof of any manufacturer warranties covering the Safety Shoe from any and all defects as well as indicate their return safety shoe policies and procedures.

The Qualified Firm must indicate in their submittal documents of their RFP if they have a mobile shoe store or how they will be able to bring in multiple pairs of their brand Safety Shoes in different sizes to the various City locations for the employees to see, be fitted for, try on to make sure the Safety Shoes fit and are comfortable to wear and obtain them.

The Qualified Firm must be able to go to the various City locations during the hours of 7:00AM to 3:00PM, at least four (4) times per year, every quarter, and provide to all City Departments who require Safety Shoes for their employees a minimum of a week's notice of the date and time that they will be at their locations.

The locations that the employees, who need Safety Shoes, are located at approximately seven City locations, City Hall, Stanley Golf Course, Health Department, Water Department two (2) Public Works two (2) and Park and Recreation Garages three (3). The address of the City locations and the contact at these locations will be provided to the Qualified Firm chosen by the City to provide the Safety Shoe Program.

The Qualified Firm must be able to provide Safety Shoes suitable for use during the spring, summer and fall months or suitable for use during the winter months.

**CITY OF NEW BRITAIN  
RFP NO. 3489**

**The number of City employees eligible to participate in this Safety Shoe program is approximately one hundred ninety (190).**

**The City employee is eligible for two (2) pair of Safety Shoes per year.**

**The City will only pay up to \$160.00 towards two (2) pairs of Safety Shoes per year for each City employee. Any cost over \$160.00 will be the responsibility of the City employee to pay for to the Safety Shoe provider.**

**The Qualified Firm will be required to keep accurate records to determine the number of pairs of Safety Shoes each City employee obtained during the year and if the City and or the City employee is responsible to pay for the Safety Shoes.**

The Qualified Firm must be able to accept a City's purchase order issued from each Department that the safety shoes are going to be procured for.

The Qualified Firm must be able to bill each department for the Safety Shoes purchased and attach copies of the sales orders to the invoice so that department management will know what City employees received the Safety Shoes.

**The City is a government municipality and is exempt from paying any and all taxes on the purchase of the Safety Shoes.**

The Qualified Firm must list in their RFP proposal what added values or benefits that they would wish to specify or provide to the City and its employees to make their RFP more competitive.



NOTICE TO PROSPECTIVE BIDDERS  
CERTIFICATION REQUIRED

The City of New Britain Code of Ordinances, Sec. 2-575, reads as follows:

Sec. 2-575. Rejection of the RFP where bidder is in default to city.

The agent shall not accept the RFP of a bidder, who is in default on the payment of taxes, licenses or other monies due the city.

The agent shall include in the RFP document a form to be executed by a bidder, certifying that said bidder is not in default on the payment of taxes, licenses or other monies due the city.

As used in this section, (1) a "principal" of a contractor shall mean an individual who is a director, an officer, an owner, a limited partner or a general partner; and (2) "default in the payment of taxes" shall mean the failure to pay taxes by the date such taxes are due and payable or the failure to be current with respect to a delinquent taxes payment schedule as set forth in a written agreement with the Tax Collector.

In accordance with this provision, prospective vendors make the following certification:

The principals, as defined above, of the entity submitting responses to RFP No. 3489 are:  
(Please type or print clearly and use additional pages if necessary).

1. Name: \_\_\_\_\_

Local Residence Address (if any) \_\_\_\_\_

Local Mailing Address (if any) \_\_\_\_\_

If a principal, as defined above, is in any local entity other than the entity submitting a response to this RFP listed above, state the entity or entity's name(s) and address (es):

Entity's Name \_\_\_\_\_

Local Mailing Address (if any) \_\_\_\_\_

NOTICE TO PROSPECTIVE BIDDERS  
CERTIFICATION REQUIRED

2. Name: \_\_\_\_\_

Local Residence Address (if any) \_\_\_\_\_

Local Mailing Address (if any) \_\_\_\_\_

If a principal, as described above, is in any local entity other than the entity submitting a response to this RFP No. listed above, state the entity or entity's names(s) and address(es):

Entity's Name \_\_\_\_\_

Local Mailing Address (if any) \_\_\_\_\_

3. Name: \_\_\_\_\_

Local Residence Address (if any) \_\_\_\_\_

Local Mailing Address (if any) \_\_\_\_\_

If a principal, as defined above, is in any local entity other than the entity submitting a response to this RFP No. listed above, state the entity or entity's name(s) and address(es):

Entity's Name \_\_\_\_\_

Local Mailing Address (if any) \_\_\_\_\_

Signature of Principal and their Title of the Entity Submitting this Bid hereby indicates by signing this Notice to Prospective Bidder that the Entity or its Principles as listed herein are not in default on the payment of taxes, licenses, or other monies due to the City of New Britain as of the date of this RFP solicitation.

\_\_\_\_\_ Date: \_\_\_\_\_

Review by Tax Collector: (To be completed by the City of New Britain's Tax Collector only if the Bidder is awarded the contract as the result of this RFP)

By: \_\_\_\_\_ Date: \_\_\_\_\_

**NON COLLUSIVE AFFIDAVIT OF BIDDERS**

**RFP#3489 - Safety Shoe (Steel Toe) Program**

The undersigned bidder, having fully informed themselves regarding the accuracy of the statements made herein certifies that;

- (1) the RFP has been arrived at by the bidder independently and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other vendor of materials, supplies, equipment, or services described in the invitation to RFP, designed to limit independent bidding or competition, and
- (2) the contents of the RFP have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the RFP, and will not be communicated to any such person prior to the official opening of the RFP.

The undersigned bidder further certifies that this statement is executed for the purpose of including the City of New Britain to consider the bid and make an award in accordance therewith.

Subscribe and Sworn to me this  
\_\_\_\_\_ day of \_\_\_\_\_,  
2009.

\_\_\_\_\_  
Legal Name of Bidder

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
Signature and Title of Person

Notary Public  
My Commission Expires

\_\_\_\_\_  
Date



City of New Britain  
New Britain, Connecticut 06051

*"New Britain:  
A City for  
All People"*

27 WEST MAIN ST., NEW BRITAIN, CT 06051

PHONE: (860) 826-3434

FAX: (860) 612-4204

E-MAIL: [jpieper@ch.ci.new-britain.ct.us](mailto:jpieper@ch.ci.new-britain.ct.us)

Date: \_\_\_\_\_, 2009

Subject: Safety Shoes, RFP 3489

To Whom It May Concern:

Specifications for subject bid solicitation are enclosed for your review and response.

If you do not submit a RFP, we request that you complete the bottom portion of this letter and return to the writer's attention. This shall assist the City of New Britain in maintaining accurate bidders' lists.

Your cooperation is greatly appreciated.

Very truly yours,

Jack Pieper  
Purchasing Agent

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

Address: \_\_\_\_\_

\_\_\_\_\_

We are not responding to subject RFP solicitation for the following reason:

- Our company does not sell the requested product.
  - Our company does not provide the requested service.
  - Our schedule will not allow us to provide the requested service at this time.
  - Other (please explain): \_\_\_\_\_
- \_\_\_\_\_

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