

FINANCE

INVITATION TO BID

TOWN OF NORTH HAVEN

Sealed bids for Temporary Services Pricing for Leaf Rakers, Project No. 16-13, will be received at the Finance Office, Memorial Town Hall, 18 Church Street, North Haven, Connecticut, until 10:00 AM on Thursday, October 1, 2015, at which time and place they will be opened and publicly read. Specifications may be obtained from the Finance Office. After bids are received the Director of Finance and Administration may analyze whether vendors have submitted comparable bids and meet the requirements called for. In reviewing the bids, the Director of Finance and Administration may consider the past performance, financial responsibility, and sales and service experience of the vendors. The Director of Finance and Administration reserves the right to reject any or all bids, to waive any defects in same, or to choose to make purchases other than strictly in accordance with price considerations, and/or to choose other than the lowest bidder, if it be deemed in the best interest of the Town of North Haven. **Bidders are advised hereby of the existence of an Ordinance concerning Bid Preference for Town-Based Businesses.**

Edward J. Swinkoski, CPA
Director of Finance and Administration

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**TOWN OF NORTH HAVEN
REQUEST FOR INFORMATION (RFI) CONCERNING
TEMPORARY SERVICES PRICING**

A Temporary Services procurement has been established to define the Town of North Haven's future procurement strategy. The Town of North Haven has a mandate to procure temporary services for leaf rakers. For purposes of this sourcing exercise, "Temporary Services" is defined as; individuals utilized to perform short-term work, in order to balance demand where specialized education is not required (rakers).

The Town of North Haven is requesting an hourly bill rate for rakers: \$ _____
Twelve rakers will be needed and must be available Monday thru Saturday,
7:00 AM – 3:30 PM, beginning November 2, 2015 until completed
(approximately six weeks later – mid December).

The Town of North Haven is also requesting pricing for criminal checks
and drug testing (which we are prepared to pay the cost of) per raker. \$ _____

The Town of North Haven reserves the right to extend the award of temporary services for an additional two (2) years if the winning contractor holds the same pricing schedule.

Your company is invited to respond to this Request for Information.

The General Instructions form must also be submitted with your proposal.

Please contact us immediately with any comments or questions on the questionnaire or the process in general. All correspondence should be directed via fax/email to:

Rose Tryanow
203-234-2130
tryanow.rose@town.north-haven.ct.us