

LEGAL NOTICE
REQUEST FOR PROPOSAL
TOWN OF ELLINGTON

SERVICE AND MAINTENANCE OF COMPUTER SYSTEM

Sealed proposals will be received by the Town of Ellington, acting through its Finance Officer, to provide service and maintenance for its Microsoft-based network and 92 workstations, file servers, peripherals and off-site back-up and to install upgrades and new software as acquired. The Town will enter into a one (1) year contract for service with the option to extend up to four (4) additional one (1) year periods.

Proposals are to be delivered to the Finance Officer, Ellington Town Hall clearly marked SERVICE AND MAINTENANCE OF COMPUTER SYSTEM sealed and shall be directed to:

Nicholas J. DiCorleto, Jr., Finance Officer
Town of Ellington
55 Main Street
Ellington, CT 06029

Proposals will be received until 2:00 P.M., Wednesday, April 15, 2015. Proposals will then be publicly opened, reviewed for compliance with proposal procedures as to copies, enclosures and attachments in the Meeting Hall of Town Hall.

Specifications and Contract Documents may be obtained at the office of the Finance Officer, 55 Main Street, Ellington, Connecticut during normal business hours, on or after March 28, 2015.

A mandatory pre-proposal conference meeting will be held with the Finance Officer at 2:00 P.M., prevailing time, on Tuesday, April 7, 2015 in the Meeting Hall, Town Hall, 55 Main Street, Ellington, CT. All potential proposers are required to attend. No proposal will be accepted from an entity not attending the pre-proposal conference meeting.

No proposal may be withdrawn for a period of ninety (90) days after opening of the proposals without approval and written consent of the Town of Ellington.

The Town of Ellington reserves the right to amend or terminate this Request for Proposals, reject any or all proposals, and/or to waive any informalities, omissions, excess verbiage or technical defects in this proposal. The Town reserves the right to interview any proposer to clarify and understand its proposal, need not interview each proposer and the Town need not necessarily award the contract to the proposer offering the lowest price if, in the opinion of the Town, it would be in the best interest of the Town of Ellington to accept another proposal.

TOWN OF ELLINGTON

By 
Nicholas J. DiCorleto, Jr.
Finance Officer