

CITY OF RUTLAND  
CITY HALL, 1 STRONGS AVENUE  
POST OFFICE BOX 969  
RUTLAND, VERMONT 05702

INVITATION TO BID

Pursuant to Chapter 17 of the Revised Charter of the City of Rutland, Vermont sealed bids are requested for the following:

**RADIO REPAIR - July 1, 2024 to June 30, 2025**

Per attached Specifications and Stipulations

**BID DEADLINE: 4:00 p.m., Friday, June 7, 2024**

**BID OPENING: 3:00 p.m., Monday, June 10, 2024**

NOTE: IT IS A STRICT POLICY OF THIS OFFICE THAT BIDS RECEIVED LATER THAN THE TIME AND DATE SPECIFIED SHALL NOT BE OPENED.

Sealed Bids will be opened at a meeting of  
the Rutland City Board of Finance  
and read aloud.

Questions concerning bid specifications should be directed to: Ryan Brady, Staff Operations, Rutland City Police Department, 108 Wales Street, Rutland, Vermont 05701, (802) 770-5356.

BIDS MAY BE SUBMITTED ON-LINE AT [WWW.RUTLANDCITY.ORG](http://WWW.RUTLANDCITY.ORG), MAILED OR DELIVERED TO:

Sara Magro, Purchasing  
City Hall, 1 Strongs Avenue  
Post Office Box 969  
Rutland, Vermont 05702

City of Rutland, Vermont  
Bid Sheet

Item: Radio Repair - Police Department.

**BID PERIOD: July 1, 2024 through June 30, 2025**

SPECIFICATION: Repairs to radio equipment of the Police Department. A list of current equipment is attached. The Police Department may add to or subtract equipment from the list during the bid period.

**BID**

ITEM

1. Rate for repairs/installations - shop rate \$ \_\_\_\_\_ per hour.
2. Rate for repairs/installations - mobile rate \$ \_\_\_\_\_ per hour.
3. Annual inspection of mobile radios \$ \_\_\_\_\_.
4. Minimum service charge per call \$ \_\_\_\_\_.
5. Discounts on parts/labor: \_\_\_\_\_.
6. Response time for repair calls: \_\_\_\_\_.
7. Standard waiting period for parts: \_\_\_\_\_.
8. List radio brands for which you are an authorized agent: \_\_\_\_\_.

Please attach supplemental information concerning available service contracts.

NOTE: UNLESS YOU ARE ANSWERING QUESTIONS, SUBMITTING SUGGESTIONS, BROCHURES OR ALTERNATIVE BID ITEMS, ONLY THIS COMPLETED BID SHEET SHOULD BE RETURNED AS YOUR FORMAL BID.

The undersigned hereby states that s/he has read and understands the accompanying, "Invitation to BID," and "Bid Stipulations" stated, the Bid Specifications and Bid Sheet, and submits his/her quotation accordingly.

Name of Firm \_\_\_\_\_

Address \_\_\_\_\_

Signature of Authorized Agent \_\_\_\_\_

Printed or Typed Name and Title \_\_\_\_\_

Date \_\_\_\_\_ Phone \_\_\_\_\_