

APPROVED OCT 02 2023



Town of Berlin
Office of the Town Administrator
23 Linden Street, Berlin, MA 01503
978-310-5919
townadmin@townofberlin.com

**TOWN OF BERLIN
REQUEST FOR RESPONSES
RADIO TOWER EQUIPMENT INSTALLATION**

The Town of Berlin invites qualified vendors to remove and install new radio antennas and cables on two tower sites in the town to complete the first phase of Berlin's radio project. **Must be an approved vendor with American Tower.**

The scope of work can be obtained by emailing Administrative Assistant to the Town Administrator Dee Green at selectmen@townofberlin.com. A site visit can be scheduled by emailing Police Chief Eric Schartner at eschartner.pd@townofberlin.com. Questions must be submitted to selectmen@townofberlin.com no later than October 12, 2023.

All responses, including attached certifications and documentation, must be submitted in writing and **received NO LATER THAN 10:00AM on October 18, 2023** in the Select Board Office, 23 Linden Street, Berlin, MA 01503 by mail, or in-hand by depositing responses in the secure (green) lockbox in the front vestibule of the Town Office Building at 23 Linden Street. All responses received by the deadline will be reviewed for completeness and responsiveness.

The successful vendor **MUST** obtain a payment bond in the amount of fifty percent (50%) of the contract price within ten days of the contract award date.

The Town of Berlin reserves the right to reject any or all responses in whole or in part, to waive minor informalities, and to accept a response and award a contract in the best interest of the Town.