

TOWN OF VERNON

CONTRACT #914-02/20/09

FOR THE LEASE OF COPIERS

**FOR THE TOWN OF VERNON AND
THE VERNON BOARD OF EDUCATION**

Deadline for Submission:

February 20, 2009

11:00 A.M. Eastern

Late Proposals Will Not Be Accepted



TABLE OF CONTENTS

INVITATION TO BID	IB-1
STANDARD INSTRUCTIONS TO BIDDERS.....	I-I thru 1-2
SPECIAL INSTRUCTIONS TO BIDDERS.....	SI thru S2
SPECIFICATIONS.....	CS-1
PROPOSAL	P1 thru P3
GENERAL TERMS AND CONDITIONS.....	G1 thru G2

TOWN OF VERNON

**CONTRACT #914-02/20/09
LEASE OF COPIERS**

INVITATION TO BID

Sealed bid proposals for the leasing of copiers will be received at the office of the Town Administrator, Vernon Town Hall (Memorial Building), 14 Park Place, Vernon, Connecticut 06066 until 11:00 A.M. on Friday, February 20, 2009 at which time proposals will be opened and read aloud publicly. Proposal forms and specifications may be obtained at the office of the Town Administrator from 9:00 AM until 4:30 PM, Monday through Wednesday; Thursday 9:00 AM until 7:00 PM and Fridays 9:00 AM until 1:00 PM.

John D. Ward
Town Administrator

IB-1 thru IB-1

TOWN OF VERNON

OFFICE OF THE TOWN ADMINISTRATOR

VERNON, CONNECTICUT

STANDARD INSTRUCTIONS TO BIDDERS

These instructions are standard for all proposals issued by the Town of Vernon, Connecticut for the purchase of all supplies, materials, equipment and the furnishing of certain services. The Town may delete, supersede or modify any of these standard instructions for a particular proposal by indicating such change in a section entitled "Special Instructions To Bidders".

1. The attached proposal is signed by the bidder with full knowledge of, and agreement with, the general specifications, conditions and requirements of this bid.
2. Proposals must be submitted on the enclosed form with any required bid security.
3. Bids shall be submitted in sealed envelopes which shall be addressed to the Town Administrator, 14 Park Place, Vernon, Connecticut 06066 and shall be clearly marked "BID DOCUMENT - DO NOT OPEN". The bid envelope shall indicate the contract number as shown on the "Invitation To Bid".
4. Bids received later than the time and date specified in the "Invitation To Bid" will not be considered. Withdrawal of bids, received later than the time and date set for the bid opening, will not be considered.
5. All deliveries of commodities hereunder shall comply in every respect with all applicable laws of the Federal Government and the State of Connecticut.
6. The bidder shall insert the price per stated unit and extend a total price for each item. **IN THE EVENT THAT THERE IS A DISCREPANCY BETWEEN THE UNIT PRICE AND THE TOTAL PRICE EXTENSION, THE UNIT PRICE WILL GOVERN.**

7. In accordance with the provisions of Section 12-412 (a) of the Connecticut General Statutes, the Town of Vernon is exempt from the payment of Federal or State tax and such tax or taxes shall not be included in bid prices.
8. Unless otherwise stated herein, all deliveries made under this contract must consist of new merchandise.
9. The Town reserves the right to reject any and all bids, wholly or in part; to waive technical defects, and to make awards in the manner deemed to be in the best interests of the Town.
10. The Town will not accept any additional charges for freight or shipping.

TOWN OF VERNON

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SPECIAL INSTRUCTIONS TO BIDDERS

1. Deviations: Any and all deletions, variations and exceptions to the specifications must be stated in writing at time of bidding.
2. Please recommend and price machines with the capabilities as listed in the table below. Provide the price of adding features marked option.
3. At this time we are looking at about 25 units which are owned or have leases expired or expiring by March 09, with a total of over 4 million copies a year. The quantities specified are what we have now but we will change models after consulting with the provider.
4. Provide unit prices for the base model and models with the options specified.
5. Provide cost of replacing existing equipment and the cost of replacing equipment at the end of the new lease.
6. Provide cost per copy and specify what services and supplies are covered.
7. Specify if there are any minimum annual copies required or volume commitments. If so, then specify the overage charge.
8. Specify if full replacement guarantee is provided if the machine can not be repaired or repeatedly requires repair. Specify the overage charge.
9. Property tax, if any, must be included in the base quote.

10. Specify if color scanning capability.
11. Lease holder will pay all tax on the equipment.

CONTRACT #914-02/20/09

SPECIFICATIONS

Quantities	Copiers per Min	Average Monthly Vol	network print	network scan	fax	draws	Finisher	ADF	3 hole punch
3	?	1,000	Y	Y	Y	1		Y	
4	25	3,000	Opt	Opt	Opt	2		Y	
4	25	5,000	Opt	Opt	Opt	2		Y	
1	35	7,000	Opt	Opt	Opt	2 to 4	Y	Y	
2	35	10,000	Opt	Opt	Opt	2 to 4	Y	Y	Opt
2	35	12,000	Opt	Opt	Opt	3 or 4	Y	Y	Opt
1	50	15,000	Opt	Opt	Opt	3 or 4	Y	Y	Opt
1	50	18,000	Opt	Opt	Opt	3 or 4	Y	Y	Opt
1	50	30,000	Opt	Opt	Opt	3 or 4	Y	Y	Opt
1	65	40,000	Opt	Opt	Opt	?	Y	Y	Opt
4	65	50,000	Opt	Opt	Opt	?	Y	Y	Opt
1	85	75,000	Opt	Opt	Opt	?	Y	Y	Opt

TOWN OF VERNON

CONTRACT #914-02/20/09

FOR

PROPOSAL

TO: Town of Vernon
14 Park Place
Vernon, CT 06066

Sirs:

THE UNDERSIGNED HEREBY DECLARES that:

A. No person or persons other than those named herein are interested in this Proposal or in the Contract proposed to be taken; that it is made without any connection with any other person or persons making any proposal for the same work, and is in all respects fair and without collusion or fraud; that no person acting for or employed by the Town of Vernon (the Town) is now or will hereafter be directly or indirectly interested therein, or in any portion of the profits thereof in any manner which is unethical or contrary to law;

B. He has read the information contained herein relating to the work;

C. That in the event a Contract, as contemplated by this Proposal, is awarded to him, he will enter into a written Contract with the Town, and agrees that in case he fails to do so, the Town may determine that the bidder has abandoned the Contract, and thereupon the acceptance of this Proposal and the award shall be null and void, and that the proposal guarantee may be forfeited in whole or in part to the Town as the Town may determine, and he will, by such Contract, agree to furnish all materials herein required, within the time stipulated by the Town, will perform all services and will assume all liabilities and

obligations connected therewith, all in accordance with the Contract, Specifications, and Instructions to Bidders, all of which are made a part hereof, and will accept in full payment therefore the following sums, to wit:

BID PROPOSAL

The undersigned representative of _____ hereby submits the following bid proposal on the product as specified:

1.

_____ Dollars \$ _____

2. The undersigned declares that the signer of this proposal is:

(a) INDIVIDUAL doing business as

(b) PARTNERSHIP doing business as

(c) CORPORATION entitled

organized under the laws of the State of _____ and having its

Principal offices at: _____

The names of all partners of a partnership or the principal offices of a corporation will be submitted upon request.

Signature of Authorized Representative

Print Name and Title

Print Firm Name

Print Street Address

Print City, State and Zip Code

Contact Name

Area Code and Telephone Number

Area Code and Telecopier (Fax) Number

I, _____, hereby certify that I do not hold any executive or appointive office in the government of the Town of Vernon; furthermore, I do not anticipate holding or seeking office in the Town of Vernon for the duration of this contract. I further certify that the firm, which I represent, as named above, is an Equal Opportunity Employer.

Date

Signature



TOWN OF VERNON

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TIME AND PLACE FOR SUBMISSION

Three copies of the bid response and any related materials must be received in the Town Administrator's office by 11:00 A.M. on Friday, February 20, 2009 Eastern Standard Time. The envelope should be clearly marked as "Response to –Contract #914-02/29/09 and submitted to:

Mr. John D. Ward, Town Administrator

Town of Vernon

14 Park Place

Vernon, CT 06066

Requests for clarification on the bid must be in writing and may be submitted by email or fax to John Ward at jward@vernon-ct.gov or (860) 870 - 3665. No requests will be received after February 17, 2009 at 2:00 P.M. Eastern Standard Time. All questions and answers will then be posted by February 19, 2009 on the Town's website.

EVALUATION, SELECTION CRITERIA, AND PROCESS

All proposals are due in the Town Administrator's office by 11:00 A.M. (Eastern Time) on Friday, February 20, 2009. Proposals shall be opened and checked to ensure that each complies with the requirements of the Invitation To Bid. The absence of required information may render the proposal non-responsive and may be cause for rejection.

The Town will weigh the initial responses based upon standardized selection criteria and may select and contact consultants to attend interviews to be held in Town Hall in February, 2009. Interviews may consist of standard questions asked of selected Respondents, and specific questions regarding individual responses. The Town has sole and absolute discretion over whether interviews will be conducted to select firm(s) for contract negotiations.

GENERAL TERMS AND CONDITIONS

This Invitation to bid does not commit the Town of Vernon to award a contract, to pay any costs incurred in the preparation of the firm's response or to procure or contract for services or supplies. The Town reserves the right to accept or reject any or all responses received as a result of this request, to negotiate with all qualified sources or to cancel all or part of this Invitation to bid. This Invitation to bid does not constitute any form of offer to contract.