

**LEGAL NOTICE**

**TOWN OF VERNON**

**CONTRACT #1071 -08/20/2015**

**RFP**

**Hewlett Packard Network Switches and Peripherals for Town of Vernon**

**INVITATION TO BID**

The Town of Vernon, Connecticut, is seeking written responses to a Request for Proposal ("RFP") for six (6) Hewlett Packard (HP) network switches, peripherals and related services. A firm must have a demonstrated experience in providing such products and services and adhere to standards and requirements of the industry typical for such service.

Copies of the RFP are available online at the Town of Vernon website at [www.vernon-ct.gov/legal-notices](http://www.vernon-ct.gov/legal-notices) with reference to Contract #1071 - 08/20/2015 and at the Department of Administrative Services website at [www.das.ct.gov](http://www.das.ct.gov).

All questions about the proposal should be directed to Robert Sigán, Director of Information Technology, email [rsigan@vernon-ct.gov](mailto:rsigan@vernon-ct.gov), no later than August 5, 2015. Answers to all questions will be posted by August 7, 2015 on the Town's website under the bid section at <http://www.vernon-ct.gov/legal-notices> with Contract #1071 - 08/20/2015.

Three (3) hard copies and one (1) digital copy (on CD-R disk or USB drive) of each vendor proposal is required. All should be submitted in a sealed envelope, with "BID DOCUMENT – DO NOT OPEN – CONTRACT #1071 - 08/20/2015", clearly marked on the outside of the envelope, to: John D. Ward, Town Administrator, Town of Vernon, Memorial Building, 14 Park Place, 3rd floor, Vernon, Connecticut 06066 by 11:45 AM on August 20, 2015; at which time proposals shall be opened and read aloud publicly. E-mailed or faxed bids will not be accepted.

The selected firm must meet all municipal, state and federal AA and EEO practices and requirements. MBEs/WBEs/SBEs are encouraged to apply. The Town reserves the right to reject any or all proposals in whole or part, to award any one service or group of services, to negotiate with any or all companies submitting proposals, and to enter into an agreement with any company for any services mentioned in this RFP; if it is deemed to be in the best interest of the Town.

**Confidentiality** – If Respondent believes that any information in its proposal should be treated as confidential that material shall be clearly marked. The Town shall endeavor to protect confidential material from disclosure to non-Town employees to the extent required by State or Federal law. In no event will the Town be responsible for the inadvertent disclosure of your response to this RFP.

John Ward  
Town Administrator