



Winchester Public Schools

338 Main Street, P.O. Box 648 Winsted, CT 06098
Telephone: 860-379-0706; Fax: 860-738-0638
Melony M. Brady-Shanley – Superintendent of Schools

INVITATION TO BID
SPECIFICATIONS AND BID FORMS FOR:

“Copier/Multifunction Device Lease”

Sealed bids for the above will be accepted until:

May 14, 2024

11:00 A.M.

Bid should be addressed to:

**Winchester Board of Education
Winchester Public Schools Director of Finance
338 Main Street
PO Box 648
Winsted, CT 06098**

Envelope should clearly note:

“Copier/Multifunction Device Lease”

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Winchester Public Schools

AWARD AND CONTRACT TERMS AND CONDITIONS Propose Copier/Multifunction Device Lease Terms

A. BIDDING PROCESS

1. The Board of Education in the Town of Winchester hereinafter referred to as “Owner” will be receiving sealed bids from qualified contractors at the Business Office of, Winchester Public Schools, for the Copier/Multi-Function Device Lease. Bid specifications are available beginning Wednesday May 1, 2024, at the Board of Education Offices, 338 Main Street, 4th Floor, Winsted, CT 06098, between 8:30am and 2:30pm Monday-Friday. The bid specifications will also be available for download on the Winchester Public Schools website at <http://winchesterschools.org>.
2. Bids should be sealed and the envelope clearly marked “Copier/Multifunction Device Lease Bid”
3. All bids are to be received at the Business Office of the BOE by 11:00 A.M. on Tuesday May 14, 2024. Bids will be opened in public at 11:15 A.M. May 14, 2024 in the BOE Business Office, 338 Main Street (4th Floor), Winsted, CT 06098.
4. Bids, or withdrawal of bids submitted, if received by the Owner after the date and time specified for bid opening will not be considered.
5. No oral, telephone, electronic or telegraphic proposals will be considered. All bids shall stand available for acceptance for a period of thirty (30) days from the date proposals are publicly opened.
6. The Owner reserves the right to reject any or all bids, or to award the one Bid that, in the Owner’s judgment, will be in the best interest of the Town of Winchester Board of Education; regardless whether a bid is the lowest submitted bid or not, taking into consideration of reliability of the bidder and quality of the service and their conformity with specifications. The Owner further reserves the right to waive any defects or technical deficiencies in the bids, and to enter into direct negotiations with any bidders.
7. The Winchester Board of Education is exempt from all Federal, State, or Local taxes.
8. For further information, please call Joe Cifaldi (860) 379-7588 Technical Support or Nancy O’Dea-Wyrick, Director of Finance & Operations, Winchester Public Schools, (860) 379-0706.

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B. PERFORMANCE CONDITIONS AND REQUIREMENTS

1. The Winchester Board of Education is furnishing this document to request quotations for the lease of multifunction copy print devices.
2. Each bidder is required to visit the site of the proposed work and fully acquaint themselves with the conditions as they exist so they may fully understand the work required under this contract.
3. It is the intent of these specifications to cover all drawings, labor, materials, tools, equipment, transportation and other appliances or services required to complete work, herein specified, and or described in any accompanying addenda.
4. Bidders must agree to give this project top priority to assure **completion by August 1, 2024**.
5. The successful bidder will be required to carry the following insurance:

Worker's Compensation, Commercial General Liability covering bodily injury and property damage with a limit of liability no less than \$1,000,000 for each occurrence and \$2,000,000 in the aggregate. Such policy shall contain contractual liability coverage and name both the Town of Winchester and Winchester Board of Education as additional insured's. Commercial automobile liability insurance covering bodily injury and property damage with a limit no less than \$1,000,000 for each accident. Certificates of Insurance evidencing such coverage shall be provided as part of the bid package.

6. The Contractor guarantees to save the Town of Winchester Board of Education, its agents or employees, harmless for liability of any nature or kind of connection with this contract and to furnish adequate protection from damage to Board of Education property and to repair damages of any kind for which he (she) or his (her) worker's are responsible. The Contractor is to replace or put in good working condition everything damaged in carrying out the work and keep the premises free of all unauthorized or objectionable persons.

C. BID FORM

1. Bidders are required to submit their proposals using the "Submit Bid for Lease of Copiers" bid form included here

D. BIDDER QUALIFICATIONS

1. The "Statement of Bidders Qualification" form (attached) must be completed, signed, and returned with the bid package. The Owner may make such investigations as deemed necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish for the Owner all such information and data for this purpose. The Owner reserves the right to reject any bid if the evidence submitted by, or investigation of, or the Owner's previous experience with, such bidder fails to satisfy the Owner that such bidder is properly qualified to carry out and satisfactorily complete the obligations of the contract.
2. On the "Statement of Bidders Qualifications" the Contractor shall furnish to the Owner a list of three (3) similar jobs with references that the Contractor has completed within the last three (3) years.
3. Contractor must be a licensed contractor in the State of Connecticut and a copy of the license must be submitted with the bid.

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4. The Owner maintains the right to withhold payment for unsatisfactory materials and/or workmanship until such time that the defect is corrected. If the defect is not satisfactorily repaired within 60 days, the Owner may elect to have the repair made by an alternate vendor and subtract the cost from the contractor's invoice. The Owner also reserves the right to deduct from the vendor's billing any costs incurred as a result of inferior or unsatisfactory materials and/or workmanship.
5. The Owner reserves the right to cancel at any time with no cost to the Owner. If the cancellation is for inadequate performance, then the cancellation shall be immediate. If the cancellation is for budgetary considerations or is based upon the discretionary right of the Owner, then the cancellation shall be upon thirty (30) days written notice.

E. SPECIFICATIONS FOR LEASED DEVICES:

Seven (7) Leased Devices – specification below

Single invoice for Lease and Maintenance

Fixed pricing for term of agreement

Lease term: 5 years

Property Tax included

All parts, labor, toner and staples (OEM parts and supplies) included in fixed price

Includes Secure Print (follow me print), Statistics & Reporting, Mobile Print, and Scan to email and folder

Software maintenance and support included for life of lease

Net 30 payment terms and late charge waiver

Single click cost regardless of paper size

Includes ship back of existing equipment

Central Office:

**ONE (1) COLOR COPIER/MULTIFUNCTION DEVICE:
WITH FAX**

75 COLOR PRINTS PER MINUTE MINIMUM

COPY MINIMUM: B&W 4.4 SEC, COLOR 5.4 SEC

SINGLE PASS DUPLEXING DOCUMENT FEEDER

4 X 550 SHEET PAPER SUPPLY

INNER FINISHER

INNER 2/3 HOLE PUNCHER

STAPLER

STAPLE FREE STAPLE (UP TO 5 PAGES)

BOOKLET CREATION with FOLDING CAPACITY

SCANNING TO EMAIL AND FOLDER

Pearson & Hinsdale Copy Rooms

TWO (2) B&W COPIER/MULTIFUNCTION DEVICES:

90 PRINTS PER MINUTE MINIMUM

4,150 SHEET PAPER SUPPLY

STAPLE FINISHER

HOLE PUNCHER

STAPLER

STAPLE FREE STAPLE (UP TO 5 PAGES)

SINGLE PASS DUPLEXING DOCUMENT FEEDER

SCANNING TO EMAIL AND FOLDER

Pearson & Hinsdale Main Office

TWO (2) B&W COPIER/MULTIFUNCTION DEVICES:

WITH FAX

75 PRINTS PER MINUTE MINIMUM

150 SHEET SINGLE PASS DUPLEXING SCANNER

4 X 550 SHEET PAPER SUPPLY

INNER FINISHER (50 Sheet Staple Capacity)

INNER 2/3 HOLE PUNCHER

STAPLER

STAPLE FREE STAPLE (UP TO 5 PAGES)

SINGLE PASS DUPLEXING DOCUMENT FEEDER

SCANNING TO EMAIL AND FOLDER

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Pearson 3rd Floor & Gilbert

TWO (2) B&W COPIER/MULTIFUNCTION DEVICES:

65 PRINTS PER MINUTE MINIMUM

150 SHEET SINGLE PASS DUPLEXING SCANNER

4 X 550 SHEET PAPER SUPPLY

INNER FINISHER (50 Sheet Staple Capacity)

INNER 2/3 HOLE PUNCHER

STAPLER

STAPLE FREE STAPLE (UP TO 5 PAGES)

SINGLE PASS DUPLEXING DOCUMENT FEEDER

SCANNING TO EMAIL AND FOLDER

- *The above represent general minimum requirements*
- *The District requests that relocating the devices between district locations one time within the lease timeline be included in the agreement*
- *Every device must have secure print capacity and secure user login*
- *The District may amend the lease agreement to add devices to also service the Town of Winchester as needed with revised pricing to reflect a concurrent lease term and provide the cost benefit of additional machines and volume.*
- *Copy/Print quantities to be negotiated based on present usage*

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Winchester Board of Education

Submit Bid for Lease of Copiers

This bid submitted by:

Company: _____

Address: _____

Telephone: _____

Fax: _____

Company Representative and Position:

Signature of Company Representative:

Email address:

Total Monthly Cost:

List Any Exclusions/Deviations from the Specifications:

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**Winchester Board of Education
Submit bid for Lease of Copiers**

STATEMENT OF BIDDERS QUALIFICATIONS

COMPANY: _____

ADDRESS: _____

TELEPHONE: _____ **YEARS IN BUSINESS:** _____

COMPANY REPRESENTATIVE: _____

POSITION: _____

SCOPE OF REGION OPERATED IN: _____

BUSINESS ORGANIZATION DATE: _____

HAS THIS COMPANY DONE BUSINESS WITH EITHER THE WINCHESTER BOARD OF EDUCATION OR THE TOWN OF WINCHESTER? _____

IF YES, TYPE OF CONTRACT: _____

DURATION: _____

REFERENCES: LIST UP TO THREE SIMILAR CONTRACTS WITHIN THE PAST THREE (3) YEARS.

HAVE YOU EVER REFUSED TO SIGN A CONTRACT AT YOUR ORIGINAL BID?

IF YES, PLEASE EXPLAIN: _____

HAVE YOU EVER DEFAULTED ON A CONTRACT AT YOUR ORIGINAL BID?

IF YES, PLEASE EXPLAIN: _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE

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