



## **Cromwell Pubic Schools**

### **BID SPECIFICATIONS**

#### **I. INSTRUCTIONS**

These bid specifications accompany all contracts for supplies, services and construction for the CROMWELL PUBLIC SCHOOLS and the Town of Cromwell. (The CROMWELL PUBLIC SCHOOLS and the Town of Cromwell is referred to herein as the "Owners".)

Certain of these specifications will apply only to certain types of contracts, as will be apparent from the content.

The Owners has provided information about the contract on the Cover sheet. This bid Specifications may also be accompanied by other contract documents depending on the type of contract. Bidders should review those carefully and include with their bid any additional sheets that are to be filled out, including alternates and unit prices.

The Owners is exempt from the payment of Federal Excise Taxes and Connecticut Sales and Use Tax. These taxes must not be included in bid prices nor added to any items specified.

#### **II. BIDDING PROCEDURE**

Bids will be accepted until the date and time indicated on the Cover Sheet.

Bids shall be in sealed envelopes with the bidder's name in the upper left corner and the name of bid and the time and date of bid opening in the center of the envelope. Two original executed copies of all the bid papers must be included in the envelope. All bid documentation must be readable and legible.

Bids may not be sent by fax or any other electronic means.

Any bid may be withdrawn prior to the scheduled bid opening as indicated on the specification Cover Sheet, or prior to an authorized postponement date thereof.

Any bid received after the date and time specified on the specification Cover Sheet for receipt of the bid or an authorized extension thereof, will not be considered.

If the Cover Sheet indicates that bid security is required, each bid must be accompanied by a certified check or cashier's check drawn upon a bank to the order of Cromwell Public Schools, or the bid must be accompanied by a bid bond, having as surety one or more surety company or companies authorized to do business in the State of Connecticut. No certified check or cashier's check on hand will be returned until the bid is awarded. If you are awarded the bid, your check will be held until it is replaced with performance and payments bonds.

No bidder may withdraw its bid for a period of 60 days following the actual time of bid opening.

Bidders are required to attend any site visit indicated on the Cover Sheet

Any questions by bidders must be submitted in writing, not orally. If appropriate the Owners will respond by Addenda.

### III. REVIEW AND AWARD OF BID

The Owners will make a determination of whether a bidder is responsible based on the following

including but not limited to:

#### COPIER BID

- The bidder has been in the business of providing the equipment, technical support and service specified on the "Specifications for Copier Equipment" for a minimum of five (5) years.
- The bidder is able to provide technical support five days per week 8:00am to 5:00pm for support of the equipment specified.
- The bidder shall have certified service technicians, located in the State of Connecticut, available during regular business hours to service the equipment specified and are employed by the successful bidder.
- The bidder shall provide four (4) references of both public and private sector clients for whom they have provided equipment and/or service similar to that which is specified in this bid document in the last three years. At least three of these references should be a public school reference in the State of Connecticut.

The Owners reserves the right to reject any and all bids.

The Owners reserves the right to negotiate with any bidder prior to award.

The Owners reserves the right to waive any informalities in bids.

The Owners may reject any bid deemed non-responsive or conditional.

The Owners may make such investigations as it deems necessary to determine the ability, qualifications and experience of the bidder to perform the work. The bidder shall furnish to the Owners all such information and data for this purpose as the Owners may request.

If no responsive bids are received, the Owners reserves the right to negotiate with all responsible bidders for the award of the contract.

In the event that only one bid is received, a price and/or cost analysis may be made before the award of the contract. A price analysis is the process of comparing the bid to other similar procurements. Where it is impossible to conduct a valid price analysis, it may be necessary to conduct a cost analysis of the bid price. The single bidder will then be required to provide sufficient information and data so that this analysis can be made.

#### **IV. CONTRACT GENERAL CONDITIONS**

##### **Bonds**

If this is a construction project the successful bidder will post performance and payment bonds for 100% of the contract price.

##### **Insurance**

Prior to the start of work the bidder shall submit to the Owners certificates of insurance in the amounts indicated by the Insurance Requirements Chart attached hereto. The certificates shall indicate that the Cromwell Board of Education and the Town of Cromwell as additional insured under the applicable policies.

### **Prevailing Wage**

If this is a construction project, this contract may be subject to Connecticut General Statutes Sect. 31-53, as amended. Generally, that statute applies to new construction projects totaling \$400,000.00 and over, and repair or rehabilitation projects totaling \$100,000.00 and over. The statute imposes certain wage requirements and reporting requirements on contractors and subcontractors, and carries serious penalties for violation of the law. If it appears to the Owners that the statute applies to this project, a current listing of prevailing wages is included in the contract documents. As stated in the statute the contractor will provide the Owners with time records of their employees and their subcontractors' employees who work on the project.

### **Subcontracting**

Unless specifically indicated in the contract documents, no part of the contract may be subcontracted or sub-let without written permission of the Owners.

### **Cancellation**

The Owners reserves the right to cancel the contract for its convenience at any time. In such event, the contractor's recourse shall be limited to its actual monthly billed cost and shall in no instance include lost profits or consequential damages or charges related to reputation. See, "**Termination of contract**" under the Bid specifications as well.

### **Warranties**

All products and work shall be warranted for a period of three years unless a longer period is stated in the contract documents.

If this bid is not for construction, any applicable product or service warranty must be submitted with the bid. All such warranties shall inure to the benefit of the Owners.

## **Products, Substitutions and Samples**

Unless otherwise indicated, specification references to commercial types, styles, trade names and catalogues are intended to be descriptive only, not restrictive, and indicate to the bidders the type and quality of articles considered satisfactory. Each bid shall be accompanied by the manufacturer's date covering the item on which the bid is submitted the required information shall be quoted on the specification sheet. If more space is required, please submit an attachment and reference the item number of the item and a description of the proposed alternate. If the item differs from the minimum specifications set forth, a letter shall accompany the proposal outlining the variance; otherwise it will be assumed that the proposal conforms strictly to these specifications. The name and address of the proposed manufacturer must accompany the proposal. Rights of substitution shall cease upon acceptance of the proposal by the Owners. In the event there is ambiguity or question as to what type of equipment or material the bidder has proposed, the higher quality item shall be required.

If you propose a substitution you must indicate in your bid substitutions identified by name or catalogue number and the net difference in cost to the Owners. Listed substitutions will be considered for approval only after the award of the contract; the Owners reserves the right to require the originally specified material or equipment at the price submitted by the bidder in his bid, notwithstanding the fact that the bidder may have based a price for a specific item on a proposed substitution. In this regard, the Owners shall make its determination made in good faith, on the basis of the quality and type of the article listed. Any benefit in price reduction due to a substitution shall accrue to the Owners.

Wherever an item number is indicated with an asterisk, a sample properly tagged shall be submitted by each bidder before the time of the bid opening. The tag on the sample shall indicate the item number, and the name of the company submitting the sample. A double asterisk when shown with an item number requires that a descriptive catalogue cut or other identifying material be submitted for that item. All samples may be retained by the Owners until bidders are notified to remove them. The Owners will not be responsible for any equipment samples not picked up within 30 days of the notification to bidders to do so. Samples of supplies (consumable items) will not be returned to bidders. Bidders agree that the Owners will incur no liability for samples which are damaged,

destroyed or consumed in testing processes. Samples requested are to be delivered to the Location Address indicated on the Cover Sheet.

### **Packing and Delivery**

All materials delivered on this contract shall be packed in a substantial manner in accordance with accepted trade practice. No charges may be made over and above the bid price for packaging, or for deposits on containers. A packing slip shall be included in each shipment. All packages must be clearly marked as to content. Deliveries must be made before 12:00 noon unless otherwise specified.

All deliveries must be made prepaid and must be delivered to the location subsequently designated on the purchase orders at no cost over and above the bid price indicated in your bid. Deliveries must be made inside the building indicated. In no case will collect shipments or sidewalk deliveries be accepted.

### **Regulations Governing Product Design, Safety and Composition**

All products must conform to strict OSHA standards as required by law. Ingredients contained in products shall conform to Federal and State of Connecticut Regulations governing safety of product for use in our schools.

Certifications of compliance to these standards may be required to be submitted by the bidder awarded the contract.

MSDS identification sheets where required must be mailed to the Owners at its Business Office.

### **Changes, Deviation From the Specification**

Any deviation from the contract requirements or specifications must be completely detailed in writing by the contractor and approved in writing by the Owners prior to the performance of said work. Any change in the work or contract requirements likewise must be detailed in writing by the contractor and approved in writing by the Owners prior to the performance of said work.

### **Environmental Certifications**

If the contract entails any exposure to a regulated material including but not limited to asbestos or lead, the bidder certifies that it and each of its subcontractors and their workers will be certified and trained under all OSHA and other relevant regulations for such work.

### **Funding Requirements**

Some or all of the contract may be funded by state, federal or other grant programs. The bidder is advised that such funding programs may include contractual provisions binding on contractors and which may, for example, require audits or certifications under oath that the contractor has not been debarred, suspended or excluded from any publicly funded project or programs.

### **Time of Performance: Delays**

Bidders are advised to examine the contract documents regarding the time of performance.

If this is a construction project the contract documents may indicate an estimated start date and time of completion, and may include liquidated damages for late completion.

If this is a services contract the contract documents may indicate the period of services sought, and may include provisions for renewal.

If this is a contract for the sale of goods, the bid may include the bidder's proposal for how soon products may be delivered and for how long the bid price will remain available.

The commencement or performance of this contract may be delayed due to events which are not the contractor's responsibility. In such event the contractor shall be entitled to an extension of time but no monetary compensation.

### **Nondiscrimination Clause**

The bidder is required to comply with all provisions of the Civil Rights Act of 1964, the Equal Employment Opportunity Act of 1972, Executive Orders 11246, 11375, 11478 and if applicable, the Connecticut Fair Employment Practice Law.

Pursuant to Conn. Gen. Stat. Sect. 4a-60, and any amendments, the contractor agrees and warrants that in the performance of the contract, the contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, marital status, past or present history of mental disability, intellectual disability, learning disability, genetic information, pregnancy, veteran status, or status as a victim of domestic violence or physical disability, including but not limited to, blindness, unless it is shown by the contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or the State of Connecticut. Additionally, the **Creating a Respectful and Open World for Natural Hair Act** expands the definition of race to include ethnic traits, such as hair style and texture. Examples of protective hairstyles are wigs, head wraps, individual braids, cornrows, locs, twists, Bantu knots, afros, and afro puffs. The contractor further agrees to take affirmative action to insure that applicants with job related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved; (2) the contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Connecticut Commission on Human Rights and Opportunities; (3) the contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the commission advising the labor union or workers' representative of the contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the contractor agrees to comply with each provision of section 4a-60 and section 46a-68e and 6a-68f and with each regulation or relevant order issued by said commission pursuant to sections 46a-56, 46a-68e, and 46a- 68f; (5) the contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the commission, and permit access to pertinent

books, records and accounts concerning the employment practices and procedures of the contractor as related to the provisions of this section and section 46a-56.

If this is a construction contract, the contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials.

## **Indemnification**

To the greatest extent permitted by law, the bidder agrees to defend, indemnify and save harmless CROMWELL PUBLIC SCHOOLS and TOWN OF CROMWELL and each of its respective Boards of Education, their agents and employees from and against all claims, demands, damages, workers compensation payments, or other loss or expense, including costs and attorney's fees, arising out of or resulting from the performance of this contract, including any bodily injury, including death at any time resulting there from, sustained by any person or persons (including employees of the contractor or any person or persons (including employees of the contractor or any subcontractor) or on account of damage to the property of any person, including the loss caused in any degree by the negligence of CROMWELL PUBLIC SCHOOLS and the TOWN OF CROMWELL, the respective Board of Education, their agents and employees or otherwise.

The existence of insurance shall in no way limit the scope of this indemnification.

## **Orders**

Upon award and issuance of a purchase orders by the Owners no changes or modifications to this order shall be allowed unless such change is authorized by the Interim Director of Finance of Cromwell Public Schools and the Finance Director of the Town of Cromwell.

**INSURANCE REQUIREMENTS CHART**

Comprehensive General Liability	Bodily Injury \$1,000,000 each person	Property Damage \$3,000,000 each occurrence
Comprehensive Auto Liability	Bodily Injury \$1,000,000 Each person	Property Damage \$3,000,000 each occurrence
Worker's Compensation	Statutory	
Employer's Liability	Each Occurrence \$500,000	

Asbestos abatement companies are required to provide an asbestos abatement liability policy in the amount of \$1,000,000. This is in addition to the above requirements.

**THE CONTRACTOR MUST NAME ALL CROMWELL PUBLIC SCHOOLS  
BOARDS OF EDUCATION AND THE TOWN OF CROMWELL AS  
ADDITIONAL INSUREDS ON ALL CERTIFICATES. CONTRACTOR  
MUST MAINTAIN COVERAGE FOR DURATION OF THE CONTRACT.**

**NOTE:** By bidding on this contract the vendor agrees that any or all past clients may be contacted by CROMWELL PUBLIC SCHOOLS AND the TOWN OF CROMWELL. The vendors bidding on this contract also agree to release and discharge by bidding on this contract for the vendor him/herself, his/her heirs executors administrators and assigns, release acquit and forever discharge CROMWELL PUBLIC SCHOOLS and the TOWN OF CROMWELL, their Board of Education and Town of Cromwell and all employees and any or all other persons, firms and corporations of and from any and all actions, causes of actions, claims or demands for damages, costs, loss of services, expenses, compensation, consequential damage or any other thing whatsoever, on account of, or in any way growing out of any former client contacted by CROMWELL PUBLIC SCHOOLS and TOWN OF CROMWELL to obtain an opinion regarding any work performed by your company. The above release shall also include and apply to any former client contacted.

**Sincerely,**

*Gary J. Shettle*

**Gary J. Shettle  
Interim Director of Finance  
Cromwell Public Schools**

**Sincerely,**

*Sharon DeVoe*

**Sharon DeVoe  
Finance Director  
Town of Cromwell**

**CROMWELL PUBLIC SCHOOLS AND TOWN OF CROMWELL**  
**TWO COMPLETED BID FORMS, PAGES **FOURTEEN (14)****  
**THROUGH TWENTY (20) and Addendum A, MUST BE RETURNED WITH THE BID,**  
**ALONG WITH 2 COPIES OF ADDENDUM A and a copy on electronic USB flash drive**  
**BID**

All bids must be made on this form. To be responsive this bid must be properly executed, accompanied by the appropriate bid security, and accompanied by any additional bid sheets required by the contract documents.

The undersigned acknowledges that it has carefully examined all of the contract documents bound in with this bid, including any addenda, has participated in any site visit and is familiar with any factors which may affect this contract, and offers to perform, in strict conformity with each and every provision of the contract at the prices set forth in this bid and within the period of time specified for completion in the contract documents. **This offer shall be irrevocable for a period of 60 days.**

By submission of this bid, the undersigned and each person signing on behalf of the undersigned certifies, under penalty of perjury, that: (a) the prices in this bid have been arrived at independently, without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor; (b) unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the undersigned and will not knowingly be disclosed by the undersigned prior to opening, directly or indirectly to any other bidder or to any competitor; (c) no attempt has been or will be made by the undersigned to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

**NOTE:** By bidding on this contract the vendor agrees that any or all past clients may be contacted by CROMWELL PUBLIC SCHOOLS and TOWN OF CROMWELL. The vendors bidding on this contract also agree to release and discharge by bidding on this contract for the vendor him/herself, his/her heirs executors administrators and assigns, release acquit and forever discharge CROMWELL PUBLIC SCHOOLS and TOWN OF CROMWELL, the Board of Education and Town of Cromwell employees and all employees and any or all other persons, firms and corporations of and from any and all actions, causes of actions, claims or demands for damages, costs, loss of services, expenses, compensation, consequential damage or any other thing whatsoever, on account of, or in any way growing out of any former client contacted by CROMWELL PUBLIC SCHOOLS and TOWN OF CROMWELL to obtain an opinion regarding any work performed by your company. The above release shall also include and apply to any former client contacted.

## CROMWELL PUBLIC SCHOOLS

### BID: Replacement/ New Copiers/ New Printers

#### SPECIFICATION TO FOLLOW:

**Period of Lease:** 36 months (Lease to commence on or about 01/21/2019 and terminate on or about 01/19/2022).

**or**

48 months (Lease to commence on or about 01/21/2019 and terminate on or about 01/19/2023).

**Copier Volume:** (see attachment for individual volume by building and machine)

#### Contract Requirements:

**Execution of Contract** – Cromwell Public Schools AND THE Town of Cromwell intends to issue purchase orders only for the lease and maintenance contracts of this equipment. Cromwell Public Schools and the Town of Cromwell reserves the right to use its own leasing company. Cromwell Public Schools and the Town of Cromwell will not agree to any additional terms and conditions except those conditions stated in this document. Cromwell Public Schools and the Town of Cromwell will consider other purchase methods at its sole discretion if vendor can prove to Cromwell Public Schools and the Town of Cromwell satisfaction that other options are more cost effective. The Ownerss are also requesting a purchase price for the each of the machines.

1. **All machines will be provided to the respective local school districts no earlier than June 24, 2024 but no later than July 5, 2024** as arranged with the Technology Office. An implementation schedule shall be included. The district's and vendor's responsibilities shall be included.
2. All copy machines will be maintained on a cost per copy basis with an **all-inclusive maintenance contract that includes everything except paper. This includes printers at a cost per page as well.**
3. All machines will be the latest digital models offered by manufacturers for copiers. All vendors must state the model release date for each copier model contained in their bid. All copiers shall be new.
4. All copy machines will have a minimum of an Automatic Document Feeder, duplexing, stackless sorting, stapling as applicable and one large capacity paper tray, scan to email in addition to any other items stated in the requirements and scan in color. These specifications are "as applicable" so vendors must abide by the specification/proposal/bid sheet.
  - 4a. All copy machines shall have the capability to have individual users set up on the machines with a code that the user must enter to use the machine. A copy limit shall also be available within the machine software. A count of copies made by each and every user shall be kept and accessible by the administration.
5. All machines, copiers and printers, shall have networking capabilities either when leased/purchased or leased/ purchased at a later date.
6. All bids must include delivery, setup, supplies including initial toner, developer and everything else to allow turnkey operation by the schools.

7. All machines must be supplied and maintained with additional toner and developer cartridges to prevent down time due to a shortage in these supplies.
8. All copy machines shall include staples as part of cost per copy if applicable.
9. Training must be provided on both an initial basis and ongoing as needed.
10. **Current copier models have been specified.**
11. **Copiers that may be purchased or added to the lease during the term on this lease shall be placed on the maintenance agreement that includes all parts, supplies and labor regardless if purchased from the successful vendor or another vendor during terms of this lease.**
12. Successful vendor will be required to continue to maintain and achieve copying needs for the related user population during the course of this contract without an increase in contracted price.
13. Successful vendor will be required to provide a description of how their company's services will relieve the local school district staff's burden of copier related responsibilities under its bid proposal. Please detail your implementation and training plan that will ensure a smooth transition for the new copiers.
14. Any copier equipment supplied during the course of this contract must be classified as a "new" copier equipment. All other classifications or remanufactured equipment will not be considered.
15. At a minimum, a quarterly report and year end (July – June) report will be forwarded to the respective local school district and town business office. Such report will contain detailed information of all related copier/printer activities.
16. Successful vendor will be required to submit monthly invoices to the respective local school district Business Office and Town Business office, with a break out of actual meter readings, the true copies made on each copier and by each account. The respective local school district will process a payment to the vendor in thirty days in arrears.
17. Bidder must have and so state an on-site guaranteed response time to copier/printer malfunctions, but it must be no more than 24 hours. Bidder must explain how they will meet this guarantee.
18. The successful vendor will be required to allow no machine to be inoperable for more than 72 hours without a like volume and feature machine being brought in to use during the down time or the problem copier may be required, **at the sole discretion of** the respective local school district and the Town of Cromwell, to be replaced with an equal or higher volume copier at no additional cost to Cromwell Public Schools or the Town of Cromwell.
19. All vendors' proposals must be accompanied by specification sheets on all copiers contained in bids, including in electronic format.
20. All vendors are required to provide electrical requirements for all copiers included in their bids.
21. In the event that budget funds involved in this procurement are reduced or eliminated, the respective local school district and the Town of Cromwell reserves the right to cancel this contract within thirty (30) days after written notification to the successful vendor. If one school closes, for example, the district may cancel that portion of the contract.
22. Supplier shall be responsible for the payment of any and all local property taxes and insurance on the copiers supplied to the respective local school district and the Town of Cromwell under the contract.
23. All machines are to be quoted individually. **Please recommend the proper sized machine for each location's needs.**

24. All internal storage and memory shall be wiped off/cleaned at the end of the lease and the storage/drive shall be re-formatted as well.
25. High quality pdf images with multiple scanning options should be provided on each copier.
26. All machines shall be removed from the sites at the end of the lease at the vendor's expense.
27. Other specifications as detailed on the specification/proposal/bid sheets.
28. There shall be the ability to order supplies and service on-line.
29. Current software used by the Board of Education under 4a., **PAPERCUT**, must be integrated into all copiers at the expense of the successful vendor for Board of Education Copiers.
30. **This Proposal shall become part of any contract signed with the successful vendor.**

**Execution of Contract** – CROMWELL PUBLIC SCHOOLS and the TOWN OF CROMWELL intends to issue purchase order.

Pre-Installation	Site readiness check at all locations in advance of delivery to ensure adequate space, power, networking and phone lines.
Pre-Installation	Copy device IP information for transfer to the new device
Pre-Installation	Provide drivers to school district and the Town of Cromwell
Installation	With district and town staff disconnect services from existing device and move to nearby location.
Installation	Install equipment and verify network connectivity
Installation	Configure network information copied from replaced device
Installation	Configure and test scan to email
Installation	Configure and test scan to <b>Windows</b> shared folder
Installation	Test incoming and outgoing fax between other building fax machines.
Installation	Test network printing with technology staff
Post-Installation	The Vendor shall provide a detailed training plan and schedule.
Post-Installation	Provide school district and the town with inventory spreadsheet including location, model, serial number, IP address and beginning count(s).
Post-Installation	Training Schedule, matching the Deployment Schedule
Post-Installation	Training Curriculum for Key Operators and Users
Post-Installation	Implementation Schedule tied to the Deployment List
Post-Installation	Deployment List of devices with locations.

**Termination of contract:** A contract awarded as a result of this bid may be terminated as follows:

- 1) Mutual agreement of the contractual parties specifying the terms of termination and the effective date, which shall be no less than 120 days.
- 2) By the respective local school district, if the successful Supplier fails to fulfill in a timely and proper manner the obligations as set forth in the contract, or if the successful Supplier violates any of the agreements or stipulations as set forth in this agreement. The school district and the town will have the right to terminate this contract by giving written notice to the contractor of such termination and specifying the effective date thereof, at least 120 days before the effective date of such termination. The Owners reserves the right to cancel the contract for its convenience at any time. In such event, the contractor's recourse shall be limited to its actual monthly billed cost and shall in no instance include lost profits or consequential damages or charges related to reputation.

**Copier/Printer Requirements per location**

See attached specification spreadsheet/proposal sheet.

***EQUIVALENT BIDS ARE REQUESTED & ALTERNATE SOLUTIONS WILL BE CONSIDERED AT CROMWELL PUBLIC SCHOOLS SOLE DISCRETION.***

**PRICES ARE REQUESTED FOR PROVIDING ALL COPIERS/PRINTERS.**

**BID FORM CROMWELL PUBLIC SCHOOLS and Town of Cromwell**

**COMPLETED BID FORMS MUST BE RETURNED with this proposal. An electronic submission on a USB flash drive as well as two (2) of hard copies is required. Information must also be included on the specifications of the copiers and printers offered and customer references in electronic format on a USB flash drive.**

**Name of Contract: Copier Proposal**

**EQUIPMENT AS SPECIFIED**

**See Attached  
Addendum A  
Sheet**

IN WITNESS WHEREOF, the undersigned has caused this Bid to be signed and delivered as of the date bids are opened by the Owners.

NAME OF BIDDER \_\_\_\_\_  
(Exact Name of Individual, Firm or Corporation)

Signature of Officer \_\_\_\_\_

Typed Name and Title of Officer \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

**CERTIFICATE IF BIDDER IS A CORPORATION**

I, the undersigned, as Secretary to the corporation submitting the foregoing bid, hereby certify that under and pursuant to the by-laws and resolutions of said corporation, each officer who has signed such bid on behalf of the corporation, including the foregoing assurance of irrevocability, is fully and completely authorized so to do.

\_\_\_\_\_  
(Typed Name)  
Secretary

**NO BID RESPONSE FORM**

CONTRACTOR NAME:

CONTRACTOR ADDRESS:

CONTRACTOR CITY, STATE AND ZIP CODE

CONTRACTOR TELEPHONE:

CONTRACTOR FAX:

BID CONTRACT NAME

**REASONS FOR NOT BIDDING ON THE REFERENCED CONTRACT:  
(Check all that apply)**

- \_\_\_\_\_ 1. Contractor acquired plans as a potential subcontractor only.
- \_\_\_\_\_ 2. Size of this contract is not within the interest of contractor.
- \_\_\_\_\_ 3. Contractor had an insufficient amount of time to prepare bid. (Please give the date that the Contractor acquired plans and specifications and any other pertinent information.)
- \_\_\_\_\_ 4. Contract work not within the specialty of the Contractor. (Please cite Contractor's area of specialty.)
- \_\_\_\_\_ 5. Other. (Please explain in comment section

below.) COMMENTS (Please use additional sheets if necessary):

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Signature

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Title

**FAILURE TO COMPLETE AND RETURN THIS FORM IN A  
TIMELY MANNER MAY RESULT IN THE REMOVAL OF  
THE CONTRACTOR'S NAME FROM CROMWELL  
PUBLIC SCHOOLS' SOLICITATION LIST.**

# **ADDENDUM A**