

TOWN OF VERNON

CONTRACT #2059-11.14.2019

REQUEST FOR PROPOSALS (RFP)
LEASE OF OFFICE EQUIPMENT – COPIERS, PRINTERS, FAX
AND RELATED SERVICES

INVITATION TO BID

The Town of Vernon, Connecticut is seeking to receive bids relative to the town wide leasing of Office Equipment – Copiers, Printers, Fax and related services. A firm must have a demonstrated experience in providing such services and adhere to standards and requirements of the industry typical for such service.

Copies of the RFP are available from the Office of the Town Administrator from 9:00 AM until 4:30 PM, Monday through Thursday and 9:00 AM until 1:00 PM on Fridays, or anytime online at <http://www.vernon-ct.gov/legal-notices> with reference to Contract #2059-11.14.2019.

All questions about the proposal should be directed to Diane Wheelock, Executive Assistant, at email: dwheelock@vernon-ct.gov no later than November 1, 2019 . Answers to all questions will be posted by November 5, 2019 on the Town’s website under the bid section at <http://www.vernon-ct.gov/legal-notices> with Contract #2059-11.14.2019.

Five (5) 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 #2059-11.14.2019”, clearly marked on the outside of the envelope, to: Michael J. Purcaro, Town Administrator, Town of Vernon, Memorial Building, 14 Park Place, 3rd floor, Vernon, Connecticut 06066 by 11:00 AM on November 14, 2019; at which time proposals shall be opened and read aloud publicly. E-mailed 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.

Michael J. Purcaro
Town Administrator