



**TOWN OF STRATFORD
PURCHASING DEPARTMENT
STRATFORD, CONNECTICUT**

BID No. 2016-056

Issued : October 25, 2016

Subject : Chromebooks, Charging Carts and Document Cameras

The Town of Stratford through the Office of the Purchasing Agent, will receive SEALED BIDS for furnishing the equipment described in the accompanying specifications, in accordance with the instructions, conditions and reservations that follow:

A. CLOSING DATE:

Bids will be received until 3:00 pm November 8, 2016, at which time they will be publicly opened and read. All bidders are invited to attend this public opening, which will be held immediately following the closing time specified above, in the Office of the Purchasing Agent, Room 202, Town Hall, 2725 Main Street, Stratford, CT 06615.

Any bid may be withdrawn prior to the above-scheduled time for receiving bids or authorized postponement thereof. Any bids received after the date and time specified shall NOT be considered. No bidder may withdraw a bid within 45 days after the actual opening thereof.

B. INSTRUCTIONS:

Bid proposals are to be submitted (**TWO COPIES**) in a sealed envelope and clearly marked with the bid number and description on the outside of the envelope, including all outer packaging (DHL, FedEx, UPS, etc).

Bids must be delivered to:

Purchasing Department
Stratford Town Hall – Rm 202
2725 Main Street
Stratford, CT 06615

C. CONDITIONS:

Bid Surety:

No bid surety is required.

Payment: Final payment will be made upon the acceptance of the completed work by an authorized representative of the Town of Stratford. NO partial payments will be made. Invoices covering the work specified herein should be forwarded to the Purchasing Department upon completion of the project.

Taxes: The Town of Stratford is exempt from all State and Federal taxes. Do not include these amounts in your quotation.

Addendums: All addendums will be posted on the town website, www.townofstratford.com. It is the responsibility of the bidder to check the website for any addendums before submitting their bid.

F.O.B. Destination: All prices quoted must be net delivered to destination.

Conflict of Interest: No public official or employee shall, while serving as such, have any financial interest or engage in any business, employment, transaction or professional activity or incur any obligation of any nature which is in substantial conflict with the proper discharge of his/her duties or employment in the public interest.

D. RESERVATIONS:

The Town of Stratford may consider informal any proposal not prepared and submitted to the Town in accordance with the provisions herein stated. The Town of Stratford reserves the right to reject any or all proposals or parts of proposals; to waive defects in same proposals; or to accept any proposal or part thereof deemed to be in the best interests of the Town of Stratford.

Michael Bonnar, Purchasing Agent

SPECIFICATIONS: See next page.

BID # 2016-056 SPECIFICATIONS

The Stratford Board of Education is requesting proposals headphones, Chromebooks, charging carts and document cameras. Prices quoted are agreed upon through June 2017. All prices are to **include shipping**. Stratford will conduct quarterly reviews with the chosen vendor for availability of the given models. If the models are no longer available, the vendor may hold the old prices with a replacement model of identical quality. If the vendor cannot hold the prices, the Stratford Board of Education reserves the right to end the agreement. Optionally, chosen vendors may decide to extend pricing beyond June 2017.

All equipment must be new. Refurbished models will NOT be accepted. The Stratford Board of Education reserves the right to purchase as many or as few items as they deem necessary to fulfill the district's needs.

All orders must be delivered within three (3) weeks of receiving the purchase orders (PO). If the POs are not fulfilled, the Stratford Board of Education reserves the right to cancel the PO and purchase from the next lowest bidder.

Product Number	Manufacturer: Product Description	Estimated Quantity	Unit Price
AE-08	AVID AE-08 - headphones	5,000	
X9U02UT#ABA	HP Chromebook 11 G5 - 11.6" - Celeron N3060 - 4 GB RAM - 16 GB SSD	500	
YESMOR2GMPW4	Ergotron YES36 Charging Cart for Mini-Laptops - Made with Anthro DNA	12	
HCS8	HoverCam Solo 8 - document camera	30	
LLTP12-B	Luxor Black 12 Chromebook Charging Cart Includes Electrical Outlets	10	

Any questions regarding this bid must be addressed in writing to Ed Molloy's attention via e-mail: ed@stratk12.org. Responses to these questions will also be in writing and will be sent to all bidders who establish themselves as potential bidders.

Submitted by: _____

Company: _____

Address: _____

City,State,Zip: _____

Phone: _____ **Email:** _____

References (at least three, including contact name and phone) :
