



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

BID No. 2018-035

Issued: August 17, 2018

Subject: Kensington Universal Chromebook Sleeves

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 August 29, 2018, 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Any bid may be withdrawn prior to the above-scheduled time for receiving bids or authorized postponement thereof.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). Faxed or emailed bids will not be accepted.

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 # 2018-035 SPECIFICATIONS

The Stratford Board of Education is requesting proposals for Kensington Universal Chromebook storage sleeves. Prices quoted are agreed upon through December 30, 2018. All prices are to **include shipping and handling.**

Stratford will conduct monthly 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 December 30, 2018.

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
K62610WW	Kensington Universal Sleeve - 14"/35.6cm - Black	1,200	

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

Only the Kensington Product No. K62610WW will be accepted.

Name of Business : _____

Address : _____

Phone : _____

Date : _____

Authorized Signature : _____

Printed Name : _____

Title : _____