

GREENWICH PUBLIC SCHOOLS
Purchasing Department

290 Greenwich Ave
Greenwich, CT 06830
(203) 625-7411 Tel
eugene_watts@greenwich.k12.ct.us

EUGENE H. WATTS
Senior Buyer

December 23, 2022

Dear Sir/Madam:

You are invited to submit a bid for Tech Ed Supplies for the Greenwich Public Schools for the 2023 school year. The enclosed bid specification details the requirements we are looking for.

Bidders are urged to read all documents carefully and fill out all information requested. Bids which are incomplete, obscure, or conditional, and which contain irregularities of any kind, will be subject to rejection for failure to comply strictly with these conditions.

Bids must be submitted on the schedule forms attached. All unit prices must be filled in. Each bid must be submitted and clearly marked as (1) original and three (3) copies of the bid. Bidders must submit bids in a clear, concise and legible manner to permit proper evaluation of responsive bid. *The cost sheet must be the first page of the submitted bid.* Faxed or emailed bids will not be accepted however, hand delivered, mailed or overnight bids will be accepted Monday through Friday between the hours of 8:30am -12:00pm and 1:30 pm - 3:00pm at: Greenwich Public Schools 290 Greenwich Avenue Greenwich, CT 06831. Late bids will not be accepted.

Tech Ed Supplies Bid

Opening Date:

Opening Time: 11:00 a.m.

Bid Number: 2400-22

Sealed proposals for supplying the above will be received by the Purchasing Department at the above address until 11:00 a.m. at which time they will be opened and read.

All responses are subject to change based on the status of the COVID 19 pandemic and Federal Ordinances.

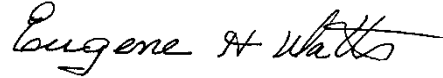
In accordance with the Governor's current public meeting requirements and in order to limit the spread of COVID-19, the meeting for the bid opening will be held remotely by telephone in real time. The details to join the meeting remotely are as follows:

Dial-In by phone:

[1 513-760-6974](tel:15137606974) PIN: 976497504

All Bidders and other interested people are invited to call in to hear Bid 2400-22 being read at 1100 a.m.

Very truly yours,



Eugene H. Watts

GENERAL TERMS, CONDITIONS AND INSTRUCTIONS

Sealed bids for furnishing Tech Ed Supply as specified on the attached bid specification sheets will be received on February 1, 2022 at 11:00 a.m.

Bidders are urged to read all documents carefully and fill out all information requested. Bids which are incomplete, obscure, or conditional, and which contain irregularities of any kind, will be subject to rejection.

The Board of Education reserves the right to waive any informalities in the bid or reject any or all bids or to accept any bid which appears to be in the best interest of the Board. Any bid may be withdrawn prior to the opening time and date. Any bid received after the time and date as specified will not be considered.

Deliveries will be made to the Greenwich High School, 10 Hillside Road, Greenwich, Connecticut. Freight cost must be included in the bid price (F.O.B Destination) and delivered between the hours of 8:00 a.m. and 2:30 p.m. Monday through Friday.

The specifications indicate the kind of items the Board of Education will accept bids on. If we specified a brand name bid only on that brand, no substitutions.

The Board of Education purchase order number must be clearly marked on the box and each packing slip when the shipment is received.

All items must be better than or equal to the items that are specified.

Any misrepresentation of any company in this bid may be cause for disqualification.

The successful vendor shall guarantee that all items delivered will conform in every respect with accepted standards of workmanship, material and performance, and follow all provisions of Federal and State Laws and Regulations and these specifications.

Bid only one price for each unit specified. The Purchasing Department will not convert your incorrect unit price to the specified unit. Items priced in this manner will not be considered. Bidders may not substitute their own format. Any item contingent on buying any other item will be rejected. The Greenwich Board of Education reserves the right to award like items by group at our discretion.

No quoted items may be placed on back order. The bidder's failure to deliver on time and failure to completely fill all orders will place your company in breach of the herein contract and may result in the termination thereof. In such a case, Greenwich Public Schools reserve the right to any legal and/or equitable remedies available

Hazardous Substances: All hazardous substances delivered to the Greenwich Public Schools must conform to all Federal and State regulations pertaining to labeling of hazardous substances, etc. For each applicable product, a completed Material Safety Data Sheet (MSDS) OSHA form 20, from the latest edition of the Hazardous Materials Handbook of the National Fire Protection Association, must be submitted before an order is considered complete. Send sheets for all items awarded together.

All equipment is to meet specifications, if any, set by the Consumer Product Safety Commission under the "Consumer Products Safety Act" (Public Law 92-575) of October 27, 1972, and all amendments thereto.

Bidder agrees to comply with the provisions of the Occupational Safety and Health Act of 1970 and the standards and regulations issued there under. Bidder certifies that all items furnished and all work performed hereunder will comply with said standards and regulations. Bidder further agrees to indemnify and hold harmless buyer for any loss, damages, fine, penalty, and or expense whatsoever as a result of Bidder's failure to comply with the Act and any such standards or regulations issues there under

Failure to comply with all the above stipulations shall be considered sufficient reason for rejection of delivery.

Payments will be made only upon completion of delivery of all items listed on Purchase Order. No payments will be made on incomplete Purchase Orders.

The Board of Education shall have the right to take such steps, as it deems necessary to determine the ability of the bidder to perform the work. The bidder shall furnish the Board of Education with information and data for this purpose as the Board of Education may request. The right is reserved to reject any bid where on investigation of the evidence, or information submitted by such bidder does not satisfy the Board of Education. The bidder is qualified to carry out properly the terms of the contract.

No amount shall be added for the Connecticut Sales Tax or Federal Tax. The Greenwich Public Schools is exempt from the payment of taxes imposed by the Federal Government and/or State of Connecticut. Taxes must not be included in the bid price.

Bidders must comply with all Federal, State and Local Laws and Regulations and all applicable safety standards.

Should the bidder find, during examination of specifications, any discrepancies, omissions, ambiguities, or conflicts in the specifications or be in doubt as to the meaning of any portion of them, he/she shall bring the question to the attention of the Purchasing Department at the Board of Education at once and no later than ten (10) days before the bid due date. The Purchasing Department will review questions and where information sought is not clearly indicated or specified, the Purchasing Department will then instruct

all bidders in writing regarding the points in question, by issuing a clarifying addendum which will become a part of the specifications. No alleged "verbal interpretation" shall be held valid. All addenda issued during this period supersedes previous information and automatically becomes part of the specifications.

Questions concerning this bid will be received by email only directed to the Bid Department, (bid_department@greenwich.k12.ct.us). In the "Subject" line you must put Bid #2400-22 Tech Ed Supplies. All questions must be received no later than noon on December 29, 2022. All answers will be posted as an addendum on our website (www.greenwichschools.org) by noon on January 4, 2023. It is the responsibility of all bidders to verify that they are current with all Addendums prior to bid submission. Failure to comply with these conditions will result in the bidder waiving his right to dispute the bid specifications and conditions. Questions received verbally will not be answered.

If the Board of Education deems it necessary, it may postpone the opening date of bids by notifying each bidder by telephone, mail or the issuing of an addendum.

The Greenwich Board of Education reserves the right to accept the bid or bids of the lowest qualified bidder, kind, quality and material being equal, to select a single item from the bidder, or to accept the bid as a whole; to reject any and all bids, and to waive any omission or informalities in any bid.

COLLUSION AMONG BIDDERS

More than one offer from an individual, firm partnership, corporation or association under the same or different name will be rejected. Reasonable grounds for believing that a bidder is interested in more than one bid for the work contemplated will cause rejection of all bids in which the bidder is interested. Any or all bidders will be rejected if there is any reason for believing that collusion exists among the bidders.

Participants in such collusion may not be considered in the future offers for the same work. Each bidder, by submitting a bid, certifies that it is not a part to any collusive action.

EMPLOYMENT DISCRIMINATION BY CONTRACTOR PROHIBITED

The successful bidder will not discriminate against any employee, or applicant for employment, because of race, religion, color, sex, or national origin, except where religion, sex, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The successful bidder agrees to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provision of this nondiscrimination clause. The successful bidder in all solicitation or advertisements for employees, placed by or on behalf of the contractor, will state that such successful bidder is an Equal Opportunity Employer. Employment discrimination by contractor prohibited.

Notices, advertisements, and solicitations placed in accordance with Federal Law, rules or regulation shall, be deemed sufficient for the purpose of meeting the requirements of this section.

NON-COLLUSION AFFIDAVIT

GREENWICH PUBLIC SCHOOLS
290 GREENWICH AVENUE
GREENWICH, CONNECTICUT

State of _____:

County of _____: s.s.

I state that I am the _____ of _____
(TITLE) (NAME OF MY FIRM)

and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

- (1) The price(s) and amount of this bid have been arrived at independently and without consultation communication or agreement with any other contractor, bidder or potential bidder.
- (2) Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
- (4) I fully understand that more than one offer from an individual, firm partnership; corporation or association under the same or different name will be rejected. Reasonable grounds for believing that a bidder is interested in more than one bid for the work contemplated may cause rejection of all bidders in which the bidder is interested. Any or all bidders will be rejected if there is any reason for believing that collusion exists among the bidders. Participants in such collusion may not be considered in the future offers for the same work. Each bidder by submitting a bid certifies that it is not a part to any collusive action.
- (5) The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.
- (6) _____ its affiliates, subsidiaries, officers,
(NAME OF MY FIRM)
directors and employees are not currently under investigation by any governmental

agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that _____ understands and acknowledges that the (NAME OF MY FIRM)

above representations are material and important, and will be relied on by Greenwich Public Schools in awarding the bid for which this is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from Greenwich Public Schools of the true facts relating to the submission of bids for this contract.

COMPANY INFORMATION

NAME OF FIRM STREET CITY, STATE, ZIP

SALES REPRESENTATIVE NAME TELEPHONE # FAX #

I agree to furnish and deliver all supplies on the date and time agreed on by _____ and the Greenwich Board of Education at the time
(NAME OF MY FIRM)

the purchase order is placed. You will also agree to not place us on Back Order. Furthermore, there will not be cancellations to the Board of Education. If a bidder submits a bid on any item he/she will be responsible for delivering that item at the bid cost, in accordance with the attached above specifications, which were submitted with this bid and upon which the bid was made.

By signing this bid the bidder understands and agrees to the attached terms and specifications, including Collusion among Bidders and Employment Discrimination by the Contractor Prohibited.

SIGNATURE

SWORN TO AND SUBSCRIBED BEFORE
THIS _____ DAY OF _____, 202__

_____ MY COMMISSION EXPIRES _____

QTY: **Description**

Price **Total**
Each: **Price:**

<u>QTY:</u>	<u>Description</u>	Price	Total
30	XFX Radeon FX6700 XT Speedster Qick 319 Black gaming graphics card		
20	Crucial 64GB Desktop DDR4 3200 MHz UDIMM Memory Kit (2x32GB)		
20	Crucial 2TB P3 Plus NVM3 PCIe 4.0 M.2 Internal SSD		
2	Chief LPAU Series Large Fusion Manual Height Adjustable Mobile AV Cart (Silver)		
2	Samsung Q70A 85" Class HDR 4K UHD Smart QLED TV		

TOTAL: _____