

**REQUEST FOR PROPOSALS
TOWN OF VERNON
CONTRACT#2137 – POSTAGE METER LEASE AND MAINTENANCE SERVICE FOR TOWN OF
VERNON AND VERNON PUBLIC SCHOOLS**

The Town of Vernon and Vernon Public Schools are seeking proposals from qualified vendors to provide leased postage machines and services. The successful vendor shall be a qualified individual or business that possesses experience in leasing and servicing postage machine equipment.

All questions regarding this RFP should be directed to Diane Wheelock by email only to dwheelock@vernon-ct.gov, no later than **Thursday, January 11, 2024 at 3:30 pm**. Answers to questions received will be posted as an addendum by **Thursday, January 18, 2024**, on the Town's website at <https://www.vernon-ct.gov/government/bid-opportunities> and at the Connecticut State Department of Administrative Services (DAS) at <https://portal.ct.gov/das> by referencing Contract #2137. It is the sole responsibility of the respondent to review any or all addendum or question responses related to this RFP.

Three (3) copies of proposals must be submitted in a sealed envelope, clearly marked "**BID DOCUMENT – DO NOT OPEN - CONTRACT#2137**" 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 no later than **Thursday, January 25, 2024, at 10:00 am**. Emailed, faxed or late bids will not be accepted.

Received bids will be opened publicly in person on **Thursday, January 25, 2024, at 10:00 am**. Bid results will be posted on the Town website.

The selected firm must meet all municipal, state, and federal AA and EEO practices and requirements. MBE's, WBE's, SBE's 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 or all services, to negotiate with any or all companies submitting proposals, and to enter into an agreement with any contractor 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 permitted 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