



Jeffrey Wihbey
Superintendent of Schools

Benjamin P. Whittaker
Director-Finance & Operations

Request For Proposals #24-1111 Copier Equipment Services

Regional School District #17 (RSD17) is seeking a vendor to provide multi-function copier equipment for offices and locations throughout the RSD17 portfolio (4 sites) to meet the needs of RSD17 faculty, staff and students.

Address Proposals as follows:

Regional School District #17, Finance and Operations
Denis Recchia - Information Technology Manager
57 Little City Road
Higganum, CT 06441

Proposals must be plainly marked in the lower left-hand corner of the envelope as follows:

PROPOSAL NUMBER: 24-1111
PROPOSAL NAME: Copier Equipment Service
OPENING DATE: Thursday, February 29, 2024
OPENING TIME: 12:00 PM

Questions related to this RFP must be submitted via e-mail to drecchia@rsd17.org no later than **4:00 PM on Monday, February 19, 2024**. All questions and the responses thereto will be published on the RSD17 website and State of CT/DAS by **Friday, February 23, 2024**.

Any addendums, if necessary, will be published on the RSD17 website, under the "District" tab, then Bids/Requests for Proposals, and State of CT/DAS site by **Friday, February 23, 2024**.

Proposals must be received in hard-copy format by the RSD17 Central Office, 57 Little City Road, Higganum, CT 06441 no later than **12:00 PM on Thursday, February 29, 2024**. Proposals will be opened in the main office/reception area and names of respondents will be publicly read aloud at that time. ***If attending, access to the building via the front door will only be granted from 11:45 AM through 12:00 PM sharp.***



REQUEST FOR PROPOSALS INSTRUCTIONS AND REQUIREMENTS

These instructions and requirements are standard for all Request for Proposals (RFP) issued by Regional School District #17 (RSD17). RSD17 may delete, supersede or modify any of these standard instructions for a particular Request for Proposals. The Request for Proposals package will describe additional or modified instructions if needed. "Respondent" is used in this document to describe any company or individual providing a proposal in response to this RFP.

1. Proposals must be signed by an authorized representative of the respondent with the authority to bind the respondent to the terms of the proposals and with the acknowledgment that the proposal is made with full knowledge of and agreement with the general specifications, conditions and requirements of this Request for Proposals.
2. Submit Proposal package in a sealed envelope marked with the respondent's name and address in the upper left-hand corner. Proposal number, name, opening date and opening time must be marked in the lower left-hand corner.
3. Proposals received later than date and time specified will not be considered. Amendments to, or withdrawals of, Proposals received later than the date and time set for Proposal opening will not be considered.
4. After the opening of the Proposal, no Proposal can be withdrawn for a period of ninety (90) days.
5. The right is reserved to purchase either by option or the total of options indicated, split awards and act as it seems in the best interest of RSD17.
6. It is the respondent's responsibility to check the RSD17 website AND the State DAS website for changes to the Request for Proposals prior to the Proposal opening. The respondent will be held to the Proposal as submitted, the terms and conditions in the Request for Proposal Package, inclusive of all addenda.
7. RSD17 does not illegally discriminate on the basis of sex, sexual orientation, race, religion, national origin, color, creed, ancestry, age, gender (including pregnancy, childbirth and related medical conditions), gender identity or gender expression (including transgender status), marital status, familial status, military service and veteran status, physical or mental disability, protected medical condition as defined by applicable state or local law, genetic information, or any other characteristic protected by applicable federal, state, or local laws and ordinances.
8. RSD17 reserves the right to waive any formalities in Proposals received; to reject any and all Proposals, to waive technical defects and to make such award, including

accepting a Proposal, although not necessarily the lowest cost Proposal, as it deems to be in the best interest of RSD17.

9. RSD17 may withhold acceptances of work and payment thereof when it is determined that said work or materials do not meet the specified requirements. Payment will not be made until corrections are made which are acceptable to the RSD17 officials and/or their authorized agents.
10. RSD17 may make such investigation as deemed necessary to determine the ability of the respondent to fully perform all contractual duties. The respondent shall furnish RSD17 with all such information and data including references of similar projects conducted for other school systems as may be required for that purpose. RSD17 reserves the right to reject any Proposal if the respondent fails to satisfactorily convince the RSD17 that he/she is properly qualified by experience and has the facilities to carry out the obligations of the contract or request for Proposal Requirements. Conditional proposals will not be accepted.
11. Specifications cannot be relieved by anyone other than an assigned agent for RSD17. All changes must be in writing, signed by agent.
12. The successful respondent will be required to provide proof of insurance as outlined in the "Indemnification and Insurance Requirements for Construction, Professional, or Labor Services" form included with the Request for Proposals and submit a signed and notarized copy of the Indemnification section on of the form. No modifications may be made to the Indemnification form.
13. All prices must be F.O.B. delivered unless otherwise specified.
14. RSD17 will not award any work to any company or individual who owes delinquent tax to the Towns of Haddam or Killingworth. Respondents certify by virtue of their signature on the Pricing sheet that neither the respondent nor any business or corporation which the respondent owns an interest in is delinquent in tax obligations to the Town. Verification will be made prior to award.
15. If this RFP is for on-call services or solicits pricing for multiple years, the terms of this RFP or any resultant award or contract shall apply for at least three (3) full fiscal years (7/1 to 6/30) unless otherwise specified in this RFP. If mutually agreed between RSD17 and the respondent, the term may be extended under the same terms and conditions for two (2) additional twelve-month periods.
16. Any contract or agreement entered into as a result of this RFP process that spans multiple fiscal years shall contain the following "funding out" or "non-appropriation" clause:
Regional School District #17 (RSD17) reserves the right to terminate this agreement/contract, without penalty, at the end of each fiscal year in the event a funding source relied upon to pay the cost of the agreement/contract does not contain an allocation for the services and/or products contained in this agreement/contract. RSD17 will provide notice of termination at least sixty (60) days prior to the end of the fiscal year.



INDEMNIFICATION AND INSURANCE REQUIREMENTS FOR CONSTRUCTION, PROFESSIONAL OR LABOR SERVICES

A. INDEMNIFICATION

BIDDERS AND PROPOSERS ARE REQUIRED TO AGREE TO THE FOLLOWING INDEMNIFICATION LANGUAGE BY NOTARIZING BELOW

To the fullest extent permitted by law, THE AWARDED BIDDER/PROPOSER agrees on behalf of itself and its successors and assigns, covenants and agrees at its sole cost and expense, to protect, defend, indemnify, release and hold Regional School District #17, Town of Haddam, Town of Killingworth, its agents, servants, officials, employees, volunteers and members of its boards and commissions (Collectively the "RSD17"), harmless from and against any and all Losses (defined below) imposed upon or incurred by or asserted against RSD17 by reason of bodily injury, personal injury, death, or property damage of whatsoever kind or nature, to any individuals or parties (including, but not limited to RSD17, the Awarded Bidder/Proposer, or any other third party) arising out of or resulting from, or alleged to arise out of or arise from Awarded Bidder's/Proposer's performance of its work under the contract, but only to the extent such Losses are attributable to the negligent or intentional act, error or omission of the Awarded Bidder/Proposer or any person or organization employed or engaged by Awarded Bidder/Proposer to perform all or any part of the contract. The term "Losses" includes any losses, damages, costs, fees, expenses, claims, suits, judgments, awards, liabilities (including, but not limited to, strict liabilities), obligations, debts, fines, penalties, charges, amounts paid in settlement, foreseeable and unforeseeable consequential damages, litigation costs, attorneys' fees, expert's fees, and investigation costs, of whatever kind or nature, and whether or not incurred in connection with any judicial or administrative proceedings, actions, claims, suits, judgments or awards.

Upon written request by RSD17, the Awarded Bidder/Proposer shall defend and provide legal representation to RSD17 with respect to any of the matters referenced above. Notwithstanding the foregoing, RSD17 may, in its sole and absolute discretion, engage its own attorneys and other professionals to defend or assist it with respect to such matters and, at the option of RSD17, its attorneys shall control the resolution of such matters. Upon demand, the Awarded Bidder/Proposer shall pay or, in the sole and absolute discretion of the RSD17, reimburse, the RSD17 for the payment of reasonable fees and disbursements of attorneys and other professionals in connection with this contract.

RSD17 WILL NOT AGREE TO INDEMNIFY THE AWARDED BIDDER/PROPOSER; SUBCONTRACTOR(S); OR INDEPENDENT CONTRACTOR(S)

STATE OF CONNECTICUT

COUNTY OF:

Signature _____

Name: _____

Company Name: _____

SEAL HERE:

Address: _____

Date: _____

Subscribes and Sworn to before me on this _____ day of _____, 20__

Notary Pubic _____

Regional School District #17

INDEMNIFICATION AND INSURANCE REQUIREMENTS FOR
CONSTRUCTION, PROFESSIONAL OR LABOR SERVICES
(cont'd)

B. INSURANCE

NOTE: CERTIFICATE OF INSURANCE WILL BE REQUIRED UPON AWARD AND PRIOR TO START OF WORK OR ISSUANCE OF PURCHASE ORDER

1. GENERAL REQUIREMENTS

The AWARDED BIDDER/PROPOSER shall be responsible for maintaining insurance coverage in force for the life of this contract of the kinds and adequate amounts to secure all of the AWARDED BIDDER/PROPOSER'S obligations under this contract with an insurance company(ies) with an AM Best Rating of A-VII or better licensed to write such insurance in the State of Connecticut and acceptable to Regional School District #17 (RSD17) Additional Insured: Regional School District #17, the Town of Haddam and the Town of Killingworth, its officials, employees, volunteers, boards and commissions must be included as an Additional Insured on the AWARDED BIDDER/PROPOSER'S Insurance Policies (except Workers' Compensation and Professional Errors & Omissions). Evidence of this must be provided upon inception of this contract and upon renewal of insurance by the AWARDED BIDDER/PROPOSER to the Board and Town of East Hartford in the form of language on a Certificate of Insurance as well as a policy endorsement.

The AWARDED BIDDER/PROPOSER shall provide RSD17 with a Certificate(s) of Insurance signed by an authorized representative of the insurance company(ies) prior to the performance of this contract describing the coverage and providing that the insurer shall give RSD17 written notice at least thirty (30) days in advance of any termination, expiration, or any and all changes in coverage. Such insurance or renewals or replacements thereof shall remain in force during the AWARDED BIDDER/PROPOSER'S responsibility under this contract. Failure to provide or maintain any of the insurance coverage required herein shall constitute a breach of the Contract.

2. SPECIFIC REQUIREMENTS:

a) Commercial General Liability Insurance

The AWARDED BIDDER/PROPOSER shall carry Commercial General Liability Insurance (broad form coverage) insuring against claims for bodily injury, property damage, personal injury and advertising injury that shall be no less comprehensive and no more restrictive than the coverage provided by Insurance Services Office (ISO) form for Commercial General (CG 0001 04/2013). By its terms or appropriate endorsements such insurance shall include the following coverage, to wit: Bodily Injury, Property Damage, Fire Legal Liability (not less than the replacement value of the portion of the premises occupied), Personal & Advertising Injury, Blanket Contractual, Independent Contractor's, Premises Operations, Products and Completed Operations (for a minimum of two (2) years following Final Completion of the Project). Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.

Type of Coverage:	Occurrence Basis
Minimum Amount of Coverage:	\$1,000,000 per occurrence
	\$2,000,000 aggregate
Policy Period:	Annual Policy

Regional School District #17

INDEMNIFICATION AND INSURANCE REQUIREMENTS FOR
CONSTRUCTION, PROFESSIONAL OR LABOR SERVICES
(cont'd)

b) Workers' Compensation and Employer's Liability Insurance

The AWARDED BIDDER/PROPOSER shall provide Statutory Workers' Compensation Insurance as required by the State of Connecticut, including Employer's Liability.

Amount of Coverage: Coverage A:	Statutory
Coverage B (Employer Liability):	\$500,000 Each Accident
	\$500,000 Disease, Policy Limit
	\$500,000 Disease, Each Employee

c) Commercial Automobile Liability Insurance

The AWARDED BIDDER/PROPOSER shall carry Commercial Automobile Liability Insurance insuring against claims for bodily injury and property damage and covering the ownership, maintenance or use of any auto or all owned/leased and non-owned and hired vehicles used in the performance of the Work, both on and off the Project Site, including loading and unloading. The coverage should be provided by Insurance Services Office form for Commercial Auto Coverage (CA CA0001 10/2013) or equivalent. "Auto" (symbol 1 or equivalent) is required. Any deviations from the standard unendorsed form will be noted on the Certificate of Insurance.

Type of Coverage:	Occurrence Basis
Minimum Amount of Coverage:	\$1,000,000 combined single limit
Policy Period:	Annual Policy

d) Umbrella Liability Insurance

The AWARDED BIDDER/Proposer shall carry an umbrella liability insurance policy of **\$5,000,000**.

3. PROFESSIONAL SERVICE CONTRACTOR REQUIRMENTS

(e.g., Architects, Engineers, et al.)

The AWARDED BIDDER/PROPOSER shall carry Errors & Omissions coverage in the **minimum** amount \$1,000,000 per claim/\$1,000,000 annual aggregate for all professional services contracts. If the insurance coverage is written on a Claims-Made basis, an extended reporting period of at least 3 years after substantial completion of the project is required. Increased coverage limits may be required based on the scope, price and duration of the work to be performed. Regional School District #17 will inform the **AWARDED BIDDER/PROPOSER** as to the required limits for this insurance as soon as practicable, and has sole discretion of the limits to be required.

Regional School District #17

INDEMNIFICATION AND INSURANCE REQUIREMENTS FOR
CONSTRUCTION, PROFESSIONAL OR LABOR SERVICES
(cont'd)

4. SUBCONTRACTOR REQUIREMENTS:

The AWARDED BIDDER/PROPOSER shall require all subcontractors and independent contractors to carry the coverages set forth in section B. INSURANCE and will obtain appropriate Certificates of Insurance before the subcontractors and independent contractors are permitted to begin work.

The AWARDED BIDDER/PROPOSER shall require that Regional School District #17, the Town of Haddam, and the Town of Killingworth, its officials, employees, volunteers, boards and commissions be included as an Additional Insured on all subcontractors and independent contractors' insurance (except Workers' Compensation and Professional Errors & Omissions) before permitted to begin work.

The AWARDED BIDDER/PROPOSER and all subcontractors and independent contractors and their insurers shall waive all rights of subrogation against Regional School District #17, the Town of Haddam, and the Town of Killingworth, and its officers, agents, servants and employees for losses arising from work performed by each on this contract.

REGIONAL SCHOOL DISTRICT #17 RESERVES THE RIGHT TO AMEND THE AMOUNTS OF COVERAGE REQUIRED AND TYPE OF COVERAGE PROVIDED BASED ON THE FINAL AGREED UPON SCOPE OF SERVICES



AFFIRMATIVE ACTION / EQUAL OPPORTUNITY POLICY STATEMENT

Regional School District #17 is an Equal Opportunity Employer and will not transact business with firms that are not in compliance with all Federal and State Statutes and Executive Orders pertaining to non-discrimination.

This form is required to be filled in (enter company name above lines below), signed and returned with any Invitation to Bid, Request for Proposal, or other public solicitation document in order to transact any business with Regional School District #17 .

_____ will not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination) on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, alienage, ancestry, disability (including pregnancy), genetic information, veteran status or gender identity or expression, except in the case of a bona fide occupational qualification.

It is the policy of _____ that any form of discrimination or harassment on the basis of race, religion, color, national origin, alienage, sex, sexual orientation, marital status, age, disability (including pregnancy), genetic information, veteran status or gender identity or expression, or any other basis prohibited by state or federal law is prohibited.

_____ will also take affirmative action as called for by applicable laws and Executive Orders to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities.

_____ will remain in full compliance with the above while under contract with or performing work for Regional School District #17 .

Signed

Name/Title of Company Officer

Date

Business Address

Phone



Jeffrey Wihbey
Superintendent of Schools

Benjamin P. Whittaker
Director-Finance & Operations

Request For Proposals #24-1111 Copier Equipment Services

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Address Proposals as follows:

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Background

Regional School District #17 (RSD17) is seeking a vendor to provide multi-function copier equipment for offices and locations throughout the RSD17 portfolio (4 sites) to meet the needs of RSD17 faculty, staff and students. This will require a full line of capabilities (depending on the site), including but not limited to:

- High capacity printing
- Color printing
- Network scanning/e-mailing
- Copier reporting systems
- Charge back/user tracking for approximately 2,000 users (this would include staff and students on 1:1 devices)
- Card/fob swipe for access
- Charge per copy systems
- Finishing systems (sorting, collating, stapling, etc.)
- Fax
- Active Directory / LDAP Integration
- Printer Driver Compatibility with Mac / Windows
- Secure Print / Print Routing
- 2 - 3 Hole Punch
- System Monitoring for Toner and other supplies
- Energy Star Compliance / Energy Efficiency

Required Services / Scope of Work

- RSD17 currently utilizes a copier lease with an all-inclusive pay-per-copy system that expires June 30, 2024. All existing equipment will be removed by the current vendor on the expiration date and replaced with new equipment utilizing this RFP.
- RSD17 is seeking a monthly equipment lease plus an all-inclusive pay per copy program from potential vendors utilizing all new equipment comparable to existing equipment in the existing locations as listed in Appendix B.
- Per copy rate pricing is to include the following; all maintenance (including preventative), supplies (with the exception of paper), parts, labor, travel, and training.
- Vendor is to provide a user training session at each site within 1 week of installation of new equipment.
- All equipment should be staged for installation by July 1, 2024 and fully operational by July 8, 2024. Vendor will work with RSD17 IT technicians in advanced of the staging to ensure network compatibility during the installation week. RSD17 IT will accompany technicians during their installation to ensure a smooth transition.
- Vendor is to provide RSD17 with a dedicated account management professional to coordinate with an RSD17 centralized point of contact for contract-level concerns, but vendor is expected to coordinate directly with 1 or 2 RSD17 representatives at each site for daily account needs.
- If a copier is out of service, the contracted vendor must provide a technician on site within 2 business days to return the copier to working order. If the copier cannot be returned to working order within 2 business days from the service visit, a comparable machine must be temporarily installed no later than 4 business days from the initial call for service until the original machine is returned to service.

Proposals

Respondents must provide the following in their response to this RFP:

1. General information and company history
2. Explain how your proposal will meet the needs of RDS17
3. Completed "Project References" Form
4. Pricing submitted using "[Appendix A- Pricing](#)"
5. Completed required submittal forms as outlined in this Request for Proposals

Other Considerations

- Contractor must maintain an operational facility or staffed field office in Connecticut, within 60 miles of the RSD17 Central Office at 57 Little City Road, Higganum, CT 06441.
- Reference the detailed listing of existing copiers in Appendix B and the usage data in Appendix C. Historical account data is for reference only and is not indicative of future needs.
- If refurbished equipment is installed in lieu of brand-new equipment, proof of full refurbishment from the manufacturer must be supplied and approved by RSD17 prior to installation.
- Repairs & maintenance that are the responsibility of the end user versus vendor's technician-supplied repairs & maintenance are to be specified in the proposal.
- Supplies, such as toner cartridges, are to be delivered within 48 hours after order.
- Only authorized RSD17 personnel can request for copiers to be relocated.
- All equipment is to remain in the RSD17 portfolio for the duration of the contract term.
- Provided equipment must be compatible with existing electrical requirements, including voltage, amperage, and plug style.
- The current RSD17 Portfolio consists of (4) school campuses totaling 610,096 square feet: HK High School, HK Intermediate/Middle School, Burr Elementary School, and Killingworth Elementary School, and the district has approximately 350 employees serving approximately 1,800 students.
- Resultant contract is expected to be for (3) full fiscal years (7/1/2024-6/30/27) with the option of (2) one-year renewals.
- RSD17 is exempt from Connecticut Sales Tax. Do not include sales tax in any pricing submitted.

Selection Process

Firm will be selected based on overall quality of the firm's RFP response and applicability to the needs of RSD17, relevance of experience, strength of references, and pricing. RSD17 may select firms to attend in-person interviews to determine the best fit between the firm and the needs of the RSD17.

REFERENCES

In the interest of securing competent vendors, RSD17 requires that references are provided with your Proposal. Failure to provide this information may disqualify your firm from consideration

Please provide three references for school districts or multi-site commercial clients within the state of Connecticut of a similar size to RSD17 to whom your firm **currently** provides copier equipment and services.

Customer #1

District Name: _____
Company Contact Name/Phone Number/E-Mail: _____
Service Term: _____

Description of Services / Brief History of Business Relationship:

Customer #2

District Name: _____
Company Contact Name/Phone Number/E-Mail: _____
Service Term: _____

Description of Services / Brief History of Business Relationship:

Customer #3

Company Name: _____
Customer Contact Name/Phone Number/E-Mail: _____
Service Term: _____

Description of Services / Brief History of Business Relationship:

Appendix A- Pricing

**Request for Proposals #24-1111
Copier Equipment and Services**

1. Monthly Equipment Lease (fixed for 3-year base contract term)=\$_____/month

2. Cost per Copy- Including all maintenance (including preventative), supplies (with the exception of paper), parts, labor, travel, and training
 - a. Black & White = \$ _____
 - b. Color = \$ _____

3. If applicable, state any other pricing-related terms

SUBMITTED BY:

Vendor Contact Person

Written signature Title

Address

Telephone#

Email Date

Tax Collector verification: _____
No delinquent taxes owed by the awarded bidder to the Towns of Haddam or Killingworth

Appendix B**RSD17 Current Copier Equipment List****Request for Proposals # 24-1111
Copier Equipment and Services**

<u>School</u>	<u>Location</u>	<u>Current Model (Toshiba)</u>	<u>BW/Color</u>
<u>HKIMS</u>	Main Office MS	7518A	BW
	Main Office IS	6518A	BW
	4th and 5th Grade	6518A	BW
	6th Grade	6518A	BW
	7th Grade	6518A	BW
	8th Grade	6518A	BW
	Media Center	3515AC	Color
<u>HKHS</u>	Main Office	7518A	BW
	English Office	7518A	BW
	Science Office	7518A	BW
	Math Office	7518A	BW
	Media Center	7518A	BW
	HKHS Pupil Services	7518A	BW
	Guidance	6518A	BW
	Graphics Lab	5516ACT	Color
<u>KES</u>	Main Office	3515AC	Color
	Copy Room	7518A	BW
<u>BES</u>	Main Office	3515AC	Color
	Media Center	7518A	BW
<u>Central Office</u>	Pupil Services	4518A	BW
	Copy Room	6516ACT	Color

Appendix C**Copier Usage Data****Request for Proposals # 24-1111
Copier Equipment and Services**

<u>School</u>	<u>Location</u>	<u>Current Model (Toshiba)</u>	<u>Copy / Print Count 2023 Year (BW / COLOR)</u>
<u>HKIMS</u>	Main Office MS	7518A	184668
	Main Office IS	6518A	247919
	4th and 5th Grade	6518A	408812
	6th Grade	6518A	329057
	7th Grade	6518A	361955
	8th Grade	6518A	431864
	Media Center	3515AC	142608 / 132200
<u>HKHS</u>	Main Office	7518A	73836
	English Office	7518A	252567
	Science Office	7518A	297603
	Math Office	7518A	666261
	Media Center	6518A	38838
	HKHS Pupil Services	7518A	50134
	Guidance	4518A	63964
	Graphics Lab	5516ACT	59784 / 80295
<u>KES</u>	Main Office	3515AC	100056 / 138365
	Copy Room	7518A	570022
<u>BES</u>	Main Office	3515AC	174628 / 84830
	Media Center	7518A	517566
<u>Central Office</u>	Pupil Services	4518A	84783
	Copy Room	6516ACT	82705 / 67419

Appendix D

NON-COLLUSION/NON-CONFLICT AFFIDAVIT OF RESPONDENTS

**Request for Proposals # 24-1111
Copier Equipment and Services**

The undersigned Proposer, having fully informed themselves regarding the accuracy of the statements made herein certifies that:

The Request for Proposal has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other proposer designed to limit independent responses or competition, and no Board of Education member nor any East Hartford Public Schools employee or person whose salary is payable in whole or in part from the East Hartford Public Schools, the Town of East Hartford, nor an immediate family member thereof, is directly or indirectly interested in the Request for Proposal, or in the services, supplies, materials, equipment, work, or labor to which it relates, or in any profits thereof.

State of Connecticut S.S.

County of _____

Subscribed and sworn before me this ____ day of _____, 20____

Legal Name of Respondent: _____

Business Name: _____

Business Address: _____

Signature and Title of Person

Notary Public

My Commission Expires _____
Date