

MANSFIELD PUBLIC SCHOOLS

REQUEST FOR QUOTE (RFQ)

HP COLOR LASERJET ENTERPRIZE M553N PRINTER

DUE DATE: 9:00 AM EST on AUGUST 6, 2015

SUBMISSION/CONTACT ADDRESS

Mansfield Public Schools
Attn: Tom Pomeroy
PomeroyTE@mansfieldct.org

Quotes will be accepted in electronic format.

Summary

The Mansfield Public Schools are seeking HP Color LaserJet Enterprise M553n printers for use in our elementary school classrooms with students.

Core Specifications

The quote must include the following:

- HP Color LaserJet Enterprise M553n (Quantity: 16)

Delivery requirements:

- Quantity 6 delivered to Goodwin Elementary School, 321 Hunting Lodge Road, Storrs, CT 06268
- Quantity 5 delivered to Southeast Elementary School, 134 Warrenville Road, Mansfield Center, CT 06250
- Quantity 5 delivered to Vinton Elementary School, 306 Stafford Road, Mansfield Center, CT 06250

Proposal Submission Requirements

Quotes will be accepted in electronic format only. If there are any additional costs for shipping or otherwise, it should be listed on the quote. Vendors may use a format of their own choosing for the quote. The quote can be submitted to Tom Pomeroy at PomeroyTE@mansfieldct.org. Questions about the process should be directed to PomeroyTE@mansfieldct.org.

Selection Process

Pricing is the driving factor in the selection process, however it is not the only factor as the District will consider the vendor's ability to fulfill this product request. The District reserves the right to reject any or all submissions, to select an applicant in a manner that is advantageous to the District,

and to waive all formalities in the bidding. The vendor is responsible for submitting a quote for consideration in a timely manner. The District reserves the right to request additional information from the vendor and if necessary for additional information the District can extend the due date.

The District does not expressly state or imply any obligation to reimburse responding applicants for any expenses incurred in preparing submissions in response to this request. The selected firm is expected to meet any relevant state and federal legal requirements. The District is an equal opportunity employer.