



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

BID No. 2009-071

Issued : August 28, 2009

Subject : Booklet Maker / Collator

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 September 16, 2009, 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Any bid may be withdrawn prior to the above-scheduled time for receiving bids or authorized postponement thereof.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:

All proposals must be addressed to the attention of the Purchasing Agent, in a sealed envelope with bid subject and number on the face thereof. **THREE COPIES**. Proposals may be mailed or submitted in person. **FAXED PROPOSALS ARE NOT ACCEPTED.**

C. CONDITIONS:

Bidders must state specifically what equipment they propose to supply, giving manufacturer's name, model number, etc. A detailed description should accompany your bid. Any exceptions to Town Specifications should be listed in your bid response.

Bid Surety:

A Bid Surety is not required for this bid.

The following information should also be covered in your bid:

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.

Delivery: Please state as accurately as possible how long it will take to complete delivery after receipt of order, if you are the successful bidder.

Warranty: All proposals must state the exact nature and duration of any warranty applicable to the equipment you propose to sell to the Town.

Taxes: The Town of Stratford is exempt from all State and Federal taxes. Do not include these amounts in your quotation.

F.O.B. Destination: Prices quoted shall be **NET-DELIVERED DESTINATION**. Bids quoting other than F.O.B. Destination may be rejected.

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.

Required Specifications for Booklet Maker/Collator

Collator:

- 10 Bin tower
- Capacity to handle 11" x 17" sheets
- Must be able to handle 90 lb. cover stock
- Must be able to handle 16 lb. NCR paper
- Minimum 1300 sets/hour on-line speed

Booklet Maker:

- 22 Sheet capacity
- Capacity to handle 11" x 17" sheets
- 2 stapler heads
- Side and back jogging

Bid must include all interfaces, ramps and stands necessary for the machine combination to be fully operational as purchased. Freight charges and any necessary set-up charges should also be included.

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Booklet Maker / Collator

BID SHEET

Bid price for Booklet Maker / Collator and all interfaces, ramps and stands per specifications:

\$ _____

Warranty : _____

You must include all specifications for all equipment supplied.

Company Name: _____

Address: _____

Phone: _____

Name: _____ Title: _____

Authorized Signature: _____ Date: _____