

**LEGAL NOTICE
INVITATION FOR BID
MANCHESTER PUBLIC SCHOOLS
TOWN OF MANCHESTER, CONNECTICUT**

The Manchester Board of Education will receive sealed bids in the Office of the Assistant Superintendent, Finance and Management, 45 North School Street, Manchester, Connecticut 06042 on the date and time listed below for the following:

BID #016-009: SURPLUS EQUIPMENT

Bids will be accepted until Tuesday, February 23, 2016, at 2:00 p.m.

A list of Surplus Equipment and bid forms are available on our website www.mpspride.org or in the office of the Assistant Superintendent for Finance and Management, 45 North School Street, Manchester, Connecticut 06042 during regular office hours between 8:00 a.m. and 4:00 p.m. or by calling (860) 647-3445.

Equipment may be viewed, by appointment only, on Tuesday, February 16, 2016. Please call 860-647-3511 to set your appointment.

Manchester Public Schools is an equal opportunity employer and requires affirmative action policy for all of its contractors and vendors as a condition of doing business with the school district, as per Federal Order 11246.

Patricia F. Brooks
Assistant Superintendent
Finance and Management
Manchester Public Schools

INSTRUCTIONS TO BIDDERS

These instructions are standard for all Surplus Equipment bids issued by Manchester Public Schools, Manchester, CT. Manchester Public Schools (MPS) may delete, supersede or modify any of these standard instructions for a particular bid.

1.0 No bid may be withdrawn for a period of thirty (30) days following the opening of the bids without consent of MPS.

1.1 Attached is a listing of surplus equipment. Equipment may be viewed at the following locations:

- **Waddell Elementary School, 163 Broad Street, Manchester CT**
- **Greene Moving and Storage, 185 Adams Street, Manchester CT**
- **Verplanck Elementary School, 126 Olcott Street, Manchester CT**
- **Bennet Academy, 1151 Main Street, Manchester CT**

A copy of the surplus equipment list is available on our website www.mpspride.org and from the Office of the Assistant Superintendent, Finance and Management, 45 North School Street, Manchester, CT. Office hours are 8:00 a.m. to 4:00 p.m. Monday through Friday.

1.2 All equipment sold as is. Equipment must be removed from site within five (5) business days of bid award at the bidder's expense.

1.3 Bidders may bid on a single piece of equipment, all equipment located at one site or all the surplus equipment as a unit.

1.4 A signed and submitted bid response form confirms that the bidder has full knowledge of the general specifications, conditions and requirements of this bid.

1.5 Sealed bids should be addressed to: Office of the Assistant Superintendent, Finance and Management, 45 North School Street, Manchester, CT 06042. Clearly mark the envelope with the title of the bid, bid number, date and time of opening as shown on the "Invitation to Bid – Surplus Equipment".

1.6 Bids received after the date and time specified will not be considered. Amendments to or withdrawals of bids received after the date and time set for bid opening will not be considered.

1.7 Bidders may be present at the opening of bids.

1.8 The bidder shall insert the price per stated unit and extend a total price for each item. In the event there is a discrepancy between the unit price and the extension, the unit price will govern.

- 1.9 MPS is not responsible for injuries of prospective bidders when inspecting surplus equipment.
- 1.10 MPS reserves the right to reject any and all bids, to waive technical defects and to make such awards by item or total as may be in the best interest of MPS. If a bidder desires to bid on an “all or nothing” basis, bidder shall so indicate on the bid schedule. When an “all or nothing” bid is submitted, the bidder must bid on every item on the Surplus Equipment Schedule.
- 1.11 Inquiries concerning this bid should be directed to the Office of the Assistant Superintendent, Finance and Management, 45 North School Street, Manchester, CT 06042. Telephone: 860-647-3445.
- 1.12 Successful bidders will be notified within five working days of the bid opening. Prior to removing surplus equipment, bidders must submit cash, money order or certified check payable to Manchester Public Schools for the total amount of bid. Personal checks will not be accepted.

MANCHESTER PUBLIC SCHOOLS
Bid #016-009 Surplus Equipment Bid
Bid Response Form

BIDDER NAME: _____ **PHONE #:** _____

ITEM #	QUANTITY	ITEM DESCRIPTION	BRAND	SERIAL NUMBER	BID AMOUNT

Submitted and signed by: _____ Date: _____

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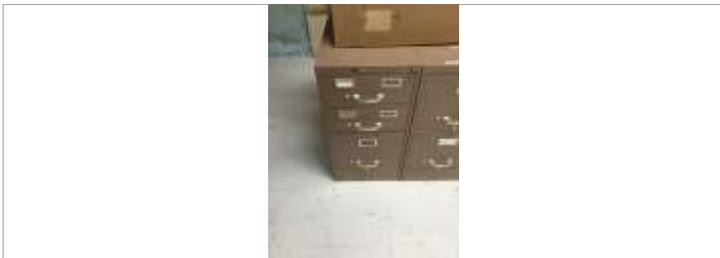


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