



INVITATION TO BID

The Community Renewal Team, Inc. (CRT) is requesting quote proposals from qualified vendors for the replacement of its existing fleet of Copy/Print/Scan Multi-Function Devices (MFD).

A mandatory virtual pre-bid meeting will be held on Thursday, May 15, 2025, at 2:00pm. To RSVP for the meeting please email Jeanette Dunbar, Purchasing Manager at dunbarj@crtct.org no later than Monday, May 12, 2025, by 3pm. Meeting invitations and instructions will be emailed to all participants by Wednesday, May 14, 2025, by 3pm.

INTRODUCTION:

The fiduciary procedure for securing quotes follows Community Renewal Team, Inc. (CRT) Request for Quotation (RFQ) guidelines. Local firms found available for the work, including those with a work history with CRT, are contacted for work detail and cost statements.

ORGANIZATIONAL PURPOSE:

CRT's overall purpose is to prepare communities to meet life's challenges. CRT was founded in 1963 as an anti-poverty agency serving people and families throughout the Connecticut River Valley. Early Care & Education, Meals on Wheels, alternatives to incarceration, supportive housing and shelter, and many other CRT programs give people the skills and the resources to become self-sufficient and to thrive. In 1999, the Community Renewal Team of Greater Hartford Inc. merged with Community Action for Greater Middlesex County to form CRT. CRT now runs major programs in several Connecticut towns, including Meals on Wheels, Early Childcare & Education, Energy Assistance, nutrition, Veteran, Senior and Youth services.

PROJECT PURPOSE:

The Community Renewal Team, Inc. (CRT) is requesting quote proposals from qualified vendors for the replacement of its existing fleet of Copy/Print/Scan Multi-Function Devices (MFD). The existing fleet consists of 35 MFD units deployed throughout 14 different CRT locations. The existing fleet consists of the following devices:

Existing MFD Fleet (Make/Model)	Existing Number of Units in Fleet
Smaller Multi-Function Devices	
Canon ICXMF1238	3
Larger Multi-Function Devices	
Canon imageRUNNER ADVANCE 525iFZ III	8
Canon imageRUNNER ADVANCE DX 4745i	15

Canon imageRUNNER ADVANCE DX 6765i	2
Canon imageRUNNER DX 4725I	4
Canon imageRUNNER ADVANCE C568/478	1
Canon ImageRunner 4945i	1
Canon ImageRunner DX527iF	1
Total Units in Fleet	35

Price quotations will include multi-function networked copier/print devices within a lease plan that includes:

- Price quotations for equipment replacing the above devices;
- All models should copy, print, scan, fax & staple; ○ Scanning functionality should include “scan to email” capability
- Same models for all printers
- Cloud-based, “follow me”, or “secure” print & scan capability for each device;
 - “Follow me” features to be available throughout all CRT locations
 - Cloud-based system to include On-site support for 36 months
 - Functionality for visitor/guest printing
- Ability to scan to OneDrive, SharePoint or Network Drives
- Real time reporting capabilities for detailed usage tracking;
- HID Card badge readers for each machine (Quote to include card readers for each MFD device);
- On-site service including all service, parts, labor, toner & staples. All parts, toner, & any supplies related to service are original equipment manufacturer (OEM);
- Zero copy commitment, monthly billed;
- All pricing, including cost per copy rates, will be fixed for 36 months;
- Delivery, installation and onsite training included;
- Detailed invoice by location; with Net 30 days payment terms;
- Late charge exempt;
- Return costs for all existing units;
- Free moves for 36 months within CT;
- M-F, helpdesk, including support until 8:00 PM;
- Delivery on or before July 1, 2025;
- Community Renewal Team, Inc. is exempt from taxes;
- No hidden fees, including but not limited to Property Tax, all additional charges should be upfront and perfectly justified;
- We request that printers be replaced with new ones if needing continuous repairs.

The intent of this request is to obtain the best value for Copier/MFD Fleet Management from qualified vendors to acquire a lease program with stated minimum specification criteria, services and support.

INSTRUCTIONS TO BIDDER:

Questions will be accepted up until **Wednesday, May 21, 2025 at 1:00pm**, by emailing Jeanette Dunbar at dunbarj@crtct.org, the subject line must read "CRT RFQ MFD 2025" and all questions will be answered and posted via addendum by **Friday, May 23, 2025 at 3:00pm**.

Proposals will be accepted by electronic mail in PDF format to crt-bids@crtct.org. The subject line must read "CRT RFQ MFD 2025" however no responsibility will be attached to any person or persons for the non-receipt of a proposal submitted by electronic mail due to spam, incorrect email address, or any other like circumstance. All proposals must be received by **Friday, May 30th, 2025 - 12: 00p.m. (noon)** and the subject line of the email should reference the RFQ title, "CRT RFQ MFD 2025".

Late submissions will not be accepted – no exceptions.

PROPOSAL COMPLIANCE:

- CRT shall be the sole judge as to whether any and all bids comply with these specifications, and as such, a decision shall be final and conclusive. Bidders shall state in their bid any exceptions taken to the Bid specifications.
- All terms and conditions of this bid will be incorporated into any subsequent contract between CRT and the bidder. If the bid and contract are found to be in conflict, these terms and conditions shall prevail.
- CRT reserves the right to change quantities. Bidders agree to accommodate reasonable variations above and below bid quantities.

RIGHT OF REJECTION:

- This is not an offer to contract. Acceptance of a proposal neither commits CRT toward a contract to any bidder, even if all requirements stated in this bid are met, nor limits the right to negotiate in the best interest of CRT. CRT, in its sole and absolute discretion, reserves the right not to contract with any bidder for any reason.
- CRT also reserves the right, in its sole and absolute discretion, to accept or reject any and all bids in whole or in part, to waive any irregularity and/or informality in any bid and to request and receive additional information from any bidder when such acceptance, rejection, waiver or request as deemed by CRT to be in the best interest of CRT.
- The Chief Financial Officer, their designee, or Department Head may reject or accept any and all bids in whole or in part or to waive any informality in bids received if in their opinion, it is deemed in the best interest of the organization to do so.

METHOD OF AWARD:

- Bids will be awarded to the most responsible, responsive and qualified bidder as determined by CRT.
- CRT reserves the right to split the Bid Award if it is in the organization's best interest.
- The delivery date shall be a factor considered in awarding a Contract and may result in an award offered to a vendor other than the low bidder.
- Until a contract has been executed, no vendor can claim any contract rights by virtue of the receipt of the notice of acceptance of proposal alone. Awarding of the contract shall mean that a contract agreement has been executed by both the accepted vendor and CRT.
- In the event that there is a discrepancy between price written in words and in figures, the price written in words shall govern.

FAMILIARITY WITH LAWS, SITE CONDITIONS AND DOCUMENTS:

Each bidder is required to be familiar with and to comply with the terms and conditions of the specifications and all other contract documents and with all Federal, State and Local Laws, Ordinances or Regulations which in any manner relate to the furnishing of the equipment, material or services in accordance with the Contract.

QUALIFICATIONS OF BIDDER:

CRT may make such investigations as it deems necessary to determine the ability of the bidder to perform the work. The bidder shall furnish to CRT all such information necessary to complete this investigation as the organization may request. CRT reserves the right to reject any or all bidders if the evidence submitted by or investigation of vendor, fails to satisfy CRT that such bidder is qualified to carry out the obligations of the contract and to the work contemplated therein.

ERRORS, INTERPRETATIONS AND ADDENDA:

All information given by CRT except by written addenda shall be informal and shall not be binding upon CRT nor shall it furnish a basis for legal action by any bidder against CRT.

VENDER QUALIFICATIONS:

At the time of award and throughout the contract period, the contractor must be a factory authorized distributor or an authorized dealership with factory trained service technicians, fully qualified to service all of the installed machines with genuine factory parts and supplies.

Where contractors are offering multiple brands or represent more than one manufacturer, CRT requires a statement from the respective manufacturer outlining the support that they will provide to the Contractor.

CRT may make such investigations as it deems necessary to determine the ability of the vendor to perform the work. The vendor shall furnish to CRT all such information necessary to complete this

investigation as the organization may request. Vendors failing to provide required information may be deemed non-responsive and their proposal may not be considered for award.

CRT reserves the right to reject any or all vendors if the evidence submitted by, or the investigation of vendor, fails to satisfy CRT that such vendor is qualified to carry out the obligations of the contract and to the work contemplated therein. CRT, at their discretion, will conduct vendor site visits for further evaluation.

Statement of Qualifications must include the following information:

- Organizational Structure & Resumes of Key Personnel.
- Company background including number of years in business and present capabilities of the firm to provide services in a timely manner.
- Total revenues and resources.
- Financial Institution managing the Financing.
- Description of representation and points of contact.
- Number & Tenure of technicians servicing the equipment in the proposed Hartford area.
- Description of training plan for CRT end users.
- Any additional information/qualifications relevant to this RFQ.
- Sample certificate of insurance.

Failure to submit all documents will disqualify the vendor.

CRT reserves the right to change the number of total units purchased from selected vendor based upon staff counts and number of physical locations in operation at time of purchase. CRT does not expect significant variation from existing counts provided, however, some variation (<15%) is expected.

DELIVERY, INSTALLATION, AND ASSEMBLY:

Delivery will be F.O.B. Destination to CRT locations.

Vendor will be responsible for equipment removal upon contract completion. Due to CRT being a nonprofit organization, should any CRT program/site lose funding, Vendor will be responsible for removal of equipment.

SERVICE AND SUPPORT REQUIREMENTS:

Average service response time for devices included in lease cannot exceed four (4) hours.

INSURANCE REQUIREMENTS:

The Contractor shall provide liability insurance and name "Community Renewal Team, 555 Windsor Street, Hartford, CT 06120" as *additional insured* on the Certificate of Insurance.

- Contractor shall provide a Certificate and other evidence of such insurance to CRT at the signing of the agreement and upon demand any time thereafter during the duration of this agreement in amounts acceptable to CRT not less than the following:

- General Liability (\$1,000,000 each occurrence/\$2,000,000 general aggregate);
- Automobile Liability (\$1,000,000 each accident);
- Umbrella Liability (\$3,000,000 each occurrence);
- Workers Compensation (\$1,000,000 each accident, \$1,000,000 each employee, \$1,000,000 disease policy limit).

DOCUMENTS TO BE SUBMITTED:

- Completed Bid Form (Attachment I): Name, address, phone number, and email address of firm/person(s) responsible for the project, if different from the Bid Form signatory
- Completed Bid Pricing Form (Attachment II)
- Completed Customer Reference Form (Attachment III)
- All documents outlined in Vendor Qualifications Page 5 (Attachment IV)
- Sample Certificate of Insurance

If the bidder finds any omissions, discrepancies or errors in the specifications or other Contract Documents or should she/he be in doubt as to the meaning of the specifications or other Contract Documents, she/he should immediately notify Jeanette Dunbar, Operations Project Coordinator, which may correct, amend or clarify such documents by a written interpretation or addendum. Jeanette Dunbar can be reached at dunabrj@crtct.org. No oral interpretations shall be made to any bidder and no oral statement of CRT or its agents shall be effective to modify any of the provisions of the Contract Documents.

Proposals will be accepted by electronic mail only to crt-bids@crtct.org; however no responsibility will be attached to any person or persons for the non-receipt of a proposal submitted by electronic mail due to spam, incorrect email address, or any other like circumstance. All proposals must be received by **Friday, May 30st, 2025 - 12: 00p.m. (noon) and the subject line of the email should reference the RFQ title, "CRT RFQ MFD 2025".**

Late submissions will not be accepted – no exceptions.

Questions regarding this RFQ can be submitted in writing to Jeanette Dunbar at dunbarj@crtct.org.

ATTACHMENT I – BID PROPOSAL AUTHORIZATION FORM

AUTHORIZATION AND EXECUTION OF BID

- I. The undersigned bidder, having fully informed themselves regarding the accuracy of the statements made herein, agrees to abide by the conditions set forth in the attached bid document, and certifies that:
 - a. The propose bid has been presented by the bidder independently and has been submitted without collusion and without any agreement, understanding, or planned common course of action designed to limit independent bidding or competition, with any other vendor of materials, supplies, equipment or services described in the invitation to bid.
 - b. The bidder has submitted this bid without collusion with CRT, any of its affiliated companies, or any employee thereof, and is unaware of any direct, personal pecuniary interest of any employee of CRT or any of its affiliated companies in the outcome of this bid.
 - c. The bidder has not communicated the contents of the bid to its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid, and will not be communicated to any such person prior to the official opening of the bid.
 - d. The bidder has not been debarred, suspended or excluded from any publicly-funded projects or programs.
 - e. The bidder has become familiar with and has agreed to comply with the terms and conditions of
 - f. the specifications and all other contract documents and with all Federal, State and Local Laws, Ordinances or Regulations which in any manner relate to the furnishing of the equipment, material or services in accordance with the Contract.
2. The undersigned bidder further certifies that this statement is executed for the purpose of inducing the Community Renewal Team, Inc. to consider the bid and make an award in accordance therewith.
3. Complete & Sign

Legal Name of Bidder	
Business Address	
Phone # & Email	
Print Name & Title of Authorized Agent	
Signature	

ATTACHMENT II – BID PRICING GRID

All quotations must include the following pricing:

Existing MFP Fleet (Make/Model)	Existing Number of Units in Fleet	Proposed Replacement Make	Proposed Replacement Model	36 Month FMV Cost	Color CPC	BW CPC
Canon ICXMF1238	5					
Canon imageRUNNER ADVANCE 525iFZ III	8					
Canon imageRUNNER ADVANCE DX 4745i	15					
Canon imageRUNNER ADVANCE DX 6765i	2					
Canon imageRUNNER ADVANCE DX C478	0					
Canon imageRUNNER DX 4725i	4					
Canon imageRUNNER ADVANCE C568/478	1					
Canon ImageRunner 4945i	1					
Canon ImageRunner DX527iF	1					

Total Cost in numbers: _____

Total Cost in words: _____

Note that above chart includes pricing for equipment, as well as cost per copy maintenance costs for both color and black & white.

Proposed replacement models to be of comparable specifications to existing fleet models.

Authorized Signature: _____

Title: _____

Date: _____

ATTACHMENT III – REFERENCE FORM

Reference #1:

Name of Company _____

Contact Name: _____

Address: _____

Email: _____

Description of work/project/products completed for or sold/lease to this customer:

Reference #2:

Name of Company _____

Contact Name: _____

Address: _____

Email: _____

Description of work/project/products completed for or sold/lease to this customer:

Reference #3:

Name of Company _____

Contact Name: _____

Address: _____

Email: _____

Description of work/project/products completed for or sold/lease to this customer:

ATTACHMENT IV – STATEMENT OF QUALIFICATIONS

Please complete/provide the following.

Organizational Structure & Resumes of Key Personnel.

Company background including number of years in business and present capabilities of the firm to provide services in a timely manner.

Total revenues and resources.

Financial Institution managing the Financing.

Description of representation and points of contact.

Number & Tenure of technicians servicing the equipment in the proposed Hartford area.

Description of training plan for CRT end users.

Any additional information/qualifications relevant to this RFQ.