

# **REQUEST FOR QUOTATION**

**SICS Project # FY23-001 ITC66: Copiers, Printers, Scanners and Related Devices  
and Services**

**Instructions to Bidders**

**SPRINGFIELD INTERNATIONAL CHARTER SCHOOL  
INSTRUCTION TO BIDDERS**

**Awarding Authority:**

Springfield International Charter School  
160 Joan Street  
Springfield, MA 01129  
413-783-3434

**Project Title:           FY23-001 ITC66: Copier Lease**

**Project Description and Scope:**

Springfield International Charter School (SICS) is seeking quotations for district wide copier lease through ITC66 State Contract. The copier lease shall include equipment, installation and integration services for a 36 month lease within the K-12 school. The scope of work includes but may not be limited to furnishing, installing, programming and training. Please provide cost of lease for the three years as well as any required service contracts and an estimate of annual copier supplies needed. All terms and conditions per Statewide Contract ITC66.

**QUOTATIONS ARE DUE AT THE DATES AND TIMES BELOW:**

- **Deadline for proposals is at: 9:00 AM Wednesday June 15, 2022**

Please submit pricing with the Proposal Form provided. Bids may be submitted electronically to [ajianaces@sics-mail.net](mailto:ajianaces@sics-mail.net) or as described in the Specifications. All Proposal Forms must have the signature of a person authorized to enter into agreements of this type. Late quotations will not be accepted.

SICS will award the bid to the lowest prices responsive, responsible bidder that meets or exceeds the requirements and specifications. SICS reserves the right not to award a contract if it is not in the best interest of the district. SICS reserves the right at its discretion to conduct interviews of any or all the firms that submit a bid.

Any inquiry regarding this RFQ shall be directed **IN WRITING ONLY** to [eclass@sics-mail.net](mailto:eclass@sics-mail.net).

All inquiries must be received no later than **Thursday June 9, 2022 at 4:00 PM**. Written responses will be forwarded to all individuals on record as requesting a copy of this solicitation no later than **2:00 PM on Monday June 13, 2022**.

Each proposer is responsible for checking the school's website to determine if the school has issued any addenda and, if so, to complete the proposal in accordance with the RFQ as modified by the addenda.

