



## REQUEST FOR PROPOSALS (RFP)

### TOWN CLERK BACK ROOM FILING & STORAGE TOWN OF WINCHESTER, CT

Date Issued: Friday, February 9, 2024

Submission Deadline: 10:00 AM EST on Wednesday, February 21, 2024

Primary Contact: Don Murelli, Purchasing Agent

Send Proposals To: Winchester Town Hall  
Purchasing Department  
338 Main Street  
Winsted, CT 06098

See below for Submission Format Details

**PLEASE SEE ATTCHED SPREADSHEET FOR PRODUCT SPECIFICATIONS AND REPLY FORMAT**

IMPORTANT NOTE - Reply Sheet must clearly state Name of Bidder and be SIGNED by Bidders Agent

- Each quoted Line Item must include responses for each of the following. . . . .
  - Unit Price
  - Shipping Price per unit
  - Delivery and Installation Price per unit
  - Lead Time from Manufacturer to Installer
  - Brand Quoted
  - Manufacturer's Item Number(s)

The Town reserves the right to accept or reject line items or entire bids if to do so is deemed to be in the best interest of the Town. RFP submissions will be reviewed and awarded by Line Item!

**Submission deadline for this RFP is Wednesday February 21 at 10:00 AM EDT.**

**Submissions may be delivered by mail or in-person.**

**Questions can be directed to Don Murelli at 860-738-6960 x325**

**Important Note – Vendors awarded orders must provide proof of Liability Insurance to cover any damage to products or Town of Winchester space during delivery and installation.**

Please mark outside of sealed bid envelope: **"TOWN CLERK BACK ROOM FILING & STORAGE RFP"**.

Please type or clearly print Vendor Business Name / Mailing Address and Contact Person

*The Town of Winchester is an EQUAL OPPORTUNITY EMPLOYER/AFFIRMATIVE ACTION*

# RFP - Winchester Town Clerk "Filing and Storage"

BUSINESS NAME OF BIDDER \_\_\_\_\_ SIGNATURE OF AUTHORIZED AGENT \_\_\_\_\_

Qty 1	<b>Heavy Duty Storage Cabinet</b>
	Size - 88"high x 36"wide x 24"deep With Locking Hinged Front Doors 6 Openings with 5 adjustable shelves Non Slotted Shelves <b>Manufacturer - Must be Aurora, MCL or Tennsco brand</b> * Color must BE or Closely Match Aurora's PG86 Pebble Gray

Unit Price	Shipping \$	Deliver/Install \$	Lead Time
Brand Quoted			
Item Number			

Qty 1	<b>Heavy Duty Storage Cabinet</b>
	Size - 88"high x 42"wide x 20"deep With Locking Tambour Style Roll Door (Slat Color - Aluminum Gray) 6 Openings with 5 adjustable shelves Non Slotted Shelves <b>Manufacturer - Must be Aurora, MCL or Tennsco brand</b> * Color must BE or Match Aurora's PG86 Pebble Gray

Unit Price	Shipping \$	Deliver/Install \$	Lead Time
Brand Quoted			
Item Number			

Qty 1	<b>Heavy Duty Storage Cabinet</b>
	Size - 88"high x 42"wide x 20"deep With Locking Tambour Style Roll Door (Slat Color - Aluminum Gray) 14 Openings with 13 adjustable shelves Non Slotted Shelves <b>Manufacturer - Must be Aurora, MCL or Tennsco brand</b> * Color must BE or Match Aurora's PG86 Pebble Gray

Unit Price	Shipping \$	Deliver/Install \$	Lead Time
Brand Quoted			
Item Number			

Qty 1	<b>Custom Record Storage / Standing Desk Island</b>
	Overall Size - 85"wide x 36"deep x 42"high Comprised of (2) 42" Long Double Side Bays with 7 or 8 Openings/side Shelves can be flat (no rollers required)with a minimum of 3-3/4" spacing Paint Color - Mist Green (Steel Mfg) or Light Gray (Tennsco) <b>Manufacturer - Can be Steel Fixture Mfg Co. or Tennsco L &amp; T</b>

Unit Price	Shipping \$	Deliver/Install \$	Lead Time
Brand Quoted			
Item Number			

Qty 1	<b>Custom Laminate Top to fit the above Storage Desk</b>
	Top must be One Piece and at least 1-1/4" thick Edge - Self or T-Mold Laminate - Wilsonart #8209K-28 (VERANDA TEAK) (NO Substitute)

Unit Price	Shipping \$	Deliver/Install \$	Lead Time
Item Number			

Qty 1	<b>Locking Mobile Shelving System w/Laminate Ends and Sub Floor</b>
	****See attached drawing for details. <b>Important Notes</b> Laminate End Laminate - Pionite W1860 (TAILGATING) (NO Substitute) Please quote upcharge (if any) for slotted shelf option → Sub Floor will sit on top of new LVT Flooring <b>Manufacturer - Must be Aurora or MCL</b>

Unit Price	Shipping \$	Deliver/Install \$	Lead Time
Brand Quoted			
*** Must submit itemized component list with Bid ***			

\$ per shelf

[illegible]

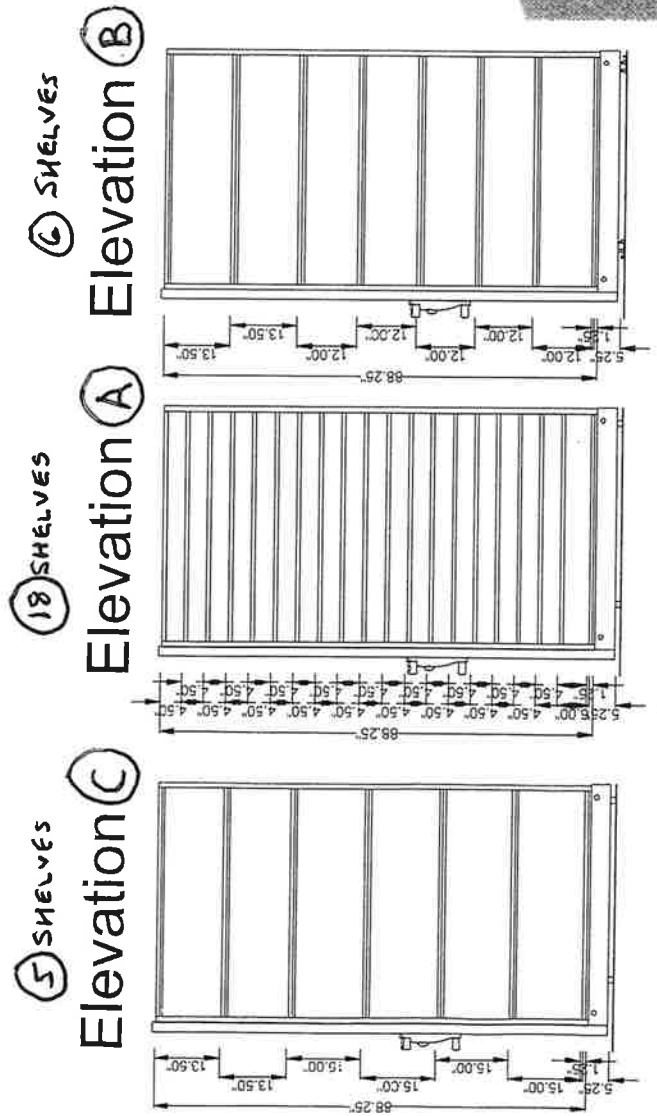
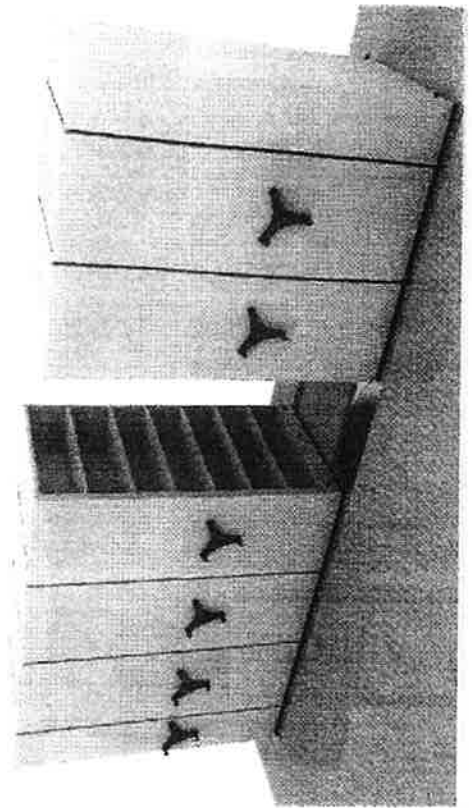
Options:

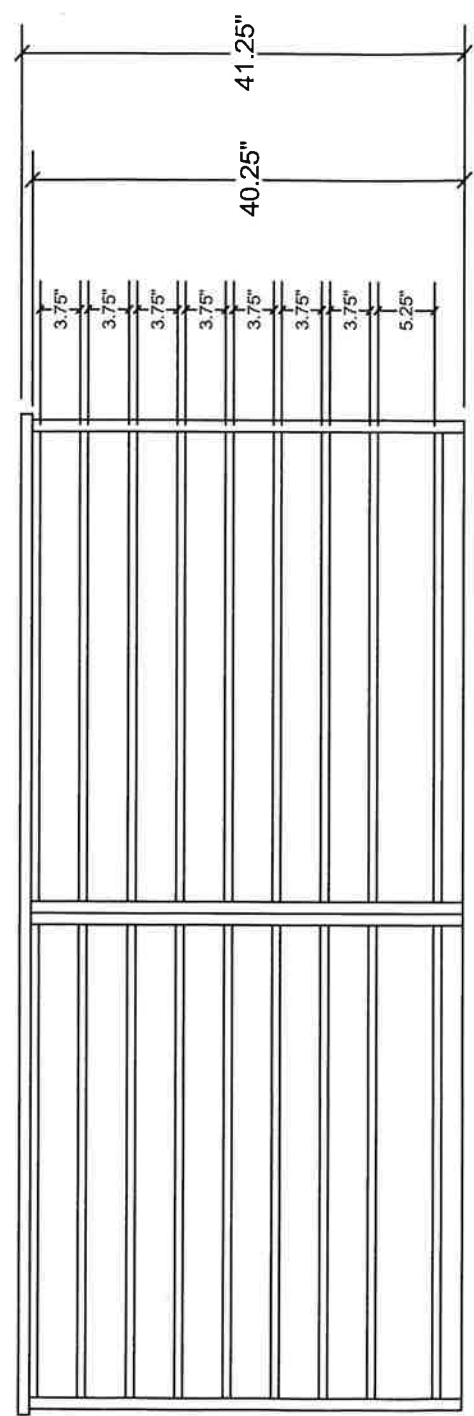
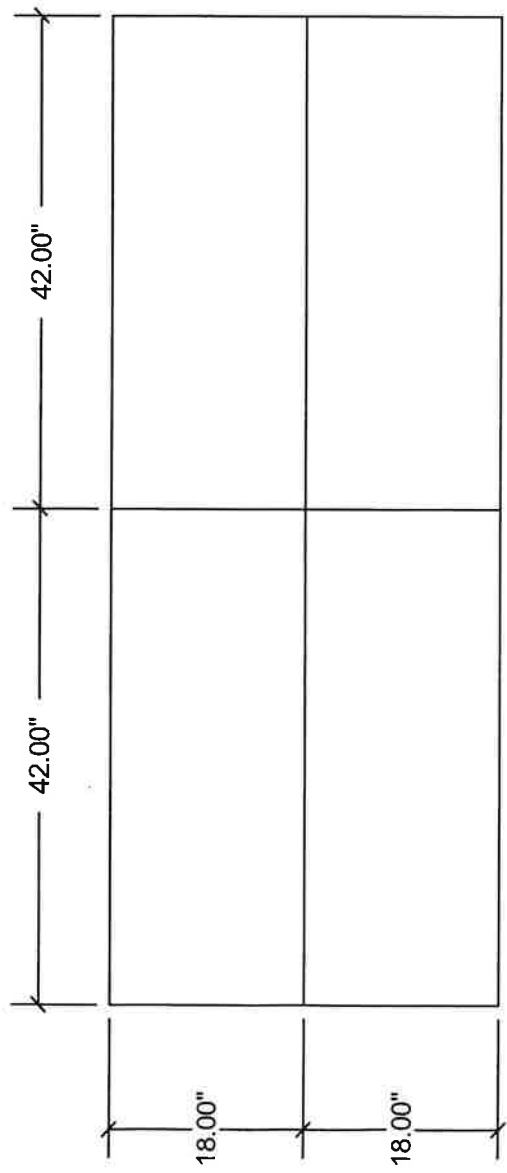
- 12" Galvanized Ramp (To Be Cut To Size In Field)
- Waist High Lock (WHL) Where Noted On Drawing
- Standard Marine Grade Plywood Decking (4'x8' Uncut Sheets
- Grout Not Included

- Shelves Adjustable in 1-1/2" Increments
- 15" & 16" Deep Non-Slotted Shelves
- 6 Openings Per Section Types "A&C"
- 18 Levels Of Supports Only Per Sections
- 7 Openings Per Section Type "C"
- Back Panels Included

Finish:

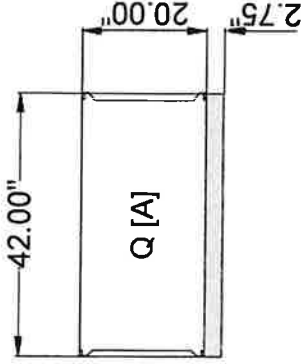
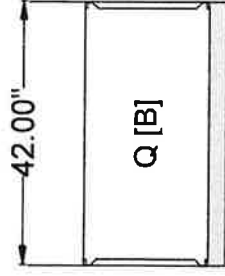
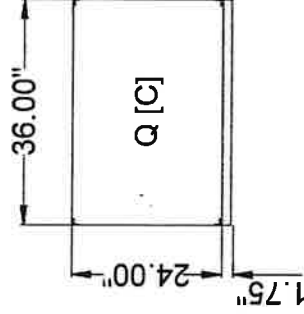
- Eco-Friendly Gloss-Tek
- 28 Standard Colors Available
- Plus 3 Metallic Finishes Available at Upcharge





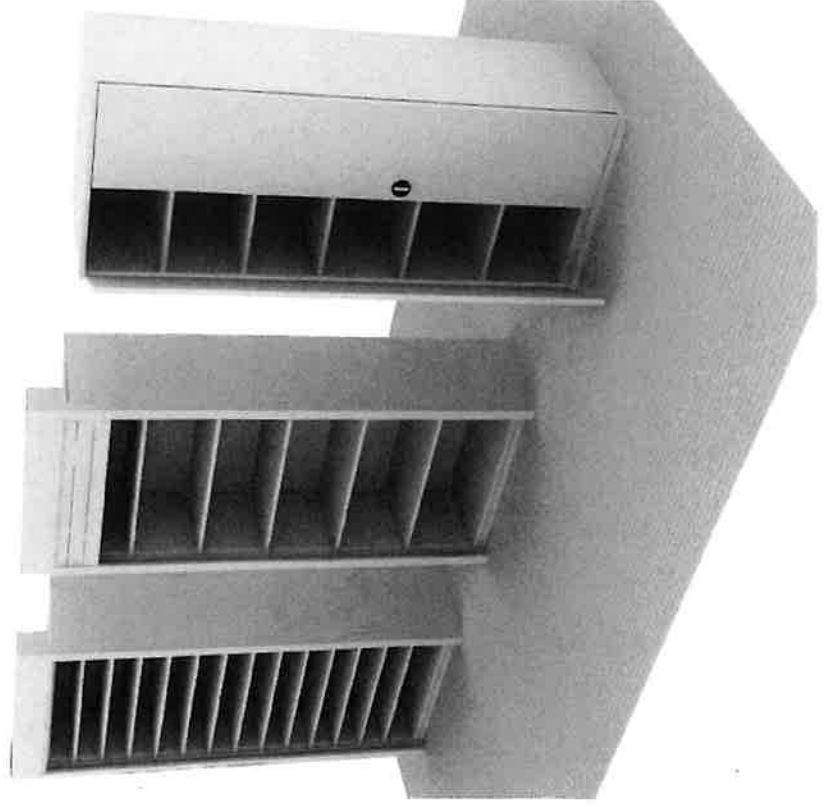
# 4-Post Shelving

- Shelves Adjustable in 1-1/2" Increments
- 20" & 24" Deep Non-Slotted Shelves
- 14 Openings Per Section Type "A"
- 6 Openings Per Section Type "B&C"
- Back Panels Included
- Quik-Roll Doors Included on Type "A&B"
- Quik-Doors Included on Type "C"



## Finish:

- Eco-Friendly Gloss-Tek
- 28 Standard Colors Available
- Plus 3 Metallic Finishes Available at Upcharge



Elevation A

Elevation B

Elevation C

