

**CITY OF NEWTON
PURCHASING DEPARTMENT**

CONTRACT FOR NEWTON PUBLIC SCHOOLS

***PROJECT MANUAL:
SUPPLY AND DELIVER PRINTER MANAGEMENT SERVICES
AND SUPPLIES TO THE NEWTON PUBLIC SCHOOLS
INVITATION FOR BID #23-48***

Bid Opening Date: December 1, 2022 at 12:00 noon

**NOVEMBER 2022
Ruthanne Fuller, Mayor**

CITY OF NEWTON
PURCHASING DEPARTMENT
INVITATION FOR BID #23-48

The City of Newton (City) invites sealed bids in accordance with M.G.L. c.30B to:

Supply and Deliver Printer Management Services and Supplies to the Newton Public Schools

Bids will be received until: **12:00 p.m., Thursday, December 1, 2022**
at the Purchasing Department, Room 108, Newton City Hall, 1000 Commonwealth Avenue, Newton, MA 02459. Bids will not be accepted nor may submitted bids be corrected, modified or withdrawn after the deadline for bids. Following the deadline for bids, all bids received within the time specified will be publicly opened and read aloud.

Contract Documents will be available online at www.newtonma.gov/bids . or for pickup at Newton City Hall, Room 108, Purchasing Department, 1000 Commonwealth Avenue, Newton Centre, MA 02459 after **10:00 a.m., November 10, 2022**

There will be no charge for contract documents. Bid surety is not required with this bid.

One (1) contract will be awarded for either of two (2) Alternate Bids in Bid Form #23-48 on pp. 8-9. The City will award one (1) contract to the responsible and responsive bidder offering the lowest Alternate Bid that is chosen by NPS, i.e., whichever Alternate is chosen, the contract will be awarded to the lowest bidder for that Alternate. Bidders must provide bids for both Alternates; a bidder not providing prices for all line items for both Alternate Bids may be deemed unresponsive and therefore rejected. **Provision of services is required to start upon the execution of this contract.** The dollar value of the contract may only be increased in accordance with M.G.L. c. 30B, §13.

The term of the awarded contract **shall extend from February 1, 2023 thru January 31, 2024.** The City shall have the option, at its sole discretion, to extend the agreement for two (2) additional one (1) year terms with no change in the contract price¹ and terms and conditions.

Time is of the essence in the performance of the work of this contract. Work shall begin immediately upon full execution of the contract.

If for any part thereof during the term of any Agreement resulting from this Invitation For Bid (IFB), funds for the discharge of the City's obligations under the Agreement are not appropriated and authorized, or funds so appropriated and authorized are reduced or withdrawn, then the Agreement shall terminate.

All bids are subject to the provisions of M.G.L. c.30B. F.O.B. Destination inside designated department, Newton, MA.

All bids shall be submitted as **one (1) ORIGINAL and two (2) COPIES.**

All City bids are available on the City's web site at www.newtonma.gov/bids . It is the sole responsibility of the contractor downloading these bids to ensure they have received any and all addenda prior to the bid opening. Addenda will be available online within the original bid document as well as a separate file. If you download bids from the internet site and would like to make it known that your company has done so, you may fax the Purchasing Department (617) 796-1227 or email to purchasing@newtonma.gov _ with your NAME, ADDRESS, PHONE, FAX AND INVITATION FOR BID NUMBER.

The City reserves the right to reject any or all proposals or any part(s) thereof, if in the best interest of the City to do so. The City reserves the right to waive any mistakes or informalities in the proposals received and may request supplementary information from any particular proposer if it determines that the granting of such waiver or the receipt of such additional information would be in the best interest of the City, provided, however, that any waiver or request does not prejudice fair and open competition.

¹ Please note that as older printers are replaced with new printers under a manufacturers' one year warranty and/or if through the management of printers, the printer inventory is significantly reduced, NPS reserves the right to negotiate a decrease in the renewed contract price with contractor if warranted. The exercise of each option to renew shall be subject to appropriation and /or continuation of funding.

Any proposer that is not incorporated in Massachusetts shall furnish with its proposal a certification from the Office of the Secretary of State verifying that it is legally authorized to do business in the Commonwealth of Massachusetts.

In the event that any person wishes to attend a bid opening or pre-bid meeting, accessible and reasonable accommodations will be provided to persons requiring assistance. If you need a reasonable accommodation, please contact the city of Newton's ADA Coordinator, Jini Fairley, at least two business days in advance of the meeting: jfairley@newtonma.gov or (617) 796-1253. For Telecommunications Relay Service, please dial 711.

CITY OF NEWTON

A handwritten signature in black ink that reads "Nicholas Read". The signature is written in a cursive, slightly slanted style.

Nicholas Read
Chief Procurement Officer
November 10, 2022

CITY OF NEWTON
DEPARTMENT OF PURCHASING
INSTRUCTIONS TO BIDDERS

ARTICLE 1 - BIDDER'S REPRESENTATION

- 1.1 Each General Bidder (hereinafter called the "Bidder") by making a bid (hereinafter called "bid") represents that:
1. The Bidder has read and understands the Bidding Documents, Contract Forms, General Conditions, Conditions of the Contract, General Requirements and Project Specifications (collectively, referred to as the "Contract Documents") and the bid is made in accordance therewith.
 2. The Bidder has been offered the opportunity to visit sites² where the printers are located and is familiar with the local conditions under which the work has to be performed.
- 1.2 Failure to so examine the Contract Documents or visit the sites will not relieve any Bidder from any obligation under the bid as submitted.

ARTICLE 2 - REQUEST FOR INTERPRETATION

- 2.1 Bidders shall promptly notify the City of any ambiguity, inconsistency, or error which they may discover upon examination of the Contract Documents, the site, and local conditions.
- 2.2 Bidders requiring clarification or interpretation of the Contract Documents shall make a written request to the *Chief Procurement Officer*, at purchasing@newtonma.gov or via facsimile (617) 796-1227. The City will only answer such requests if received by **Friday, November 25, 2022 at 12:00 noon**. In the event that the bid opening date is changed, the deadline for informational requests may also change as provided in an addendum issued by the City.
- 2.3 Interpretation, correction, or change in the Contract Documents will be made by addendum which will become part of the Contract Documents. The City will not be held accountable for any oral communication.
- 2.4 Addenda will be emailed to every individual or firm on record as having taken a set of Contract Documents. Addenda will be emailed to every individual or firm on record as having taken a set of Contract Documents. Receipt of all addenda issued must be acknowledged in the Bid Form. **YOUR FAILURE TO ACKNOWLEDGE ALL ADDENDA MAY RESULT IN YOUR BID BEING REJECTED AS NON-RESPONSIVE.**
- 2.5 Copies of addenda will be made available for inspection at the location listed in the Invitation for Bids where Contract Documents are on file, in addition to being available online at www.newtonma.gov/bids.
- 2.6 Bidders or proposers contacting ANY CITY EMPLOYEE regarding an Invitation for Bid (IFB) or a Request for Proposal (RFP), outside of the Purchasing Department, once an IFB or RFP has been released, may be disqualified from the procurement process.
- 2.7 Bidders downloading information off the internet web site are solely responsible for obtaining any addenda prior to the bid opening. If the bidder makes itself known to the Purchasing Department, at purchasing@newtonma.gov or via facsimile (617) 796-1227, it shall be placed on the bidder's list. Bidders must provide the Purchasing Department with their company's name, street address, city, state, zip, phone, fax, email address and **INVITATION FOR BID #23-48**.

ARTICLE 3 - MBE PARTICIPATION

- 3.1 Notice is hereby given that the Mayor's Affirmative Action Plan for the City of Newton in effect at the time of this solicitation is applicable to all construction contracts in excess of \$10,000.00.
- 3.2 Notice is hereby given that the City of Newton Minority/Women Business Enterprise Plan and the Supplemental Equal Employment Opportunity Anti-Discrimination and Affirmative Action Program in effect at the time of this solicitation are applicable to all City contracts for goods and services in excess of \$50,000.00.

² See List of School Locations Attachment B.

3.3 Copies of the Plans and Program referred to in Sections 3.1 and 3.2 are available at: www.newtonma.gov/purchasing.

ARTICLE 4 - PREPARATION AND SUBMISSION OF BIDS

4.1 Bids shall be submitted on the “Bid Form #23-48,” attached.

4.2 All entries on the Bid Form shall be made by typewriter or in ink.

4.3 Where so indicated on the Bid Form, sums shall be expressed in both words and figures. Where there is a discrepancy between the bid sum expressed in words and the bid sum expressed in figures, the words shall control.

4.4 The Bid shall be enclosed in a sealed envelope with the following plainly marked on the outside:

* GENERAL BID FOR: **#23-48**

* NAME OF PROJECT: **Supply and Deliver Printer Management Services and Supplies to the Newton Public Schools**

* BIDDER’S NAME, BUSINESS ADDRESS, AND PHONE NUMBER

4.5 Date and time for receipt of bids is set forth in the Invitation for Bids.

4.6 Timely delivery of a bid at the location designated shall be the full responsibility of the Bidder. In the event that Newton City Hall is closed on the date or at the time that bids are due, the date and time for receipt of bids shall be on the next business day following that the Newton City Hall and the Purchasing Department are open.

4.7 Bids shall be submitted with one **original** and **two copies**.

4.8 Massachusetts law requires all employees who work on Massachusetts public works construction sites must have no Less than 10 hours of OSHA-approved safety and health training. See M.G.L. c.30, §39M(c), M.G.L. c.30, §39S(a)(1), M.G.L. c.149, §44E(2) & M.G.L. c.149, §44F(2).

1. This requirement will apply to any general bid or sub bid submitted.
2. This law directs the Massachusetts Attorney General to restrain the award of construction contracts to any contractor who is in violation to this requirement and to restrain the performance of these contracts by non-complying contractors.
3. The contractor and all subcontractors on this project must certify on the Bid Form compliance with the applicable requirement. Non-compliance with this law will disqualify the bidder.

ARTICLE 5 - ALTERNATES

5.1 Each Bidder shall acknowledge alternates (if any) in Section C on the Bid Form.

5.2 In the event an alternate does not involve a change in the amount of the base bid, the Bidder shall so indicated by writing “No Change”, or “N/C” or “0” in the space provided for that alternate.

5.3 Bidders shall enter on the Bid Form a single amount for each alternate which shall consist of the amount for work performed by the Contractor.

5.4 The low Bidder will be determined on the basis of the sum of the base bid and the accepted alternates.

ARTICLE 6 - WITHDRAWAL OF BIDS

6.1 Any bid may be withdrawn prior to the time designated for receipt of bids on written or electronic request. Electronic withdrawal of bids must be confirmed over the Bidder’s signature by written notice postmarked on or before the date and time set for receipt of bids.

6.2 Withdrawn bids may be resubmitted up to the time designated for the receipt of bids.

- 6.3 No bids may be withdrawn within sixty (60) days, Saturdays, Sundays and legal holidays excluded, after the opening of the bids.

ARTICLE 7 - CONTRACT AWARD

- 7.1 The City is soliciting prices for printer management services at the sites set forth in Attachment B. One (1) contract will be awarded for either of two (2) Alternate Bids³ in Bid Form #23-48 at pp. 7-9 below. The City will award one (1) contract to the responsible and responsive bidder offering the lowest Alternate Bid that is chosen by NPS, i.e., whichever Alternate is chosen, the contract will be awarded to the lowest bidder for that Alternate. Bidders must provide bids for both Alternates; a bidder not providing prices for all line items for both Alternate Bids may be deemed unresponsive and therefore rejected. A contract will be awarded within sixty (60) days, Saturdays, Sundays, and legal holidays excluded, after the opening of bids.
- 7.2 The City reserves the right to waive minor informalities in or to reject any or all Bids if it be in the public interest to do so.
- 7.3 The City reserves the right to reject any bidder who has failed to pay any local taxes, fees, assessments, betterments, or any other municipal charge, unless the bidder has a pending abatement application or has entered into a payment agreement with the collector-treasurer.
- 7.4 As used herein, the term “lowest responsible and responsive Bidder” shall mean the Bidder (1) whose bid is the lowest of those bidders possessing the skill, ability and integrity necessary for the faithful performance of the work; (2) who has met all the requirements of the invitation for bids; (3) who shall certify that he is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed in the work; (4) who, where the provisions of section eight B of chapter twenty-nine apply, shall have been determined to be qualified thereunder.
- 7.5 Subsequent to the award and within five (5) days, Saturday, Sundays and legal holidays excluded, after the prescribed forms are presented for signature, the successful Bidder shall execute and deliver to the City a contract in the form included in the Contract Documents in such number of counterparts as the City may require.
- 7.6 In the event that the City receives low bids in identical amount from two or more responsive and responsible Bidders, the City shall select the successful Bidder by a blind selection process chosen by the City such as flipping a coin or drawing names from a hat. The low Bidders who are under consideration will be invited to attend and observe the selection process.

ARTICLE 8 - TAXES

- 8.1 The Bidder shall not include in this bid any tax imposed upon the sale or rental of tangible personal property in this Commonwealth, such as any and all building materials, supplies, services and equipment required to complete the work.
- 8.2 The City is exempt from payment of the Massachusetts Sales Tax, and the Bidder shall not include any sales tax on its bid. The City’s exemption Number is E-046-001-404.

ARTICLE 9 – PROPRIETARY SPECIFICATIONS

- 9.1 The City may have used a proprietary specification to describe the supply for which it is soliciting bids. Such specifications are permitted under M.G.L. c. 30B, §14, provided that the Chief Procurement Officer has prepared a written statement that no other manner of description suffices and the justification therefor.
- 9.2 The required determination and justification have been duly prepared, and a copy may be requested in accordance with the Massachusetts Public Records Law, M.G.L. c. 66, §10.

³ Alternate Bid A And Alternate Bid B. Alternates are options for which the bidders must submit separate prices that the awarding authority may choose award. The awarding authority reserves the right to select or reject an alternate, based on the prices received.

**CITY OF NEWTON
DEPARTMENT OF PURCHASING**

BID FORM #23-48

- A. The undersigned proposes to furnish all labor, materials, tools, equipment, transportation and supervision required to perform all work in accordance with the Project Manual prepared by the City entitled:

**SUPPLY AND DELIVER PRINTER MANAGEMENT SERVICES
AND SUPPLIES TO NEWTON PUBLIC SCHOOLS**

- B. This bid includes addenda number(s) _____, _____, _____, _____.

- C. The contract price(s) will be as follows:

ALTERNATE BIDS

Alternate Bid A (LINES 01, 02, 03, 04): Laser Printer Management Services (includes audit, management tracking, assessment and recommendations), Repair Services (includes annual cleaning and all parts and labor for general repairs) and Delivery of Supplies (such as toners, cleaning kits):

LINE 01: Networked Laser Printer Management Services based on _____ estimated 300,000 **black/white** printed pages per month (*see* Summary of Estimated Laser Printer Inventory By School (“Inventory”)⁴ at p. 27): \$ _____ per **BW** page X estimated 300,000 pages per month = \$ _____ X 12 months = \$ _____ per Contract Year. Actual invoices will reflect actual page usage.

LINE 02: Networked Laser Printer Management Services based on an estimated 60,000 **color** pages per month (*see* Inventory): \$ _____ per **color** page X estimated 60,000 **color** pages per month = \$ _____ X 12 months = \$ _____ per Contract Year. Actual invoices will reflect actual page usage.

LINE 03: Local Laser Printer Management Services based on a flat fee per **BW** printer per month: Estimate 54 printers (*see* Inventory) \$ _____ per printer X 54 printers per month X 10 Months* = \$ _____

LINE 04: Local Laser Printer Management Services based on a flat fee per **color** printer per month: Estimate 13 printers (*see* Inventory): \$ _____ per printer X 13 printers per month X 10 Months* = \$ _____

*Local printers are not billed over months of July and August. Please build this into your pricing.

TOTAL ALTERNATE BASE BID A (LINE 01 Contract Year + LINE 02 Contract Year + LINE 03 10 Months+ LINE 04 10 Months)

(Written word Alternative Bid A Total)

OR

⁴ More detailed inventories of printer types and printer locations by Count of Make/Model and Manufacturer are attached on Attachment A.

Alternate Bid B (LINES 05, 06): Laser Printer Management Services (includes audit, management tracking, assessment and recommendations), Repair Services (includes annual cleaning and all parts and labor for general repairs) and Delivery of Supplies (such as toners, cleaning kits):

LINE 05: Laser Printer Management Services (both Network and Local) based on an estimated 300,000 **black/white** printed pages per month (see Inventory): \$ _____ per **BW** page X estimated 300,000 pages per month = \$ _____ X 12 months = \$ _____ per Contract Year. Actual invoices will reflect actual page usage.

LINE 06: Laser Printer Management Services (both local and networked) based on an estimated 60,000 **color** pages per month (see Inventory): \$ _____ per **color** page X estimated 60,000 **color** pages per month = \$ _____ X 12 months = \$ _____ per Contract Year. Actual invoices will reflect actual page usage.

TOTAL ALTERNATE BASE BID B (LINE 05 Contract Year + LINE 06 Contract Year)

\$ _____

(Written word Alternative Bid B Total)

The contract amount for the awarded bid award will include **either** Base A OR Base B. Vendor **MUST** bid on both Alternate Base Bids.

The selected Total Alternate Base Bid will apply for twelve (12) months from February 1, 2023 through January 31, 2024.

IMPORTANT: Contract will be awarded to the lowest responsive and responsible bidder based on an Alternate's TOTAL ALTERNATE BASE BID.

COMPANY NAME _____

- D.** Prompt Payment Discounts. Bidders are encouraged to offer discounts in exchange for an expedited payment. Payments may be issued earlier than the general goal of within 30 days of receipt of the invoice only when in exchange for discounted prices. Discounts will not be considered in determining the lowest responsible bidder.

Prompt Payment Discount _____% _____ Days
Prompt Payment Discount _____% _____ Days
Prompt Payment Discount _____% _____ Days

- E.** The undersigned has completed and submits herewith the following documents:

- Signed Bid Form, 3 pages
- Bidder's Qualifications and References Form, 2 pages
- Certificate of Non-Collusion, 1 page
- Certification of Tax Compliance, 1 page
- Certificate of Foreign Corporation (if applicable), 1 page
- Debarment Letter, 1 page
- IRS W-9 Form, 1 page
- Business Category Information Form, 1 page

- F.** The undersigned agrees that, if selected as general contractor, s/he will within five days (Saturdays, Sundays and legal holidays excluded) after presentation thereof by the City, execute a contract in accordance with the terms of this bid.

The undersigned hereby certifies that it will comply fully with all laws and regulations applicable to awards made subject to M.G.L. c.30B.

The undersigned further certifies under the penalties of perjury that this bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this section the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group of individuals. The undersigned further certifies under penalty of perjury that the said undersigned is not presently debarred from public contracting or subcontracting in the Commonwealth under the provisions of M.G.L. c.29, §29F or any other applicable debarment provisions of any other chapter of the General Laws or any rule or regulation promulgated thereunder.

Date _____

(Name of General Bidder)

BY: _____

(Printed Name and Title of Signatory)

(Business Address)

(City, State Zip)

_____/_____
(Telephone) / (FAX)

(E-mail Address)

NOTE: If the bidder is a corporation, indicate state of incorporation under signature, and affix corporate seal; if a partnership, give full names and residential addresses of all partners; if an individual, give residential address if different from business address; and, if operating as a d/b/a give full legal identity. Attach additional pages as necessary.

END OF SECTION

CITY OF NEWTON

BIDDER'S QUALIFICATIONS AND REFERENCES FORM

All questions must be answered, and the data given must be clear and comprehensive. Please type or print legibly. If necessary, add additional sheet for starred items. This information will be utilized by the City for purposes of determining bidder responsiveness and responsibility with regard to the requirements and specifications of the Contract.

1. FIRM NAME: _____

2. WHEN ORGANIZED: _____

3 INCORPORATED? _____ YES _____ NO DATE AND STATE OF INCORPORATION: _____

4. IS YOUR BUSINESS A **MBE**? _____ YES _____ NO **WBE**? _____ YES _____ NO or **MWBE**? _____ YES _____ NO

* 5. LIST ALL CONTRACTS CURRENTLY ON HAND, SHOWING CONTRACT AMOUNT AND ANTICIPATED DATE OF COMPLETION:

* 6. HAVE YOU EVER FAILED TO COMPLETE A CONTRACT AWARDED TO YOU?

_____ YES _____ NO

IF YES, WHERE AND WHY?

* 7. HAVE YOU EVER DEFAULTED ON A CONTRACT? _____ YES _____ NO

IF YES, PROVIDE DETAILS.

* 8. LIST YOUR VEHICLES/EQUIPMENT AVAILABLE FOR THIS CONTRACT:

* 9. IN THE SPACES FOLLOWING, PROVIDE INFORMATION REGARDING CONTRACTS COMPLETED BY YOUR FIRM SIMILAR IN NATURE TO THE PROJECT BEING BID. A MINIMUM OF FOUR (4) CONTRACTS SHALL BE LISTED. PUBLICLY BID CONTRACTS ARE PREFERRED, BUT NOT MANDATORY.

PROJECT NAME: _____

OWNER: _____

CITY/STATE: _____

DOLLAR AMOUNT: \$ _____ DATE COMPLETED: _____

PUBLICLY BID? _____ YES _____ NO

TYPE OF WORK?: _____

CONTACT PERSON: _____ TELEPHONE #: _____
CONTACT PERSON'S RELATION TO PROJECT?: _____
(i.e., contract manager, purchasing agent, etc.)

PROJECT NAME: _____
OWNER: _____
CITY/STATE: _____
DOLLAR AMOUNT: \$ _____ DATE COMPLETED: _____
PUBLICLY BID? _____ YES _____ NO
TYPE OF WORK?: _____
CONTACT PERSON: _____ TELEPHONE #: (_____) _____
CONTACT PERSON'S RELATION TO PROJECT?: _____
(i.e., contract manager, purchasing agent, etc.)

PROJECT NAME: _____
OWNER: _____
CITY/STATE: _____
DOLLAR AMOUNT: \$ _____ DATE COMPLETED: _____
PUBLICLY BID? _____ YES _____ NO
TYPE OF WORK?: _____
CONTACT PERSON: _____ TELEPHONE #: (_____) _____
CONTACT PERSON'S RELATION TO PROJECT?: _____
(i.e., contract manager, purchasing agent, etc.)

PROJECT NAME: _____
OWNER: _____
CITY/STATE: _____
DOLLAR AMOUNT: \$ _____ DATE COMPLETED: _____
PUBLICLY BID? _____ YES _____ NO
TYPE OF WORK?: _____
CONTACT PERSON: _____ TELEPHONE #: (_____) _____
CONTACT PERSON'S RELATION TO PROJECT?: _____
(i.e., contract manager, purchasing agent, etc.)

10. The undersigned certifies that the information contained herein is complete and accurate and hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the City in verification of the recitals comprising this statement of Bidder's qualifications and experience.

DATE: _____ BIDDER: _____

SIGNATURE: _____

PRINTED NAME: _____ TITLE: _____

END OF SECTION

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee club, or other organization, entity, or group or individuals.

(Signature of individual)

Name of Business

CERTIFICATION OF TAX COMPLIANCE**

Pursuant to M.G.L. c.62C, §49A and requirements of the City, the undersigned acting on behalf of the Contractor certifies under the penalties of perjury that the Contractor is in compliance with all laws of the Commonwealth relating to taxes including payment of all local taxes, fees, assessments, betterments and any other local or municipal charges (unless the Contractor has a pending abatement application or has entered into a payment agreement with the entity to which such charges were owed), reporting of employees and contractors, and withholding and remitting child support.*

Signature of Individual (Mandatory)

*** Contractor's Social Security Number
or Federal Identification Number

Print Name: _____ Date: _____

Corporate Name

By: _____ Date: _____

Corporate Officer
(Mandatory, if applicable)

Print Officer Name: _____

* The provision in this Certification relating to child support applies only when the Contractor is an individual.

** Approval of a contract or other agreement will not be granted until the City receives a signed copy of this Certification.

*** Your social security number may be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended.

CERTIFICATE OF FOREIGN CORPORATION

The undersigned hereby certifies that it has been duly established, organized, or chartered as a corporation under the laws of:

(Jurisdiction)

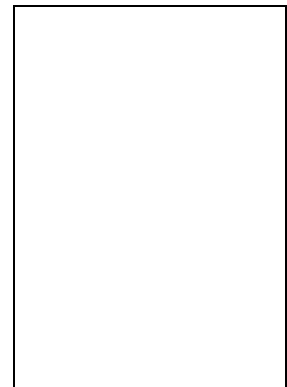
The undersigned further certifies that it has complied with the requirements of M.G.L. c. 30, §39L (if applicable) and with the requirements of M.G.L. c. 156D, §15.03 relative to the registration and operation of foreign corporations within the Commonwealth of Massachusetts.

Name of person signing proposal

Signature of person signing proposal

Name of Business (Please Print or Type)

Affix Corporate Seal here



City of Newton



Mayor
Ruthanne Fuller

Purchasing Department
Nicholas Read ☎ *Chief Procurement Officer*
1000 Commonwealth Avenue
Newton Centre, MA 02459-1449
purchasing@newtonma.gov

Telephone
(617) 796-1220
Fax:
(617) 796-1227
TDD/TTY
(617) 796-1089

Date

Vendor

Re: Debarment Letter for Invitation For Bid #23-48

As a potential vendor on the above contract, the City requires that you provide a debarment/suspension certification indicating that you are in compliance with the below Federal Executive Order. Certification can be done by completing and signing this form.

Debarment:

Federal Executive Order (E.O.) 12549 “Debarment and Suspension” requires that all contractors receiving individual awards, using federal funds, and all sub-recipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government.

I hereby certify under pains and penalties of perjury that neither I nor any principal(s) of the Company identified below is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

PHONE _____ FAX _____

EMAIL _____

Signature

Date

If you have questions, please contact Nicholas Read, Chief Procurement Officer at (617) 796-1220.

Request for Taxpayer Identification Number and Certification

**Give form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income)	
	Business name, if different from	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
or
Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶	Name
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

Business Category Information Form*

IFB No. 23-48

S&D Printer Management Services and Supplies to NPS

Business Type Categories*	Select All That Apply
MBE: Minority-Owned Business Enterprise	
WBE: Women-Owned Business Enterprise	
VBE: Veteran Business Enterprise	
SDVOBE: Service-Disabled Veteran-Owned Business Enterprises	
DOBE: Disability-Owned Business Enterprise	
LGBTBE: Lesbian, Gay, Bisexual, Transgender Business Enterprise	

*Information is being collected as part of a City initiative to open contract opportunities to underrepresented vendors.

I do not wish to complete this form.

There is no penalty for persons who do not complete this Form, and whether or not the Form is completed will not be taken into consideration in awarding a bid.

I certify that the foregoing information is true and correct.

By: _____

Date:

CITY OF NEWTON, MASSACHUSETTS

PURCHASING DEPARTMENT

GENERAL TERMS AND CONDITIONS

1. The right is reserved to reject any and all bids, to waive minor informalities, and to make award as may be determined to be in the best interest of the City of Newton.
2. Prices quoted must include delivery to the City , as specified on the Work Order.
3. No charges will be allowed for packing, crating, freight, Express or cartage unless specifically stated and included in the bid.
4. The award to the successful bidder may be canceled if successful bidder shall fail to prosecute the work with promptness and diligence.
5. Time in connection with discount offered will be computed from the date of delivery to the City, as specified on Work Order, or from date correct invoice is received by the City, if the latter date is later than the date of delivery.
6. The successful bidder shall replace, repair or make good, without cost to the City, any defects or faults arising within one (1) year after date of acceptance of articles furnished hereunder (acceptance not to be unreasonably delayed) resulting from imperfect or defective work done or materials furnished by the Seller.
7. The Contractor shall indemnify and save harmless the City and all persons acting for on behalf of it from all suits and claims against them, or any of them, arising from or occasioned by the use of any material, equipment or apparatus, or any part thereof, which infringes or is alleged to infringe on any patent rights. In case such material, equipment or apparatus, or any part thereof, in any such suit is held to constitute infringement, the Contractor, within a reasonable time, will at its expense, and as the City may elect, replace such material, equipment or apparatus with non-infringing material, equipment or apparatus, or remove the material, equipment or apparatus, and refund the sums paid therefor.
8. The successful bidder shall comply with all applicable Federal State and Local laws and regulations.
9. Purchases made by the City are exempt from Federal excise taxes and bid prices must exclude any such taxes. Tax exemption certificates will be furnished upon request.
10. If so stated in the Invitation For Bid the successful bidder will be required to furnish a performance and/or a labor and material payment bond, in an amount, in a form and with a surety satisfactory to the City. The bidder shall be responsible for the cost of the bond(s).
11. Verbal orders are not binding on the City and deliveries made or work done without formal Work Order or Contract are at the risk of the Contractor and may result in an unenforceable claim.
12. The Contractor shall agree to indemnify, defend and hold the City harmless from any and all claims arising out of the performance of this contract.
13. "Equal" - An item equal to that named or described in the specifications of the contract may be furnished by the Contractor and the naming of any commercial name, trademark or other identification shall not be construed to exclude any item or manufacturer not mentioned by name or as limiting competition but shall establish a standard of equality only. An item shall be considered equal to the item so named or described if (1) it is at least equal in quality, durability, appearance, strength and design; (2) it will perform at least equally the function imposed by the general design for the work being contracted for or the material being purchased; and (3) it conforms substantially, even with deviations, to the detailed requirements for the item in the specifications. The name and identification of all materials other than the one specifically named shall be submitted to the City in writing for approval, prior to purchase, use or fabrication of such items. Subject to the provisions of M.G.L., Ch. 30, Sec. 39J, approval shall be at the sole discretion of the City, shall be in writing to be effective, and the decision of the City shall be final. The City may require tests of all materials so submitted to establish quality standards at the Contractor's expense. All directions, specifications and recommendations by manufacturers for installation, handling, storing, adjustment and operation of their equipment shall be complied with; responsibility for proper performance shall continue to rest with the Contractor.

For the use of material other than the one specified, the Contractor shall assume the cost of and responsibility for satisfactorily accomplishing all changes in the work as shown. If no manufacturer is named, the Contractor shall submit the product he intends to use for approval of the City.

Except as otherwise provided for by the provisions of M.G.L., Ch. 30, Sec. 39J, the Contractor shall not have any right of appeal from the decision of the City condemning any materials furnished if the Contractor fails to obtain the approval for substitution under this clause. If any substitution is more costly, the Contractor shall pay for such costs.”

14. Notice is hereby given that the City of Newton Minority/Women Business Enterprise Plan dated December 1999 is applicable to all City of Newton contracts for materials and supplies. A copy of this plan may be obtained from the Purchasing Department.

15. Right To Know:

Any Contractor who receives an order or orders resulting from this invitation agrees to submit a Material Safety Data Sheet (MSDS) for each toxic or hazardous substance or mixture containing such substance, pursuant to M.G.L., Ch. 111F, SS8, 9 and 10 and the regulations contained in 441 CMR SS 21.06 when deliveries are made. The Contractor agrees to deliver all containers properly labeled pursuant to M.G.L. Ch. 111F, SS 7 and the regulations contained in 441 CMR SS 21.05. Failure to submit an MSDS and/or label on each container will place the Contractor in noncompliance with the work order. Failure to furnish MSDSs and/or labels on each container may result in civil or criminal penalties, including bid debarment and action to prevent the Contractor from selling said substances or mixtures containing said substances within the Commonwealth. All Contractors furnishing substances or mixtures subject to Chapter 111F of the M.G.L. are cautioned to obtain and read the law and rules and regulations referred to above. Copies can be obtained from the State House Book Store, Secretary of State, State House, Room 117, Boston, MA 02133, (617-727-2834) for \$2.00 plus \$.65 postage.

INSURANCE REQUIREMENTS

The Contractor shall provide insurance coverage as listed below. This insurance shall be provided at the Contractor’s expense and shall be in full force and effect during the full term of this Contract.

WORKER’S COMPENSATION

Worker’s Compensation: Per M.G.L. c.149, §34 and c. 152 as amended.

COMMERCIAL GENERAL LIABILITY

Personal Injury	\$500,000 each occurrence \$1,000,000 aggregate
Property Damage	\$500,000 each occurrence \$1,000,000 aggregate

VEHICLE LIABILITY

Personal Injury	\$500,000 each person \$1,000,000 aggregate
Property Damage	\$300,000 each occurrence \$500,000 aggregate

The City shall be named as additional insureds on the Contractor’s Liability Policies.

The Contractor shall not commence the work until proof of compliance with this has been furnished to the City by submitting one copy of a properly endorsed insurance certificate issued by a company authorized to write insurance in the Commonwealth. This certificate shall indicate that the contractual liability coverage is in force. The Contractor shall file the original and one certified copy of all policies with the City within ten (10) days after contract award. If the City is damaged by the Contractor’s failure to maintain such insurance and to so notify the City, then the Contractor shall be responsible for all reasonable costs attributable thereto.

Cancellation of any insurance required by this contract, whether by the insurer or the insured, shall not be valid unless written notice thereof is given by the party proposing cancellation to the other party and City at least thirty days prior to the effective date thereof, which shall be expressed in said notice.

**FAILURE TO COMPLY WITH THESE TERMS AND CONDITIONS COULD
RESULT IN THE CANCELLATION OF YOUR CONTRACT.**

CONTRACT FORMS

The awarded bidder will be required to complete and submit documents substantially similar in form to the following.

These forms may need to be modified on account of changed circumstances, and are provided for informational purposes only.

CITY - CONTRACTOR AGREEMENT

CONTRACT NO. C-

THIS AGREEMENT made this ___day of ___ in the year Two Thousand and Twenty-Three by and between the CITY OF NEWTON, a municipal corporation organized and existing under the laws of the Commonwealth of Massachusetts, hereinafter referred to as the CITY and the Newton Public Schools (NPS), acting through the City's Chief Procurement Officer, but without personal liability to him, and

hereinafter referred to as the CONTRACTOR.

The parties hereto for the considerations hereinafter set forth agree as follows:

- I. SCOPE OF WORK.** The Contractor agrees to furnish and to deliver to the City at such times, at such place or places, in such manner, and in such quantities as the City may direct, and at the unit prices quoted in the Contractor's bid for the following item or items:

SUPPLY AND DELIVER PRINTER MANAGEMENT SERVICES AND SUPPLIES TO NEWTON PUBLIC SCHOOLS

- II. CONTRACT DOCUMENTS.** The Contract Documents consist of the following documents which are either attached to this Agreement or are incorporated herein by reference:
- a. This CITY-CONTRACTOR Agreement;
 - b. The City's Invitation For Bid #23-48 issued by the Purchasing Department;
 - c. The Project Manual for **Supply and Delivery of Printer Management Services and Supplies to Newton Public Schools**, and if included or referenced therein, any Standard Terms and Conditions, Special Conditions, Wage Rate Requirements, Wage Rate Schedule(s);
 - d. Addenda Number(s) _____;
 - e. The Bid Response of the CONTRACTOR submitted for this Project and accompanying documents and certifications;
 - f. Certificate(s) of Insurance and surety bond(s), if any, submitted by the CONTRACTOR in connection with this Project;
 - g. Duly authorized and executed Amendments, Change Orders or Work Orders issued by the CITY after execution of this CITY-CONTRACTOR Agreement.

This CITY-CONTRACTOR Agreement, together with the other documents enumerated in this Article, constitute the entire Agreement between the CITY and the CONTRACTOR.

- III. PRIORITY OF DOCUMENTS.** In the event of inconsistency between the terms of this CITY -CONTRACTOR Agreement and the Project Manual, the terms of this Agreement shall prevail.
- IV. APPLICABLE STATUTES.** All applicable federal, state and local laws and regulations are incorporated herein by reference and the Contractor agrees to comply with same.

V. **CONTRACT TERM.** The term of the awarded contract shall extend twelve (12) months **from February 1, 2023 through January 31, 2024. Prices submitted in this bid shall remain firm for the duration of the contract period.** The City, at its sole discretion, shall have the option to **extend the contract for two (2) additional one (1) year terms with no change in the contract price* and terms and conditions.** *Please note that as older printers are replaced with new printers under a manufacturers' warranty and/or if through management of printers the printer inventory is significantly reduced, the City reserves the right to negotiate a decrease in the renewed contract price with contractor if warranted. The exercise of each option to renew shall be subject to appropriation and /or continuation of funding.

The City reserves the right to terminate this contract prior to the expiration date in the event total expenditures reach the above stated contract total. If for any part thereof during the term of this Agreement, funds for the discharge of the City's obligations under this Agreement are not appropriated and authorized, or funds so appropriated and authorized are reduced or withdrawn, then this Agreement shall terminate.

VI. **APPROPRIATIONS.** The City shall execute this contract subject to appropriation and /or continuation of funding.

VII. **QUANTITIES.** Any quantities specified in the Project Manual are approximate and are based on previous consumption. It is specifically understood the City does not agree to purchase any specific quantity, and purchases will be made to cover actual requirements only. The City may increase or decrease the quantity of any item specified without change in price per unit of quantity as stated in the Contractor's Bid Response.

VIII. **MATERIALS.** The Contractor agrees, unless otherwise specified, that all equipment, materials and supplies furnished under this contract are to be first quality, new and unused.

IX. **AUTHORIZATION OF AND PAYMENT FOR WORK PERFORMED.** The execution of this contract does not constitute a notice to proceed or authorization to perform work or make deliveries. No work shall be commenced or deliveries made unless authorized by a written Work Order issued by the City specifying the equipment, materials or supplies to be delivered. The Contractor will be paid following completed delivery and acceptance of the equipment, materials or supplies ordered in accordance with the Contract. The City will use best efforts to pay within thirty (30) days of receipt of an invoice for the delivered equipment, materials or supplies or acceptance of same whichever date is later.

X. **CLAIMS FOR MATERIALS OR LABOR.** In the event any claims have been filed with the City for material or labor delivered or performed pursuant to this contract, the City shall be under no obligation to make any payment until such claims are adjusted to the satisfaction of the City. Any and all liens for supplies may be paid off by the City within twenty (20) days after the filing for record as provided by law of a notice of such liens, except where the claim on which the lien is filed is being litigated by the Contractor, and in such case the City may pay the amount of any final judgment or decree on any such claim. All money paid by the City in settlement of liens and claims as aforesaid, with the costs and expenses incurred by the City in connection therewith shall be charged to the Contractor, bearing interest at the rate of six percent (6%) per annum, and be deducted from the next payment falling due the Contractor under the terms of this contract.

XI. **UNIT PRICES.** It is agreed that the unit prices listed are maximum prices and that the City shall be entitled to take advantage of any decrease due to market conditions of the Contractor's asked prices, which decreases shall be governed by the manufacturers' price listing as might be generally adopted in the trade, or by the same percentage that the Contractor may reduce prices to others who purchase in similar quantities and under similar conditions.

XII. **RESPONSIBILITY FOR THE WORK/INDEMNIFICATION.** In the performance of any work, including the delivery of equipment, materials or supplies, pursuant to this Contract, the Contractor shall take all responsibility for the work, and shall take all precautions for preventing injuries to persons and property in or about the work and shall defend, indemnify and hold the City harmless from all loss, cost, damage or expense arising from injuries to persons or property in or about the work. The Contractor shall be responsible for any damage which may be caused by the failure or insufficiency of any temporary works. He shall effectively protect his work and shall be liable for all damage and loss by delay or otherwise caused by his neglect or failure so to do.

XIII. **WARRANTY.** Except as may be otherwise provided in the Project Manual, the Contractor shall replace, repair or make good, without cost to the City, any defects or faults arising within one (1) year after date of acceptance of equipment, materials or supplies furnished hereunder (acceptance not to be unreasonably delayed) resulting from imperfect or defective work done or materials furnished by the Contractor.

- XIV. PATENT INDEMNIFICATION.** The Contractor agrees to assume the defense of and shall indemnify and save harmless the City and all persons acting for or on behalf of it from all suits and claims against them, or any of them, arising from or occasioned by the use of any material, equipment or apparatus, or any part thereof which infringes or is alleged to infringe on any patent rights. In case such material, equipment or apparatus, or any part thereof, in any such suit is held to constitute infringement, the Contractor, within a reasonable time, shall at its own expense, and as the City may elect, replace such material, equipment or apparatus with non-infringing material, equipment or apparatus, or remove the material, equipment, or apparatus and refund the sums paid therefor.
- XV. INSPECTION.** For the purposes of inspection of the equipment, materials and supplies covered by this contract, the Contractor shall give the City free access to his works and furnish every facility for properly inspecting such equipment, materials and supplies, and shall furnish full information, whenever requested, relating thereto. Approval by any inspector of the City shall not relieve the Contractor from his obligation to comply in all respects with the contract.
- XVI. ASSIGNMENT/SUB-CONTRACTING.** The Contractor agrees that he will not sell, assign or transfer this Contract or any part thereof or interest therein without the prior written consent of the City.
- XVII. INSTALLATION.** If any of the equipment, materials and supplies covered by this contract is to be installed by either the Contractor or the City, the Contractor shall, upon request of the City, furnish a competent employee to supervise the installation without expense to the City, unless otherwise provided herein. Such supervisor, or other employees furnished by the Contractor, shall be the agents of the Contractor and not of the City, and the Contractor hereby agrees to indemnify the City and hold it harmless from and against any and all loss, costs, damage, and expense sustained as the result of negligence or other conduct on the part of such supervisor or employee.
- XVIII. TERMINATION.** The City of Newton may, by written notice of default to the Contractor, terminate the whole or any part of this Contract or any Shipping of Work Order issued pursuant thereto in any one of the following circumstances:
- a. If the Contractor fails to make delivery of the equipment, goods or supplies or to perform the services within the time specified herein or any extension thereof;
 - b. If the Contractor fails to perform any of the other provisions of this contract or, if in the opinion of the City, Contractor so fails to make progress as to endanger performance of this contract in accordance with its terms, and in either of these two circumstances does not correct such failure within thirty (30) days (or such longer period as the City may authorize in writing) after receipt of notice from the City specifying such failure.
- XIX. GOVERNING LAW.** This Contract shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts.
- XX. INSURANCE REQUIREMENTS.** The Vendor shall provide insurance coverage as listed below. This insurance shall be provided at the Vendor's expense and shall be in full force and effect during the full term of this Contract.

WORKER'S COMPENSATION

Worker's Compensation: Per M.G.L. c.149, §34 and c. 152 as amended.

COMMERCIAL GENERAL LIABILITY

Personal Injury \$500,000 each occurrence

\$1,000,000 aggregate

Property Damage \$500,000 each occurrence

\$1,000,000 aggregate

VEHICLE LIABILITY

Personal Injury \$500,000 each person

\$1,000,000 aggregate

Property Damage \$300,000 each occurrence

\$500,000 aggregate

The City shall be named as additional insureds on the Vendor's Liability Policies.

XXI. SEVERABILITY. The provisions of this Contract are severable. If any section, paragraph, clause or provision of this Contract shall be finally adjudicated by a court of competent jurisdiction to be invalid, the remainder of this Contract shall be unaffected by such adjudication and all of the remaining provisions of this Contract shall remain in full force and effect as though such section, paragraph, clause or provision, or any part thereof so adjudicated to be invalid, had not been included herein, unless such remaining provisions, standing alone, are incomplete and incapable of being executed in accordance with the intent of the parties to this Contract.

XXII. AMENDMENTS TO THIS CONTRACT. This Contract may not be amended except in writing executed in the same manner as this CITY-CONTRACTOR Agreement.

IN WITNESS WHEREOF, the parties have caused this instrument to be executed under seal the day and year first above written.

CONTRACTOR

CITY OF NEWTON

By _____

By _____

Chief Procurement Officer

Print Name _____

Date _____

Title _____

Date _____

By _____

School Committee

Affix Corporate Seal Here

Date _____

City funds in the amount of \$ _____
are available in account number:
95706390-524050

Approved as to Legal Form and Character

I further certify that the Mayor, or her designee,
is authorized to execute contracts and approve
change orders.

By _____

Associate City Solicitor

Date _____

By _____

Comptroller of Accounts

CONTRACT APPROVED

Date _____

By _____

Mayor or her designee

Date _____

CERTIFICATE OF AUTHORITY - CORPORATE

1. I hereby certify that I am the Clerk/Secretary of _____
(insert full name of Corporation)

2. corporation, and that _____
(insert the name of officer who signed the **contract and bonds**.)

3. is the duly elected _____
(insert the title of the officer in line 2)

4. of said corporation, and that on _____
(insert a date that is **ON OR BEFORE** the date the
officer signed the **contract and bonds**.)

at a duly authorized meeting of the Board of Directors of said corporation, at which all the directors were present or waived notice, it was voted that

5. _____ the _____
(insert **name** from line 2) (insert **title** from line 3)

of this corporation be and hereby is authorized to execute contracts and bonds in the name and on behalf of said corporation, and affix its Corporate Seal thereto, and such execution of any contract of obligation in this corporation's name and on its behalf, with or without the Corporate Seal, shall be valid and binding upon this corporation; and that the above vote has not been amended or rescinded and remains in full force and effect as of the date set forth below.

6. ATTEST: _____
(Signature of **Clerk or Secretary**)*

*AFFIX CORPORATE
SEAL HERE*

7. Name: _____
(Please print or type name in line 6)*

8. Date: _____
(insert a date that is **ON OR AFTER** the date the
officer signed the **contract and bonds**.)

* The name and signature inserted in lines 6 & 7 must be that of the Clerk or Secretary of the corporation.

NEWTON PUBLIC SCHOOLS

PRINTER MANAGEMENT SERVICES AND SUPPLIES

1.0 Scope and Qualifications

The City of Newton is accepting bids for Newton Public Schools (“NPS”) Laser Networked and Local Printer Management Services utilizing a Management Printing System. The program would include tracking and monitoring laser printer assets and their use, automatic delivery of consumables such as print toners and maintenance kits and possible alternate options of annual preventive maintenance cleaning service and repairs. All supplies such as OEM or compatible toners, maintenance kits and parts are to be provided by the awarded contractor (“contractor” or “vendor”) as a part of this contract. This system must provide district and schools with monthly and quarterly reports and recommendations on use and maintenance for improved efficiency of all printer operations. Delivery of supplies and repair maintenance should include all toners, parts, maintenance kits, service and scheduled preventive maintenance and cleaning provided by the contractor. An annual audit service, an annual inspection/cleaning and any required maintenance must be completed to the entire fleet of laser printers in the summer prior to school start for the next fiscal year. Repair and toner replenishment exceptions response time of two (2) business days Monday-Friday 8:00 AM to 4:00 PM will be required to assess or repair printers. Monthly maintenance fees will be as follows:

A contract will be awarded for a period **from February 1, 2023 through January 31, 2024** to the lowest responsive and responsible bidder based on the “Total Alternate Base Bid” for the Alternate selected by the City. **Prices submitted in this bid shall remain firm for the duration of the contract period.** The City, at its sole discretion, shall have the option to **extend the contract for two (2) additional one (1) year terms with no change in the contract price* and terms and conditions.** The exercise of each option to renew shall be subject to appropriation and /or continuation of funding.

***Please note that as older printers are replaced with new printers under a manufacturers’ warranty and/or if through management of printers the printer inventory is significantly reduced, NPS can negotiate a decrease in the renewed contract price with contractor if warranted.**

The City reserves the right to terminate this contract prior to the expiration date in the event total expenditures reach the above stated contract total. If for any part thereof during the term of this Agreement, funds for the discharge of the City’s obligations under this Agreement are not appropriated and authorized, or funds so appropriated and authorized are reduced or withdrawn, then this Agreement shall terminate.

- 1.1 All bids must be submitted in the manner and form prescribed by the Invitation for Bid which controls award of the contract. The laser printer inventory summary (Attachment A) is the most current listing of what will be maintained throughout the school system to be covered under this management contract. Throughout the contract year, printer inventory may change as older equipment is replaced by new equipment with a one year manufacturer’s warranty.
- 1.2 The bidder must be an:
 - 1.2.1 HP Authorized Service Provider with at least five (5) years of documented business experience servicing Hewlett Packard printer equipment.
 - 1.2.2 Service Provider with at least five (5) years of documented business experience servicing various types of both networked and local standalone printers.
- 1.3 Bidders are required to submit a company resume containing information relative to the bidders’ experience in the management and maintenance field of the applicable printer equipment including date of incorporation, organization, headquarters, company size and workforce, management structure, technical staff resumes and a list of all current and canceled printer managed service contracts within the last three (3) years.
- 1.4 Bidders must provide a minimum of three (3) successful references of educational institutions for which the bidder performed comparable printer management and repair service contracts (see NPS Inventory Summary Attachment A) within the five (5) years preceding the date of the bid.
- 1.5 Work within the scope of this contract cannot be subcontracted to another company or individuals who are not in the direct employ of the awarded bidder.

2.0 Full Service Maintenance

Full service management applies to all laser printer equipment on the inventory file, as well as any networked or local laser printers documented in the initial audit, including all labor, parts and printer supplies including OEM or compatible toners and maintenance kits, etc. An initial annual audit is required at the start of the contract. If the initial audit finds a significant difference in the inventory, the contractor is still responsible to honor the bid price laser printer maintenance and management services originally offered. Contractor has the right to retract bid if a significant (>10% - 15%) difference in the inventory is found within 15 days of the audit at which point NPS will move to the next qualified contractor. Contract pricing must include all shipping and travel expenses. A Management Printing System “MPS” must be utilized for all networked printers within the district. The cost shall be a fixed price per the contractor’s bid.

**Summary of Estimated Laser Printer Inventory By School:
NPS Printers 10-19-2022**

School	Networked B&W	Networked Color	Local B&W	Local Color	Total
NECP	7	3	1		11
Angier	16	4	1		21
Bowen	14	1	2	2	19
Burr	13	3	2		18
Cabot	15	3			18
Countryside	12	4	3	1	20
Franklin	15	4	1		20
Horace Mann	12	2		1	15
Lincoln Eliot	10	2		1	13
Mason Rice	17	3	1		21
Memorial Spaulding	21	3	6	1	31
Peirce	4	4	2	1	11
Underwood	6	4	2		12
Ward	14	4	3		21
Williams	10	4	1		15
Zervas	20	3			23
Bigelow	23	4	2	1	30
Brown	28	4	6		38
Day	36	6	2	1	45
Oak Hill	35	7	6		48
North	118	11	1	1	131
South	47	6	9	3	65
Ed Center	33	29	3		65
Total	526	118	54	13	711

- 2.1 The contractor shall have an established presence in the Metro-West and Boston areas, demonstrating a track record of providing print management services as outlined to local school districts (see 1.3 above).
- 2.2 Contractor must develop, communicate and implement an initial roll out plan including but not limited to:
 - 2.2.1 Conduct a full initial inventory audit within all 23 school locations by February 24th, 2023. Preference is for most of the inventory audit to be completed during school vacation week (February 20-24, 2023).

- 2.2.2 Develop and communicate process workflow for toner replenishment, toner recycling, printer repairs, billing, regular check-ins, semiannual reviews, and designated personnel working with NPS.
 - 2.2.3 Any printer found during the initial audit / onboarding process which needs repair or toner shall be covered by the repair agreement (if option is awarded) at no additional cost to NPS.
 - 2.2.4 NPS reserves the right to adjust the initial go live schedule.
- 2.3 Vendor must demonstrate that they have a record of working with other local school districts to provide recommendation for printer placement after the initial audit to support district initiative to cut costs, including but not limited to printer placement and printer types (i.e. larger printers for heavy use, smaller printers for lower use, reduced reliance on stand-alone printers) etc.
- 2.3.1 Vendor shall provide NPS with an audit, strategy and project plan for print cost saving strategies nine (9) months of executed contract date.
 - 2.3.2 NPS reserves the right to request a meeting from the vendor prior to awarding to demonstrate their experience in providing such recommendations.
 - 2.3.3 Vendor shall provide on-going support to help NPS meet the findings and recommendations of the audit during the duration of the contract.
- 2.4 Vendor must support standard communication techniques to ensure management expectations are met and that the project staff is well informed during the initial roll out. To this end, regular Project Management Team meetings will be held with key stakeholders to provide project status and ensure that decisions are made in a timely manner. In addition, regular Project Team Operational Meetings will be held to assess project-to-plan status and review and address open issues. Status Reports and Project Plans will be kept current and published regularly.
- 2.5 Vendor will use FMAudit or approved equal software print management software to track print usage.
- 2.5.1 Vendor shall provide a demonstration of how to use print management software prior to the contract award.
 - 2.5.2 Vendor will fully support the installation, testing, troubleshooting and maintain the current version of print management software on an ongoing basis.
 - 2.5.3 Vendor shall provide hardware requirements for installing the print management software.
 - 2.5.4 Vendor shall provide on-site training during the life of the contract to the NPS Tech Support Staff in the use of print management software over the life of the initial contract.
- 2.6 Consumables:
- 2.6.1 Vendor must provide automatic delivery of consumables such as toner, fuser assemblies and maintenance kits for network printers and ensure due diligence that these are delivered in a timely manner relative to need (for example, prior to devices needing new toner).
 - 2.6.2 In the event that an exception occurs and network connected printers run out of consumables before a replacement is provided, vendor shall provide the toner on-site within two (2) business days following notification.
 - 2.6.3 Vendor will provide 1 extra toner in advance for every local non-network printer.
 - 2.6.4 Service applies throughout the entire 12 months of this contract, including school vacations and summer months.
 - 2.6.5 Vendor shall provide OEM manufactured or compatible toners with quality acceptable by NPS. In the event that toner quality is not acceptable NPS has the right to request a replacement as well as cleaning and or repair of the printer.

2.6.6 No travel reimbursement or other expenses will be allowed under this contract.

2.7 Printer Servicing:

2.7.1 The Information Technology department will notify the contractor via e-mail or through the vendor's request system of all necessary repairs. If the vendor employs a ticketing system it must provide an email or other electronic copy of the request to the Newton Public Schools for record keeping. The service technician(s) shall remain in Newton until all equipment is repaired or return the following school day(s) until the work is completed. A repair ticket acknowledging that the work has been completed shall be forwarded through email or the vendor ticketing system to the NPS IT Dept. NPS reserves the right to adjust how completed printer ticket acknowledgments are communicated. Service applies throughout the year including school vacations and summer months.

2.7.2 The vendor must e-mail the NPS IT Dept. a bi-weekly 'Repair Log' including the service date, school, room number, equipment identification, symptoms, work performed, parts, loaner, and technician.

2.7.3 Service shall apply to all laser printer equipment. Work shall be assessed and/or completed within two (2) business days following notification. For major repairs, work will be completed within 5 business days. A comparable loaner printer may be requested if repairs are not completed within five (5) business days. Service applies throughout the year including school vacations and summer months.

2.7.4 If vendor is not able to make the repair, or damages printer during the repair, the Vendor shall provide NPS a working equivalent printer as replacement. NPS reserves the right to accept or deny printer replacement.

2.7.5 No travel reimbursement or other expenses will be allowed under this contract.

2.7.6 Vendor must stipulate in the final contract any restrictions on the repair of printers based on age, etc. Otherwise it is assumed the vendor will perform repairs on all printers and/or replace with an working equivalent model.

2.8 The vendor shall be responsible for all manufacturer's warranty service at no additional cost to Newton Public Schools. The manufacturer's standard warranty terms and conditions shall apply.

2.9 Full Service Maintenance shall be invoiced monthly to the attention of Carol Stockdale, Newton Public Schools, 100 Walnut Street, Newtonville, MA 02460.

2.9.1 Monthly billing shall be broken down by each school location and provided in spreadsheet form listing building, location within building, department (where applicable), type of charge (i.e. local, network, black & white, color), meter reads before and after, print page count, and charge totals.

2.9.2 NPS may request/adjust how print billing is provided.

2.10 Vendor Capabilities:

2.10.1 Vendor must support print queue management software such as PaperCut or Equitrac or Drivve).

2.10.2 When and if requested, vendor must propose and support functionality to use staff ID cards or NPS login (Active Directory) to manage and route print queues. It is Newton Public School's discretion when and if this type of system would be implemented and who would be awarded the contract for supplying and supporting such a system, but the vendor needs to verify its capabilities and that they are able to support it before the contract is awarded.

No travel reimbursement or other expenses will be allowed under this contract.

3.0 Vendor Employees

- 3.1 Vendor employees must demonstrate a professional appearance and demeanor while on any school premises.
- 3.2 Vendor shall be responsible for insuring their employees meet all legal requirements for employment in the United States and the Commonwealth of Massachusetts.
- 3.3 The Vendor shall provide the Information Services Manager with the names of all Vendor employees working at Newton Public Schools in advance of assignment to the account.
- 3.4 Each employee shall carry an identification card, to be worn in a visible location on their person at all times while performing services on Newton Public Schools premises. Employees must identify themselves at all main offices upon entrance of any school building.
- 3.5 All employees of the awarded bidder **must** pass both CORI and SORI checks **before** they will be allowed entry to any of the 23 school buildings of our district to deliver the required repair services of this contract. Vendor will provide a list of staff members who will have access to NPS' school buildings. This list will be updated twice a year. All CORI and SORI checks are performed through NPS' Human Resources department. NPS reserves the right to remove any staff member.

4.0 Description and Quality

- 4.1 Wherever items are specified by trade name, manufacturer, or dealer's catalog number, or by any other reference, it shall be taken to mean the items as this described or any other item equal thereto in quality, finish, durability, compatibility, safety and serviceability for the purpose for which it is intended. If an alternate item is being proposed, the bidder shall so indicate by providing a full description of the proposed substitute as well as provide data sheets, catalog cuts, performance and test data, and any other information which will support or otherwise prove equality; such proof rests entirely with the bidder. When the bidder does not state the brand, it is understood that the offer is exactly as specified. Final decisions concerning the quality of items, other than those specifically designated, is to rest with the Newton Public Schools whose determination shall be final and conclusive. Vendors shall guarantee quality control of all goods at no additional cost to the City. Samples shall be furnished free-of-charge upon request and may be retained for future comparisons. Samples and literature must be provided within three (3) days after the request.
- 4.2 The City encourages environmentally preferable products, i.e., products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance or disposal of the product or service:
 - 1) emphasis on multiple environmental considerations such as recycled content, energy and water efficiency, renewable resource use and toxicity considerations rather than any single environmental feature; 2) evaluation of environmental impacts throughout the life cycle of the product which includes impacts during the manufacture, use and disposal of the product; and 3) recognition of cost and performance remain critical factors in all purchasing decisions. All products must be latex free and nut free.

- 4.3 Material Safety Data Sheets must be forwarded to the NPS at

Newton Public Schools
Education Center
100 Walnut Street
Newtonville, MA 02460
Attn: Information Technology Department

within thirty (30) days after the bid award. All products must be properly labeled with the product name, manufacturer's name, address and emergency telephone number, ingredients, cautions, warnings, hazard rating and first aid.

5.0 Delivery of Services

- 5.1 Services shall be provided promptly from the time an order is placed via on-line, telephone or email as outlined in section 2 of this document. An exception is only allowed with pre-approval in writing by an authorized employee.

- 5.2 Services shall be provided during normal business hours, Monday through Friday. Newton Public School locations and contact list are attached (Attachment B).
- 5.3 The equipment used in the transportation and delivery of supplies procured shall be maintained in a sanitary condition at all times. The equipment shall be subject to unannounced inspections by a City representative at any time. All vehicles must turn off their engines while services are being provided.

6.0 Payment

- 6.1 Invoices shall be billed to: Newton Public Schools
 Accounts Payable Dept.
 100 Walnut Street
 Newtonville, MA 02460
- 6.2 Invoices must be in duplicate, by department, including the a) purchase order number, b) department name, c) item number, d) quantities, e) description, f) unit price and g) totals.

ATTACHMENTS

Attachment A: *NPS Inventory Summary Sheet*

Attachment B: *NPS Location & Contact List*

NPS Inventory Summary

NPS Printers 10-19-2022

School	Equip. item desc.	Serial number
Angier	HP COLOR LASERJET ENTERPRISE M553N	JPBCKB910Q
Angier	HP COLOR LASERJET M551N	CND CG6V0SG
Angier	HP COLOR LASERJET PRO M452DN	VNB3B71889
Angier	HP COLOR LASERJET PRO M454DN	VNB3K27147
Angier	HP LASERJET ENTERPRISE M605N	CNBCHB4024
Angier	HP LASERJET ENTERPRISE M605N	CNBCHB400J
Angier	HP LASERJET ENTERPRISE M605N	CNBCHB401W
Angier	HP LASERJET ENTERPRISE M605N	CNBCHB401L
Angier	HP LASERJET ENTERPRISE M605N	CNBCHB401S
Angier	HP LASERJET ENTERPRISE M605N	CNBCHB4027
Angier	HP LASERJET PRO M401DW	PHGGB11802
Angier	HP LASERJET PRO M401DW	PHGGG04218
Angier	HP LASERJET PRO M401DW	PHGGB11803
Angier	HP LASERJET PRO M401DW	PHGGG04225
Angier	HP LASERJET PRO M401DW	PHGGB10842
Angier	HP LASERJET PRO M401DW	PHGGG04190
Angier	HP LASERJET PRO M401DW	PHGGC10084
Angier	HP LASERJET PRO M401DW	PHGGC10076
Angier	HP LASERJET PRO M401DW	PHGGG04189
Angier	HP LASERJET PRO M401DW	PHGGG04222
Angier	HP LASERJET PRO M404DN	VND3F22514
Bigelow	HP COLOR LASERJET CP2025DN	CNGS438188
Bigelow	HP COLOR LASERJET ENTERPRISE M553N	JPBCJBS0QL
Bigelow	HP COLOR LASERJET PRO M451DN	JPBDQ17900
Bigelow	HP COLOR LASERJET PRO M452DN	VNB3K08008
Bigelow	HP COLOR LASERJET PRO M452DN	JPBDQ15248
Bigelow	HP LASERJET 1022N	VNB3D08544
Bigelow	HP LASERJET 2420D	CNDJB52429
Bigelow	HP LASERJET 4250	USBXN03731
Bigelow	HP LASERJET ENTERPRISE M506DN PRINTER	JPBDS16029
Bigelow	HP LASERJET ENTERPRISE P3015DN	VNBCBD71L0
Bigelow	HP LASERJET ENTERPRISE PRO M601N	CNCCG4T0C6
Bigelow	HP LASERJET ENTERPRISE PRO M601N	CNB CD740DZ
Bigelow	HP LASERJET ENTERPRISE PRO M601N	CNCCF9B10K
Bigelow	HP LASERJET ENTERPRISE PRO M601N	CNCCG1R0HS
Bigelow	HP LASERJET ENTERPRISE PRO M601N	CNCCG1R0HH
Bigelow	HP LASERJET ENTERPRISE PRO M601N	CNCCG4T0C4
Bigelow	HP LASERJET ENTERPRISE PRO M601N	CNB CD3R18F
Bigelow	HP LASERJET M602N	CNB CD6K17B
Bigelow	HP LASERJET P2055DN	CNB9001874
Bigelow	HP LASERJET P2055DN	CNB9P14696
Bigelow	HP LASERJET P2055DN	CNB9001889
Bigelow	HP LASERJET P2055DN	CNB9P76985

School	Equip. item desc.	Serial number
Bigelow	HP LASERJET P3005	CND1S45980
Bigelow	HP LASERJET P3005	CND1S46380
Bigelow	HP LASERJET P3005	CND1S43626
Bigelow	HP LASERJET P3005	CND1S43543
Bigelow	HP LASERJET PRO M401DN	VNG4N01307
Bigelow	HP LASERJET PRO M402DNE	PHBQG13218
Bigelow	HP LASERJET PRO M402DNE	PHB5H01095
Bigelow	HP LASERJET PRO M402DNE	PHB5B56272
Bowen	HP COLOR LASERJET ENTERPRISE M553N	JPCCL4C0S7
Bowen	HP COLOR LASERJET PRO M452DN	VNB3K17036
Bowen	HP COLOR LASERJET PRO M452DN	VNB3B71940
Bowen	HP LASERJET 1300	CNCB237127
Bowen	HP LASERJET 1300	CNCB154947
Bowen	HP LASERJET 1300	CNCB154849
Bowen	HP LASERJET 1300	CNCB154987
Bowen	HP LASERJET 1300	CNCB140911
Bowen	HP LASERJET 1320N	CNHC57W1RF
Bowen	HP LASERJET 4050N	USBC121379
Bowen	HP LASERJET 4250	CNGXF13927
Bowen	HP LASERJET ENTERPRISE PRO M601N	CNCCG4T0C3
Bowen	HP LASERJET P3005N	CND1N03956
Bowen	HP LASERJET P4014N	JPDF053779
Bowen	HP LASERJET PRO M401DNE	PHGFD11855
Bowen	HP LASERJET PRO M401DNE	PHGFD11852
Bowen	HP LASERJET PRO M401DNE	PHGFF64148
Bowen	HP LASERJET PRO M401DNE	PHGFD63536
Bowen	HP LASERJET PRO M404DN	PHDBB01718
Brown	HP COLOR LASERJET PRO M452DN	JPBDQ15254
Brown	HP COLOR LASERJET PRO M452DN	VNB3M06581
Brown	HP COLOR LASERJET PRO M452DN	JPBDQ08318
Brown	HP COLOR LASERJET PRO M452DN	VNB3K07996
Brown	HP LASERJET 1022N	JN03GYZ
Brown	HP LASERJET 1320N	CNHC55Y067
Brown	HP LASERJET 1320N	CNHC55Y06L
Brown	HP LASERJET 1320N	CNHC55Y06R
Brown	HP LASERJET 1320N	CNFC539147
Brown	HP LASERJET 1320N	CNBJL00101
Brown	HP LASERJET 1320N	CNHC58S0YP
Brown	HP LASERJET 4000N	USMB336927
Brown	HP LASERJET 4050	USBB370320
Brown	HP LASERJET 4050N	USQB046907
Brown	HP LASERJET 4050N	USBB248578
Brown	HP LASERJET ENTERPRISE P3015DN	VNB3Y22605

School	Equip. item desc.	Serial number
Brown	HP LASERJET ENTERPRISE PRO M601N	CNCCG4T0BN
Brown	HP LASERJET ENTERPRISE PRO M601N	CNBCD3N2MQ
Brown	HP LASERJET ENTERPRISE PRO M601N	CNBCD740D1
Brown	HP LASERJET ENTERPRISE PRO M601N	CNCCG1R0HW
Brown	HP LASERJET ENTERPRISE PRO M601N	CNCCG1R0GP
Brown	HP LASERJET ENTERPRISE PRO M601N	CNDCG932QL
Brown	HP LASERJET ENTERPRISE PRO M601N	CNCCFB70DF
Brown	HP LASERJET M507DN	VNCCQ950GR
Brown	HP LASERJET P2055DN	JPBF924964
Brown	HP LASERJET P3005	CND1S43635
Brown	HP LASERJET P3005	CND1S54544
Brown	HP LASERJET P3005	CND1S46504
Brown	HP LASERJET P3005	CND1R413211
Brown	HP LASERJET P3005	CND1R46523
Brown	HP LASERJET P3005	CND1R41320
Brown	HP LASERJET P3005N	CND1S46366
Brown	HP LASERJET P3005N	CNG2R10384
Brown	HP LASERJET PRO M401DN	VNG4N01319
Brown	HP LASERJET PRO M401DNE	PHGFC34519
Brown	HP LASERJET PRO M402DNE	PHB5B94070
Brown	HP LASERJET PRO M404DN	PHBB616804
Brown	HP LASERJET PRO M404DN	PHBBJ04792
Burr	HP COLOR LASERJET CP1518NI	CND0402002
Burr	HP COLOR LASERJET ENTERPRISE M553N	JPCCL4C0RC
Burr	HP COLOR LASERJET PRO M454DN	VNB3B71939
Burr	HP LASERJET 1022N	VNB3T09478
Burr	HP LASERJET 1320N	CNHC57W1RM
Burr	HP LASERJET 1320N	CNHC57W1SM
Burr	HP LASERJET 1320N	CNBC48V0WG
Burr	HP LASERJET 1320N	CNRC67VLWP
Burr	HP LASERJET ENTERPRISE PRO M601N	CNCCG3K0DK
Burr	HP LASERJET ENTERPRISE PRO M601N	CNCCG4T0BT
Burr	HP LASERJET ENTERPRISE PRO M601N	CNCCG1R0J4
Burr	HP LASERJET P3005N	CND1R46383
Burr	HP LASERJET PRO M401DN	VNB4F05252
Burr	HP LASERJET PRO M401DNE	PHGFB16495
Burr	HP LASERJET PRO M401DNE	PHGFG11465
Burr	HP LASERJET PRO M402DW	PHBVH26772
Burr	HP LASERJET PRO M402DW	PHBVH26755
Burr	HP LASERJET PRO M402DW	PHBVH26760
Cabot	HP COLOR LASERJET ENTERPRISE M553X	JPCCM6S2RT
Cabot	HP COLOR LASERJET ENTERPRISE M553N	JPCCM6S1S4
Cabot	HP COLOR LASERJET PRO M452DN	VNB3B71947

School	Equip. item desc.	Serial number
Cabot	HP LASERJET ENTERPRISE M608N	CNBCM6C0SC
Cabot	HP LASERJET ENTERPRISE M608N	CNBCM6W3KC
Cabot	HP LASERJET ENTERPRISE M608N	CNBCM6W3KX
Cabot	HP LASERJET ENTERPRISE M608N	CNBCM6W3KK
Cabot	HP LASERJET ENTERPRISE M608N	CNBCM6W3JY
Cabot	HP LASERJET ENTERPRISE M608N	CNBCM6W3L1
Cabot	HP LASERJET PRO M402DNE	JPBDZ42118
Cabot	HP LASERJET PRO M402DW	PHBVH21231
Cabot	HP LASERJET PRO M402DW	PHBV706246
Cabot	HP LASERJET PRO M402DW	PHBVH21230
Cabot	HP LASERJET PRO M402DW	PHBV706245
Cabot	HP LASERJET PRO M402DW	PHBV706247
Cabot	HP LASERJET PRO M402DW	PHBVH21239
Cabot	HP LASERJET PRO M402DW	PHBV706242
Cabot	HP LASERJET PRO M402DW	PHBVH21234
Countryside	HP COLOR LASERJET CP2025DN	CNGS422552
Countryside	HP COLOR LASERJET CP2025DN	JPBFR00398
Countryside	HP COLOR LASERJET M551N	CNCCG2T09W
Countryside	HP COLOR LASERJET PRO M452DN	VNB3K16970
Countryside	HP COLOR LASERJET PRO M452DN	VNB3B71944
Countryside	HP LASERJET 1022N	JNOBJ7D
Countryside	HP LASERJET 1320N	CNBC48V0WC
Countryside	HP LASERJET 4100N	USLNH04354
Countryside	HP LASERJET 4250	USBXN19892
Countryside	HP LASERJET ENTERPRISE M604N	CNBCH5609V
Countryside	HP LASERJET ENTERPRISE P3015DN	VNB3R18672
Countryside	HP LASERJET ENTERPRISE PRO M601N	CNDCG871LY
Countryside	HP LASERJET ENTERPRISE PRO M601N	CNCCG1R071
Countryside	HP LASERJET P3005	CND1P02209
Countryside	HP LASERJET P3005N	CND1P05791
Countryside	HP LASERJET PRO M401DNE	VNG4821893
Countryside	HP LASERJET PRO M401DNE	PHGFD27091
Countryside	HP LASERJET PRO M401DNE	PHGFC46690
Countryside	HP LASERJET PRO M401DNE	PHGFB35038
Countryside	HP LASERJET PRO M401DNE	PHGFB35037
Day	HP COLOR LASERJET 2025	CNDSC01162
Day	HP COLOR LASERJET ENTERPRISE M553N	JPCCM7J4XR
Day	HP COLOR LASERJET ENTERPRISE M553N	JPCCM7J50J
Day	HP COLOR LASERJET M551N	JPCCDBL0BL
Day	HP COLOR LASERJET PRO M452DN	JPBDQ15069
Day	HP COLOR LASERJET PRO M452DN	JPDDQ00385
Day	HP COLOR LASERJET PRO M452DN	VNB3K08009
Day	HP LASERJET 1320N	CNHC55Y06G

School	Equip. item desc.	Serial number
Day	HP LASERJET 3030 PRINTER	CNBM168605
Day	HP LASERJET 4250	USBXM03033
Day	HP LASERJET 4250DTN	CNBXB21189
Day	HP LASERJET 4250N	CNRXR30875
Day	HP LASERJET ENTERPRISE M604N	CNDCJ9D1VZ
Day	HP LASERJET ENTERPRISE M607N PRINTER	CNBCL1P12F
Day	HP LASERJET ENTERPRISE PRO M601N	CNCCG4T0CB
Day	HP LASERJET ENTERPRISE PRO M601N	CNBCD740DX
Day	HP LASERJET ENTERPRISE PRO M601N	CNCCG1R0HY
Day	HP LASERJET ENTERPRISE PRO M601N	CNDCG8F03C
Day	HP LASERJET ENTERPRISE PRO M601N	CNCCG4T0CQ
Day	HP LASERJET ENTERPRISE PRO M601N	CNCCG190HM
Day	HP LASERJET P2035N	CNB9X49672
Day	HP LASERJET P2055DN	VNB3S21365
Day	HP LASERJET P3005	CNJ1S75864
Day	HP LASERJET P3005	CND1P03289
Day	HP LASERJET P3005N	CND1S44574
Day	HP LASERJET P4014N	CNDX205497
Day	HP LASERJET PRO M227FDW PRINTER	VNG3G22329
Day	HP LASERJET PRO M401DN	VNG4N01295
Day	HP LASERJET PRO M401DNE	JPGFH20700
Day	HP LASERJET PRO M401DNE	JPGFH20713
Day	HP LASERJET PRO M401DNE	VNG4J05994
Day	HP LASERJET PRO M401DNE	VNG4J05984
Day	HP LASERJET PRO M401DNE	JPGFH19409
Day	HP LASERJET PRO M401DNE	JPGFH19422
Day	HP LASERJET PRO M401DW	PHGGB10847
Day	HP LASERJET PRO M402DN	PHBQH04447
Day	HP LASERJET PRO M402DN	PHBQC16918
Day	HP LASERJET PRO M402DN	PHBQF12974
Day	HP LASERJET PRO M402DN	PHBQC16967
Day	HP LASERJET PRO M402DN	PHBQC17859
Day	HP LASERJET PRO M402DN	PHBQH04535
Day	HP LASERJET PRO M402DN	PHBQH16559
Day	HP LASERJET PRO M402DN	PHBQC29323
Day	HP LASERJET PRO M402DNE	PHB5H37774
Day	HP LASERJET PRO M404DN	PHDBB01770
Ed Center	HP COLOR LASERJET 3800	CNJBB12343
Ed Center	HP COLOR LASERJET 4700DN	JP4LB12472
Ed Center	HP COLOR LASERJET CP2025N	CNDS200803
Ed Center	HP COLOR LASERJET CP3525DN	CNCCC682TX
Ed Center	HP COLOR LASERJET CP4025N	JPDCF4L01B
Ed Center	HP COLOR LASERJET CP4525DN PRINTER	JPBCC2Q0VD

School	Equip. item desc.	Serial number
Ed Center	HP COLOR LASERJET ENTERPRISE M553DN	JPCCMCN438
Ed Center	HP COLOR LASERJET ENTERPRISE M553DN	JPCCCL520MR
Ed Center	HP COLOR LASERJET ENTERPRISE M553N	JPBCJB201K
Ed Center	HP COLOR LASERJET ENTERPRISE M553N	JPBCK791F6
Ed Center	HP COLOR LASERJET ENTERPRISE M553N	JPBCK9S084
Ed Center	HP COLOR LASERJET ENTERPRISE M553N	JPCCCL5122W
Ed Center	HP COLOR LASERJET ENTERPRISE M554DN	JPBCND70TH
Ed Center	HP COLOR LASERJET ENTERPRISE M554DN	JPBCND70SK
Ed Center	HP COLOR LASERJET ENTERPRISE M652DN	JPBCL5N0TS
Ed Center	HP COLOR LASERJET M551N	CNCCF5R02Y
Ed Center	HP COLOR LASERJET M551N	CNCCF1X0S8
Ed Center	HP COLOR LASERJET M551N	CNBCD6R08R
Ed Center	HP COLOR LASERJET M551N	CNBCD6R08Q
Ed Center	HP COLOR LASERJET M551N	CNCCG3N1K1
Ed Center	HP COLOR LASERJET M551N	CNCKL81321
Ed Center	HP COLOR LASERJET PRO M255DW	VNB3M38037
Ed Center	HP COLOR LASERJET PRO M451DN	CNDF226013
Ed Center	HP COLOR LASERJET PRO M451DN	CNDF222342
Ed Center	HP COLOR LASERJET PRO M452DN	VNB3K05857
Ed Center	HP COLOR LASERJET PRO M452DN	VNB3B08787
Ed Center	HP COLOR LASERJET PRO M452NW	VNB3C28648
Ed Center	HP COLOR LASERJET PRO M477FDN PRINTER	VNBKL6P8F4
Ed Center	HP COLOR LASERJET PRO M477FDN PRINTER	VNBKL42JG6
Ed Center	HP LASERJET 4050	USBB279794
Ed Center	HP LASERJET 4250	CNBXC15612
Ed Center	HP LASERJET 4250	CNRXJ90958
Ed Center	HP LASERJET ENTERPRISE M604N	CNDCJB40J3
Ed Center	HP LASERJET ENTERPRISE M605N	CNBCHB401V
Ed Center	HP LASERJET ENTERPRISE M605N	CNBCHB401B
Ed Center	HP LASERJET ENTERPRISE M605N	CNBCH7M1MC
Ed Center	HP LASERJET ENTERPRISE M607DN PRINTER	CNBCMDM22C
Ed Center	HP LASERJET ENTERPRISE M607DN PRINTER	CNBCM550RD
Ed Center	HP LASERJET ENTERPRISE M607N PRINTER	CNBCL8H0KX
Ed Center	HP LASERJET ENTERPRISE P3015DN	JPBCC791H0
Ed Center	HP LASERJET ENTERPRISE P3015DN	VNB3Y23078
Ed Center	HP LASERJET ENTERPRISE PRO M601N	CNCCG5C16Z
Ed Center	HP LASERJET M507DN	PHCCQ9C0DH
Ed Center	HP LASERJET P2055DN	VNB3R20537
Ed Center	HP LASERJET P4014N	CNDX312321
Ed Center	HP LASERJET P4014N	CNDX153009
Ed Center	HP LASERJET P4015DN PRINTER	CNDY101179
Ed Center	HP LASERJET PRO M401DNE	JPGFH34135
Ed Center	HP LASERJET PRO M401DNE	VNG3707671

School	Equip. item desc.	Serial number
Ed Center	HP LASERJET PRO M401DNE	PHGFG53861
Ed Center	HP LASERJET PRO M401DNE	JPGFH37838
Ed Center	HP LASERJET PRO M401N	VNB4J18930
Ed Center	HP LASERJET PRO M402DN	PHBQC39950
Ed Center	HP LASERJET PRO M402DN	PHB5C27809
Ed Center	HP LASERJET PRO M402DNE	PHB5D19925
Ed Center	HP LASERJET PRO M402DNE	PHB5H20924
Ed Center	HP LASERJET PRO M402DNE	PHBQH04450
Ed Center	HP LASERJET PRO M402DNE	PHB5H20915
Ed Center	HP LASERJET PRO M404DN	JPDDM13910
Ed Center	HP LASERJET PRO M404DN	PHBB616816
Ed Center	HP LASERJET PRO M404DN	PHDBC13638
Ed Center	HP LASERJET PRO M521DN	CNDKN364ZF
Ed Center	HP LASERJET PRO M521DN	CNDKL8T1TJ
Ed Center	XRX WC3345DNI	3BT835785
Ed Center	XRX WORKCENTRE 7225PT	LX5695207
Franklin	HP COLOR LASERJET ENTERPRISE M553N	JPCCL4C0R9
Franklin	HP COLOR LASERJET M551N	CNCCF5R02W
Franklin	HP COLOR LASERJET PRO M452DN	VNB3B71936
Franklin	HP COLOR LASERJET PRO M454DN	VNB3C12439
Franklin	HP LASERJET 1320N	CNHC57W1RS
Franklin	HP LASERJET 1320N	CNBC48V0VM
Franklin	HP LASERJET 4250	CNDXD11722
Franklin	HP LASERJET ENTERPRISE PRO M601N	CNCCG1R0JP
Franklin	HP LASERJET P2055DN	CNBJ644037
Franklin	HP LASERJET P3005	CND1S42617
Franklin	HP LASERJET PRO M401DNE	PHGFB35036
Franklin	HP LASERJET PRO M401DNE	PHGFG59947
Franklin	HP LASERJET PRO M402DN	JPBDY01631
Franklin	HP LASERJET PRO M402DN	PHBQB16112
Franklin	HP LASERJET PRO M402DN	PHBQC14364
Franklin	HP LASERJET PRO M402DN	PHBQB21857
Franklin	HP LASERJET PRO M402DN	PHBQB21713
Franklin	HP LASERJET PRO M402DN	JPBDY00801
Franklin	HP LASERJET PRO M402DN	PHB5C06637
Franklin	HP LASERJET PRO M402DNE	PHB5C65751
Horace Mann	HP COLOR LASERJET ENTERPRISE M553X	JPCCL4C0RB
Horace Mann	HP COLOR LASERJET PRO M452DN	VNB3B71946
Horace Mann	HP COLOR LASERJET PRO M454DN	VNB3C02835
Horace Mann	HP LASERJET ENTERPRISE M604N	CNBCH6K0KF
Horace Mann	HP LASERJET ENTERPRISE M607N PRINTER	CNBCM8216N
Horace Mann	HP LASERJET ENTERPRISE M607N PRINTER	CNBCM8216H
Horace Mann	HP LASERJET ENTERPRISE M607N PRINTER	CNBCM8216K

School	Equip. item desc.	Serial number
Horace Mann	HP LASERJET PRO M401DNE	PHGFC79716
Horace Mann	HP LASERJET PRO M401DNE	VNG3700948
Horace Mann	HP LASERJET PRO M401DNE	PHGFC79703
Horace Mann	HP LASERJET PRO M401DNE	PHGFG12996
Horace Mann	HP LASERJET PRO M402DNE	JPBDZ42120
Horace Mann	HP LASERJET PRO M404DN	PHBB403123
Horace Mann	HP LASERJET PRO M404DN	PHBB403119
Horace Mann	XRX WORKCENTRE 3550X COPIER	VMA557385
Lincoln Eliot	HP COLOR LASERJET CP4525DN PRINTER	JPDCF2N12R
Lincoln Eliot	HP COLOR LASERJET ENTERPRISE M553DN	JPCCMCN3XW
Lincoln Eliot	HP COLOR LASERJET PRO M452DN	VNB3B71943
Lincoln Eliot	HP LASERJET 1320N	CNBC48V0VX
Lincoln Eliot	HP LASERJET 1320N	CNRC6BB11N
Lincoln Eliot	HP LASERJET 4050N	USBB335679
Lincoln Eliot	HP LASERJET ENTERPRISE P3015DN	JPBDS16099
Lincoln Eliot	HP LASERJET ENTERPRISE PRO M601N	CNCCG1R0HR
Lincoln Eliot	HP LASERJET P4014N	CNDX312341
Lincoln Eliot	HP LASERJET PRO M401DNE	PHGFC51683
Lincoln Eliot	HP LASERJET PRO M402DN	PHBQH16549
Lincoln Eliot	HP LASERJET PRO M402DNE	PHB5F08664
Lincoln Eliot	HP LASERJET PRO M501DN	PHBTR85713
Mason Rice	HP COLOR LASERJET ENTERPRISE M553X	JPCCM1J1J1
Mason Rice	HP COLOR LASERJET ENTERPRISE M553N	JPCLL7Y1CJ
Mason Rice	HP COLOR LASERJET PRO M452DN	VNB3B71937
Mason Rice	HP LASERJET 1320N	CNHC57W1RR
Mason Rice	HP LASERJET 4240	CNRXY46488
Mason Rice	HP LASERJET 4250	CNGXG47633
Mason Rice	HP LASERJET 4250N	CNGXD91421
Mason Rice	HP LASERJET 4250N	CNGXD91422
Mason Rice	HP LASERJET 4250N	CNGXC58669
Mason Rice	HP LASERJET ENTERPRISE P3015DN	VNB3R33190
Mason Rice	HP LASERJET ENTERPRISE PRO M601N	CNCCG462KT
Mason Rice	HP LASERJET P3005	CND1R44973
Mason Rice	HP LASERJET PRO M401DNE	PHGFC27836
Mason Rice	HP LASERJET PRO M401DNE	PHGFC27835
Mason Rice	HP LASERJET PRO M401DNE	PHGFC27830
Mason Rice	HP LASERJET PRO M401DNE	PHGFC27846
Mason Rice	HP LASERJET PRO M401DNE	PHGFC48499
Mason Rice	HP LASERJET PRO M401DNE	PHGFB49891
Mason Rice	HP LASERJET PRO M401DNE	PHGFG09095
Mason Rice	HP LASERJET PRO M402DNE	PHB5B85743
Mason Rice	HP LASERJET PRO M404DN	PHBBK12615
Memorial Spaulding	HP COLOR LASERJET ENTERPRISE M553N	JPCCL520JR

School	Equip. item desc.	Serial number
Memorial Spaulding	HP COLOR LASERJET PRO M451DN	CNDF323678
Memorial Spaulding	HP COLOR LASERJET PRO M452DN	VNB3K02291
Memorial Spaulding	HP COLOR LASERJET PRO M452DN	VNB3B71949
Memorial Spaulding	HP LASERJET 1012	CNFB859854
Memorial Spaulding	HP LASERJET 1022N	JNOBJDT
Memorial Spaulding	HP LASERJET 1200	CNDL049790
Memorial Spaulding	HP LASERJET 1200	CNDL082766
Memorial Spaulding	HP LASERJET 1300	CNCB222812
Memorial Spaulding	HP LASERJET 1300	CNCB150373
Memorial Spaulding	HP LASERJET 1300	CNCB150308
Memorial Spaulding	HP LASERJET 1300	CNBB048402
Memorial Spaulding	HP LASERJET 1300	CNCB150320
Memorial Spaulding	HP LASERJET 1300	CNCB222327
Memorial Spaulding	HP LASERJET 1300	CNCB150332
Memorial Spaulding	HP LASERJET 1320N	CNDC51T1SX
Memorial Spaulding	HP LASERJET 4200 PRINTER	USGNS20517
Memorial Spaulding	HP LASERJET 4200 PRINTER	USGNS38115
Memorial Spaulding	HP LASERJET M610DN PRINTER	PHBCQ8Q0S7
Memorial Spaulding	HP LASERJET P3005	CND1R44666
Memorial Spaulding	HP LASERJET P3005	CND1R46388
Memorial Spaulding	HP LASERJET P4014N	JDF053435
Memorial Spaulding	HP LASERJET PRO M401DN	VNB3N25073
Memorial Spaulding	HP LASERJET PRO M401DN	VNB3N25067
Memorial Spaulding	HP LASERJET PRO M401DNE	PHGFB11603
Memorial Spaulding	HP LASERJET PRO M401DNE	PHGFG63437
Memorial Spaulding	HP LASERJET PRO M401DNE	PHGFB11607
Memorial Spaulding	HP LASERJET PRO M402DNE	PHB5D05311
Memorial Spaulding	HP LASERJET PRO M402DNE	PHB5B37293
Memorial Spaulding	HP LASERJET PRO M404DN	VNG3B17045
Memorial Spaulding	HP LASERJET PRO M404DN	VNG3B17058
NECP	HP COLOR LASERJET CP3525DN	CNCCCC23M1
NECP	HP COLOR LASERJET M551N	CNCCG3V0FF
NECP	HP COLOR LASERJET PRO M454DN	VNB3C04501
NECP	HP LASERJET ENTERPRISE M506DN PRINTER	PHBGT21272
NECP	HP LASERJET ENTERPRISE M606X	CNDCJ6G203
NECP	HP LASERJET ENTERPRISE P3015DN	VNB3R39153
NECP	HP LASERJET ENTERPRISE PRO M601N	CNDCH1X0BJ
NECP	HP LASERJET P2035N	CNB9X09238
NECP	HP LASERJET P2035N	CNB9T53207
NECP	HP LASERJET P2055DN	CNB9912565
NECP	HP LASERJET PRO M402DN	PHBQC29007
North	HP COLOR LASERJET CP2025N	CNGSB14579
North	HP COLOR LASERJET CP2025N	CNGSB11708

School	Equip. item desc.	Serial number
North	HP COLOR LASERJET CP2025N	CNGSB14576
North	HP COLOR LASERJET M251NW	CND1H59684
North	HP COLOR LASERJET PRO M252DW	VNB3B75577
North	HP COLOR LASERJET PRO M255DW	VNB3S58072
North	HP COLOR LASERJET PRO M451DN	CNDF303430
North	HP COLOR LASERJET PRO M451DN	CNDF228122
North	HP COLOR LASERJET PRO M452NW	VNB3C27283
North	XRX PHASER 7500DN COLOR PRINTER	VFF0000001277
North	XRX VERSALINK C8000 COLOR PRINTER (45 PPM)	2YX043082
North	HP COLOR LASERJET CP2025N	CNDS202223
North	HP LASERJET 4200 PRINTER	USDNP09126
North	HP LASERJET 4200 PRINTER	USDNP00831
North	HP LASERJET 4200 PRINTER	USDNL09221
North	HP LASERJET 4200 PRINTER	USDNP09123
North	HP LASERJET 4200 PRINTER	USDNN00859
North	HP LASERJET 4200 PRINTER	USDNP09121
North	HP LASERJET 4200 PRINTER	USDNS00844
North	HP LASERJET 4200 PRINTER	USNGP12349
North	HP LASERJET 4250	CNGXD67258
North	HP LASERJET 4250	CNRXY50899
North	HP LASERJET 4250	CNGXB20910
North	HP LASERJET 4250	CNRXR82935
North	HP LASERJET 4250N	CNRXR82935
North	HP LASERJET ENTERPRISE M604DN	CNBCH700Q9
North	HP LASERJET ENTERPRISE M604N	CNBCH700PL
North	HP LASERJET ENTERPRISE M604N	CNBCH700QK
North	HP LASERJET ENTERPRISE M607N PRINTER	CNBCKC2048
North	HP LASERJET ENTERPRISE M806DN PRINTER	JPCCH6P1M7
North	HP LASERJET ENTERPRISE P3015DN	VNB4G07152
North	HP LASERJET ENTERPRISE P3015DN	VNB4G07153
North	HP LASERJET ENTERPRISE P3015DN	VNB4G07160
North	HP LASERJET ENTERPRISE P3015DN	VNB4G07147
North	HP LASERJET ENTERPRISE P3015DN	VNB4G07155
North	HP LASERJET P2035N	CNB9T52662
North	HP LASERJET P2035N	CNB9X49670
North	HP LASERJET P2035N	CNB9X49669
North	HP LASERJET P2035N	CNB9T52659
North	HP LASERJET P2035N	CNB9T52671
North	HP LASERJET P2035N	CNB9T53147
North	HP LASERJET P2035N	CNB9T53213
North	HP LASERJET P2035N	CNB9T53206
North	HP LASERJET P2035N	CNB9T52658
North	HP LASERJET P2035N	CNB9X49676

School	Equip. item desc.	Serial number
North	HP LASERJET P2035N	CNB9T52656
North	HP LASERJET P2035N	CNB9T52660
North	HP LASERJET P2035N	CNB9T52663
North	HP LASERJET P2035N	CNB9T52670
North	HP LASERJET P2035N	CNB9T53189
North	HP LASERJET P2035N	CNB9T53201
North	HP LASERJET P2035N	CNB9T53209
North	HP LASERJET P2035N	CNB9T53212
North	HP LASERJET P2035N	CNB9T52669
North	HP LASERJET P2035N	CNB9T53197
North	HP LASERJET P2035N	CNB9T52666
North	HP LASERJET P2035N	CNB9T53187
North	HP LASERJET P2035N	CNB9T53216
North	HP LASERJET P2035N	CNB9T53200
North	HP LASERJET P2035N	CNB9T53185
North	HP LASERJET P2035N	CNB9T53204
North	HP LASERJET P2035N	CNB9T53196
North	HP LASERJET P2035N	CNB9T53211
North	HP LASERJET P2035N	CNB9T52876
North	HP LASERJET P2035N	CNB9X49674
North	HP LASERJET P2035N	CNB9T52668
North	HP LASERJET P2035N	CNB9T52846
North	HP LASERJET P2035N	CNB9T53192
North	HP LASERJET P2035N	CNB9T53203
North	HP LASERJET P2035N	CNB9T53195
North	HP LASERJET P2035N	CNB9T52664
North	HP LASERJET P2035N	CNB9X49675
North	HP LASERJET P2035N	CNB9T52667
North	HP LASERJET P2035N	CNB9T53215
North	HP LASERJET P2035N	CNB9T53218
North	HP LASERJET P2035N	CNB9T53208
North	HP LASERJET P2035N	CNB9T53198
North	HP LASERJET P2035N	CNB9T53217
North	HP LASERJET P2035N	CNB9T53184
North	HP LASERJET P2035N	CNB9T53188
North	HP LASERJET P2035N	CNB9X49678
North	HP LASERJET P2035N	CNB9T52661
North	HP LASERJET P2035N	CNB9X27678
North	HP LASERJET P2035N	CNB9T53210
North	HP LASERJET P2035N	CNB9T53193
North	HP LASERJET P2055DN	JPBF964139
North	HP LASERJET P2055DN	CNB9339211
North	HP LASERJET P2055DN	JPBF936419

School	Equip. item desc.	Serial number
North	HP LASERJET P4014N	CNDX156681
North	HP LASERJET P4014N	CNDX157802
North	HP LASERJET P4014N	CNDX160590
North	HP LASERJET P4014N	CNDX157552
North	HP LASERJET P4014N	CNDX161140
North	HP LASERJET P4014N	CNDX161146
North	HP LASERJET P4014N	CNDX160836
North	HP LASERJET P4014N	CNDX157409
North	HP LASERJET P4014N	CNDX161143
North	HP LASERJET P4014N	CNDX157407
North	HP LASERJET P4014N	CNDX160592
North	HP LASERJET P4014N	CNDX160587
North	HP LASERJET P4014N	CNDX160899
North	HP LASERJET P4014N	CNDX157410
North	HP LASERJET P4014N	CNDX161100
North	HP LASERJET P4014N	CNDX157811
North	HP LASERJET P4014N	CNDX160742
North	HP LASERJET P4014N	CNDX161149
North	HP LASERJET P4014N	CNDX157392
North	HP LASERJET P4014N	CNDX160725
North	HP LASERJET P4014N	CNDX157414
North	HP LASERJET P4014N	CNDX160753
North	HP LASERJET P4014N	CNDX160591
North	HP LASERJET P4014N	CNDX161150
North	HP LASERJET P4014N	CNDX157461
North	HP LASERJET P4014N	CNDX160750
North	HP LASERJET P4014N	CNBX201146
North	HP LASERJET P4014N	CNDX161145
North	HP LASERJET P4014N	CNDX161101
North	HP LASERJET P4014N	CNDX157394
North	HP LASERJET P4014N	CNDX161117
North	HP LASERJET P4515N	SN12345678
North	HP LASERJET PRO M227FDW PRINTER	VNG3L13351
North	HP LASERJET PRO M401DNE	PHGFG63440
North	HP LASERJET PRO M401DNE	PHGFG63451
North	HP LASERJET PRO M401DNE	PHGFG63443
North	HP LASERJET PRO M401DNE	PHGFG63444
North	HP LASERJET PRO M401DNE	PHGFG63438
North	HP LASERJET PRO M401DNE	PHGFB47759
North	HP LASERJET PRO M401DNE	PHGFG63441
North	HP LASERJET PRO M401N	VNG4S04272
North	HP LASERJET PRO M401N	VNG4S04280
North	HP LASERJET PRO M402DNE	JPBDZ42126

School	Equip. item desc.	Serial number
Oak Hill	HP COLOR LASERJET CP3525DN	CNCC9DC02L
Oak Hill	HP COLOR LASERJET PRO M451DN	CNDF209716
Oak Hill	HP COLOR LASERJET PRO M451DN	CNDF298695
Oak Hill	HP COLOR LASERJET PRO M452DN	JPBDQ15252
Oak Hill	HP COLOR LASERJET PRO M452DN	VNB3K08003
Oak Hill	HP COLOR LASERJET PRO M452DN	VNB3B07874
Oak Hill	HP COLOR LASERJET PRO M452DW	VNG3P03429
Oak Hill	HP LASERJET 1012	CNFB859865
Oak Hill	HP LASERJET 1320N	CNHC55Y07
Oak Hill	HP LASERJET 1320N	CNHC55Y07J
Oak Hill	HP LASERJET 2300	CNBGH93278
Oak Hill	HP LASERJET 4050	USBC116344
Oak Hill	HP LASERJET 4050N	USBC114156
Oak Hill	HP LASERJET 4100N	USBGB12255
Oak Hill	HP LASERJET 4100N	JPLGD17027
Oak Hill	HP LASERJET 4240	CNGXF55672
Oak Hill	HP LASERJET 4240	CNGXJ16335
Oak Hill	HP LASERJET 4250N	USBXS20084
Oak Hill	HP LASERJET ENTERPRISE M607DN PRINTER	CNBCN2T0R9
Oak Hill	HP LASERJET ENTERPRISE M607DN PRINTER	CNBCN2T0RG
Oak Hill	HP LASERJET ENTERPRISE M607DN PRINTER	CNBCB2TORB
Oak Hill	HP LASERJET ENTERPRISE M607DN PRINTER	CNBCN2T0QY
Oak Hill	HP LASERJET ENTERPRISE M607DN PRINTER	CNBCN351KZ
Oak Hill	HP LASERJET ENTERPRISE PRO M601N	CNBCD740F2
Oak Hill	HP LASERJET ENTERPRISE PRO M601N	CNCCG1R0HP
Oak Hill	HP LASERJET ENTERPRISE PRO M601N	CNCCG1K0LB
Oak Hill	HP LASERJET M406DN	PHBBG22239
Oak Hill	HP LASERJET M406DN	PHBBG22251
Oak Hill	HP LASERJET M602N	JPCCG3L2F0
Oak Hill	HP LASERJET M602N	CNCCG470DM
Oak Hill	HP LASERJET M602N	JPCCG3L2DN
Oak Hill	HP LASERJET P2015DN PRINTER	CNBJS95389
Oak Hill	HP LASERJET P2035	VNB3202420
Oak Hill	HP LASERJET P2055DN	CNB1704587
Oak Hill	HP LASERJET P2055DN	VNB3106313
Oak Hill	HP LASERJET P3005N	CND1S43629
Oak Hill	HP LASERJET P3005N	CNG2R15792
Oak Hill	HP LASERJET P3005N	CNT1N02813
Oak Hill	HP LASERJET P3005N	CND1543690
Oak Hill	HP LASERJET P3005N	CND1S543551
Oak Hill	HP LASERJET PRO M401DNE	PHGFC07603
Oak Hill	HP LASERJET PRO M401DNE	PHGFC23283
Oak Hill	HP LASERJET PRO M401DNE	PHGFC23255

School	Equip. item desc.	Serial number
Oak Hill	HP LASERJET PRO M401DNE	JPGFH19400
Oak Hill	HP LASERJET PRO M401DNE	JPGFH20710
Oak Hill	HP LASERJET PRO M404DN	PHDBC10363
Oak Hill	HP LASERJET PRO M404DN	PHDBC10375
Oak Hill	HP LASERJET PRO M404DN	PHDBC00628
Peirce	HP COLOR LASERJET ENTERPRISE M553N	JPCC14C0RR
Peirce	HP COLOR LASERJET ENTERPRISE M553N	JPBCJBS0QD
Peirce	HP COLOR LASERJET PRO M452DN	VNB3B71933
Peirce	HP COLOR LASERJET PRO M452DN	VNB3K16977
Peirce	HP COLOR LASERJET PRO M452DN	VNB3K11769
Peirce	HP LASERJET ENTERPRISE P3015D	VNB3124915
Peirce	HP LASERJET ENTERPRISE P3015DN	VNBCB1P171
Peirce	HP LASERJET ENTERPRISE P3015DN	VNBCB3L0TR
Peirce	HP LASERJET ENTERPRISE PRO M601N	CNDCG940GV
Peirce	HP LASERJET PRO M401DN	VNG3M01042
Peirce	HP LASERJET PRO M401DNE	PHGFC00031
South	HP COLOR LASERJET 2605DN	CNGC6BM0FJ
South	HP COLOR LASERJET CP3525DN	CNCC94H0FR
South	HP COLOR LASERJET ENTERPRISE M553X	JPBCJBS0QG
South	HP COLOR LASERJET ENTERPRISE M652DN	JPBCK9721W
South	HP COLOR LASERJET ENTERPRISE M652DN	JPBCMD20XB
South	HP COLOR LASERJET PRO CM1415	CNH8C8DQZF
South	HP COLOR LASERJET PRO M451NW	CNB0205632
South	HP COLOR LASERJET PRO M452DN	VNB3K16971
South	XRX WORKCENTRE 6515 COLOR MFP	5AV792569
South	HP LASERJET 1300	CNCB120288
South	HP LASERJET 1320N	CNHC59X2YM
South	HP LASERJET 4050	USBB314775
South	HP LASERJET 4200 PRINTER	USGNS50689
South	HP LASERJET 4200 PRINTER	USDNL14348
South	HP LASERJET 4200 PRINTER	USGNS30650
South	HP LASERJET 4200 PRINTER	USGNS30643
South	HP LASERJET 4200 PRINTER	USDNN15141
South	HP LASERJET 4200N PRINTER	USGNS30657
South	HP LASERJET 4240	CNRXR77531
South	HP LASERJET 4240N	CNRXS61456
South	HP LASERJET 4250	CNBXD24134
South	HP LASERJET 4250	CNGXJ52582
South	HP LASERJET 4250	USBXP18026
South	HP LASERJET 4250	CNDXB22024
South	HP LASERJET 4250	USBXP18012
South	HP LASERJET 4250	USBXP18019
South	HP LASERJET 4250	CNRXL74745

School	Equip. item desc.	Serial number
South	HP LASERJET 4250	CNGXF87620
South	HP LASERJET 4250	CNDXB07085
South	HP LASERJET 4250N	CNGXB7605
South	HP LASERJET 4300	CNBY702412
South	HP LASERJET ENTERPRISE M507DN PRINTER	PHBCM9W0WW
South	HP LASERJET ENTERPRISE M605N	CNDCK2D258
South	HP LASERJET ENTERPRISE M608N	CNBCLB8031
South	HP LASERJET ENTERPRISE P3015D	VNB3S02749
South	HP LASERJET ENTERPRISE P3015D	VNB3134688
South	HP LASERJET ENTERPRISE P3015DN	VNB4G07158
South	HP LASERJET ENTERPRISE P3015DN	VNB4G07148
South	HP LASERJET ENTERPRISE P3015DN	VNB4G07144
South	HP LASERJET ENTERPRISE P3015DN	VNB4G07140
South	HP LASERJET ENTERPRISE P3015DN	VNB4G07150
South	HP LASERJET ENTERPRISE P3015DN	VNB4G07145
South	HP LASERJET ENTERPRISE P3015DN	VNB4G07159
South	HP LASERJET ENTERPRISE P3015DN	VNB4G07143
South	HP LASERJET ENTERPRISE P3015DN	VNB3134684
South	HP LASERJET ENTERPRISE P3015DN	VNB4G07157
South	HP LASERJET ENTERPRISE PRO M601N	CNCCG4T0C7
South	HP LASERJET ENTERPRISE PRO M601N	CNCCG4T0BX
South	HP LASERJET M610DN PRINTER	CNBCP2C112
South	HP LASERJET M610DN PRINTER	PHBC1BFJ23
South	HP LASERJET P2015	CNBJS81142
South	HP LASERJET P2035	VNB3202423
South	HP LASERJET P2035	VNB3202422
South	HP LASERJET P3015	VNB3S02751a
South	HP LASERJET P4014N	CNDX157521
South	HP LASERJET P4015DN PRINTER	CNDY139759
South	HP LASERJET PRO M401DN	VNG4504273
South	HP LASERJET PRO M401DNE	PHGFG59767
South	HP LASERJET PRO M401DNE	PHGFC10766
South	HP LASERJET PRO M401N	VNG4S04271
South	HP LASERJET PRO M402DN	PHBQB28001
South	HP LASERJET PRO M402N	PHBHG14082
South	HP LASERJET PRO M404DN	PHBB403020
South	HP LASERJET PRO M404DN	VNG3B04074
South	XRX WC3325DN MFP	LA8666539
Underwood	HP LASERJET PRO M501DN	PHBTR72439
Underwood	HP COLOR LASERJET ENTERPRISE M553N	JPCCL4C0R2
Underwood	HP COLOR LASERJET M551N	CNCCG2K0L8
Underwood	HP COLOR LASERJET PRO M452DN	VNB3B71925
Underwood	HP COLOR LASERJET PRO M452DN	VNG3X04737

School	Equip. item desc.	Serial number
Underwood	HP LASERJET 1022N	VNB3T09451
Underwood	HP LASERJET P2015 PRINTER	CNBVC07735
Underwood	HP LASERJET PRO M401DN	VNG4X20795
Underwood	HP LASERJET PRO M401DNE	VNG4X20796
Underwood	HP LASERJET PRO M402N	PHBQG07083
Underwood	HP LASERJET PRO M404DN	PHBB360689
Underwood	HP PAGEWIDE PRO 477DW MFP	CN85AHX07F
Ward	HP COLOR LASERJET CP3525DN	CNCCCC23MG
Ward	HP COLOR LASERJET ENTERPRISE M553N	JPCCL950M8
Ward	HP COLOR LASERJET ENTERPRISE M553N	JPCCL4C0R5
Ward	HP COLOR LASERJET PRO M452DN	VNB3B71934
Ward	HP LASERJET 1320N	CNFC53B36B
Ward	HP LASERJET ENTERPRISE M604N	CNBCH2R0WT
Ward	HP LASERJET ENTERPRISE M604N	CNDCJB40H1
Ward	HP LASERJET ENTERPRISE P3015DN	VNB3Y22572
Ward	HP LASERJET ENTERPRISE PRO M601N	CNCCF9802J
Ward	HP LASERJET P3005N	CNJ1N35378
Ward	HP LASERJET PRO M401DNE	PHGFF32528
Ward	HP LASERJET PRO M401DNE	PHGFC27758
Ward	HP LASERJET PRO M401DNE	PHGFC27760
Ward	HP LASERJET PRO M401DNE	VNG3700961
Ward	HP LASERJET PRO M401DNE	PHGFC27773
Ward	HP LASERJET PRO M401DNE	PHGFB49909
Ward	HP LASERJET PRO M401DNE	PHGFC27753
Ward	HP LASERJET PRO M402DN	PHBQF41328
Ward	HP LASERJET PRO M402DNE	JPBDZ00432
Ward	HP LASERJET PRO M402DNE	PHB5F45913
Ward	HP LASERJET PRO M404DN	PHDBB01761
Williams	HP COLOR LASERJET ENTERPRISE M553N	JPCCL7Y1CH
Williams	HP COLOR LASERJET PRO M451DN	CNDF327341
Williams	HP COLOR LASERJET PRO M452DN	VNB3B71941
Williams	HP COLOR LASERJET PRO M452DN	VNB3K17133
Williams	HP LASERJET 1012	CNFB859851
Williams	HP LASERJET 1320N	CNBC48V0WD
Williams	HP LASERJET ENTERPRISE PRO M601N	CNDCG7Q0J0
Williams	HP LASERJET P2055DN	JPBF936421
Williams	HP LASERJET PRO M401DNE	PHGFF63322
Williams	HP LASERJET PRO M401DNE	PHGFC35703
Williams	HP LASERJET PRO M402DN	PHBQH09479
Williams	HP LASERJET PRO M402DN	PHBQF10485
Williams	HP LASERJET PRO M402DN	PHBQF10469
Williams	HP LASERJET PRO M402DN	JPBDY16382
Williams	HP LASERJET PRO M402DNE	JPBDZ16632

School	Equip. item desc.	Serial number
Zervas	HP COLOR LASERJET ENTERPRISE M553N	JPCCL4C0S3
Zervas	HP COLOR LASERJET PRO M452DN	JPBDQ06459
Zervas	HP COLOR LASERJET PRO M452DN	VNB3B71942
Zervas	HP LASERJET ENTERPRISE M604N	CNDCK4D16P
Zervas	HP LASERJET ENTERPRISE M604N	CNDCK4D15X
Zervas	HP LASERJET ENTERPRISE M604N	CNDCK4D16V
Zervas	HP LASERJET ENTERPRISE M604N	CNDCK4D13N
Zervas	HP LASERJET ENTERPRISE M604N	CNDCK4D15W
Zervas	HP LASERJET ENTERPRISE M604N	CNDCK4D16M
Zervas	HP LASERJET ENTERPRISE M608N	CNBCK6G027
Zervas	HP LASERJET ENTERPRISE PRO M601N	CNDCG7P19N
Zervas	HP LASERJET PRO M402DNE	PHB5H08383
Zervas	HP LASERJET PRO M402DNE	PHB5H08375
Zervas	HP LASERJET PRO M402DNE	PHB5H08380
Zervas	HP LASERJET PRO M402DNE	PHB5H08381
Zervas	HP LASERJET PRO M402DNE	PHB5H08390
Zervas	HP LASERJET PRO M402DNE	PHB5H08374
Zervas	HP LASERJET PRO M402DNE	PHB5D19934
Zervas	HP LASERJET PRO M402DNE	PHB5H08378
Zervas	HP LASERJET PRO M402DNE	PHB5D19930
Zervas	HP LASERJET PRO M402DNE	PHB5H08387
Zervas	HP LASERJET PRO M402DNE	JPBDZ09291
Zervas	HP LASERJET PRO M521DN	CNB7HCF3ZZ

2022-2023 Newton Public School

Education Center 100 Walnut Street, Newtonville, MA 02460 **617-559-6000** Facilities: **617-559-9000**

Ed Center Senior Custodians – Brian Robidoux (day) / Tom Martyn (night) x9012 781-514-0627

PONY – Matthew Hurley 781-514-0678 Locksmith/Shop Foreman – Paul Rochefort 781-514-0685 [Loading Dock]

School	Address	Principal & Assist. Principal	Administrative Assistant	Senior Day Custodian
NECP / Preschool 617-559-6050 fax: 559-6001	687 Watertown Street Newton, MA 02460	Kathleen Browning 6051	Cynthia Curtis 6862	Jessica Cedorchuk 6867 / 781-514-0662
Angier Elementary 617-559-9300 fax: 244-4161	1697 Beacon Street Waban, MA 02468	Orla Higgins Averill 9301 Saundra Watson	Claudia Rossi 9302	Jose Filomeno 9311 / 781-514-0726
Bowen Elementary 617-559-9330 fax: 552-7363	280 Cypress Street Newton Ctr., MA 02459	Diana Guzzi 9331	Deborah Megrian 9332	Mark Pagliaro 9342 / 781-514-0682
Burr Elementary 617-559-9360 fax: 552-5562	171 Pine Street Auburndale, MA 02466	Mindy Johal 9361	Virginia Studley 9362	Derek Hunt 9366 / 781-514-0762
Cabot Elementary 617-559-9400 fax: 552-5584	229 Cabot Street Newtonville, MA 02460	Eric Sprung 9401	Monika Nixon 9402	Ron Luce 9413 / 781-514-0671
Countryside Elementary 617-559-9450 fax: 552-5583	191 Dedham St. Newton Highlands, MA 02461	Beth Herlihy 9451	Dolly Wallace 9450	Mark Repta 9458 / 781-514-0774
Franklin Elementary 617-559-9500 fax: 552-5521	125 Derby Street West Newton, MA 02465	Mark Chitty 9481	Siobhan Wheeler 9482	David Chadwick 9486 / 781-514-0669
Horace Mann Elementary 617-559-9510 fax: 559-2004	225 Nevada Street Newtonville, MA 02460	Mark Nardelli 9511	Rose Mariano 9512	Kathy Hylander 9516 / 781-514-0760
Lincoln-Eliot Elementary 617-559-9540 fax: 552-5558	191 Pearl Street Newton, MA 02458	Maura Morse 9541	Jena Rossi 9542	Geary Chalmus 9546 / 781-514-0656
Mason-Rice Elementary 617-559-9570 fax: 552-7315	149 Pleasant St. Newton Centre, MA 02459	Jacob Bultema 9571 Lisa Addleman	Monica Carbone 9572	Ricardo Sousa 9579 / 781-514-0718
Memorial-Spaulding Elem. 617-559-9600 fax: 552-7944	250 Brookline Street Newton Centre, MA 02459	Tom Morris 9601 Andrea Youngsman	Kim Rutherford 9602	Jesse Brackett 9607 / 781-514-0665
Peirce Elementary 617-559-9630 fax: 552-7318	170 Temple St. West Newton, MA 02465	Andrea Vargas 9631	Patricia Carey 9632	Rich Riordan 9637 / 781-514-0727
Underwood Elementary 617-559-9660 fax: 552-5552	101 Vernon St. Newton Corner, MA 02458	Suzie Talukdar 9661	Lacey Rochford 9662	Leo Curry 9667 / 781-514-0714
Ward Elementary 617-559-6450 fax: 552-5563	10 Dolphin Rd. Newton Centre, MA 02459	Becca Brogadir 6451	Susan Tempesta 6452	Kevin Cassidy 6454 / 781-514-0759
Williams Elementary 617-559-6480 fax: 559-2013	141 Grove Street Auburndale, MA 02466	Anthony Byers 6481	Jennifer Newberg 6482	Mike Frazier 6485 / 781-514-0664
Zervas Elementary 617-559-6750 fax: 552-5546	30 Beethoven Ave Waban, MA 02468	Diana Beck 6751	Elliot Clayton 6752	Ed Boles 6757 / 781-514-0763
Bigelow Middle 617-559-6800 fax: 552-7752	42 Vernon Street Newton, MA 02458	Chassity Coston 7749 Lucas Mogensen	Kersten Raso 6811 Heather MacDonald 6813	Tim Curry 6832 / 781-514-0674
Brown Middle 617-559-6900 fax: 552-5541	125 Meadowbrook Rd. Newton Centre, MA 02459	Kim Lysaght 6905 Ruth L'Esperance Jillian Turner	Margaret Power 6904 Linda DePasquale 6902	Stephen Perruzzi 6910 / 781-514-0638
Day Middle 617-559-9100 fax: 559-9103	21 Minot Place Newtonville, MA 02460	Jacqueline Mann 9109 Michael Harding Deborah Romeo	Donna Fisher 9120 Elizabeth Keane 9126	John Carvelli 9136 / 781-514-0628
Oak Hill Middle 617-559-9200 fax: 552-5547	130 Wheeler Rd. Newton Centre, MA 02459	John Harutunian 9201 Fiona Healy Dr. Jamin Bercauw	Doreen Vaglica 9205 Catrina Walsh 9200	Bob Fleming 9216 / 781-514-0688
Newton North High 617-559-6200 fax: 559-6204	457 Walnut Street Newton, MA 02460	Henry Turner 6206 Amy Winston	Carol Ouellette 6207 Suzanne Spirito 6203	Tim Keefe 6425 / 781-514-0641
Newton South High 617-559-6500 fax: 559-6701	140 Brandeis Road Newton Centre, MA 02459	Tamara Stras 6501 Jason Williams	Tracy Connolly 6502 Laura Gaspari 6512	Dave Murphy 6523 / 781-514-0719

