



**Manchester Public Schools
Office of Finance & Management**

**Request for Proposal
for**

**Manchester Public Schools and Glastonbury Public Schools
2020-2021 Paper Products**

RFP #020-013

**Proposals Due:
Friday, June 19, 2020
3:00 p.m. ****

**Office of Finance & Management
45 North School Street
Manchester, CT 06042
(860) 647-3445
Fax: (860) 647-8210**

**** Please see page 3 for important information about changes to the opening process due to COVID-19.**

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Bidder's Initials: _____

***** IMPORTANT *****
BID/RFP PROCESS CHANGES DUE TO COVID-19

Due to the current pandemic, Manchester and Glastonbury Public Schools have changed bid opening procedures.

1. Bid/RFP responses must be received by the date/time indicated in the documents. Vendors have the option of mailing documents so that they are received prior to the opening date and time, or, due to the public schools being closed, vendors may contact the Office of Finance & Management to make an appointment to drop off their documents.
2. Bid/RFP openings will be held virtually through **Google Meet**. Instructions will be provided for access to the virtual opening prior to the start of the electronic meeting. Bidders must contact the Office of Finance & Management for login information.
3. **The virtual opening will be held 30 minutes after the proposals are due** to give vendors time to log-in.
4. The virtual opening will be exactly the same as a regular opening – a representative of the Office of Finance & Management will open the packages and read the results out loud. Results are not final until reviewed. Awardees will be notified. Tabulations will be compiled and distributed to vendors.

In order to maintain the health and safety of our staff and interested bidders, the bid process will continue to be revised as we learn more about COVID-19 and as we receive additional guidance.

If you have any questions, please contact the Office of Finance & Management at (860) 647-3444, (860) 647-3445 or email RFPs-Bids@mpspride.org.

Karen L. Clancy
Director of Finance & Management
Manchester Public Schools
(860) 647-3444

Bidder's Initials: _____

**LEGAL NOTICE
REQUEST FOR PROPOSALS
MANCHESTER AND GLASTONBURY PUBLIC SCHOOLS**

Manchester and Glastonbury Public Schools will receive sealed proposals at the Office of the Director of Finance & Management, Manchester Public Schools, 45 North School Street, Manchester, CT, 06042, on the date and time listed below for the following:

**RFP #020-013 MANCHESTER AND GLASTONBURY PUBLIC SCHOOLS
2020-2021 PAPER PRODUCTS**

Proposals will be accepted until Friday, June 19, 2020, at 3:00 p.m.

Please direct any questions about the RFP to the Office of Finance & Management, 45 North School Street, Manchester, CT.

The right is reserved to reject any and all proposals. Specifications and forms are available on our website <https://www.mpspride.org/Page/311>.

Manchester and Glastonbury Public Schools are equal opportunity employers and require affirmative action policy for all contractors and vendors as a condition of doing business with the school districts, as per Federal Order 11246.

Karen L. Clancy
Director of Finance & Management
Manchester Public Schools
Date of Notice: June 2, 2020

Bidder's Initials: _____

CONTENT AND ORGANIZATION OF PROPOSAL

The Request for Proposal (RFP) is intended to provide interested bidders with information concerning the conditions and requirements for submitting proposals. Bidders must examine all information and materials contained in this RFP. **Failure to do so will be at the Bidder's risk.** In response to the RFP, bidders shall adhere to the established format. By doing so, comparable objective data will be provided for Manchester and Glastonbury Public Schools' (MGPS) review and analysis. The proposal shall contain the following sections, in order and format described.

A. Submittal Letter

A letter of transmittal addressed to **Karen L. Clancy, Director of Finance & Management**, which includes a statement by the Bidder accepting all terms, conditions and requirements contained in the RFP. The letter should also include a brief discussion of the Bidder's background, experience and ability to meet this contract in accordance with the requirements.

B. Price Proposal

Bidders shall submit a price proposal which indicates their full cost to provide the products outlined. All costs associated with the provision of these products must be clearly delineated.

C. Bidder Documents

Bidders shall sign and include all documents and forms provided with the RFP. These documents are in a PDF fillable format except for the signature and date sections. Also to be included is a listing of four (4) municipal or private sector references for whom recent (3 years or less) similar products were provided.

D. Exceptions

Bidders wishing to take any exceptions to any requirement in the RFP shall state and explain such exceptions. MGPS may accept proposals which take exception to any requirements of the RFP. Any exception must be clearly delineated and cannot materially affect the substance of this RFP.

Bidder's Initials: _____

INSTRUCTIONS TO BIDDERS

1. The RFP and any addenda will be issued on the Manchester Public Schools' website at <https://www.mpspride.org/Page/311>. It shall be the responsibility of the bidder to download this information. Manchester and Glastonbury Public Schools (MGPS) will not mail a separate hard copy of addendum to proposers. Failure of any bidder to receive any such addendum or interpretation shall not relieve such bidder from any obligation under his proposal as submitted. All addenda so issued shall become part of the Contract Documents. No addendum shall be issued less than two (2) calendar days before the due date unless it is to change the due date.
2. The attached proposal is signed by the bidder with full knowledge of an agreement with the general specifications, conditions and requirements of this proposal.
3. Submit two (2) originals of the proposal in an envelope marked with the bidder's name and address in the upper left hand corner. Proposals shall be made out in the exact form as described under Content and Organization of Proposal of enclosed Invitation to Proposal, on bidder's letterhead and shall be signed by an officer of the company or corporation. **Proposals are to be plainly marked in the lower left hand corner with proposal number, name of proposal, opening date and time. Proposals will be accepted until Friday, June 19, 2020, at 3:00 p.m.**
4. Proposals sent by mail should be addressed to the Director of Finance & Management, Manchester Public Schools, 45 North School Street, Manchester, CT 06042.
5. Bidders must contact the Office of Finance & Management to make an appointment to drop off their proposals prior to the opening date and time.
6. Proposals received later than the date and time specified will not be considered. Amendments to or withdrawals of proposals received later than the date and time set for proposal opening will not be considered.
7. Openings will be held virtually through Google Meet. Instructions for logging in shall be provided. All proposals shall be opened by MPS staff and read aloud. All proposals shall be tabulated and copies of said tabulation shall be made available to bidders upon their request.
8. All deliveries of commodities shall comply with all applicable laws of the Federal Government and/or the State of Connecticut. Purchases made by MGPS are exempt from the payment of Federal Excise Taxes and the State of Connecticut Sales Tax and such taxes must not be included in the proposal prices. All prices are FOB to Manchester and Glastonbury, CT.
9. MGPS reserves the right to reject any and all proposals, to waive technical defects and to make such awards including accepting a proposal, although not the low proposal, as it is deemed to be in the best interest of MGPS.
10. MGPS may withhold acceptance of work and payment when it is determined that said work or materials do not meet the specified requirements. Payment will not be made until work is to the satisfaction of the MGPS official and/or authorized agent and all work is certified.

Bidder's Initials: _____

11. MGPS may investigate as deemed necessary to determine the ability of the bidder to discharge a contract. The bidder shall furnish MGPS with all such information and data as may be required for this purpose. MGPS reserves the right to reject any proposal if the bidder fails to satisfactorily demonstrate to MGPS that he/she is properly qualified by experience and/or does not have the facilities to carry out the work called for herein. Conditional proposals will not be accepted.
12. Specifications cannot be modified by anyone other than the assigned agent for MGPS.
13. The successful bidder shall, after being awarded the contract, and before doing any work, furnish Certificates of Insurance, including Automobile Property Damage Liability, Public Liability and Workers Compensation Insurance in the amounts shown under Insurance Requirements. The bidder shall carry insurance under which both Manchester Public Schools and the Town of Manchester, CT, and Glastonbury Public Schools and the Town of Glastonbury, CT, shall be named as an additional insured for the duration of this work. All liability insurance required herein shall be comprehensive, general and automobile bodily injury and property damage policy or policies. The Bidder's certificate of liability insurance shall be filed with MGPS before work is started and contain a ten (10) day written notice of cancellation clause.
14. The work included in these specifications covers all labor, material equipment, and services required to complete what is listed in the Request for Proposal.
15. All deliveries must be made between 7:00 a.m. and 3:00 p.m. on days the schools are open.
16. The bidder shall be required to submit the Affirmative Action Statement with their completed proposal package. The successful bidder shall comply with the Equal Employment Opportunity Act. Findings of non-compliance with applicable State and Federal equal opportunity laws and regulations will be sufficient reason for revocation or cancellation of this contract.
17. The bidder shall be required to submit the Background Check Compliance Agreement with their completed proposal package.
18. The bidder shall be required to submit the Bidder Indemnification with their completed proposal package.
19. The bidder shall be required to submit the Non-Collusive Proposal Statement with their completed proposal package.
20. There shall be no smoking or other use of tobacco products in any school building nor on school grounds at any time. Proper attire is to be worn at all times. Bidder's personnel shall follow CDC guidelines with regard to wearing proper personal protective equipment (PPE). Bidder's personnel shall use extreme caution while driving motor vehicles on school property.
21. The bidder shall not sublet, sell, transfer, assign or otherwise dispose of contract or any portion thereof or of his right, title or interest therein, or of his obligations thereunder, without consent of MGPS.
22. **Hold Harmless:** The bidder/insured shall indemnify and hold harmless MGPS and, if applicable, the engineer and its agents and employees from and against all claims, damages, losses and expenses, including attorney's fees of counsel selected by MGPS, arising out of or resulting from the

Bidder's Initials: _____

performance of the work and/or the supplying of materials, provided that any such claim, damage, loss or expense (a) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property including the loss of use resulting there from, and (b) strictly limited to the extent caused in whole or in part by any negligent act or omission of the proposer/insured, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not they are caused in part by a party indemnified hereunder.

23. **Contract Form:** If awarded, the contract shall take the form of an award letter or confirming purchase orders issued by Manchester Public Schools and Glastonbury Public Schools. All terms, conditions, instructions, addenda and appendices of this proposal shall be incorporated in that letter or purchase order whether specifically referenced in the letter or purchase order or not.

Bidder's Initials: _____

INSURANCE REQUIREMENTS

- A. To the extent applicable, the amounts and types of insurance will conform to the minimum terms, conditions and coverage of Insurance Services Office (ISO) policies, forms and endorsements.
- B. If the Bidder/Insured has self-insured retentions or deductibles under any of the following minimum required coverage, the Bidder/Insured must identify on the certificate of insurance the nature and amount of such self-insured retentions or deductibles and provide satisfactory evidence of financial responsibility for such obligations. Any self-insured retention or deductible will be the Bidder/Insured's sole responsibility.
- C. **Commercial General Liability:** The bidder/insured will maintain commercial general liability insurance covering all operations by or on behalf of the Bidder/Insured on an occurrence basis against claims for personal injury (including bodily injury and death) and property damage (including loss of use). Such insurance will have these minimum limits:
- Minimum Limits: \$1,000,000 each occurrence
- D. **Automobile Liability:** The bidder/insured will maintain business auto liability coverage for liability arising out of any auto, including owned, hired, and non-owned autos.
- Minimum Limits: \$1,000,000 combined single limit each accident
- E. **Worker's Compensation:** The bidder/insured will maintain workers' compensation and employer's liability insurance.
- Minimum Limits: Worker's compensation: statutory limit
Employer's Liability: \$1,000,000 bodily injury or each accident
 \$1,000,000 bodily injury by disease for each employee
 \$1,000,000 bodily injury disease aggregate
- F. **Umbrella/Excess Liability:** The bidder/insured will maintain umbrella/excess liability insurance on an occurrence basis of the underlying commercial general liability, auto liability and workers' compensation insurance. The coverage shall be at least as broad as each of the underlying policies. The amounts of insurance required may be satisfied by purchased coverage for the limits specified or by any combination of underlying and umbrella limits, so long as the total amount of insurance is not less than the limit specified for general liability, auto liability and workers' compensation when added to the limit specified in this section.
- Minimum Limits: \$5,000,000 combined single limit and aggregate limit.

Bidder's Initials: _____

**MANCHESTER AND GLASTONBURY PUBLIC SCHOOLS
45 North School Street
Manchester, CT 06042**

SPECIFICATIONS FOR PAPER PRODUCTS

The following specifications are for the purchase of paper products by Manchester and Glastonbury Public Schools as outlined below.

The bidder shall insert prices and extensions as required on the appropriate page of the PDF fillable form associated with the RFP. All pricing must include all costs of inside delivery at each destination. All pricing commences July 1, 2020, and ends June 30, 2021. The MGPS may withhold payment when it is determined that said supplies, materials and equipment do not meet the specified requirements.

Each line item awarded to the bidder shall be for the period commencing July 1, 2020, through June 30, 2021. U.S.D.A. regulations permitting, the MGPS reserves the right to renew this contract with the successful bidder (vendor) to cover two (2) additional years (2021-2022, and 2022-2023, school years). Extensions shall be valid upon written consent of both parties prior to the anniversary date of the contract. Such renewals may include cost of living increases only as they relate to the Federal Consumer Price Index.

The bidder must submit nutritional and ingredient information to MGPS for each item awarded. This information must be submitted to MGPS prior to the first delivery. It is the responsibility of the bidder to inform MGPS of any changes in ingredients or nutritional information of the awarded items throughout the school year.

The delivery of all products will comply in every respect with all applicable laws of the Federal Government and/or the State of Connecticut. Delivery dates and times will be established with each individual school system according to their needs. All items will be delivered to each individual site, please refer to the list of school locations on page 13, and not dropped shipped to one central location.

Inspections will be done prior to the acceptance of all deliveries, only items that meet proposal specifications will be accepted. Only items ordered will be accepted. Quantities in excess will not be accepted. Specifications cannot be modified by anyone other than the assigned agent for the MGPS.

A legible and accurate invoice shall accompany each delivery and shall be signed by a person authorized to receive delivery.

All deliveries must be scheduled between 7:00 a.m. and 3:00 p.m., when schools are in session. All items must be delivered in acceptable conditions. They shall be packed and covered in a suitable box and/or wrapping so that the contents will be properly protected.

It is understood that any quantities shown herein are approximate and that any contract shall cover the actual needs of the MGPS as ordered during the term of the contract, whether more or less than estimated quantities are shown.

The products of the successful vendor/contractor shall be subject to inspection at all times and if production methods and/or sanitary conditions are found to be unsatisfactory and/or products failing in requirements in the opinion of the purchasing agent, the contract shall be subject to cancellation. Materials/Supplies must meet or exceed health, quality and safety standards established by the CT State Department of Health, CT Consumer

Bidder's Initials: _____

Protection Division, the FDA (Food and Drug Administration), the USDA (United States Department of Agriculture), the NSF (National Safety Foundation), UL (Underwriters Laboratory), and OSHA (Occupational Safety and Health Act), whichever is applicable.

MGPS may withhold acceptance of or reject any merchandise that is found upon examination not to meet the specification requirements. When rejected, it shall be removed by the vendor within ten (10) days after notification of rejections.

State of Connecticut, Department of Education requires a signed copy of Certification Regarding Debarment. A signed copy will be required for the proposal to be valid, see pages 19 and 20.

In accordance with the **Buy American Provision**, the contractor/vendor will be required to provide documentation that all products are manufactured in the United States and that the cost of domestic components must exceed 50% of all the components with the product.

PACKAGING AND HANDLING:

All foods must be delivered in a sanitary manner. They shall be packed and covered in a suitable box and/or wrapping so that the contents will be properly protected, and wrapped tightly so as to exclude dirt and moisture. Delivery trucks are to be refrigerated, when applicable, to insure perfect conditions of products upon delivery, and maintained in excellent sanitary conditions and shall be subject to unannounced inspections by the schools and/or State or Local Health Department. The Town Health Office will be considered as the final authority for any questionable delivery. Product must be delivered in a condition suitable for serving. Product damaged due to poor handling will not be accepted, and credit for these products shall be issued to the MGPS. Brand and package size must be as quoted in the proposal package.

Bidder's Initials: _____

EVALUATION CRITERIA AND SELECTION

Proposals will be reviewed and evaluated based upon the following factors:

- A. Relative Experience
- B. Price Competitiveness
- C. References

MGPS shall select that responsible and responsive Bidder whose proposal is determined by MGPS to be best suited and most advantageous, and provides the greatest overall benefit to MGPS on the basis of the criteria and/or factors of evaluation listed. MGPS expressly reserves the right to negotiate with the selected Bidder prior to an award of any contract pursuant to the RFP.

Manchester and Glastonbury Public Schools retains the right to request any additional information pertaining to the ability, qualifications, and procedures used to meet this contract, as it deems necessary to ensure that products are provided in a satisfactory manner.

Bidder's Initials: _____

**FOOD AND NUTRITION SERVICES
MANCHESTER AND GLASTONBURY PUBLIC SCHOOLS
SCHOOL LOCATIONS**

Glastonbury Public Schools	
School Name	Address
Glastonbury High School	330 Hubbard Street
Gideon Welles School	1029 Neipsic Road
Smith Middle School	216 Addison Road
Buttonball Lane School	376 Buttonball Lane
Eastbury School	1389 Neipsic Road
Hebron Avenue School	1363 Hebron Avenue
Hopewell School	1068 Chestnut Hill Road, South Glastonbury
Naubuc School	84 Griswold Street
Nayaug School	222 Old Maids Lane, South Glastonbury

Manchester Public and Parochial Schools	
School Name	Address
Manchester High School	134 East Middle Turnpike
Manchester Regional Academy	665 Wetherell Street
Iling Middle School	227 East Middle Turnpike
Bennet Academy	1151 Main Street
Manchester Middle Academy	65 North School Street
Bowers Elementary School	141 Princeton Street
Buckley Elementary School	250 Vernon Street
Highland Park Elementary School	397 Porter Street
Keeney Elementary School	179 Keeney Street
Martin Elementary School	140 Dartmouth Road
Verplanck Elementary School	126 Olcott Street
Waddell Elementary School	163 Broad Street
Manchester Preschool Center	60 Washington Street
St. James School	73 Park Street
Saint Bridget School	74 Main Street

Bidder's Initials: _____

MANCHESTER AND GLASTONBURY PUBLIC SCHOOLS
45 North School Street
Manchester, CT 06042

BIDDER INFORMATION

PROPOSER: _____
(Print Business, Partnership or Corporate Name)

ADDRESS: _____

SIGNED BY: _____ TITLE: _____
(Authorized Signature)

NAME: _____ DATE: _____
(please print)

TELEPHONE: _____ FAX: _____

The bidder is a/an (individual) (partnership) (corporation). Names and titles of other officers or partners are:

(for corporation, give State of incorporation and affix corporate seal)

Bidder's Initials: _____

MANCHESTER AND GLASTONBURY PUBLIC SCHOOLS
45 North School Street
Manchester, CT 06042

AFFIRMATIVE ACTION STATEMENT

TO: All Vendors
FROM: Karen L. Clancy,
Director of Finance and Management
SUBJECT: Affirmative Action

Manchester Public Schools is an Equal Opportunity Employer, and will not transact business with firms which are not in compliance with all Federal and State Statutes and Executive Orders pertaining to non-discrimination.

In order to have your firm listed on our acceptable vendor's list and thereby be eligible for consideration as a source for goods and services, please complete and return the following Statement of Policy to:

Karen L. Clancy
Director of Finance & Management

STATEMENT OF POLICY

It is the employment policy of _____ that there shall be no discrimination against anyone on the grounds of race, creed, national origin, sex, age or physical handicap in the hiring, upgrading, demotions, recruitment, termination and selections for training.

In addition, this firm is in full compliance with the letter and intent of the various Equal Opportunity and Civil Rights Statutes noted above.

Signature

Name

Date

Title

Telephone

Street Address

Fax

City/State/Zip Code

Bidder's Initials: _____

MANCHESTER AND GLASTONBURY PUBLIC SCHOOLS
45 North School Street
Manchester, CT 06042

CONTRACTOR INDEMNIFICATION

To the fullest extent permitted by law, the Contractor shall, defend, indemnify and hold harmless the School District and its respective officers, employees and agents from any and all loss, liability, damage, penalty, expense or fee, including attorneys' fees, arising from or relating to (i) the Contractor's breach of this Contract; (ii) strictly limited to the extent of negligence or willful misconduct of the Contractor and its officers, employees, and agents; or (iii) any other action or event arising out of or in any way connected with this Contract. The Contractor agrees that the School District shall have the right to participate in the defense of any such claim through counsel of its choosing. This indemnity shall not be affected by other portions of this Contract.

The existence of insurance shall in no way limit the scope of this indemnification. The Contractor further undertakes to reimburse MGPS for damage to property of MGPS caused by the Contractor, or its employees, agents, subcontractors or delivery persons, or by faulty, defective or unsuitable material or equipment used by him/her or them.

STATE OF CONNECTICUT:

COUNTY OF: _____ Signed _____
Bidder

By _____
Name

Legal Name of Vendor

Street

City/State/Zip Code

Date

Subscribed and Sworn to before me on this
_____ day of _____ 20____

Notary Public

Bidder's Initials: _____

MANCHESTER AND GLASTONBURY PUBLIC SCHOOLS
45 North School Street
Manchester, CT 06042

NON-COLLUSIVE STATEMENT

TO: All Vendors
FROM: Karen L. Clancy
Director of Finance and Management
SUBJECT: Non-Collusive Statement

The undersigned vendor, having fully informed themselves regarding the accuracy of the statements made herein certifies that:

1. The proposal has been arrived at by the vendor independently and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other vendor of materials, supplies, equipment or services described in the Request for Proposal, designed to limit independent bidding or competition, and;
2. The contents of the proposal have not been communicated by the vendor or its employees or agents to any person not an employee or agent of the proposer or its surety on any bond furnished with the proposal, and will not be communicated to any such person prior to the official opening of the proposal.

The undersigned vendor further certifies that this statement is executed for the purposes of inducing Manchester and Glastonbury Public Schools to consider the vendor and make an award in accordance therewith.

Legal Name of Vendor

Business Address

Name and Title of Authorized Signer

Signature

Date

Telephone

Fax

email Address

Bidder's Initials: _____

**MANCHESTER AND GLASTONBURY PUBLIC SCHOOLS
45 North School Street
Manchester, CT 06042**

BACKGROUND CHECK COMPLIANCE AGREEMENT

TO: All Vendors
FROM: Karen L. Clancy
Director of Finance and Management
SUBJECT: Background Check Compliance Agreement

PURPOSE

The Background Check compliance agreement is intended to ensure that proposer, awarded this contract, has or will hire qualified employees/staff to provide and maintain a safe and secure environment.

POLICY

Bidders shall comply with maintaining a policy and procedure in place for a background check and performing background checks, in accordance with any State and Federal laws for any person assigned to the Manchester and Glastonbury Public Schools – Paper Products contract.

DEFINITION OF A BACKGROUND CHECK

A background check is a process in which the specifics of an individual’s past history are verified for the purposes of determining qualifications for employment/work, and it is conducted in addition to a reference check. The type of background check conducted is dependent upon a position’s responsibilities and required qualifications by the contract. When conducting background checks, it is the bidder’s responsibility to comply with any State and Federal laws, including Public Act 16-67.

COMPLIANCE AGREEMENT

The bidder hereby agrees that assigned personnel for this contract have been administered a background check. To the best of the bidder’s knowledge, the employee has a satisfactory background check in accordance and in compliance with any State and Federal laws. The bidder and its employees release Manchester and Glastonbury Public Schools, their officers and their employees from any and all liability arising out of or related in any way to such testing.

Legal Name of Vendor

Business Address

Name and Title of Authorized Signer

Signature

Date

Telephone

Fax

email Address

Bidder’s Initials: _____

STATE OF CONNECTICUT DEPARTMENT OF EDUCATION

**Certification Regarding Debarment, Suspension, Ineligibility and
Voluntary Exclusion - Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON NEXT PAGE)

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Organization Name

PR/Award Number or Project Name

Name and Title(s) of Authorized Representative(s)

Signature(s)

Date

THIS FORM MUST BE RETURNED WITH ALL OTHER PROPOSAL PAPERWORK

Bidder's Initials: _____

INSTRUCTIONS FOR CERTIFICATION

1. **By signing and submitting this form**, the prospective lower tier participant is providing the certification set out on the previous page in accordance with these instructions.
2. **The certification** in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. **The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded",** as used in this clause, have the meanings set-up in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions", without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Bidder's Initials: _____

MANCHESTER AND GLASTONBURY PUBLIC SCHOOLS
45 North School Street
Manchester, CT 06042

REFERENCE SHEET – REQUEST FOR PROPOSAL

NAME OF BUSINESS

CONTACT PERSON & TITLE

ADDRESS

PHONE NUMBER & EMAIL

NAME OF BUSINESS

CONTACT PERSON & TITLE

ADDRESS

PHONE NUMBER & EMAIL

NAME OF BUSINESS

CONTACT PERSON & TITLE

ADDRESS

PHONE NUMBER & EMAIL

NAME OF BUSINESS

CONTACT PERSON & TITLE

ADDRESS

PHONE NUMBER & EMAIL

Bidder's Initials: _____

**FOOD AND NUTRITION SERVICES
MANCHESTER AND GLASTONBURY PUBLIC SCHOOLS**

2020-2021 PAPER PRODUCTS PROPOSAL

PRICING

I/WE, the undersigned, hereby agree to furnish and deliver the requested services at the prices named herein, subject to and in accordance with the Cost Proposal and Specifications, all of which are made a part of this Proposal.

I/WE have received the proposal documents and addenda numbered and dated as follows:

Addendum # _____ dated _____ Addendum # _____ dated _____ Addendum # _____ dated _____
Addendum # _____ dated _____ Addendum # _____ dated _____ Addendum # _____ dated _____

Pricing submitted shall reflect net pricing. Any payment for travel time, mileage to and from any jobsite, and/or miscellaneous expenses, will not be allowed.

Pricing is to be submitted using the PDF fillable forms included with this proposal.

BIDDER INFORMATION

BIDDER: _____
(Print Business, Partnership or Corporate Name)

ADDRESS: _____

SIGNED BY: _____ TITLE: _____
(Authorized Signature)

NAME: _____ DATE: _____
(please print)

TELEPHONE: _____ FAX: _____

FEDERAL TAX IDENTIFICATION NUMBER (FEIN):

E-MAIL: _____

NOTE: Proposals may not be withdrawn for a period of 90 days after bid opening

Bidder's Initials: _____