



**MANCHESTER PUBLIC SCHOOLS
OFFICE OF FINANCE AND MANAGEMENT**

**REQUEST FOR PROPOSAL
FOR**

MANCHESTER HIGH SCHOOL YEARBOOK PUBLISHING

RFP #021-009

**PROPOSALS DUE:
THURSDAY, APRIL 22, 2021
10:30 A.M.**

**VIRTUAL OPENING **
THURSDAY, APRIL 22, 2021
10:45 A.M.**

**Office of Finance and 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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Vendor’s Initials: _____

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

Due to the current pandemic, Manchester Public Schools has changed the Bid/RFP 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 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 15 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 available upon request.

In order to maintain the health and safety of our staff and interested bidders, the Bid/RFP 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

Vendor's Initials: _____

**LEGAL NOTICE
REQUEST FOR PROPOSALS
MANCHESTER PUBLIC SCHOOLS
TOWN OF MANCHESTER, CONNECTICUT**

**MANCHESTER HIGH SCHOOL YEARBOOK PUBLISHING
RFP #021-009**

Manchester Public Schools (MPS) is requesting proposals for **production and publication of the Manchester High School yearbook**. Specifications and forms are available on the MPS website using the following link: <https://ct50000127.schoolwires.net/Page/311>. Sealed proposals are to be submitted to the Director of Finance and Management, 45 North School Street, Manchester, CT 06042, by the date and time listed below:

Proposals will be accepted until Thursday, April 22, 2021, at 10:30 a.m.

Please direct any questions about the RFP to the Office of Finance and Management, 45 North School Street, Manchester, CT 06042. MPS reserves the right to reject any and all proposals. MPS is an equal opportunity employer and requires affirmative action policy for all of its vendors as a condition of doing business with the school district, as per Federal Order 11246.

Date of Notice: Monday, March 29, 2021
Karen L. Clancy
Director of Finance and Management
Manchester Public Schools

Vendor's Initials: _____

INTRODUCTION

District Information

The Manchester Public Schools enrollment is 6,200 students and is among the state's most diverse -- 34 percent of our students are white, 29 percent Hispanic or Latino, and 24 percent black or African-American. There are 14 sites (preschool center, seven elementary schools, two middle schools, one high school and three alternative education sites) across the district. Students are supported by over 650 certified staff members along with 700 non-certified staff. In addition, the district, through its adult education program, offers a variety of ways for adult learners to achieve educational, professional, and personal goals.

SPECIFICATIONS FOR PROPOSAL

Scope of Services

Manchester Public Schools (MPS) is soliciting proposals for the production and publication of the annual high school yearbook from companies who have been in the yearbook business for at least five (5) years.

Deliverables

The following are the components of the yearbook publication expected to be addressed in the proposal. In addition, at least two (2) sample yearbooks are requested.

- Yearbook Specifications:
 - Trim Size: 8 ½ x 11
 - Ink: All color
 - One 16-page color signature
 - End sheets: School designed custom end sheet
 - Cover: Custom designed cover
 - Pages: approximately 200
 - Copies: approximately 250
- School Coordination and Support:
 - Provide on-site training and support for the yearbook advisor, teaching staff, and students throughout all phases of the yearbook production.
 - Provide ongoing communication with the yearbook advisor.
 - Coordinate with the Manchester High School contracted photographer.
- Marketing:
 - Provide online direct marketing to parents throughout the year utilizing mailing lists provided by Manchester High School.
 - Provide secure online purchasing platform to order yearbooks and parent ads that includes payment option plans.
 - Provide a "Last Chance" postcard to parents to order parent ads and/or yearbooks.

Proper Conduct

The vendor shall adhere to proper conduct at all times. Proper conduct is meant to include, but not be limited to the following:

- There shall be no weapons, drugs or alcohol on the premises.
- No smoking on the premises. No exterior doors are left opened or unlocked.
- The vendor shall be polite and courteous at all times.

Vendor's Initials: _____

- Vendor must adhere to any/all security standards, requirements and/or regulations of the school.
- Vendors are to conform to all COVID-19 protocols require by the Manchester Board of Education.

Subcontracting

Use of subcontractors is prohibited unless authorized in writing by the MPS Director of Finance and Management, or Superintendent of Schools, or their duly authorized signatory authority.

Contract Management

The contract will be managed by Joshua Steffenson, Assistant Principal, Manchester High School.

Contract Period

This contract shall be in effect from July 1, 2021, through June 30, 2023, with the right to extend this contract for up to two (2) years, in one-year increments, upon mutual written agreement.

If the school feels the services have not been adequately provided, written notice will be sent to the company of the intention to terminate the contract.

INQUIRIES

All questions pertaining to this Request for Proposal shall be emailed to Karen L. Clancy at klclancy@mpspride.org or faxed to (860) 647-8210 no later than five (5) business days prior to the date the proposals are due. All information given by Manchester Public Schools except by written addendum shall be informal and not binding on Manchester Public Schools nor shall it furnish a basis for legal action by any vendor or prospective vendor against Manchester Public Schools.

Vendor's Initials: _____

TIMEFRAME AND DIRECTIONS FOR SUBMISSION

The contents of the proposals are outlined in the Content and Organization of Proposals sections. Proposals are to be submitted no later than Thursday, April 22, 2021, at 10:30 a.m., and may be sent by mail or hand delivered to:

Manchester Public Schools
Director of Finance and Management
45 North School Street
Manchester, CT 06042

CONTENT AND ORGANIZATION OF PROPOSAL

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

A. Submittal Cover Letter

A submittal cover letter on the company's letterhead addressed to **Karen L. Clancy, Director of Finance and Management**, which includes the following:

- a statement by the Vendor accepting all terms, conditions and requirements contained in the RFP;
- a brief discussion of the Vendor's background including the number of years in business and number of years in business in Connecticut, experience and ability to perform this contract in accordance with the specifications; and,
- any other information as requested in the specifications for this RFP.

B. Standard Proposal Documents

Vendors 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 services were provided.

C. Price Proposal

Vendors shall submit a price proposal which indicates their full cost to the contract specifications as outlined. All costs associated with the performance of this contract must be clearly delineated.

D. Exceptions

Vendors wishing to take any exceptions to any requirement in the RFP shall state and explain such exceptions. MPS 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.

Vendor's Initials: _____

All vendors shall submit the original and **one (1)** complete copy of the proposal. The proposals shall be submitted in a sealed envelope with the **proposal number, proposal name, and opening date and time** plainly marked in the **lower left hand corner** of the envelope.

Vendor's Initials: _____

EVALUATION PROCESS AND SELECTION CRITERIA

Proposals will be reviewed by the Director of Finance and Management and at least one (1) representative from Manchester High School. The initial evaluation will be completed within two (2) weeks of the submission date. All vendors will be notified by letter as to the results of the initial evaluation. The tabulation of these results will be available to any vendor upon request.

The following weighted factors will be used in the initial evaluation:

- A. Completeness of proposal package
- B. Experience with services of this nature
- C. References
- D. Review of samples
- E. Competitiveness of Price Proposal

If it is determined that a second round evaluation is needed, vendors selected to participate in the second round evaluation will be provided with the requirements and timeframe for the second round.

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

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

Vendor's Initials: _____

GENERAL TERMS AND CONDITIONS

1. The proposal and any addenda will be issued on the Manchester Public Schools' website at <https://ct50000127.schoolwires.net/Page/311>. It shall be the responsibility of the vendor to download this information. Manchester Public Schools (MPS) will not mail a separate hard copy of addendum to vendors. Failure of any vendor to receive any such addendum or interpretation shall not relieve such vendor 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 2 calendar days before the due date unless it is to change the due date.
2. The attached proposal is signed by the vendor with full knowledge of an agreement with the general specifications, conditions and requirements of this proposal.
3. 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.
4. All proposals shall be opened publicly and read aloud. Vendors may be present at the opening of proposals. All proposals shall be tabulated and copies of said tabulation shall be made available to vendors upon their request.
5. MPS will not be liable for any costs incurred in the preparation of the response for this Request for Proposal. All proposal submissions and materials become property of MPS and will not be returned. Respondents to the RFP are hereby notified that all proposals submitted and information contained therein and attached thereto shall be subject to disclosure under the Freedom of Information Act after evaluation and award decisions have been made.
6. All deliveries of commodities or services hereunder shall comply in every respect with all applicable laws of the federal government and/or the State of Connecticut. Purchases made by MPS are exempt from payment of Federal Excise Taxes and the Connecticut Sales Tax and such taxes must not be included in the proposal prices.
7. MPS 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 MPS.
8. MPS may make such investigation as deemed necessary to determine the ability of the vendor to discharge a contract. The vendor shall furnish MPS with all such information and data as may be required for this purpose. MPS reserves the right to reject any proposal if the vendor fails to satisfactorily convince MPS 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.
9. Specifications cannot be modified by anyone other than the assigned agent for MPS.
10. The work included in these specifications covers all labor, material equipment, and services required to complete what is listed in the Request for Proposal.

Vendor's Initials: _____

11. The vendor 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 the consent of MPS.
12. The vendor shall be required to submit the AFFIRMATIVE ACTION STATEMENT with their completed proposal package. The successful vendor shall comply in all respects 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.
13. The vendor shall be required to submit the BACKGROUND CHECK COMPLIANCE AGREEMENT with their completed proposal package.
14. The vendor shall be required to submit the VENDOR INDEMNIFICATION with their completed proposal package.
15. The vendor shall be required to submit the NON-COLLUSIVE PROPOSAL STATEMENT with their completed proposal package.
16. This proposal is subject to the provisions of the Town of Manchester Living Wage Ordinance. A summary description of the ordinance and the certification form is attached. Vendors are asked to indicate on the attached LIVING WAGE CERTIFICATION form if their firm would be considered a covered employer. The certification form is to be returned with the proposal.
17. Successful vendor 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 in INSURANCE REQUIREMENTS. The vendor shall carry insurance under which **Manchester Public Schools and the Town of Manchester, 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. Certificate of Vendor Liability shall be filed with MPS before work is started and contain a ten (10) day written notice of cancellation clause.
18. **Hold Harmless:** The vendor/insured shall indemnify and hold harmless MPS and, if applicable, the engineer and their agents and employees from and against all claims, damages, losses and expenses, including attorney's fees of counsel selected by MPS, arising out of or resulting from the 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 vendor/insured, any subvendor, 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.

Vendor'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 Vendor/Insured has self-insured retentions or deductibles under any of the following minimum required coverage, the Vendor/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. All self-insured retentions or deductibles will be the Vendor/Insured's sole responsibility.

C. **Commercial General Liability:** The Vendor/Insured will maintain commercial general liability insurance covering all operations by or on behalf of the Vendor/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 Vendor/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 vendor/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 vendor/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.

Vendor's Initials: _____

MANCHESTER PUBLIC SCHOOLS
45 North School Street
Manchester, CT 06042

VENDOR INFORMATION

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

ADDRESS: _____

SIGNATURE: _____ DATE: _____
(Authorized Signature)

NAME: _____ TITLE: _____
(please print)

TELEPHONE: _____ FAX: _____

FEDERAL TAX IDENTIFICATION NUMBER (FEIN): _____

CONTACT PERSON FOR CONTRACT: _____

TITLE: _____

EMAIL: _____ TELEPHONE: _____

The vendor is ___ individual ___ partnership
___ corporation, incorporated in _____, please affix seal.

Names and titles of other officers or partners are:

Vendor's Initials: _____

**MANCHESTER 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 and 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

Date

Name

Title

Telephone

Street Address

Fax

City/State/Zip Code

Vendor's Initials: _____

MANCHESTER PUBLIC SCHOOLS
45 North School Street
Manchester, CT 06042

INDEMNIFICATION

To the fullest extent permitted by law, the Vendor 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 Vendor's breach of this Contract; (ii) strictly limited to the extent of negligence or willful misconduct of the Vendor 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 Vendor 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 Vendor further undertakes to reimburse MPS for damage to property of MPS caused by the Vendor, 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: _____

Signature of Vendor

Name

Legal Name of Vendor

Street

City/State/Zip Code

Date

Subscribed and Sworn to before me on this

_____ day of _____ 20____

Notary Public

Vendor's Initials: _____

**MANCHESTER 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 Invitation to Bid, 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 vendor 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 Public Schools to consider the vendor and make an award in accordance therewith.

Legal Name of Vendor

Business Address

Name and Title of Authorized Signor

Signature

Date

Telephone

Fax

eMail Address

Vendor's Initials: _____

**MANCHESTER 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 vendor, awarded this contract, has or will hire qualified employees/staff to provide and maintain a safe and secure environment.

POLICY

Vendors 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 this 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 vendor's responsibility to comply with any State and Federal laws, including Public Act 16-67.

COMPLIANCE AGREEMENT

The vendor hereby agrees that assigned personnel for this contract have been administered a background check. To the best of the vendor's knowledge, the employee has a satisfactory background check in accordance and in compliance with any State and Federal laws. The vendor and its employees release Manchester Public Schools, its officers and its 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 Signor

Signature

Date

Telephone

Fax

eMail Address

Vendor's Initials: _____

MANCHESTER 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

Vendor's Initials: _____

**Summary Description for Vendors Regarding
Manchester's Living Wage Ordinance**

Effective February 1, 2010, the Town of Manchester adopted a living wage ordinance. This Summary Description is designed to provide any vendor bidding on a Town of Manchester or Manchester Board of Education contract with the key provisions of that ordinance. It does not contain the full ordinance.

LIVING WAGE REQUIREMENT:

The ordinance requires that companies awarded service contracts by the Town of Manchester exceeding \$25,000 in any one fiscal year pay their **Eligible Employees** a **living wage**. Companies considered **Covered Employers** subject to this requirement are defined below. The Town of Manchester has determined that the contract resulting from this bid or Request for Proposals will be subject to the ordinance if the total contract value is \$25,000 or more in any one fiscal year.

The living wage is currently calculated to be \$14.24/hour for employees that are provided comprehensive health care benefits, or \$18.32/hour for employees that are not provided comprehensive health care benefits.

The living wage and health benefit requirements are adjusted annually each July, effective July 1, 2010. Companies will be required to pay the applicable living wage rate in effect during the term of their contracts.

COVERED EMPLOYERS AND EXEMPTIONS:

The ordinance requires that Covered Employers pay the living wage rate. Certain employers are excluded from paying the living wage rate. They are as follows:

1. Non-profit organizations as defined by the ordinance, and
2. Entities that employ less than 25 eligible employees.

ELIGIBLE EMPLOYEES:

Eligible employees are **all permanent, full time employees** of the company (defined as a normal work week of at least 30 hours), working in the State of Connecticut, **not just those working on the Town contract**. The following are not considered eligible employees for the purposes of the living wage requirement:

1. Employees with a normal work week of less than 30 hours.
2. Seasonal or temporary employees.
3. Employees under the age of 18.
4. Employees hired as part of a school-to-work program.

Vendor's Initials: _____

5. Students who serves in a work-study program or as an intern.
6. Trainees participating for not more than six months in a training program.
7. Employees enrolled in a governmentally funded vocational rehabilitation program.
8. Volunteers working without pay.
9. Employees exempted under Section 14(c) of the Fair Labor Standards Act due to disabilities.
10. Any person whose wage rate is subject to a federal or State of Connecticut statute or regulation mandating a prevailing wage rate.

EMPLOYER OBLIGATIONS:

Covered Employers are required to do the following pursuant to the ordinance.

1. Certify with the submission of their bid or proposal a) that they will pay the required living wage to eligible employees if awarded a contract, or b) that they are exempt from requirements of the ordinance,
2. Upon award, covered employers shall provide the Town a sworn affidavit affirming that all eligible employees of the covered employer working in the State of Connecticut are receiving the living wage and health benefits required by this ordinance.
3. This sworn affidavit shall be provided thereafter on an annual basis within 30 days of a request being made by the Town if the duration of the contract exceeds one (1) year.
4. Notify their employees of their rights under the Living Wage Ordinance by posting a copy of the ordinance and other materials prepared by the Town of Manchester in locations where employees will see them.
5. Make best efforts to attempt to hire residents of the Town of Manchester for all new positions which result from a service contract subject to the ordinance.

PROHIBITED PRACTICES:

1. Covered Employers cannot decrease non-wage benefits (such as insurance, vacation, or pension) as a means of complying with the living wage requirements.
2. Covered Employers cannot retaliate or discriminate against any employee for making a complaint against the covered employer regarding compliance with living wage requirements.

Vendor's Initials: _____

ENFORCEMENT:

The Town may enforce the provisions of this ordinance by the imposition of fines, suspension of contract or declaring the Covered Employer ineligible for future contracts.

WAIVERS:

The ordinance provides for the waiver of certain requirements in the ordinance. However, no waivers will be considered until the bidding process has been completed and a contract has been awarded. Requests for waivers must be made by the Covered Employer, in writing, to the General Manager.

The General Manager shall submit the waiver request to the Board of Directors, which shall have the sole discretion as to whether it is granted.

The above is intended to be a summary of the requirements of the living wage ordinance as they affect covered employers and is provided for informational purposes only. Employers should read the entire Living Wage Ordinance. It can be found online at www.townofmanchester.org on the left side of the page. Click on Document Center, scroll to General Services and click on Living Wage Ordinance.

Vendor's Initials: _____

**TOWN OF MANCHESTER LIVING WAGE
CERTIFICATION FORM**

The Town of Manchester has determined that this contract may be subject to the provisions of the Manchester Living Wage Ordinance, Chapter 212 of the Manchester Code of Ordinances, Sections 212-1 through 212-11.

Bidders are required to indicate whether they are a Covered Employer as defined by the Manchester Living Wage Ordinance or are exempt from the requirements by marking the appropriate section below.
FAILURE TO INDICATE MAY RESULT IN THE REJECTION OF YOUR PROPOSAL.

_____ I/We are a covered employer and shall pay the required living wage to eligible employees and comply with the requirements of the ordinance during the term of the contract.

Or that:

_____ I/We are not a Covered Employer and therefore not subject to Manchester's Living Wage Ordinance for the reason indicated below:

_____ Charitable foundations, charitable trusts or nonprofit agencies or nonprofit corporations, provided that the foundation, trust or nonprofit agency or corporation is exempt from federal income taxation and may accept charitable contributions under Section 501 of the Internal Revenue Code of 1986, or any subsequent corresponding internal revenue code of the United States, as from time to time amended.

_____ Bidder employs less than twenty five (25) eligible employees.

_____ Annual contract value is less than \$25,000.

I, _____ of _____ do hereby certify
Officer, Owner, Authorized Rep. Company Name

that the representations made above are accurate for _____ .
Bid Name or RFP Name

Signed by: _____ Dated: _____

TO BE RETURNED WITH BID OR RFP SUBMISSION.

Vendor's Initials: _____

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

PRICE PROPOSAL

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

Addendum # _____ dated _____

Addendum # _____ dated _____

Addendum # _____ dated _____

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 Price Proposal, and Specifications, all of which are made a part of this Proposal. I/We further agree to and are willing to adhere to the General Terms and Conditions as identified in the proposal documents.

Price for 250 copies of yearbook: _____

Price for name engraving/stamping: _____

Price for additional copies: _____

Price for additional pages: _____

LEGAL NAME OF VENDOR: _____

SIGNATURE: _____ DATE: _____
(Authorized Signature)

NAME: _____ TITLE: _____
(please print)

TELEPHONE: _____ FAX: _____

E-MAIL: _____

FEDERAL TAX IDENTIFICATION NUMBER (FEIN): _____

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

Vendor's Initials: _____