



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

**REQUEST FOR PROPOSAL
FOR**

RFP #021-017

**MANCHESTER AND GLASTONBURY PUBLIC SCHOOLS
2021-2022 PAPER PRODUCTS**

**PROPOSALS DUE:
TUESDAY, JUNE 1, 2021
10:30 A.M.**

**VIRTUAL OPENING **
TUESDAY, JUNE 1, 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.**

TABLE OF CONTENTS

Section	Page Number
I. Important Process Changes Due to COVID-19	3
II. Legal Notice of Request for Proposal	4
III. Introduction and Background	5
IV. Proposal Specifications	5-7
V. School Locations	7
VI. Inquiries	8
VII. Timeframe and Directions for Submission	9
VIII. Content and Organization of Proposal	9
IX. Evaluation Process and Selection Criteria	10
X. General Terms and Conditions	11-12
XI. Insurance Requirements	13
XII. Standard Proposal Documents – PDF Fillable	14-19
XIII. Town of Manchester’s Living Wage Ordinance and Certification	20-22
XIV. Living Wage Certification	23
XV. State of Connecticut Department of Education – Certification	24-25
XVI. Proposal Pricing Form – PDF Fillable	26
XVII. Product Lists	Separate File

Proposal Preparer’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. Vendors must contact the Office of Finance & Management for access 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 proposals 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 vendors, 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

Proposal Preparer's Initials: _____

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

**RFP #021-017
2021-2022 PAPER PRODUCTS**

Manchester and Glastonbury Public Schools is requesting proposals for **Paper Products for the 2021-2022 school year**. Specifications and forms are available on the Manchester Public Schools website using the following link: <https://www.mpspride.org/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 Tuesday, June 1, 2021, 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. Manchester and Glastonbury Public Schools reserve the right to reject any and all proposals. Manchester and Glastonbury Public Schools are an equal opportunity employers and require affirmative action policy for all of its contractors and vendors as a condition of doing business with the school districts, as per Federal Order 11246.

Date of Notice: Tuesday, May 11, 2021
Karen L. Clancy
Director of Finance and Management
Manchester Public Schools

Proposal Preparer's Initials: _____

INTRODUCTION AND BACKGROUND

Background for Proposal

Manchester and Glastonbury Public Schools have collaborated for a number of years on the procurement of food products for the school lunch programs in both districts.

SPECIFICATIONS FOR PAPER PRODUCTS

Scope of Services

Manchester and Glastonbury Public Schools (MGPS) is seeking to engage a vendor(s) to provide Paper Products as outlined below.

The vendor shall insert prices and extensions as required on the appropriate page of the Excel spreadsheet associated with the RFP. All pricing must include all cost of inside delivery at each destination. All pricing commences July 1, 2021, and ends June 30, 2022. The MGPS may withhold payment when it is determined that said supplies, materials and equipment do not meet the specified requirements.

U.S.D.A. regulations permitting, the MGPS reserves the right to renew this contract with the successful vendor(s) to cover two (2) additional years (2022-2023 and 2023-2024 school years). Extension shall be valid upon written consent of both parties prior to the anniversary date of the contract. Such renewal may include cost of living increases only as they relate to the Federal Consumer Price Index.

In accordance with the **Buy American Provision**, the 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.

State of Connecticut, Department of Education, Certification Regarding Debarment

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 24 and 25.

Packaging, Handling, and Deliveries

All foods must be delivered in a sanitary manner and acceptable condition. 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 pack size must be as quoted in proposal package.

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 7, and not dropped shipped to one central location. All deliveries must be scheduled between 7:00 a.m. and 2:00 p.m., when schools are in session.

Proposal Preparer's Initials: _____

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.

Product Inspection

The products of the successful vendor 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 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.

Proper Conduct

The contractor 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 contractor shall be polite and courteous at all times.
- Contractor must adhere to any/all security standards, requirements and/or regulations of each school.

Subcontracting

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

Multiple awards

Manchester and Glastonbury Public Schools reserve the right to award the contract to multiple vendors.

Contract Management

The contract will be managed by Mr. Nick Aldi, Food and Nutrition Services Director, Manchester Public Schools, and Ms. Jessica D’Agnese, Food Service Director, Glastonbury Public Schools.

Contract Period

This contract shall be in effect from July 1, 2021, through June 30, 2022, with the right to extend this contract for a period up to two (2) additional years upon mutual written agreement.

Proposal Preparer’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 Maid's Lane, South Glastonbury

Manchester Public and Parochial Schools	
School Name	Address
Manchester High School	134 East Middle Turnpike
Manchester Regional Academy	665 Wetherell Street
Illing Middle School	227 East Middle Turnpike
Bennet Academy	1151 Main Street
Manchester Middle Academy	TBD
Bowers Elementary School	141 Princeton Street
Buckley Elementary School	65 North School 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

Proposal Preparer's Initials: _____

INQUIRIES

All questions pertaining to this Request for Proposal shall be emailed to the Office of Finance and Management at RFPs-Bids@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 proposer or prospective proposer against Manchester Public Schools.

Proposal Preparer's Initials: _____

TIMEFRAME AND DIRECTIONS FOR SUBMISSION

The contents of the proposals are outlined in the Content and Organization of Proposals section. Proposals are to be submitted no later than Tuesday, June 1, 2021, 10:30 a.m. and may be sent by mail or 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 and Glastonbury Public Schools' (MGPS) 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. 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.

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.

Proposal Preparer'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 the Manchester and Glastonbury Public Schools Food Services Departments. The 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 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. Compatibility of products
- D. Competitiveness of Price Proposal

Manchester and Glastonbury Public Schools (MGPS) shall select that responsible and responsive vendor(s) whose proposal is determined by MGPS 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. MGPS expressly reserves the right to negotiate with the selected vendor(s) prior to an award of any contract pursuant to the RFP.

Manchester and Glastonbury Public Schools retain 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.

Proposal Preparer's Initials: _____

GENERAL TERMS AND CONDITIONS

1. The proposal 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 vendor to download this information. Manchester and Glastonbury Public Schools (MGPS) 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 the 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. MGPS 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 MGPS 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 MGPS 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. 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.
8. MGPS may make such investigation as deemed necessary to determine the ability of the vendor to discharge a contract. The vendor 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 vendor fails to satisfactorily convince 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.
9. Specifications cannot be modified by anyone other than the assigned agent for MGPS.
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.

Proposal Preparer's Initials: _____

11. The vendor shall not sublet, sell, transfer, assign or otherwise dispose of contract or any portion thereof or of the right, title or interest therein, or of the obligations thereunder, without the consent of MPGS.
12. The vendor shall be required to submit the AFFIRMATIVE ACTION STATEMENT with the 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 the completed proposal package.
14. The vendor shall be required to submit the VENDOR INDEMNIFICATION with the completed proposal package.
15. The vendor shall be required to submit the NON-COLLUSIVE PROPOSAL STATEMENT with the 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 proposer shall carry insurance under which **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. Certificate of Liability Insurance shall be filed with MGPS 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 MGPS 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 MGPS, 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 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.

Proposal Preparer'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 Proposer/Insured has self-insured retentions or deductibles under any of the following minimum required coverage, the Proposer/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 Proposer/Insured's sole responsibility.

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

Proposal Preparer's Initials: _____

**MANCHESTER AND GLASTONBURY 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:

Proposal Preparer'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 and Glastonbury Public Schools are Equal Opportunity Employers, 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 vendors 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

Proposal Preparer's Initials: _____

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

VENDOR INDEMNIFICATION

To the fullest extent permitted by law, the Vendor shall, defend, indemnify and hold harmless the School Districts and their 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 Districts shall have the right to participate in the defense of any such claim through counsel of their 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 MGPS for damage to property of MGPS 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: _____

Signed

Name

Legal Name of Vendor

Street

City/State/Zip Code

Date

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

Notary Public

Proposal Preparer'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 Signor

Signature

Date

Telephone

Fax

eMail Address

Proposal Preparer'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

Proposers 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 proposer's responsibility to comply with any State and Federal laws, including Public Act 16-67.

COMPLIANCE AGREEMENT

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

Proposal Preparer'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

Summary Description for Vendors Regarding

Proposal Preparer's Initials: _____

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.
5. Students who serves in a work-study program or as an intern.

Proposal Preparer's Initials: _____

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.

ENFORCEMENT:

Proposal Preparer's Initials: _____

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.

**TOWN OF MANCHESTER LIVING WAGE
CERTIFICATION FORM**

Proposal Preparer's Initials: _____

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.

Vendors 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 BID.

_____ 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.

_____ Vendor 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 or RFP Name

Signed by: _____ Dated: _____

TO BE RETURNED WITH BID OR RFP SUBMISSION.

STATE OF CONNECTICUT DEPARTMENT OF EDUCATION

Proposal Preparer's Initials: _____

**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

Proposal Preparer'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.

Proposal Preparer's Initials: _____

MANCHESTER AND GLASTONBURY 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 goods and/or services at the prices named herein, subject to and in accordance with the Proposal 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.

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 Excel spreadsheet associated with this proposal.

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

Proposal Preparer's Initials: _____