

COOPERATIVE BID FOR FURNISHING PAPER GOODS AND SUPPLIES

Sealed bids for furnishing the following to the City of Waltham will be received by:

Joseph Pedulla, Chief Procurement Officer
Purchasing Department
City Hall
610 Main Street
Waltham, MA 02452

Bid proposals will be accepted until the time specified herein for the bid opening at which time the bids will be publicly opened and read.

ITEM:	BID OPENING DATE & TIME:
PAPER PRODUCTS	Tuesday August 19, 2014 at 10AM

Bids shall be submitted on the form furnished, and in a sealed envelope, and marked on the outside with the bid item PAPER GOODS AND SUPPLIES and the bidder's name.

Minority and women owned business enterprises are encouraged to submit bids.

Joseph Pedulla
Chief Procurement Officer
CITY OF WALTHAM
TEL: 781-314-3244
FAX: 781-314-3245
Email:
jpedulla@city.waltham.ma.us

Bids are available on line at www.city.waltham.ma.us/open-bids

**BID FOR FURNISHING PAPER GOODS AND SUPPLIES
SPECIAL BID CONDITIONS**

GENERAL

The enclosed specifications and proposal documents are issued by the City of Waltham Purchasing Department on behalf of the Cooperative for the Town of Brookline and Watertown and Cities of Medford, Methuen, Somerville and Waltham. Also, the greater Lawrence School District herein referred to as the Cooperative Political Subdivisions.

Bids are requested for furnishing various Paper Goods and Supplies. The successful contractor(s) will supply each of the Cooperative Political Subdivisions at the same price and terms.

Paper Goods and Supplies are required for delivery to; nine (9) locations in Brookline, six (6) locations in Medford, six (6) locations in Methuen, nine (9) locations in Somerville (9) locations in Waltham, one (1) location in Watertown, one (1) location in the Greater Lawrence School District. Bid as required and according to the following specifications and special bid conditions as to the quality of products, storage, packaging and all other necessary incidentals, as hereinafter set forth.

The annual consumption of the various products for the Cooperative Political Subdivisions are estimated but not guaranteed and is provided on the form entitled DISTRIBUTION FORM.

INSTRUCTIONS TO BIDDERS:

Bids shall be typewritten or written in black ink in the spaces provided on the enclosed forms; one copy to be retained by the bidder. Officials of corporations shall designate their official title. Partners or sole owners shall so state, giving names of all interested parties.

The Cooperative Political Subdivisions reserve the right to increase or decrease quantities subject to the appropriation or other availability of funds.

The Cooperative Political Subdivisions are tax-exempt. The Cooperative Political Subdivisions, if required, shall furnish appropriate exemption certificates.

Cooperative Political Subdivisions are tax-exempt. The Cooperative Political Subdivisions, if required, shall furnish appropriate exemption certifications.

The successful contractor(s) will be required to file Fair Employment Practices and/or Affirmative Action Statements in accordance with each Cooperative Political Subdivision's regulations. The successful contractor(s) shall comply with all laws, by-laws and regulations of the Commonwealth of Massachusetts and the Political Subdivision bearing and he shall assume all costs of losses there from.

CONTRACT PERIOD:

The contract period shall be for one year, **from September 1, 2014**, or as soon thereafter as contract is entered into, **to August 31, 2015**. Upon award to the successful contractor(s), each Cooperative Political Subdivision shall enter into a contract and will accept sole responsibility for, and payment due to the contractor(s).

This contract is subject to the annual appropriation or other availability of funds. Contracts may be cancelled if funds are not appropriated or otherwise made available.

BREACH OF CONTRACT:

Wherein the successful contractor(s) fails to complete or deliver the contract as specified, the Cooperative Political Subdivisions shall nevertheless have the right to recover damages for breach of contract by suit.

The Cooperative Political Subdivisions reserve the right to cancel a contract upon written notice of documented unsatisfactory performance and/or customer dissatisfaction of the product(s).

PRICE:

Firm prices are requested for the requirements as specified for the contract period including the option to renew for a second year. Prices must be provided for all items.

Bid prices shall encompass everything necessary for furnishing the item(s) specified herein in accordance with the specifications.

Prices must be F.O.B. destination inside the cafeteria storeroom(s) to each school location. Bidders are cautioned to allow for separate deliveries.

The bidder shall insert on the form provided the price of paper products per stated unit, packaging, manufacturer and stock numbers which he proposes to furnish and deliver.

In the event of a discrepancy between unit price and the extension, the unit price will govern.

GENERAL INSTRUCTIONS:

Bidders must provide manufacturer's names, product code numbers and packaging for each item in the column designated "Manufacturers Name & Product Code Number." Variations in pack size must be clearly identified.

Bidders must also provide their firm's item/or Code Numbers, by which corresponding products will be ordered and billed.

DELIVERY:

Paper products shall be delivered in the quantity and on the date as ordered.

The successful contractor(s) shall pay all freight and delivery.

All deliveries shall be made inside the cafeteria storeroom of each school. The Cooperative Political Subdivisions are free of all obligations if the deliveries are made otherwise.

TAILGATE DELIVERIES WILL NOT BE ACCEPTED.

Deliveries are to be made at designated entrances. The delivery truck shall not be in an area where and when children are playing, entering, or leaving school property.

The personnel of the Cooperative Political Subdivisions are not required to assist in the deliveries, and contractor(s) are cautioned to notify their shippers that **NO PRODUCTS SHALL BE LEFT OUTSIDE OF THE SCHOOL BUILDING AT ANY TIME OR IN ANY PLACE OTHER THAN WITHIN THE SCHOOL CAFETERIA STOREROOM(S).**

On days when there is no school, due to inclement weather, no paper products should be delivered.

Schools MUST receive deliveries between the hours of 7:00 a.m. and 11:00 a.m. Deliveries will not be accepted while lunch is being served or after 1:30 p.m.

DELIVERY SITES

Andover

Greater Lawrence Technical School
57 River Road
Andover, MA
978-686-0194 x5033
Contact: Diane

Brookline

Brookline High School 115 Grenough Street Brookline, MA 02445 617-713-5115 Contact: Teresa Vidette	Driscoll 64 Westbourne Terrace Brookline, MA 02446 617-879-4266 Contact: Beverly Cronin
Heath 100 Eliot Street Chestnut Hill, MA 02467 617-879-4550 Contact: Evelyn Petroski	Lawrence 27 Francis Street Brookline, MA 02446 617-879-4310 Contact: Carmen Rivera
Lincoln 19 Kennard Road Brookline, MA 02445 617-879-4610 Contact: Sabrina Feltz	Pierce 50 School Street Brookline, MA 02446 617-730-2488 Contact: Merima Kantardzic
Runkle 50 Druce Street Brookline, MA 02445 671-879-4679 Contact: Suzanne Twomey	Baker School 205 Beverly Road Brookline, MA 02467 617-879-4511 Contact: Mary Foote
Devotion 345 Harvard Street* Brookline, MA 02446 617-879-4429 Contact: Sung Yoon	*Deliveries from Stedman St. (one way toward Harvard St. Take Beal's St., just north of Stedman, turn right onto Stedman heading back toward Harvard Street.)

Medford

Medford High School 489 Winthrop Street Medford, MA 02155 781-393-2442 Contact: Richard Voner	Brooks Elementary 388 High Street Medford, MA 02155 781-393-2166 x8506 Contact: Sue Morello
Columbus Elementary 37 Hicks Avenue Medford, MA 02155 781-393-2177 x3519 Contact: Cathy Turco	Roberts Elementary 35 Court Street Medford, MA 02155 781-393-2155 x4512 Contact: Sandy Landosca
McGlynn PK-8 3004 Mystic Valley Parkway Medford, MA 02155 781-393-2333 x5547 Contact: Maureen Hennigan	Andrews Middle 3000 Mystic Valley parkway Medford, MA 02155 781-393-2228 x7715 Contact: Linda Bottari

Methuen

Methuen High School One Ranger Road Methuen, MA 01844 978-981-1393 Contact: Rose Daily	Tenney Grammar School 75 Pleasant Street Methuen, MA 01844 978-681-1320 x432 Contact: Loretta
Timony Grammar School 45 Pleasant View Street Methuen, MA 01844 978-681-4882 x420 Contact: Marjorie Lavoie	Comprehensive Grammar School 100 Howe Street Methuen, MA 01844 978-681-1323 Contact: Catherine Coppolla
Marsh Grammar School 309 Pelham Street Methuen, MA 01844 978-681-4475 x516 Contact: Linda	Pleasant Valley Child Care 180 Pleasant Valley Street Methuen, MA 01844 978-681-1348 Contact: Karen Fluet
Central 9th Grade Campus 10 Ditson Place Methuen, MA 01844 Contact: Maria	

Somerville

Somerville High School 81 Highland Avenue Somerville, MA 02143 617-625-6600 x6163 Contact: Nancy Parisi (Delivery in rear off School Street)	Healey 5 Meacham Street Somerville, MA 02145 617-625-6600 x6554 Contact: Debbie Burdulisi
Michael E. Capuano 150 Glen Street Somerville, MA 02145 617-625-6600 x3601	Kennedy School 5 Cherry Street Somerville, MA 02145 617-625-6600 x6647
East Somerville Community School 115 Pear Street Somerville, MA 02145 617-625-6600 x6086 (Delivery off Rust Street) Contact: Anna Manfredi	Argenziano School 290 Washington Street Somerville, MA 02143 617-625-6600 x6684 Contact: Margaret Huckins
Somerville Culinary Arts 81 Highland Avenue Somerville, MA 02143 617-625-6600 x6230 Contact: Rich Brunet	Winter Hill Community School 115 Sycamore Street Somerville, MA 617-625-6600 x6780 (Delivery dock off Medford Street) Contact: Charlene Caton

Waltham

Waltham High School 617 Lexington St. Waltham, MA 02452 781-314-5497 Contact: Carol Ehwa	MacArthur Elementary 494 Lincoln Street Waltham, MA 02451 781-314-5726 Contact: Melissa Turpin
McDevitt Middle School 75 Church Street Waltham, MA 02452 671-314-5678 Contact: Melissa Jones	Northeast Elementary School 70 Putney Lane Waltham, MA 02452 Contact: Deb Grimes

<p>Kennedy Middle School 655 Lexington Street Waltham, MA 02452 781-314-6572 Contact: Marie Rivera</p>	<p>Plympton Elementary School 20 Farnsworth Street Waltham, MA 02451 781-314-5764 Contact: Donna Butler</p>
<p>Fitzgerald Elementary School 140 Beal Road Waltham, MA 02453 781-314-5688 Contact: Paula Hughes</p>	<p>Stanley Elementary School 250 South Street Waltham, MA 02453</p>
<p>Whittemore Elementary School 30 Parmenter Road Waltham, MA 02453 Contact: Lisa Damigella</p>	

Watertown

<p>Watertown High School 50 Columbia Street Watertown, MA 02472</p>

DELIVERY SLIPS/INVOICES:

Two (2) delivery slips must be left at each school upon delivery. Each invoice must indicate for each product the number of cases delivered, the case price, the extended price, and the total. It should be noted that such invoices could expedite the Cooperative Political Subdivisions to pay these bills.

Cafeteria personnel at each delivery site must sign delivery slips; otherwise responsibility will not be accepted for payment of these bills. If a delivery slip is not signed, and the product delivered is in excess of what has been ordered, the Cooperative Political Subdivisions will be required to pay only for the amount originally ordered.

All invoices and communications shall be submitted to the addresses below:

Brookline Alden Cadwell, Director of Food Services Brookline Public Schools 333 Washington Street Brookline, MA 02445 Tel: (617) 730-2499 Fax: (617) 264-6435	Medford Juile Bradley, Director of Food Services Medford Public Schools 489 Winthrop Street Medford, MA 02155 Tel: (781) 393-2241 Fax: (781) 393-2224
Methuen Wayne Vespa, Director of Food Services Methuen Public Schools 10 Ditson Place Methuen, MA 01844 Tel: (978) 681-1355 Fax: (978) 681-9437	Somerville Lauren Mancini, Director of Food Services Somerville Public Schools 181 Washington Street Somerville, MA 02143 Tel: (617) 625-6600 x 6080 Fax: (617) 625-6600 x 6084
Waltham Rhonda Spigel, Director of Food Services Waltham Public Schools 617 Lexington Street Waltham, MA 02432 Tel: (781) 314-5495 Fax: (781) 314-5496	Watertown & Greater Lawrence Districts TO BE DETERMINED

MISCELLANEOUS PROVISIONS:

QUALITY – All items must meet both State and Local Health Department requirements and any USDA Food and Drug Administration regulations.

INSPECTION – Products received under this contract shall be subject to inspection at any time by State and/or Local inspectors at such times and places as may be consistent with the public interest. If analysis of samples taken should prove that quality of the paper products does not meet necessary requirements, or if service rendered is not satisfactory, the Cooperative Political Subdivisions reserve the right to cancel the contract at once.

BRAND AND/OR GRADE – Brand names must be provided on the bid forms. The brand and/or grade awarded will be the brand and/or grade supplied during the entire contract period. No substitution shall be made except if the product for some reason becomes unavailable due to manufacturing problems. If this should occur, written approval by the Cooperative Political Subdivisions is required.

SAMPLES – Samples for any and all items may be required either before or after the award of the contract in order to ascertain whether or not a product will be suitable for the intended purpose. Failure to submit said samples might be regarded as a basis for rejecting a bid. Samples must fully represent the items proposed. Please do not provide samples unless they are requested.

GUARANTEE – The contractor(s) agrees to replace or give credit to the Cooperative Political Subdivisions for any paper products which, when tested, do not meet the requirements of the foregoing specifications, if requested by the Cooperative Political Subdivisions to do so.

Should the successful contractor(s) fail to make a delivery or perform any agreement herein contained, the Cooperative Political Subdivisions shall be at liberty to forthwith procure paper products from any source they may reasonably find and to deduct the excess cost from any money thereof then due, or thereafter to become due to the contractor(s) under this agreement. And the Cooperative Political Subdivisions shall further have the right, at it's option, to terminate the employment of the contractor under this contract, and complete the contract included under this agreement and provide such necessary labor and materials therefore as may be necessary from such discontinuance of the contractor's employment, he shall not be entitled to receive any further payment under this contract until such contract has been wholly completed. If such expense shall exceed the unpaid balance, the contractor shall pay the difference to the Cooperative Political Subdivisions.

The Cooperative Political Subdivisions shall pay, and the contractor(s) agrees to receive for furnishing **PAPER PRODUCTS AND SUPPLIES** delivered to the Cooperative Political Subdivisions in accordance with the foregoing specifications, and in all respects according to the terms thereof, and in accordance with the unit prices set forth in the bid proposal.

PROTECTION OF PROPERTY – The successful contractor(s) shall maintain adequate protection of the property of the Cooperative Political Subdivisions from any harm arising in connection with the delivery of bid items or related equipment and subsequent installation, and shall pay or cause payment to be made for any such damage incurred.

INSURANCE – the successful contractor(s) shall provide the following insurance certificate to the Cooperative Political Subdivisions. The insurance certificate shall contain the following language in the description of services Box and shall be supported by an amendment: “The [City], [Town] of [Name of the Cooperative Subdivision] is a named additional insured for general liability as required by contract”

Workman’s Compensation – as required by statute

Public Liability – each accident.....	\$ 500,000.00
Public Liability – each person.....	\$1,000,000.00
Property Damage each accident.....	\$1,000,000.00

CREDIT – Bidders must provide a written statement in regards to credit, which will be extended to Waltham Schools. Statement must include maximum dollar amount of credit, which will be extended, the length of time it will be extended, and what parameters would have to exist for the firm’s credit department to place a hold/stop on further deliveries. Successful bidder(s) must agree to notify the Director of Foodservices at least five (5) working days before an effective hold is placed on further deliveries.

It is agreed that the powers and rights herein given to Cooperative Political Subdivisions may be exercised by same. The Cooperative Political Subdivisions shall not be under any personal obligation or liability by reason of this agreement, the execution thereof, the work or any other thing contained herein.

AWARD:

Award shall be made to one contractor based on the quality, functional use, overall suitability of the items for the purpose of which they are intended, inspection and evaluation of samples if required, and the contractors meeting specifications and bid requirement and offering the lowest total aggregate price.

Any bid submitted with minimum order requirements to individual locations will be considered non-responsive and will not be considered for award.

The Cooperative Political Subdivisions reserve the right to make inspections and tests that are considered standard in the industry, when deemed appropriate to accomplish the aforementioned evaluation.

No subletting of the award, or assignment of monies due, or to become due, shall be made without written consent of the Cooperative Political Subdivisions.

Award will be made within thirty (30) days after the Bid Opening, unless the time for award is extended by mutual consent of all parties concerned.

This invitation to Bid is issued in accordance with the provisions of MGL Chap. 30b, Section 5.

CITY OF WALTHAM, MASSACHUSETTS
Joseph Pedulla, Chief Procurement Officer
PURCHASING DEPARTMENT
610 MAIN STREET
WALTHAM, MA 02452

BID FOR FURNISHING PAPER GOODS AND SUPPLIES
Special Bid Conditions

The undersigned, hereafter called the bidder, having fully familiarized himself with all of the bid documents, hereby agrees and declares:

1. That prices inserted cover all labor, materials, transportation, insurance, and all other necessary expenses to fulfill the conditions of the contract with the time slated.
2. That if a substitute manufacturer's name or model number is not inserted by the bidder under the appropriate column, it is understood that the bidder will furnish only the specified item, and no substitute will be accepted.
3. Pursuant to MGL Chapter 62C, Section 49A, the bidder hereby certifies that the bidder has filed all state tax returns and paid all state taxes required under law.
4. The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.
5. The Bidder is required to submit with their response the price spread sheet and all the forms properly completed in the Compliance Section.

THE FOLLOWING ITEMS ARE TO BE COMPLETED BY THE BIDDER

TITLE OF BID: _____

GUARANTEED DATE OF COMPLETION: _____

COMPANY NAME: _____

COMPANY ADDRESS: _____

SOCIAL SECURITY NUMBER OR FEDERAL ID: _____

SIGNATURE OF COMPANY OFFICIAL: _____

PRINT NAME OF ABOVE SIGNATURE: _____

TITLE: _____

TELEPHONE: _____ FAX: _____

EMAIL: _____

TERMS: _____ % _____ DAYS, NET _____ DAYS

COMPLIANCE FORMS

(PLEASE COMPLETE AND SUBMIT THESE FORMS WITH YOUR RESPONSE)

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity or group of individuals. The undersigned certifies that no representations made by any City officials, employees, entity, or group of individuals other than the Purchasing Agent of the City of Waltham was relied upon in the making of this bid

Date

(Signature of person signing bid or proposal)

(Name of business)

TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. c. 62C, & 49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signature of person submitting bid or proposal

Date

Name of business

NOTE

Failure to submit any of the required documents, in this or in other sections, with your bid response package may cause the disqualification of your proposal.

CERTIFICATE OF VOTE AUTHORIZATION

Date:

I _____, Clerk of _____ hereby certify that at a meeting of the Board of Directors of said Corporation duly held on the _____ day of _____ at which time a quorum was present and voting throughout, the following vote was duly passed and is now in full force and effect:

VOTED: That _____ (*name*) is hereby, authorized, directed and empowered for the name and on behalf of this Corporation to sign, seal with the corporate seal, execute, acknowledge and deliver all contracts and other obligations of this Corporation; the execution of any such contract to be valid and binding upon this Corporation for all purposes, and that this vote shall remain in full force and effect unless and until the same has been altered, amended or revoked by a subsequent vote of such directors and a certificate of such later vote attested by the Clerk of this Corporation.

I further certify that _____ is duly elected/appointed _____ of said Corporation whose signature appears below as an officer

Signature of Officer

SIGNED:

Clerk of the Corporation: (Corporate Seal)

Print Name: _____

COMMONWEALTH OF MASSACHUSETTS

County of _____

Date:

Then personally appeared the above named and acknowledged the foregoing instrument to be his/her free act and deed before me, and provided to me through satisfactory evidence of identification which were _____ to be the person whose name is signed on the preceding or attached document in my presence.

Notary Public;

My Commission expires: _____

CORPORATION IDENTIFICATION

The bidder for the information of the Awarding Authority furnishes the following information.

If a Corporation:

Incorporated in what state _____

President _____

Treasurer _____

Secretary _____

Federal ID Number _____

If a foreign (out of State) Corporation – Are you registered to do business in Massachusetts?

Yes _____, No _____

If you are selected for this work you are required under M.G.L.ch. 30S, 39L to obtain from the Secretary of State, Foreign Corp. Section, State House, Boston, a certificate stating that you Corporation is registered, and furnish said certificate to the Awarding Authority prior to the award.

If a Partnership: (Name all partners)

Name of partner _____

Residence _____

Name of partner _____

Residence _____

If an Individual:

Name _____

Residence _____

If an Individual doing business under a firm's name:

Name of Firm _____

Name of Individual _____

Business Address _____

Residence _____

Date _____

Name of Bidder _____

By _____

Signature _____

Title _____

Business Address _____ (POST OFFICE BOX NUMBER NOT ACCEPTABLE)

State _____ Telephone Number _____ Today's Date _____

RIGHT TO KNOW LAW

Any vendor who receives an order or orders resulting from this invitation agrees to submit a Material Safety Data Sheet (MSDS) for each toxic or hazardous substance or mixture containing such substance, pursuant to M.G.L. c. 111F, §§8,9 and 10 and the regulations contained in 441 CMR 21.06 when deliveries are made. The vendor agrees to deliver all containers properly labeled pursuant to M.G.L. c. 111F §7 and regulations contained in 441 CMR 21.05. Failure to furnish MSDS and/or labels on each container may result in civil or criminal penalties, including bid debarment and action to prevent the vendor from selling said substances, or mixtures containing said substances within the Commonwealth. All vendors furnishing substances or mixtures subject to Chapter 111F or M.G.L. are cautioned to obtain and read the laws, rules and regulations referenced above. Copies may be obtained from the State House Bookstore, Secretary of State, State House, Room 117, Boston, MA (617) 727-2834.

Authorized Signature Indicating Compliance with the Right-to-know laws:

Signature

Date

Print Name

NOTE

Failure to submit any of the required documents, in this or in other sections, with your bid response package may cause the disqualification of your proposal.

DEBARMENT CERTIFICATION

In connection with this bid and all procurement transactions, by signature thereon, the respondent certifies that neither the company nor its principals are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from the award of contracts, procurement or non procurement programs from the Commonwealth of Massachusetts, the US Federal Government and /or the City of Waltham. "Principals" means officers, directors, owners, partners and persons having primary interest, management or supervisory responsibilities with the business entity. Vendors shall provide immediate written notification to the Purchasing Agent of the City of Waltham at any time during the period of the contract of prior to the contract award if the vendor learns of any changed condition with regards to the debarment of the company or its officers. This certification is a material representation of fact upon which reliance will be placed when making the business award. If at any time it is determined that the vendor knowingly misrepresented this certification, in addition to other legal remedies available to the City of Waltham, the contract will be cancelled and the award revoked.

Company Name

Address

City _____, State _____, Zip Code _____

Phone Number (____) _____

E-Mail Address

Signed by Authorized Company Representative: _____

Print name. _____, Date _____

BID PROPOSAL

PROPOSAL: The undersigned, cognizant of the specifications, rules, and regulations contained herein this bid proposal document, proposes to furnish PAPER PRODUCTS AND SUPPLIES at the prices quoted on the hereto attached "Bid Quotation Form(s)," subject to all conditions recorded on this solicitation for the duration of this contract, beginning with when the contract is offered, through August 31, 2015_____ (Name of firm) proposes to supply and deliver to the Cooperative Political Subdivisions, PAPER PRODUCTS AND SUPPLIES FOR FOOD SERVICE as defined within this bid.

The prices quoted herein include all product costs, packaging, delivery, storage, and any other costs associated with the furnishing of PAPER PRODUCTS AND SUPPLIES FOR FOOD SERVICE. The undersigned understands and agrees that the Cooperative Political Subdivisions will not receive any separate charges other than those clearly recorded in this bid proposal.

In compliance with the above, and subject to all terms and conditions thereof, the undersigned offers and agrees, if this bid is accepted, to furnish all PAPER PRODUCTS AND SUPPLIES FOR FOOD SERVICE at the quoted prices, delivered to the designated schools. It is understood and agreed that this bid will constitute a formal contract upon acceptance below.

Name of Firm: _____ Date: _____

By: _____, Signature _____

(Type or Print name of person signing this document)

Address:

Email: _____

Telephone Number: _____ Fax Number: _____

The bidder shall insert on the form provided the price of PAPER PRODUCTS AND SUPPLIES FOR FOOD SERVICE per stated unit, which he proposes to furnish and deliver. In the event of a discrepancy between the unit price and the extension, the unit price will govern. The prices inserted must be net, and include inside delivery. No charge will be allowed for federal, state or municipal sales and excise taxes, for the Cooperative Political Subdivisions are exempt. Exemption certificates, if requested, will be furnished on forms

CITY OF WALTHAM
SPECIFICATIONS AND QUOTATION/BID/PROPOSAL FORM
REF: COOPERATIVE BID FOR FURNISHING PAPER GOODS AND SUPPLIES
BID OPENING _____,2015 _____ A.M./P.M.

ITEM	SPECIFICATION	ORDER UNIT	Estimated Quantity	Unit Price	Extended Price	Quantity per Case	Manufacturer & Product	Bidders Code #
1.	Foam tray, 5 compartment, 8.75" X 10", white, 500/cs, Amoco 80-255 or equal	CASE	3750					
2.	Biodegradable paper 5 compartment tray, Greenwave TW-TOO-023/ 400 per case	CASE	2151					
3.	Foam tray, 9" X 7", white, 500/cs, Genpak MC-4S or equal	CASE	81					
4.	Foam tray, 10" X 8", white, 500/cs, Genpak 8S or equal	CASE	60					
5.	Foam tray, 8.25" X 5.75" X .75", white, 500/cs, Genpak 2S or equal	CASE	317					
6.	Molded Fiber Tray, 6 x 8 x 1, 500/cs, Huhtamaki 20917 or equal	CASE	150					
7.	Molded Fiber Tray 7 x 9 x 1, 500 cs, Huhtamaki 20918 or equal	CASE	120					
8.	8 oz. Paper Food Tray-Red Plaid Design 1000/cs	CASE	32					
9.	2# Paper Food Tray-Red Plaid Design, 1M/cs	CASE	14					
10.	3# Paper Food Tray-Red Plaid Design, 500/cs	CASE	423					
11.	5# Paper Food Tray-Red Plaid Design, 500/cs	CASE	233					
12.	5.5 oz. Translucent plastic soufflé cup, 2.5M/cs	CASE	201					
13.	4 oz. Plastic translucent soufflé cup, 2500/cs	CASE	43					
14.	Plastic lid for 3.25, 4 oz. and 5 oz. translucent soufflé cup, 2.5M/cs	CASE	145					
15.	2 oz. Plastic translucent soufflé cup, 2500/cs	CASE	87					

	SPECIFICATION	ORDER UNIT	Estimated Quantity	Unit Price	Extended Price	Quantity per Case	Manufacturer & Product	Bidders Code #
16.	Plastic lid for 2 oz. translucent soufflé cup, 2.5M/cs	CASE	92					
17.	6 oz. Squat foam container, 1M/cs, Dart 6SJ12 or equal	CASE	67					
18.	8 oz. Squat foam container, 1M/cs, Dart 8SJ12 or equal	CASE	86					
19.	8 oz. Extra Squat Foam container. 1M/cs Dart 8SJ20 or equal	CASE	14					
20.	Lid for 8 oz. Squat foam container, 1M/cs Dart 12JL or equal	CASE	35					
21.	12 oz. Squat foam container, 500/cs, Dart 12SJ 20 or equal	CASE	101					
22.	Vent Lid, 1M/cs, Dart 20 JL or equal	CASE	37					
23.	8 oz. Hot/Cold Combo Pack 250/cs	CASE	75					
24.	12 oz. Hot/Cold Combo Pack 250/cs	CASE	31					
25.	Container, 8 x 7 x 3 or 9 x 7 x 3 clear plastic hinged, 250/cs	CASE	135					
26.	6x6x3 Clear Hinged Container 500/cs	CASE	42					
27.	Hinged Sandwich Wedge, Anchor DVH1101 or equal, 250/cs	CASE	122					
28.	Clear Plastic Bowl 24 oz, Dart C24B or equal 252/cs	CASE	37					
29.	Clear Plastic Dome Lid C64BDL 252/cs	CASE	30					
30.	24 oz Clear Food Container w/Lid, 200/cs Pactiv YC18-6024 or equal	CASE	16					
31.	24 oz Clear Food container, 504/cs Pactiv YC18-5024 or equal	CASE	15					
32.	32 oz Clear Food Container, 504/cs. Pactiv YC18-5032 or equal	CASE	15					
33.	Clear flat Lid for 32 oz Food Container, 504/cs Pactiv YC18-5200 or equal	CASE	11					
34.	Dome lid for 32 oz Food Container, 504/cs, Pactiv YC18-5201 or equal	CASE	20					

ITEM	SPECIFICATION	ORDER UNIT	Estimated Quantity	Unit Price	Extended Price	Quantity per Case	Manufacturer & Product	Bidders Code #
35.	5 oz. Plastic cold cup, translucent, 2.5M/cs, Sweetheart PC5 or equal	CASE	357					
36.	7 oz. Plastic cold cup, translucent, 2.5M/cs, Sweetheart PC7 or equal	CASE	129					
37.	9 oz. Greenware clear plastic cold cup, 1000/case	CASE	14					
38.	12 oz Greenware Clear plastic Cold Cup, 1000/cs, Fabrikal GC12S or equal	CASE	11					
39.	16 oz. Clear Plastic Cup, 1000/cs, Netchoice 116300	CASE	23					
40.	Straw Slot Lid-Clear, 1000 Case, Netchoice 142137	CASE	16					
41.	Dome Lid with Straw Slot, 1000/cs, Solo DLR662	CASE	17					
42.	Plastic Straw Slot Lid for 16/24 oz. Clear Cold Cup, 1000 Case	CASE	16					
43.	10 oz. Paper hot cup, 1M/cs, Solo 410MD or equal		12					
44.	8 oz. Foam cup, 1M/cs, 8J8 or equal	CASE	42					
45.	12 oz Dart Café G Cup 12 x 12G or equal	CASE	48					
46.	12 oz. Paper hot cup, 1M/cs, Solo 412MSN or equal	CASE	40					
47.	Sip Thru Travel Lid, Solo ELP316, 1M/Case	CASE	20					
48.	16 oz. Dart Café G Cup !M/Case, Dart 16 x 16G	CASE	16					
49.	White tab tear lid for Dart Café G series1M/Case, Dart 16JL	CASE	23					
50.	20 oz Dart Café G Cup 500/Case, Dart 20 x 16G	CASE	13					
51.	Paper Coffee Sleeve, 1M/Case, Dopaco dslvbrn	CASE	15					
52.	Milk Straws 5.75 24/500	CASE	80					
53.	Wrapped Jumbo Milk Straw, 7.75", 24/500	CASE	10					

ITEM	SPECIFICATION	ORDER UNIT	Estimated Quantity	Unit Price	Extended Price	Quantity per Case	Manufacturer & Product	Bidders Code #
54.	9" White Foam Plate, 500/cs	CASE	49					
55.	9" White Paper Plate 1200cs	CASE	150					
56.	9" Biodegradable Plate/500 case, Greenwv TW-Poo-010S or equal	CASE	60					
57.	10" Impact Plate 500/Cs, Dart 10PWF or equal	CASE	11					
58.	6" Foam Plate 1000/cs	CASE	10					
59.	6" Impact Plate 1000/cs	CASE	13					
60.	6" White Paper Plate 1000/cs	CASE	371					
61.	Plastic forks, polypropylene, white, medium wgt., 1M/cs, AMCEL AMSPRO or equal	CASE	1,269					
62.	Plastic knives, polypropylene, white, medium wgt., 1M/cs, AMCEL AMSPRO or equal	CASE	335					
63.	Teaspoons, polypropylene, white, med. wgt., 1M/cs, AMCEL AMSPRO or equal	CASE	1,301					
64.	Plastic soup spoons, polypropylene, white, medium wgt., 1M/cs, AMCEL AMSPRO or equal	CASE	115					
65.	Plastic spork, polypropylene, white, medium wgt., 1M/cs, AMCEL AMSPRO or equal	CASE	44					
66.	Spork kit, sealed in cellophane bag containing white, medium wgt. poly propylene utensils, 6" straw, and a 13" X 17" napkin ! M/cs Clearshield #63102 or equal	CASE	72					
67.	Cutlery Kit, sealed in cellophane bag containing white medium wgt. Poly fork, tsp., straw and napkin/500 case, Netchoide 414025 or equal	CASE	520					
68.	Cutlery Kit, sealed in cellophane bag containing white medium wgt. Poly fork, tsp.,knife, straw and napkin/250 case, Netchoide 406025 or equal	CASE	10					
69.	Fork, Individually wrapped 100/Case	CASE	37					
70.	Knives, Individually wrapped 1000/Case	CASE	20					
71.	Teaspoon, Individually wrapped 1000/Case	CASE	32					

ITEM	SPECIFICATION	ORDER UNIT	Estimated Quantity	Unit Price	Extended Price	Quantity per Case	Manufacturer & Product	Bidders Code #
72.	Napkins, 7" x 13.5" Dispenser Napkin, 10M/cs SCA D3052 or equal	CASE	68					
73.	Napkins, 12" x 13" Dispenser Napkin, 6M/cs, SCA D780 or equal	CASE	17					
74.	Luncheon Napkins, 6M/cs, SCA L3141 or equal	CASE	34					
75.	Mega System Napkin Kimberly Clark 98908 or equal dispenser to be included	CASE	336					
76.	XpressNap Dispenser Napkin, 6M/cs, includes Dispenser, brown and white	CASE	136					
77.	Saddle Pack Bags 6 1/2" X 7" 2000/cs Clear Handgards SB8.5 or equal	CASE	96					
78.	Saddle Pack Bags 7.5' X 7.5" 2000/cs Clear Elkay DP7575 or equal	CASE	36					
79.	Wax Sandwich Bag, 6M/cs, McNairn 320064 or equal	CASE	10					
80.	Foil Hot Dog Bag, 1M/cs, McNairn 321352 or equal	CASE	10					
81.	Poly Bag 8" x 4" x 18" clear w/gusset, 1.25 ml., Elkay 12G094018	CASE	13					
82.	Poly Bag 10" x 8" x 24" clear w/gusset, .75 ml, Heritage F1824RCI	CASE	44					
83.	Poly Bag 10" x 8" x 24" , clear w/gusset, .1.25 ml 1000/cs Elkay*12G08024 or equal	CASE	14					
84.	Poly Bag 18" x 14", Roll, 1M, Handgard FB18 or equal	BOX	10					
85.	Poly Bun Pan Bag, 27 x 37, 200//Roll Elkay BOR 2737HD or equalr	BOX	35					
86.	Storage Bag Seal Top 10 x 12.2 ml, 1000/cs Elkay F201012 or equal	CASE	21					
87.	Liner, 17" X 17"roll, 20/50, .4 mil	CASE	70					
88.	Liner, 24" X 23", Clear 20/50, .4 mil	CASE	39					
89.	Liner 24 x 32 Black, 1 ml, roll-10/50	CASE	20					

ITEM	SPECIFICATION	ORDER UNIT	Estimated Quantity	Unit Price	Extended Price	Quantity per Case	Manufacturer & Product	Bidders Code #
90.	Liner 30" x 36", Clear 250/Roll .7 ml	CASE	23					
91.	Liner 33" x 39", Black 100/cs 2 ml	CASE	362					
92.	Liner 38" x 58", 100/cs 1 ml	ROLL	356					
93.	Liner 38" x 58", 100/cs 2 ml	ROLL	745					
94.	Liner 40" x 46" Black, 2 ml, 10/10	CASE	143					
95.	Poly bun rack covers, 52" X 80", Elkay Bor5280 or equal, 50/Roll	Roll	60					
96.	French fry bag, 2M/cs, 4.5 X 3.5 8073WC or equal	CASE	40					
97.	Aluminum foil, 18" X 1M' roll, heavy duty, Netchoice 01075 or equal	ROLL	29					
98.	Aluminum foil, 18" X 500' roll, standard,	ROLL	27					
99.	Aluminum foil, 18" X 500' roll, heavy duty, Netchoice 01074 or equal	ROLL	113					
100.	Aluminum Pans 1 comp, 6.5 x 5, 1M/Case	CASE	10					
101.	Aluminum Pan 2 comp. 6.5 x 5 1M/Case	CASE	13					
102.	Aluminum Pan 3 comp. 6.5 x 5 200 case	CASE	87					
103.	Aluminum foil pans, half steam table size, 10.375" X 12.75", 4" deep, RFC rim, 100/cs, Reynolds 1150 or equal	CASE	10					
104.	Aluminum pot pie container, 1M/cs, Pactiv 436-35 or equal	CASE	10					
105.	Aluminum foil sheets, "pop-up" interfolded sheets in self-dispensing carton, 9" X 10.75", 6/500 cs, Reynolds RA710 or equal	CASE	58					
106.	Aluminum foil sheets, "pop-up" interfolded sheets in self-dispensing carton, 12" x 10.75", 3000/cs	CASE	33					
107.	Bakery tissue, 6" x 10.75" 10/1000 cs. McNairn MXT-6 or equal	CASE	10					

ITEM	SPECIFICATION	ORDER UNIT	Estimated Quantity	Unit Price	Extended Price	Quantity per Case	Manufacturer & Product	Bidders Code #
108.	Waxed paper sheets, in self-dispensing pop-up cartons, 12" X 10.75", 6M/cs, McNairn 103305MXT or equal	CASE	23					
109.	Dry Wax Sheets, 12 x 12 , various colors, various food labels2M/cs, McNairn 110848 or equal	CASE	60					
110.	Foodservice film, 12" X 2000'	ROLL	57					
111.	Foodservice film, 18" X 2000', Reynolds 916 or equal	ROLL	173					
112.	Foodservice film, 24" X 2000', Reynolds 916 or equal	ROLL	18					
113.	Foodservice film, 18" X 3000', Netchoice 01112 or equal	ROLL	19					
114.	Foodservice Film Perforated 12" x 12" Western 311 or equal	ROLL	36					
115.	Parchment pan liners, 24.375" X 16.4375", grease and oven proof, light weight, 1M/cs, Quillon AC112X or equal	CASE	674					
116.	Plastic pan liners 34 " x 18", 50 cs/Pansaver 42002 or equal	CASE	77					
117.	Kraft brown paper, 18" wide, 40# weight or equal	CASE	12					
118.	Poly table covers, 54" X 108" rectangle, all colors, 12/cs, Converting Inc., Special Occasions or equal <u>No paper laminate!</u>	CASE	10					
119.	Poly table covers, 84" Round, all colors, 12/cs, <u>No paper laminate!</u>	CASE	10					
120.	Poly table covers, 82: Square, all colors, 12/cs, <u>No paper laminate!</u>	CASE	10					
121.	Table Skirts, White Plastic 10/cs	CASE	5					
122.	Poly gloves, embossed, 1.25 mil, all sizes (S, M, & L), 10/100/cs, Handgards OEG-100 or equal	CASE	86					
123.	Vinyl Gloves, all sizes (S, M, L & XL), 5 mils, 10/100 cs, w/o powder, seamless, chemical resistant, white	CASE	1,650					
124.	Hairnets, 144/cs	CASE	77					
125.	Disposable wipes, medium duty, 13.5" X 24", 150/cs, CHIX #8251 or equal	CASE	384					
126.	Scouring Pad, 6 x 9 Scotch Brite or equal	CASE	60					

ITEM	SPECIFICATION	ORDER UNIT	Estimated Quantity	Unit Price	Extended Price	Quantity per Case	Manufacturer & Product	Bidders Code #
127.	Hotel Pads, SOS or Brillo 12/10 cs	CASE	66					
128.	Metal Sponge/1 doz Royal 775 or equal	CASE	99					
129.	6" x 9" Green Scouring Pad, 20/Box 3m 96M or equal	BOX	39					
130.	Scrub Sponge, 3M 74 or equal, 20/1	CASE	27					
131.	Strip Test Kit	CASE	40					
132.	Baby Wipes, 12/80, Hospeco or equal	CASE	100					
133.	Foaming Antimicrobial Hand wash with Moisturizers, 3/1250ML, GOJO 5186-03 or equal	CASE	220					
134.	Advanced Hand Sanitizer, 4/2000 ML, Gojo 2256-04	CASE	17					
135.	Standard 2 Ply Toilet Tissue, 80/550, Cascade 4028 or equal	EACH	7					
136.	Towel Dispenser, Torkmatic 551028A or equal	EACH	26					
137.	White Towel Roll, 7.75" x 700", 6 Rolls/Tork 290089 or equal	CASE	563					
138.	White Towel Roll, 9" x 9.5", 30 Rolls, 2 Ply, 84 Sheets, Solaris 41504 or equal	CASE	530					
139.	Towel Center Pull , 6/550 , Cascades 2650 or equal	CASE	30					
140.	Facial Tissues, 2 Ply, 8" x 8" 100 Tissues per Box, 30 Boxes, Cascade 4082 or equal	CASE	246					
141.	Bath Tissue Mini Jumbo Roll, 1 Ply, 12 Rolls, 1200 Ft/roll	CASE	109					
142.	Sanitizer, Ajax, 4-1 Gallon-Colgate 04963	CASE	27					
143.	Sanitizer-Quaternary 2.5 Gal Ecolab Oasis or equal	CASE	11					
144.	Rinse Dry, 4/1 Gal, Ecolab 10942 or equal	CASE	14					
145.	Dish Machine Detergent -High Activity Formula, 4-9#, Ecolab 6100185 or equal	CASE	21					

ITEM	SPECIFICATION	ORDER UNIT	Estimated Quantity	Unit Price	Extended Price	Quantity per Case	Manufacturer & Product	Bidders Code #
146.	Dawn, 8/38 oz. , PG 45113	CASE	28					
147.	Dawn , 4-1 Gal , PG 57445	CASE	81					
148.	Ultra Palmolive Dish Detergent, 4/1 Gal, Colgate 140043	CASE	63					
149.	5 Gallon Dish Detergent-heavy Duty, non-phosphate, high sudsing, Ecolab 12971 or equal	5 Gallon	19					
150.	Solid Dish Rinse Aid, 2-2#, Ecolab 10165 or equal	CASE	11					
151.	Digester Drain Pathways		10					
152.	50# Low Phosphate Laundry Detergent	EACH	30					
153.	Tide 6/50 oz	CASE	53					
154.	Bleach, 6/1 gal	CASE	68					
155.	4/1 gallon Citrus Cleaner	EACH	29					
156.	24 oz. Plastic Spray Bottle	EACH	269					
157.	Trigger Spray for 24 oz. Plastic Spray Bottle	EACH	287					
158.	Wipes, 12 x 12.5 for use with Sanitizer Solution, 6/90/Case, Kimtech Prep for equal	CASE	271					
159.	White sip through lid for 10/12 oz Solo Hot Cup, 1M/Case	CASE	2					