

COOPERATIVE POLITICAL SUBDIVISION 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
Waltham 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	Wednesday May 31, 2017 at 10 AM

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
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 Political Subdivision for the Town of Watertown and Cities of Medford, Methuen, Somerville and Waltham. Also, the greater Lawrence Technical School District herein referred to as the Cooperative Political Subdivisions/The Urban Ring. Together are also known as "The Urban Ring" or "the Cooperative" or "CPS" or "UR".

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

Paper Goods and Supplies are required for delivery to; six (6) locations in Medford, seven (7) locations in Methuen, eight (8) locations in Somerville (9) locations in Waltham, one (1) location in Watertown, one (1) location in the Greater Lawrence Technical 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/The Urban Ring is 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/The Urban Ring is tax-exempt. The Cooperative Political Subdivisions/The Urban Ring, if required, shall furnish appropriate exemption certificates.

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 shall assume all costs of any potential losses there from.

CONTRACT PERIOD:

The contract period shall be for one year, **from September 1, 2017**, or as soon thereafter as contract is entered into, **to August 31, 2018**. 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 by the Cooperative Subdivision. 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/The Urban Ring shall nevertheless have the right to recover damages for breach of contract by suit.

The Cooperative Political Subdivisions/The Urban Ring reserves 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.

OPTION TO RENEW

The Cooperative Subdivision may, at its sole discretion, exercise an option to renew the contract for a second year conditional to the unchanged terms and prices of the original contract.

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/The Urban Ring 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/The Urban Ring 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 shall 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 x 5033 Contact: Diane

Also see last page for additional delivery locations for the City of Methuen's managed Little Sprouts Program.

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 x 3519 Contact: Cathy Turco	Roberts Elementary 35 Court Street Medford, MA 02155 781-393-2155 x 512 Contact: Sandy Landosca
McGlynn PK-8 3004 Mystic Valley Parkway Medford, MA 02155 781-393-2333 x 5547 Contact: Maureen Hennigan	Andrews Middle 3000 Mystic Valley parkway Medford, MA 02155 781-393-2228 x 7715 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 x 432 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 x 516 Contact: Linda	Pleasant Valley Child Care 180 Pleasant Valley Street Methuen, MA 01844 978-681-1348 Contact: Karen Fluet
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Central 9th Grade Campus 10 Ditson Place Methuen, MA 01844 Contact: Maria	
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Somerville

Somerville High School 81 Highland Avenue Somerville, MA 02143 617-625-6600 x 6163 Contact: Joann Riveccio (Delivery in rear off School Street)	Healey 5 Meacham Street Somerville, MA 02145 617-625-6600 x 6554 Contact: Debbie Burdulisi
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Michael E. Capuano 150 Glen Street Somerville, MA 02145 617-625-6600 x 3601	Kennedy School 5 Cherry Street Somerville, MA 02145 617-625-6600 x6647
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East Somerville Community School 115 Peal Street Somerville, MA 02145 617-625-6600 x 6086 (Delivery off Rust Street) Contact: Anna Manfredi	Argenziano School 290 Washington Street Somerville, MA 02143 617-625-6600 x 6684 Contact: Margaret Huckins
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Somerville Culinary Arts 81 Highland Avenue Somerville, MA 02143 617-625-6600 x 6230 Contact: Rich Brunet	Winter Hill Community School 115 Sycamore Street Somerville, MA 617-625- 6600 x 6780 (Delivery dock off Medford Street) Contact: Charlene Caton
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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
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<p>McDevitt Middle School 75 Church Street Waltham, MA 02452 671-314-5678 Contact: Melissa Jones</p>	<p>Northeast Elementary School 70 Putney Lane Waltham, MA 02452 Contact: Deb Grimes</p>
<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 Contact:</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/The Urban Ring 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/The Urban Ring will be required to pay only for the amount originally ordered.

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

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 42 Cross Street Somerville, MA 02145 Tel: (617) 625-6600 x 6083 Fax: (617) 666-5451	Waltham April Liles, Director of Food Services Waltham Public Schools 617 Lexington Street Waltham, MA 02432 Tel: (781) 314-5495 Fax: (781) 314-5496
Greater Lawrence Technical School Districts Mary Beth Ringland, Food Service Dir. Greater Lawrence Technical School 57 River Rd. Andover, MA. 01810 Tel: 978-686-0194 ext. 5047 Fax: 978-681-7783	Watertown Stephen Marshall- Director of Food Services Watertown Food Service 50 Columbia St Watertown MA 02472 P)617-926-7756 F)617-926-7723

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/The Urban Ring 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/The Urban Ring 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/The Urban Ring for any paper products which, when tested, do not meet the requirements of the foregoing specifications, if requested by the Cooperative Political Subdivisions/The Urban Ring to do so.

Should the successful contractor(s) fail to make a delivery or perform any agreement herein contained, the Cooperative Political Subdivisions/The Urban Ring 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/The Urban Ring 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 Urban Ring.

The Cooperative Political Subdivisions/The Urban Ring shall pay, and the contractor(s) agrees to receive for furnishing.

PAPER PRODUCTS AND SUPPLIES delivered to the Cooperative Political Subdivisions/The Urban Ring 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/The Urban Ring 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 Urban Ring. 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 all Urban Ring participants. The 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/The Urban Ring may be exercised by same. The Cooperative Political Subdivisions/The Urban Ring 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, by each member of the cooperative whether on the overall category or singular unit basis, to one or more 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 or singular 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/The Urban Ring 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/The Urban Ring.

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, overhead, profit 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: _____

COMPANY NAME: _____

COMPANY ADDRESS: _____

AUTHORIZED SIGNATURE: _____, PRINT NAME: _____

TELEPHONE: _____,

FAX: _____

E-Mail: _____

DISCOUNT TERMS: _____ % _____ DAYS

COMPLIANCE FORMS

(PLEASE COMPLETE AND SUBMIT THESE FORMS WITH YOUR RESPONSE)

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 Authorized Officer

Clerk of the Corporation: (Corporate Seal)

Print Clerk's 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, 2018_____ (Name of firm) proposes to supply and deliver to the Cooperative Political Subdivisions/The Urban Ring, 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/The Urban Ring 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/The Urban Ring are exempt. Exemption certificates, if requested, will be furnished on forms.

My company recognizes receipt of Addenda #: _____, _____, _____, _____, _____, _____.

BID PRICE FORM AND PRODUCT SPECIFICATION

Urban Ring Usage 17-18 SY - Paper Products											a	b	c
			Waltham	Somerville	Methuen	Medford	Watertown	Cambridge	Gr. Lawrence	Totals	Unit Price	TOTAL PRICE	
ITEM	SPECIFICATION	ORDER UNIT											
1	Foam tray, 5 compartment, 8.75" X 10", white, 500/cs, Amoco 80-255 or equal	CASE	750		1850		290		650	3540		\$ -	
2	Biodegradable paper 5 compartment tray, Greenwave TW-TOO-023/ 400 per case	CASE		800				1200		2000		\$ -	
3	8 oz. Paper Food Tray-Red Plaid Design 1000/cs	CASE	10			10	4	63		87		\$ -	
4	2# Paper Food Tray-Red Plaid Design, 1M/cs	CASE	150	125			6	10		291		\$ -	
5	3# Paper Food Tray-Red Plaid Design, 500/cs	CASE	275	250			6	67	250	848		\$ -	
6	5# Paper Food Tray-Red Plaid Design, 500/cs	CASE	60	55			4	25		144		\$ -	
7	5.5 oz. Translucent plastic soufflé cup, 2.5M/cs	CASE	60	55	55	50			17	237		\$ -	
8	4 oz. Plastic translucent soufflé cup, 2500/cs	CASE	10				10			20		\$ -	
9	Plastic lid for 3.25, 4 oz. and 5 oz. translucent soufflé cup, 2.5M/cs	CASE	60		32	50	6			148		\$ -	
10	2 oz. Plastic translucent soufflé cup, 2500/cs	CASE	35	35	16		2		18	106		\$ -	
11	Plastic lid for 2 oz. translucent soufflé cup, 2.5M/cs	CASE	35	35			2		18	90		\$ -	
12	8 oz. Squat foam container, 1M/cs, Dart 8SJ12 or equal	CASE			25	20	1		5	51		\$ -	
13	Lid for 8 oz. Squat foam container, 1M/cs Dart 12JL or equal	CASE				20	1			21		\$ -	
14	12 oz. Squat foam container, 500/cs, Dart 12SJ 20 or equal	CASE			51		2			53		\$ -	
15	8 oz. Hot/Cold Combo Pack 250/cs	CASE	15					35		50		\$ -	
16	12 oz. Hot/Cold Combo Pack 250/cs	CASE	15					70		85		\$ -	
17	Container, 8 x 7 x 3 or 9 x 7 x 3 clear plastic hinged, 250/cs	CASE	40			20	20	12	80	172		\$ -	
18	6x6x3 Clear Hinged Container 500/cs	CASE	40			20	8			68		\$ -	
19	Hinged Sandwich Wedge, Anchor DVH1101 or equal, 250/cs	CASE	65	50			28	5		148		\$ -	
20	24 oz Clear Food container, 504/cs Pactiv YC18-5024 or equal	CASE	40	50				12		102		\$ -	
21	32 oz Clear Food Container, 504/cs. Pactiv YC18-5032 or equal	CASE	40							40		\$ -	
22	Dome lid for 32 oz Food Container, 504/cs, Pactiv YC18-5201 or equal	CASE	40	50						90		\$ -	
23	5 oz. Plastic cold cup, translucent, 2.5M/cs, Sweetheart PC5 or equal	CASE	35	40	243		5		16	339		\$ -	
24	7 oz. Plastic cold cup, translucent, 2.5M/cs, Sweetheart PC7 or equal	CASE			22	50				72		\$ -	
25	9 oz. Greenware clear plastic cold cup, 1000/case	CASE	5						3	8		\$ -	
26	12 oz Greenware Clear plastic Cold Cup, 1000/cs, Fabrikal GC12S or equal	CASE	10	15			2			27		\$ -	
27	16 oz. Clear Plastic Cup, 1000/cs, Netchoice 116300	CASE	10				2			12		\$ -	
28	Straw Slot Lid-Clear, 1000 Case, Netchoice 142137	CASE	10	15			1			26		\$ -	
29	Dome Lid with Straw Slot, 1000/cs, Solo DLR662	CASE		15			2			17		\$ -	
30	10 oz. Paper hot cup, 1M/cs, Solo 410MD or equal	CASE		15			3	5	4	27		\$ -	
31	8 oz. Foam cup, 1M/cs, 8J8 or equal	CASE				10				10		\$ -	
32	12 oz. Paper hot cup, 1M/cs, Solo 412MSN or equal	CASE		10			6			16		\$ -	

Urban Ring Usage 17-18 SY - Paper Products											a	b	c
ITEM	SPECIFICATION	ORDER UNIT	Waltham	Somerville	Methuen	Medford	Watertown	Cambridge	Gr. Lawrence	Totals	Unit Price	TOTAL PRICE	
33	16 oz. Dart Café G Cup !M/Case, Dart 16 x 16G	CASE		15			1			16		\$ -	
34	20 oz Dart Café G Cup 500/Case, Dart 20 x 16G	CASE		10						10		\$ -	
35	Milk Straws 5.75 24/500	CASE	15	20	24		0			59		\$ -	
36	9" White Foam Plate, 500/cs	CASE					16			16		\$ -	
37	9" White Paper Plate 1200cs	CASE			175		6	104		285		\$ -	
38	10" Impact Plate 500/Cs, Dart 10PWF or equal	CASE		10			2			12		\$ -	
39	6" Impact Plate 1000/cs	CASE	5	10			2			17		\$ -	
40	Plastic forks, polypropylene, white, medium wgt., 1M/cs, AMCEL AMSPRO or equal	CASE	185	200	500		2	2	1	890		\$ -	
41	Plastic knives, polypropylene, white, medium wgt., 1M/cs, AMCEL AMSPRO or equal	CASE	85	100			2			187		\$ -	
42	Teaspoons, polypropylene, white, med. wgt., 1M/cs, AMCEL AMSPRO or equal	CASE	175	175	600		2	5	9	966		\$ -	
43	Plastic soup spoons, polypropylene, white, medium wgt., 1M/cs, AMCEL AMSPRO or equal	CASE	15	15			2			32		\$ -	
44	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	130	150		175	50			505		\$ -	
45	Cutlery Kit, sealed in cellophane bag containing white medium wgt. Poly fork, tsp., straw and napkin/500 case, Netchoid 414025 or equal	CASE			80			2	443	525		\$ -	
46	Fork, Individually wrapped 100/Case	CASE				80	35			115		\$ -	
47	Knives, Individually wrapped 1000/Case	CASE			110	40	15			165		\$ -	
48	Teaspoon, Individually wrapped 1000/Case	CASE				40	18	2		60		\$ -	
49	Napkins, 7" x 13.5" Dispenser Napkin, 10M/cs SCA D3052 or equal	CASE	30	50						80		\$ -	
50	Luncheon Napkins, 6M/cs, SCA L3141 or equal	CASE	20	10	15					45		\$ -	
51	Mega System Napkin Kimberly Clark 98908 or equal dispenser to be included	CASE	45		28		32			105		\$ -	
52	XpressNap Dispenser Napkin, 6M/cs, includes Dispenser, brown and white	CASE	10		98			110		218		\$ -	
53	Saddle Pack Bags 6 1/2" X 7" 2000/cs Clear Handgards SB8.5 or equal	CASE	15	20					5	40		\$ -	
54	Poly Bag 8" x 4" x 18" clear w/gusset, 1.25 ml., Elkay 12G094018	CASE	5		5					10		\$ -	
55	Storage Bag Seal Top 10 x 12.2 ml, 1000/cs Elkay F201012 or equal	CASE			15		1			16		\$ -	
56	Liner 38" x 58", 100/cs 1 ml	ROLL	35	35	195			130	240	635		\$ -	
57	Liner 38" x 58", 100/cs 2 ml	ROLL	50	60	498			20		628		\$ -	
58	Liner 40" x 46" Black, 2 ml, 10/10	CASE			115					115		\$ -	
59	Poly bun rack covers, 52" X 80", Elkay Bor5280 or equal, 50/Roll	Roll			25	10	6	8	10	59		\$ -	
60	Aluminum foil, 18" X 500' roll, standard,	ROLL	15	15		25		12		67		\$ -	
61	Aluminum foil, 18" X 500' roll, heavy duty, Netchoice 01074 or equal	ROLL			4		10	45	4	63		\$ -	
62	Aluminum Pan 3 comp. 6.5 x 5 200 case	CASE			170					170		\$ -	

Urban Ring Usage 17-18 SY - Paper Products											a	b	c
ITEM	SPECIFICATION	ORDER UNIT	Waltham	Somerville	Methuen	Medford	Watertown	Cambridge	Gr. Lawrence	Totals	Unit Price	TOTAL PRICE	
63	Aluminum pot pie container, 1M/cs, Pactiv 436-35 or equal	CASE	18		2				1	21		\$ -	
64	Aluminum foil sheets, "pop-up" interfolded sheets in self-dispensing carton, 9" X 10.75", 6/500 cs, reynolds RA710 or equal	CASE	10						11	21		\$ -	
65	Aluminum foil sheets, "pop-up" interfolded sheets in self-dispensing carton, 12" x 10.75", 3000/cs	CASE			25	10	1	35		71		\$ -	
66	Waxed paper sheets, in self-dispensing pop-up cartons, 12" X 10.75", 6M/cs, McNairn 103305MXT or equal	CASE	10				8	12		30		\$ -	
67	Foodservice film, 12" X 2000'	ROLL	5		20	60	5	80		170		\$ -	
68	Foodservice film, 18" X 2000', Reynolds 916 or equal	ROLL	5		60			20	4	89		\$ -	
69	Foodservice film, 18" X 3000', Netchoice 01112 or equal	ROLL				35	5	3		43		\$ -	
70	Parchment pan liners, 24.375" X 16.4375", grease and oven proof, light weight, 1M/cs, Quillon AC112X or equal	CASE	45	50	293	35	18		8	449		\$ -	
71	Plastic pan liners 34 " x 18", 50 cs/Pansaver 42002 or equal	CASE			62			90		152		\$ -	
72	Poly table covers, 54" X 108" rectangle, all colors, 12/cs, Converting Inc., Special Occasions or equal <u>No paper laminate!</u>	CASE	10	5		30				45		\$ -	
74	Poly table covers, 82: Square, all colors, 12/cs, <u>No paper laminate!</u>	CASE	10	10						20		\$ -	
76	Vinyl Gloves, all sizes (S, M, L & XL), 5 mils, 10/100 cs, w/o powder, seamless, chemical resistant, white	CASE	200	250	856	90	25	190	32	1643		\$ -	
77	Hairnets, 144/cs	CASE	5	20	32		5	5		67		\$ -	
78	Disposable wipes, medium duty, 13.5" X 24", 150/cs, CHIX #8251 or equal	CASE	100	100			28	250		478		\$ -	
79	Scouring Pad, 6 x 9 Scotch Brite or equal	CASE	20	20			4	8		52		\$ -	
80	Hotel Pads, SOS or Brillo 12/10 cs	CASE			65	15	4	5	2	91		\$ -	
81	Metal Sponge/1 doz Royal 775 or equal	CASE	35	35				8		78		\$ -	
82	Scrub Sponge, 3M 74 or equal, 20/1	CASE	10	15	26	15		10		76		\$ -	
83	Strip Test Kit	CASE		5	5			10		20		\$ -	
84	Foaming Antimicrobial Hand wash with Moisturizers, 3/1250ML, GOJO 5186-03 or equal	CASE			232			5		237		\$ -	
85	Sanitizer-Quaternary 2.5 Gal Ecolab Oasis or equal	CASE				20		5		25		\$ -	
86	Ultra Palmolive Dish Detergent, 4/1 Gal, Colgate 140043	CASE			15			60	1	76		\$ -	
87	50# Low Phosphate Laundry Detergent	EACH			27	10			1	38		\$ -	
88	Tide 6/50 oz	CASE	25	25						50		\$ -	
89	Bleach, 6/1 gal	CASE	15	15	45	15		6	2	98		\$ -	
90	24 oz. Plastic Spray Bottle	EACH			220	15		12		247		\$ -	
91	Trigger Spray for 24 oz. Plastic Spray Bottle	EACH			350	15		12		377		\$ -	
92	Napkin Disp 1 Ply Brown 13x8.5, SCA DX906E Xpressnap 6000	CASE				50			8	58		\$ -	

Urban Ring Usage 17-18 SY - Paper Products											a	b	c
ITEM	SPECIFICATION	ORDER UNIT	Waltham	Somerville	Methuen	Medford	Watertown	Cambridge	Gr. Lawrence	Totals	Unit Price	TOTAL PRICE	
93	LD Bun Pan Cover Flat Pack, Elkay BPC10G216035, 21x6x35 200,	CASE	20						12	32		\$ -	
94	Shopping Bag Brown 6#, Aspamill 6 lb Kraft 4/500 (Lunch Bags)	CASE		5	5			15	8	33		\$ -	
95	Pactiv YTHB_0500 Tray foam Black 5 comp lunch 500	CASE				340				340		\$ -	
96	Foil cheeseburger/chicken/hamburger bags, 1M/cs, McNairn 321352 or equal	CASE		20				12		32		\$ -	
97	FABRIKAL 9509506 GS6-4 6/506" SQ 4 COMP PLASTIC CONTAINER, or equivalent	CASE	25	25				6		56		\$ -	
98	FABRIKAL LGS6 6" FLAT LID 300 ON THE GO, SQ, or equivalent	CASE	25	25				6		56		\$ -	
99	SCA 290089 ADVANCED 6/700 - TOWEL ROLL WHITE INTUITION 7.75	CASE			492					492		\$ -	
100	SOLARIS 41504 30/85 - TOWEL HOUSEHOLD WHITE 2PLY	CASE			450					450		\$ -	
101	BERRY PGR3339X5B ROLL 5/20 - LINER 33X39 BLACK 2MIL	CASE			329					329		\$ -	
102	HOSPECO PM-BWSDP 8/80 - WIPES BABY	CASE			203					203		\$ -	
103	CASCADES 4082 30/100 - FACIAL TISSUE FLAT BOX N RIVER	CASE			196					196		\$ -	
104	HUHT 43011 PLATE PAPER WHITE 6" - UNCOATED FLUTED 10/100	CASE			283					283		\$ -	
105	PACTIV Y7139TP, 200 - FOIL TRAY 3 COMP WITH LID	CASE			143					143		\$ -	
106	SCA 12013903 TORK 12/1925' - TOILET TISSUE MINI JUMBO 1 PLY	CASE			105					105		\$ -	
107	A630FW PUDGIES BABY WIPE - UNSCENTED 12/80	CASE			95					95		\$ -	
108	BERRY LBR1717LC ROLL 20/50 - LINER 17X17 CLEAR 0.4MIL	CASE			92					92		\$ -	
109	RDA 30300 PLATE PAPER WHITE 9" - UNCOATED FLUTED 12/100	CASE			95					95		\$ -	
110	GP 20204 ACCLAIM 16/250 - TOWEL MULTIFOLD WHITE	CASE			73					73		\$ -	
111	ECOLAB 92023093 NEXA WHITE EA - CLASSIC MANUAL SOAP DISPENSER	CASE			50					50		\$ -	
112	EA/5510282 TORKMATIC DISPENSER - TOWEL, QUARTZ	CASE			50					50		\$ -	
113	43513 LIVI VPG MFOLD TWL - SOLARIS, WHITE, 16/250	CASE			48					48		\$ -	
114	PACTIV YCI8-2120 FOOD CONTAINER - PLASTIC CLEAR 8X8X3 H/L 200	CASE			85					85		\$ -	
115	BAG GLAD 13GL ODORSHLD WH - 80 EA COX78605 CLOROX	CASE			65					65		\$ -	
116	PACTIV YTH1-0012 BOWL FOAM - WHITE 12OZ 1000	CASE			42					42		\$ -	
117	COVER SHOE REG BE - 100 EA MIICRI2002 MEDLINE INDUS	CASE			40					40		\$ -	
118	PLATE ULTRALUX 6 7/8" - 500 EA DXEUX7WS DIXIE FOOD SE	CASE			35					35		\$ -	
119	ADVANTAGE 9630M, 10/100 - GLOVE PLASTIC UNIVERSAL MD	CASE			34					34		\$ -	
120	CASCADES F150A1 30/100 - FACIAL TISSUE FLAT BOX N RIVER	CASE			33					33		\$ -	
121	SOAP LIQUID HAND - 1 EA CPM26991 COLGATE PALMOLI	CASE			32					32		\$ -	
122	DART 6SJ12 WHITE 20/50 - FOOD CONT SQUAT FOAM 6OZ	CASE			32					32		\$ -	
123	PACTIV 8S, WHITE, 500 - TRAY FOAM 10X8X.625	CASE			30					30		\$ -	

Urban Ring Usage 17-18 SY - Paper Products											a	b	c
			Waltham	Somerville	Methuen	Medford	Watertown	Cambridge	Gr. Lawrence	Totals	Unit Price	TOTAL PRICE	
ITEM	SPECIFICATION	ORDER UNIT											
124	P&G, 45113, 8/38 OZ - DISH DTRGNT LEMON DAWN	CASE			30					30		\$ -	
125	LINER GLAD 30GL DRAWSTG - 90 EA COX70313 CLOROX	CASE			27					27		\$ -	
126	SCA HB9201 ADVANCED 30/120 - TOWEL HOUSEHOLD WHITE 2PLY	CASE			23					23		\$ -	
127	903906 STRIDE CITRUS CLEANER - DIVERSEY, 5 GAL	CASE			21					21		\$ -	
128	SCA HB1995A UNIVERSAL 12/210 - TOWEL HOUSEHOLD WHITE 2PLY	CASE			21					21		\$ -	
129	BERRY LBR3036HC ROLL 10/25 - LINER 30X36 CLEAR 0.7MIL	CASE			20					20		\$ -	
130	NITTANY NP-30/85-2 TL TWL 30 - HOUSE HOLD	CASE			20					20		\$ -	
131	SCA 5510282 TORK MATIC QUARTZ - DISPENSER ROLL TOWEL SINGLE	CASE			16					16		\$ -	
132	5.5 oz. Plastic soufflé cup, 2.5M/cs (NO polystyrene)	CASE						26		26		\$ -	
133	Lid for 5.5 oz. Plastic soufflé cup, 2.5M/cs (NO polystyrene)	CASE						15		15		\$ -	
134	2 oz. Plastic portin cup, 2.5M/cs (NO polystyrene)	CASE						15		15		\$ -	
135	Lid for 2 oz. Plastic portion cup, 2.5M/cs (NO polystyrene)	CASE						10		10		\$ -	
140	Molded Fiber, Oval Platter, 7.5"x10", Compostable, 500/cs	CASE						156		156		\$ -	
142	Probe Thermometer Wipe, 70% Alcohol, 1000/cs	CASE						15		15		\$ -	
143	Trash Liners, Compostable, Green, 34"x48", at least .88 mil thick	CASE						160		160		\$ -	
144	Sanitizing Wipes, 6/100 wipe tubs per case, Nice-Pak or equal	CASE						15		15		\$ -	
145	Paper Placemat, plain, 10"x14", 1000/cs	CASE						12		12		\$ -	
146	Scouring Solution, 12 qt/cs	CASE						10		10		\$ -	
147	Molded Fiber, Burrito Bowl,32oz, Compostable, 300/cs	CASE						25		25		\$ -	
148	Greenware, Clear Compostable Cup, 10oz, 1000/cs	CASE						30		30		\$ -	
149	Greenware, Lid for 10oz Clear Compostable Cup, 1000/cs	CASE						30		30		\$ -	
150	Lime and Scale Remover, 4/1gal	CASE						10		10		\$ -	
151	Liner 38" x 58", 100/cs 1 ml, Black	ROLL						105		105		\$ -	
152	Smart Stock Medium Weight polyprop Teaspoon Refill, White, 960/cs	CASE						280		280		\$ -	
153	Smart Stock Medium Weight polyprop Fork Refill, White, 960/cs	CASE						360		360		\$ -	
154	Smart Stock Medium Weight polyprop Knife Refill, White, 960/cs	CASE						85		85		\$ -	
155	Clear Cup, 5oz (No Polystyrene)	CASE						25		25		\$ -	
156	Molded Fiber Tray, 6 X8X 1 500/cs, Huhutamiaki 20917 or equal	CASE						25		25		\$ -	
157	Wrapped Jumbo Straw, 7.75" 24/500	CASE						27		27		\$ -	
158	SANITZER, AJAX, 4-1 GALLON-COLGATE 04963	CASE						40		40		\$ -	
										Total	25213	\$ -	

Waltham's Delivery Locations

WALTHAM - SCHOOL NAME AND ADDRESS	CONTACT
WALTHAM HIGH SCHOOL 617 Lexington Street Waltham, Ma 02452	Carol Ehwa
KENNEDY MIDDLE SCHOOL 655 Lexington Street Waltham, Ma 02452	Marie Rivera
MCDEVITT MIDDLE SCHOOL 75 Church Street Waltham, Ma 02452	Melissa Jones
FITZGERALD ELEMENTARY SCHOOL 140 Beal Road Waltham, Ma 02453	Paula Hughes
MACARTHUR ELEMENTARY SCHOOL 494 Lincoln Street Waltham, Ma 02451	Melissa Turpin
NORTHEAST ELEMENTARY SCHOOL 70 Putney Lane Waltham, Ma 02452	Laurie Cence
PLYMPTON ELEMENTARY SCHOOL 20 Farnsworth Street Waltham, Ma 02451	Donna Butler
STANLEY ELEMENTARY SCHOOL 250 South Street Waltham, Ma 02453	Lisa Mula
WHITTEMORE ELEMENTARY SCHOOL 30 Parmenter Road Waltham, Ma 02453	Lisa Leblanc

Additional Satellite Delivery Sites for the LITTLE SPROUS PROGRAM, City of Methuen

Little Sprouts Contact Information			
School	Phone	Fax	Address
Hours of operation for all schools are 6:00 am to 6:00 pm			
1 Amesbury			
Lauren Matuozi lmatuozzi@littlesprouts.com	(978)388-1299	(978)388-0993	36 Sparhawk Street Amesbury, Ma 01913
2 Andover			
Kate Cannella - ED kcannella@littlesprouts.com Melissa Pitari	(978)691-1178	(978)682-8448	@ Industrial Park 31 Webster Street Andover, Ma 01810 Or 20 Ballard Way Lawrence, Ma 01843
3 Andover - NEBC			
Heather Guay - ED (Order) hguay@littlesprouts.com	(978)688-4232	978-688-4319	15 New England Business Center Drive Andover, Ma 01810
4 Arlington			
Mary Simpson msimpson@littlesprouts.com	781-646-7689	781-648-0767	118 Pleasant Street Arlington, MA 02476
5 Belmont			
Tracy Leger tleger@littlesprouts.com	617-489-4240		258 Beech Street Belmont, MA 02478
6 Brighton			
Susan Norquist - EC snorquist@littlesprouts.com	617-254-1283	617-254-1285	640 Washington Street Brighton, MA 02135
7 Concord			
Maria DeVito - ED mdevito@littlesprouts.com	978-369-2699	978-369-2655	40 Strawberry Hill Road Concord, MA 01742
8 Dedham			
Karen Silvia ED (Order) ksilvia@littlesprouts.com Heather Hunt EC	(781)329-8603	(781)329-2244	280 Bridge Street Dedham, Ma 02026
9 Haverhill-NECC			
Maureen Bly (ED) (Order) mbly@littlesprouts.com Jessica Collins - EC Louise Belzile (Order)	(978)374-7260	(978)374-1143	@ NECC 100 Elliot Way Haverhill, Ma 01830
10 Haverhill-West			
Griselle Dubey ED gdubey@littlesprouts.com Breanda Guttadauro (EC) bguttadauro@littlesprouts.com Wendy Sammartino	(978)269-0044	(978)269-0048	443 West Lowell Ave. Haverhill, MA 01832
11 Lawrence			
Jullisa Declat - ED jdeclat@littlesprouts.com Abby Nales (Order) abbylanthier@littlesprouts.com	(978)291-0342	(978)291-0344	@ Riverwalk 354 Merrimack Street Lawrence, Ma 01843
12 Lowell			
Kim Simoneau ED ksimoneau@littlesprouts.com Efrain Ponce (AD) (Order) eponce@littlesprouts.com	(978)453-6614	(978)453-9042	@ Crosspoint Towers 900 Chelmsford Street Lowell, MA 01851
13 Lowell Collaborative Preschool Acad.			
Janet Moro jmoro@littlesprouts.com	978-454-3350		554 Pawtucket Street Lowell, MA 01854
14 Melrose			
Samantha Burke sburke@littlesprouts.com	781-606-9110		40 Washington Street Melrose, MA 02176
15 Methuen			
Meghan Cahill ED mcahill@littlesprouts.com Christine Johnson	(978)683-1567	(978)688-0461	@ Valley Office Park 13 Branch Street Methuen, Ma 01844
16 Nashua			
Linda Stockwell lstockwell@littlesprouts.com Claire McMullen- EC	(603)809-4220	(603)809-4288	1 Tara Boulevard Nashua, NH 03062
17 North Andover			
Anna McMahan - ED (Order) amcmahan@littlesprouts.com Noemi Munoz - EC	(978)208-4796	(978)208-4799	2324 Turnpike Street North Andover, Ma 01845
18 Peabody			
Kay Garber - ED Keri Anderson - EC	978-817-8880	978-839-3728	7 First Avenue Peabody, MA 01960
19 Roxbury-BU			
Denise Tufo dtufo@littlesprouts.com	(617)708-1714	(617)708-1932	815 Albany Street Roxbury, MA 02119
20 South Boston			
Meghan McLaughlin mmclaughlin@littlesprouts.com Ruby Pottinger - EC	857-263-7946	857-753-4724	160 East Berkeley Street Boston, MA 02118
21 Stratham			
Lisa Peterson lpeterson@littlesprouts.com Katie Adie-EC	603-319-4280	603-583-5362	One Portsmouth Ave Unit 8 Stratham, NH 03885
Watertown			
Melinda Flanagan - ED Robin Viola - EC	617-607-3420	617-744-1966	150 Coolidge Avenue Watertown, MA 02472
22 Wilmington			
Robin Gulubicki - ED (Order) rgulubicki@littlesprouts.com	(978)658-2680	978-658-3946	310 Lowell Street Wilmington, MA 01887
23 Woburn			
Susana Ficher sficher@littlesprouts.com	(781)569-1410	(781)569-1414	4 G Gill Street Woburn, Ma 01801

Merrimack Valley YMCA Sites		
Sites	Phone	Address
Methuen YMCA	P: 978-683-5266 F: 978-687-1089	129 Haverhill Street Methuen, MA
Lawrence YMCA	P: 978-686-6191 F: 978-687-4541	40 Lawrence Street Lawrence, MA 01840
Andover/North Andover YMCA	P: 978-685-3541 F: 978-685-0126	165 Haverhill Street Andover, MA 01810
Children's Center	P: 978-685-6469	35 Lowell Street
Janet Catanzano jcatanzano@childrenscenterfumc.com		Methuen, MA 01844
Basic Beginnings	P: 978-521-0007	237 Neck Road
Nona Basnett nbasnett@basicbegin.com		Haverhill, MA 01835
The Launching Pad by Basic Beginnings	P: 603-943-5720	53 Northeastern Blvd. Nashua, NH 03062
Cheri Andersen cheri@basicbegin.com		

Additional delivery location for the Little Sprouts Program Manged by the City of Methuen's Food Service Department

District Name:

Cambridge Public Schools

DELIVER LOCATION

School Name	Address (for delivery point of entry)	Address (for delivery point of entry)	Delivery Distance (feet)	No loading dock	Can't accept pallets	Exterior Stairs	Internal Stairs	Can't accept delivery before:	Delivery Blackout Time(s)	Can't accept delivery after:	Kitchen Phone #
Amigos	10 Upton Street	10 Upton Street	200	x	x		down	7am	10:30-12	1:30pm	617-349-4275
Baldwin	28 Sacramento St.	Oxford & Sacramento St.	160	x	x		down	7am	10:30-12	1:30pm	617-349-4402
Cambridgeport	89 Elm St.	across from 114 Elm St.	20	x	x		up	7am	10:30-12	1:30pm	617-349-4462
Cambridge Rindge and Latin	459 Broadway	across from 1691 Cambridge St.	30					6:30am	11-12:30	1:30pm	617-349-6839
Fletcher Maynard	225 Windsor St.	Windsor & Harvard St.	150	x	x	down	down	7am	10:30-12	1:30pm	617-349-6594
Graham & Parks	44 Linnaean St.	175 Walker Street	100	x	x	up	up	7am	10:30-12	1:30pm	617-349-6577x117
Haggerty	110 Cushing St.	across from 127 Cushing St.	200	x	x	down	down	7am	10:30-12	1:30pm	617-349-6021
Kennedy Longfellow	158 Spring St.	Fulkerson & Spring St.	30		x			6:30am	10:30-12	1:30pm	617-349-6848
King Open	359 Broadway	359 Broadway	50	x	x			7am	10:30-12	1:30pm	617-349-6566
Martin Luther King	100 Putnam Avenue	100 Kinnaird Street	30	x	x	up		7am	10:30-12	1:30pm	617-349-7780, 1, 7960050#
Morse	10 Granite St.	250 Magazine St.	20		x	up		7am	10:30-12	1:30pm	617-349-6573
Peabody	70 Rindge Ave	48 Haskell St.	20	x	x			7am	10:30-12	1:30pm	617-349-6536
Tobin	197 Vassal Lane	197 Vassal Lane- Back of Building	20	x	x			7am	10:30-12	1:30pm	617-349-6600x140

***Additional Notes:**

Suggested additional details include whether certain schools can accept deliveries from 40 foot trailers as opposed to 26 foot (or smaller) box trucks. Or the estimated percentage of frozen vs. dry vs. refrigerated product on typical deliveries.

While the Cambridge Rindge and Latin School could received tractor trailer deliveries, due to the city traffic we would prefer to only received deliveries in small box trucks.

Central office Contact:
 Mellissa Honeywood
 Food Service Office
 158 Spring Street
 617-349-6858