#### 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:	<b>BID OPENING DATE &amp; TIME:</b>
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 <u>renew the contract for a</u> <u>second year conditional to the unchanged terms and prices of the original contract</u>.

### **GENERAL INSTRUCTIONS:**

Bidders <u>must provide manufacturer's names</u>, product code numbers and packaging for each item in the column designated "Manufacturers Name & Product Code Number." Variations in pack size <u>must</u> 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 <u>MUST</u> 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 <u>see last page for additional</u> <u>delivery locations for the</u> City of Methuen's managed <u>Little Sprouts</u> <u>Program.</u>

Brooks Elementary
388 High Street
Medford, MA 02155
781-393-2166 x8506
Contact: Sue Morello
Roberts Elementary
35 Court Street
Medford, MA 02155
781-393-2155 x 512
Contact: Sandy Landosca
Andrews Middle
3000 Mystic Valley parkway
Medford, MA 02155 781-
393-2228 x 7715
Contact: Linda Bottari

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Methuen High School	Tenney Grammar School
One Ranger Road	75 Pleasant Street
Methuen, MA 01844	Methuen, MA 01844
978-981-1393	978-681-1320 x 432
Contact: Rose Daily	Contact: Loretta
Timony Grammar School	Comprehensive Grammar School
45 Pleasant View Street	100 Howe Street
Methuen, MA 01844	Methuen, MA 01844
978-681-4882 x420	978-681-1323
Contact: Marjorie Lavoie	Contact: Catherine Coppolla

Marsh Grammar School	Pleasant Valley Child Care
309 Pelham Street	180 Pleasant Valley Street
Methuen, MA 01844	Methuen, MA 01844
978-681-4475 x 516	978-681-1348
Contact: Linda	Contact: Karen Fluet
Central 9th Grade	
Campus	
10 Ditson Place	
Methuen, MA 01844	

# <u>Somerville</u>

Somerville High School	Healey
81 Highland Avenue	5 Meacham Street
Somerville, MA 02143	Somerville, MA 02145
617-625-6600 x 6163	617-625-6600 x 6554
Contact: Joann Riveccio	Contact: Debbie Burdulisi
(Delivery in rear off School Street)	
Michael E. Capuano	Kennedy School
150 Glen Street	5 Cherry Street
Somerville, MA 02145	Somerville, MA 02145
617-625-6600 x 3601	617-625-6600 x6647
East Somerville Community School	Argenziano School
115 Peal Street	290 Washington Street
Somerville, MA 02145	Somerville, MA 02143
617-625-6600 x 6086	617-625-6600 x 6684
(Delivery off Rust Street)	Contact: Margaret Huckins
Contact: Anna Manfredi	
Somerville Culinary Arts	Winter Hill Community School
81 Highland Avenue	115 Sycamore Street
Somerville, MA 02143	Somerville, MA 617-625-
617-625-6600 x 6230	6600 x 6780
Contact: Rich Brunet	(Delivery dock off Medford Street)
	Contact: Charlene Caton

<u>Waltham</u>	
Waltham High School	MacArthur Elementary
617 Lexington St.	494 Lincoln Street
Waltham, MA 02452	Waltham, MA 02451
781-314-5497	781-314-5726
Contact: Carol Ehwa	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
Kennedy Middle School 655 Lexington Street Waltham, MA 02452 781-314-6572 Contact: Marie Rivera	Plympton Elementary School 20 Farnsworth Street Waltham, MA 02451 781-314- 5764 Contact: Donna Butler
Fitzgerald Elementary School 140 Beal Road Waltham, MA 02453 781-314-5688 Contact: Paula Hughes	Stanley Elementary School 250 South Street Waltham, MA 02453
Whittemore Elementary School 30 Parmenter Road Waltham, MA 02453 Contact: Lisa Damigella	

# <u>Watertown</u>

Watertown High School 50 Columbia Street Watertown, MA 02472 Contact:

# **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	Methuen
Juile Bradley, Director of Food Services	Wayne Vespa, Director of Food Services
Medford Public Schools	Methuen Public Schools
489 Winthrop Street	10 Ditson Place
Medford, MA 02155	Methuen, MA 01844
Tel: (781) 393-2241	Tel: (978) 681-1355
Fax: (781) 393-2224	Fax: (978) 681-9437
Somerville	Waltham
Lauren Mancini, Director of Food Services	April Liles, Director of Food Services
Somerville Public Schools	Waltham Public Schools
42 Cross Street	617 Lexington Street
Somerville, MA 02145	Waltham, MA 02432
Tel: (617) 625-6600 x 6083	Tel: (781) 314-5495
F ax: (617) 666-5451	Fax: (781) 314-5496
Greater Lawrence Technical School 57 River Rd. Andover, MA. 01810 Tel: 978-686-0194 ext. 5047	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:**

**<u>QUALITY</u>** – 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.

<u>SAMPLES</u> – 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.

<u>GUARANTEE</u> – 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.

**<u>PROTECTION OF PROPERTY</u>** – 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.

<u>INSURANCE</u> – 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	2
Public Liability – each accident	\$ 500,000.00
Public Liability – each person	\$1,000,000.00
Property Damage each accident	\$1,000,000.00

<u>CREDIT</u> – 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 <u>with minimum order</u> 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.

# <u>CITY OF WALTHAM, MASSACHUSETTS</u> Joseph Pedulla, Chief Procurement Officer PURCHASING DEPARTMENT 610 MAIN STREET WALTHAM, MA 02452 <u>BID FOR FURNISHING PAPER GOODS AND SUPPLIES</u> <u>Special Bid Conditions</u>

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: % DAY	′S	

# **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

(Signature of person signing bid or proposal)
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date

(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	he Board of Directors of said Corporatio at which time a quorum was present	on duly held on the day of
	ly passed and is now in full force and e	
VOTED: That	( <i>name</i> ) is hereby, aut	horized, directed and empowered
	pehalf of this Corporation to sign, seal v	
acknowledge and deli	ver all contracts and other obligations of	of this Corporation; the execution
of any such contract t	to be valid and binding upon this Corpo	ration 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	of this Corporation.	
I further certify that	is duly elected/a	innointed
	of said Corporation whose signate	
	ed Officer	_
		_ (Corporate Seal)
Clerk of the Corporation	on:	
Print Clerk's Name:		
	COMMONWEALTH OF MASSACH	IUSETTS
County of		Date:
his/her free act and de identification which w	ared the above named and acknowledg eed before me, and provided to me thr vere	ough satisfactory evidence ofto be the person
whose name is signed	I on the preceding or attached docume	nt in my presence.
Notary Public;		
My Commission expire	es:	

#### **CORPORATION IDENTIFICATION**

The bidder for the information of the Awarding Authority furnishes the following information. <u>If a Corporation:</u>

Incorporate	ed in what state
President _	
Treasurer	
Secretary	
Federal ID Number	

<u>If a foreign (out of State) Corporation</u> – 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 <u>a Partnership: (</u> Name all partners)	
Name of partner	
Residence	
Name of partner	
Residence	
<u>If an I</u> ndividual:	
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	
Ву	
Signature	
Title	
Business Address (POST OFFICE BOX NUMBER NC	DT 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

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.

Date

Da

#### **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			
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:
Ву:	, 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 #:\_\_\_\_\_, \_\_\_\_, \_\_\_\_, \_\_\_\_, \_\_\_\_, \_\_\_\_, \_\_\_\_.

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# BID PRICE FORM AND PRODUCT SPECIFICATION

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	Urban Ring Usage 17-18 SY - Paper Products											
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17514			Waltham	Sommerville	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		\$-
	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		\$-
	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		\$-
	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		\$-
	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	T	\$-

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Urban Ring Usage 17-18 SY - Paper Products					1					+	+
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ITEM SPECIFICATION	ORDER	Waltham	Sommerville	Methuen	Medford	Watertown	Cambridge	Gr. Lawrence	Totals	Unit Price	e TOTAL PRICE
	UNIT										
33 16 oz. Dart Café G Cup !M/Case, Dart 16 x 16G	CASE		15	 		1			16	Ī	\$-
34 20 oz Dart Café G Cup 500/Case, Dart 20 x 16G	CASE	1	10	1	1		+	+	10	1	\$ -
35 Milk Straws 5.75 24/500	CASE	15	20	24	1	0	1		59		\$ -
36 9" White Foam Plate, 500/cs	CASE	1	+	1	1	16	1	1	16	1	\$-
37 9" White Paper Plate 1200cs	CASE	1	+	175	1	6	104	1	285	1	\$-
38 10" Impact Plate 500/Cs, Dart 10PWF or equal	CASE	1	10	1	1	2	1		12	1	\$ -
39 6" Impact Plate 1000/cs	CASE	5	10		1	2	1		17		\$ -
40 Plastic forks, polypropylene, white, medium wgt., 1M/cs, AMCEL AMSPRO or equal	CASE	185	200	500	1	2	2	1	890	1	\$-
41 Plastic knives, polypropylene, white, medium wgt., 1M/cs, AMCEL AMSPRO or equal	CASE	85	100		1	2	1		187		\$ -
42 Teaspoons, polypropylene, white, med. wgt., 1M/cs, AMCEL AMSPRO or equal	CASE	175	175	600	1	2	5	9	966		\$ -
43 Plastic soup spoons, polypropylene, white, medium wgt., 1M/cs, AMCEL AMSPRO or	CASE	15	15	1	1	2	1		32		\$-
<ul> <li>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</li> </ul>	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, Netchoide 414025 or equal	CASE			80			2	443	525	T	\$ -
46 Fork, Individually wrapped 100/Case	CASE		ļ!	, 	80	35			115		\$-
47 Knives, Individually wrapped 1000/Case	CASE		·	110	40	15			165		\$ -
48 Teaspoon, Individually wrapped 1000/Case	CASE		· ·	l	40	18	2		60		\$ -
49 Napkins, 7" x 13.5" Dispenser Napkin, 10M/cs SCA D3052 or equal	CASE		50						80		\$ -
50 Luncheon Napkins, 6M/cs, SCA L3141 or equal	CASE		10	15					45		\$ -
51 Mega System Napkin Kimberly Clark 98908 or equal dispenser to be included	CASE		<u> </u>	28		32			105		\$ -
52 XpressNap Dispenser Napkin, 6M/cs, includes Dispenser, brown and white	CASE		<u> </u>	98			110		218		\$ -
53 Saddle Pack Bags 6 1/2" X 7" 2000/cs Clear Handgards SB8.5 or equal	CASE		20					5	40		\$ -
54 Poly Bag 8" x 4" x 18" clear w/gusset, 1.25 ml., Elkay 12G094018	CASE	_	ļ	5					10		\$ -
55 Storage Bag Seal Top 10 x 12.2 ml, 1000/cs Elkay F201012 or equal	CASE		ļ!	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		<u> </u>			170		\$ -

	Urban Ring Usage 17-18 SY - Paper Products	l		· ·		1	1	1	1			
			Waltham	Sommerville	Methuen	Medford	Watertown	Cambridge	Gr. Lawrence	a Totals	b Unit Price	c TOTAL PRICE
ITEM	SPECIFICATION	ORDER			Methodi							
63	Aluminum pot pie container, 1M/cs, Pactiv 436-35 or equal	UNIT CASE	18		0	I	1	1				
	Aluminum foil sheets, "pop-up" interfolded sheets in self-dispensing carton, 9" X 10.75",	CASE	10		2				1	21		\$-
	6/500 cs, reynolds RA710 or equal		10						11	21		\$-
	Aluminum foil sheets, "pop-up" interfolded sheets in self-dispensing carton, 12" x 10.75", 3000/cs	CASE			25	10	1	35		71		\$-
	Waxed paper sheets, in self-dispensing pop-up cartons, 12" X 10.75", 6M/cs, McNairn 103305MXT or equal	CASE	10				8	12		30		\$-
	Foodservice film, 12" X 2000'	ROLL	5		20	60	5	80		170		\$-
	Foodservice film, 18" X 2000', Reynolds 916 or equal	ROLL	5		60			20	4	89		\$-
	Foodservice film, 18" X 3000', Netchoice 01112 or equal	ROLL				35	5	3		43		\$-
	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		\$-
	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		\$ -
	Poly table covers, 82: Square, all colors, 12/cs, No paper laminate!	CASE	10	10						20		\$-
	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		\$-
	Hairnets, 144/cs	CASE	5	20	32		5	5		67		\$-
	Disposable wipes, medium duty, 13.5" X 24", 150/cs, CHIX #8251 or equal	CASE	100	100			28	250		478		\$-
	Scouring Pad, 6 x 9 Scotch Brite or equal	CASE	20	20			4	8		52		\$-
	Hotel Pads, SOS or Brillo 12/10 cs	CASE			65	15	4	5	2	91		\$-
	Metal Sponge/1 doz Royal 775 or equal	CASE	35	35				8		78		\$-
	Scrub Sponge, 3M 74 or equal, 20/1	CASE	10	15	26	15		10		76		\$-
	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		\$ -
						50	1	1	-	50	I	ψ -

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Urban Ring Usage 17-18 SY - Paper Products					1	1	1	1	L	i	ļ
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		Waltham	Sommerville	Methuen	Medford	Watertown	Cambridge	Gr. Lawrence	Totals	Unit Price	TOTAL PRICE
ITEM SPECIFICATION	ORDER UNIT										
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		\$-
<sup>96</sup> 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			<u> </u>		492	ļi	\$-
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		\$-

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	Urban Ring Usage 17-18 SY - Paper Products					l 			1	(i		<u> </u>
										а	b	С
			Waltham	Sommerville	Methuen	Medford	Watertown	Cambridge	Gr. Lawrence	Totals	Unit Price	TOTAL PRIC
ITEM	SPECIFICATION	ORDER UNIT										
124	P&G, 45113, 8/38 OZ - DISH DTRGNT LEMON DAWN	CASE			30				<u> </u>	30		\$-
125	LINER GLAD 30GL DRAWSTG - 90 EA COX70313 CLOROX	CASE			27				<u> </u>	27	·	\$-
126	SCA HB9201 ADVANCED 30/120 - TOWEL HOUSEHOLD WHITE 2PLY	CASE			23					23		\$-
127	903906 STRIDE CITRUS CLEANER - DIVERSEY, 5 GAL	CASE			21				<u> </u>	21	·	\$-
128	SCA HB1995A UNIVERSAL 12/210 - TOWEL HOUSEHOLD WHITE 2PLY	CASE			21		ļ		<u> </u>	21	·	\$-
129	BERRY LBR3036HC ROLL 10/25 - LINER 30X36 CLEAR 0.7MIL	CASE			20		ļ		<u> </u>	20	·	\$-
130	NITTANY NP-30/85-2 TL TWL 30 - HOUSE HOLD	CASE			20		ļ		<u> </u>	20	·	\$-
	SCA 5510282 TORK MATIC QUARTZ - DISPENSER ROLL TOWEL SINGLE	CASE			16				<u> </u>	16	·	\$-
-	5.5 oz. Plastic soufflé cup, 2.5M/cs (NO polystyrene)	CASE						26	<u> </u>	26	·	\$-
100	Lid for 5.5 oz. Plastic soufflé cup, 2.5M/cs (NO polystyrene)	CASE						15	<u> </u>	15		\$-
104	2 oz. Plastic portin cup, 2.5M/cs (NO polystyrene)	CASE						15		15	I	\$-
100	Lid for 2 oz. Plastic portion cup, 2.5M/cs (NO polystyrene)	CASE						10		10		\$-
	Molded Fiber, Oval Platter, 7.5"x10", Compostable, 500/cs	CASE						156	ļ	156	·	\$-
174	Probe Thermometer Wipe, 70% Alcohol, 1000/cs	CASE						15		15	·	\$-
	Trash Liners, Compostable, Green, 34"x48", at least .88 mil thick	CASE						160	L	160	·	\$-
177	Sanitizing Wipes, 6/100 wipe tubs per case, Nice-Pak or equal	CASE						15		15	·	\$-
	Paper Placemat, plain, 10"x14", 1000/cs	CASE						12		12		\$-
	Scouring Solution, 12 qt/cs	CASE						10		10	, <u> </u>	\$-
147	Molded Fiber, Burrito Bowl,32oz, Compostable, 300/cs	CASE						25		25		\$ -
110	Greenware, Clear Compostable Cup, 10oz, 1000/cs	CASE						30		30	I	\$ -
	Greenware, Lid for 10oz Clear Compostable Cup, 1000/cs	CASE						30		30		\$-
100	Lime and Scale Remover, 4/1gal	CASE						10	L	10	·	\$-
101	Liner 38" x 58", 100/cs 1 ml, Black	ROLL						105	<u> </u>	105	I	\$-
102	Smart Stock Medium Weight polyprop Teaspoon Refill, White, 960/cs	CASE						280		280		\$-
100	Smart Stock Medium Weight polyprop Fork Refill, White, 960/cs	CASE						360	L	360		\$-
	Smart Stock Medium Weight polyprop Knife Refill, White, 960/cs	CASE						85	<u> </u>	85		\$-
100	Clear Cup, 5oz <b>(No Polystyrene)</b>	CASE						25		25	·	\$-
	Molded Fiber Tray, 6 X8X 1 500/cs, Huhutamiaki 20917 or equal	CASE						25		25		\$ -
	Wrapped Jumbo Straw, 7.75" 24/500	CASE						27	<b></b>	27	·	\$ -
158	SANITZER, AJAX, 4-1 GALLON-COLGATE 04963	CASE		ļ			ļ	40	<u>↓ </u>	40	·	\$-
									Total	25213		\$-

# Waltham's Delivery Locations

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

ļ	Little Sprouts Contact Information							
	School	Phone	Fax	Address				
	Hours of operation for all	schools ar	e 6:00 am	to 6:00 pm				
1	Amesbury		e 0.00 am	36 Sparhawk Street				
·	Lauren Matuozzi	(978)388-	(978)388-	Amesbury, Ma 01913				
	Imatuozzi@littlesprouts.com	1299	0993					
2	Andover			@ Industrial Park				
	Kate Cannella - ED	(070)004	(070)000	31 Webster Street				
	kcannella@littlesprouts.com Melissa Pitari	(978)691-	(978)682- 8448	Andover, Ma 01810 Or				
				20 Ballard Way				
3	Andover - NEBC			Lawrence, Ma 01843 15 New England				
5	Heather Guay - ED (Order)	(978)688- 4232	978-688- 4319	Business Center Drive				
	hguay@littlesprouts.com	4232	4319	Andover, Ma 01810				
4	Arlington Mary Simpson	781-646-	781-648-	118 Pleasant Street Arlington, MA 02476				
	msimpson@littlesprouts.com	7689	0767					
5	Belmont Tracy Leger	617-489-		258 Beech Street Belmont, MA 02478				
	tleger@littlesprouts.com	4240						
6	Brighton Susan Norquist - EC	617-254-	617-254-	640 Washington Street Brighton, MA 02135				
	snorquist@littlesprouts.com	1283	1285	Brighton, MA 02155				
-		L		40 Strouberry L'II De				
(	Concord Maria DeVito - ED	978-369-	978-369-	40 Strawberry Hill Road Concord, MA 01742				
_	mdevito@littlesprouts.com	2699	2655					
8	Dedham Karen Silvia ED (Order)	(781)329-	(781)329-	280 Bridge Street Dedham, Ma 02026				
	ksilvia@littlesprouts.com	8603	2244	- 50.10.1., Mid 02020				
0	Heather Hunt EC Haverhill-NECC	I		@ NECC				
a	Maureen Bly (ED) (Order)	(070)274	(978)374-	@ NECC 100 Elliot Way				
	mbly@littlesprouts.com	7260	1143	Haverhill, Ma 01830				
	Jessica Collins - EC Louise Belzile (Order)							
10	Haverhill-West			443 West Lowell Ave.				
	Griselle Dubey ED gdubey@littlesprouts.com	(978)269-	(978)269-	Haverhill, MA 01832				
	Breanda Guttadauro (EC)	0044	0048					
	bguttadauro@littlesprouts.com	-						
11	Wendy Sammartino Lawrence			@ Riverwalk				
	Jullisa Declet - ED	(978)291-	(978)291-	354 Merrimack Street				
	jdeclet@littlesprouts.com Abby Nales (Order)	0342	0344	Lawrence, Ma 01843				
	abbylanthier@littlesprouts.com							
12	Lowell Kim Simoneau ED			@ Crosspoint Towers 900 Chelmsford Street				
	ksimoneau@littlesprouts.com	(978)453- 6614	(978)453- 9042	Lowell, MA 01851				
	Efrain Ponce (AD) (Order) eponce@littlesprouts.com							
13	Lowell Collaborative Preschool Acad.	978-454-		554 Pawtucket Street				
	Janet Moro imoro@littlesprouts.com	3350		Lowell, MA 01854				
14	Melrose	781-606-		40 Washington Street				
	Samantha Burke	9110		Melrose, MA 02176				
15	sburke@littlesprouts.com Methuen			@ Valley Office Park				
	Meghan Cahill ED	(978)683-	(978)688-	13 Branch Street				
	mcahill@littlesprouts.com Christine Johnson	1567	0461	Methuen, Ma 01844				
16	Nashua			1 Tara Boulevard				
	Linda Stockwell <u>Istockwell@littlesprouts.com</u>	(603)809- 4220	(603)809- 4288	Nashua, NH 03062				
	Claire McMullen- EC							
17	North Andover Anna McMahon - ED (Order)	(978)208-	(978)208-	2324 Turnpike Street				
	amcmahon@littlesprouts.com	(978)208- 4796	(978)208- 4799	North Andover, Ma 0184				
10	Noemi Munoz - EC	<b> </b>		7 First Aver				
18	Peabody Kay Garber - ED	978-817-	978-839-	7 First Avenue Peabody, MA 01960				
1	Keri Anderson - EC	8880	3728					
19	Roxbury-BU Denise Tufo	(617)708-	(617)708-	815 Albany Street Roxbury, MA 02119				
	dtufo@littlesprouts.com	1714	1932					
20	South Boston Meghan McLaughlin	857-263-	857-753-	160 East Berkeley Stree Boston, MA 02118				
	mmclaughlin@littlesprouts.com	7946	4724	Solon, WA VELTO				
21	Ruby Pottinger - EC Stratham	<u> </u>	ļ	One Bortsmarth Arra				
<u> </u>	Lisa Peterson	603-319-	603-583-	One Portsmouth Ave Unit 8				
	lpeterson@littlesprouts.com	4280	5362	Stratham, NH 03885				
	Katie Adie-EC Watertown	C47 C-7	647 7	150 Coolidge Avenue				
	Melinda Flanagan - ED	617-607- 3420	617-744- 1966	Watertown, MA 02472				
22	Robin Viola - EC Wilmington			310 Lowell Street				
-2	Robin Gulubicki - ED (Order)	(978)658- 2680	978-658- 3946	Wilmington, MA 01887				
20	rgulubicki@littlesprouts.com	2000	3340					
23	Woburn Susana Ficher	(781)569-	(781)569-	4 G Gill Street Woburn, Ma 01801				
	sficher@littlesprouts.com	1410	1414	,				
_								

one	Address			
978-683-5266	129 Haverhill Street			
978-687-1089	Methuen, MA			
978-686-6191	40 Lawrence Street			
978-687-4541	Lawrence, MA 01840			
978-685-3541	165 Haverhill Street			
978-685-0126	Andover, MA 01810			
	978-687-1089 978-686-6191 978-687-4541 978-685-3541			

Children's Center	P: 978-685-6469	35 Lowell Street			
Janet Catanzano		Methuen, MA 01844			
jcatanzano@childrenscenterfumc.com					
Basic Beginnings	P: 978-521-0007	237 Neck Road			
Nona Basnett		Haverhill, MA 01835			
nbasnett@basicbegin.com					
The Launching Pad	P: 603-943-5720	53 Northeastern Blvd			
by Basic Beginnings		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)		Can't accept pallets	Exterior Stairs	Internal Stairs	Can't accept delivery before:	Delivery Blackout Time(s)	accent	Kitchen Phone #
Amigos	10 Upton Street	10 Upton Street	200	х	х		down	7am	10:30-12	1:30pm	617-349-4275
Baldwin	28 Sacramento St.	Oxford & Sacramento St.	160	х	Х		down	7am	10:30-12	1:30pm	617-349-4402
Cambridgeport	89 Elm St.	across from 114 Elm St.	20	Х	Х		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	Х	Х	down	down	7am	10:30-12	1:30pm	617-349-6594
Graham & Parks	44 Linaean St.	175 Walker Street	100	Х	Х	up	up	7am	10:30-12	1:30pm	617-349-6577x117
Haggerty	110 Cushing St.	across from 127 Cushing St.	200	Х	Х	down	down	7am	10:30-12	1:30pm	617-349-6021
Kennedy Longfellow	158 Spring St.	Fulkerson & Spring St.	30		Х			6:30am	10:30-12	1:30pm	617-349-6848
King Open	359 Broadway	359 Broadway	50	Х	Х			7am	10:30-12	1:30pm	617-349-6566
Martin Luther King	100 Putnam Avenue	100 Kinnaird Street	30	Х	Х	up		7am	10:30-12	1:30pm	617-349-7780, 1, 7960050#
Morse	10 Granite St.	250 Magazine St.	20		Х	up		7am	10:30-12	1:30pm	617-349-6573
Peabody	70 Rindge Ave	48 Haskell St.	20	Х	Х			7am	10:30-12	1:30pm	617-349-6536
Tobin	197 Vassal Lane	197 Vassal Lane- Back of Building	20	Х	Х			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. refridgerated 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