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

Manchester and Glastonbury Public Schools will receive proposals in the Office of the Assistant Superintendent, Finance and Management, 45 North School Street, Manchester, Connecticut 06042 on the date and time listed below for the following:

RFP #016-005 Paper Products for the
Manchester and Glastonbury Public Schools
Food and Nutrition Services Departments for the 2015-2016 School Year

Proposals will be accepted until Friday, July 24, 2015, at 1:30 p.m.
The right is reserved to reject any and all proposals. Specifications and forms are available on our website www.mpspride.org or in the office of the Assistant Superintendent for Finance and Management, 45 North School Street, Manchester, Connecticut 06042 during regular office hours between 8:00 a.m. and 4:00 p.m. or by calling (860) 647-3445.

Manchester Public Schools is an equal opportunity employer and requires affirmative action policy for all of its contractors and vendors as a condition of doing business with the school district, as per Federal Order 11246.

Patricia F. Brooks
Manchester Public Schools
Assistant Superintendent
Finance and Management

INSTRUCTIONS TO PROPOSERS

These instructions are standard for all proposals issued by Manchester and Glastonbury Public Schools (MGPS), where a vendor is to furnish labor, materials and/or necessary equipment to complete a proposal as outlined in our detailed specifications. MGPS may delete, supersede or modify any of these standard instructions for a particular proposal.

1.0 The attached proposal is signed by the Proposer with full knowledge of an agreement with the general specifications, conditions and requirements of this proposal.

1.1 Submit two (2) copies of the proposal in an envelope marked with the Proposer's name and address on the upper left hand corner. Proposal shall be made out in the exact form of enclosed proposal form on Proposer's letterhead and shall be signed by an officer of the company or corporation. **Proposals are to plainly marked in the lower left hand corner with proposal number, name of proposal, opening date and time.**

1.2 Proposals received later than the date and time specified will not be considered. Amendments to or withdrawals of proposals received later than the date and time set for proposal opening will not be considered.

1.3 All deliveries of commodities shall comply with all applicable laws of the Federal Government and/or the State of Connecticut. Purchases made by MGPS are exempt from the payment of Federal Excise Taxes and the State of Connecticut Sales Tax and such taxes must not be included in the proposal prices. All prices are FOB to Manchester, CT.

1.4 MGPS reserves the right to reject any and all proposals, to waive technical defects and to make such awards including accepting a proposal, although not the low proposal, as it is deemed to be in the best interest of MGPS.

1.5 MGPS may withhold acceptance of work and payment when it is determined that said work or materials do not meet the specified requirements. Payment will not be made until work is to MGPS official and/or authorized agent's satisfaction, and all work is certified.

1.6 MGPS may make such investigation as deemed necessary to determine the ability of the Proposer to discharge his contract. The Proposer shall furnish MGPS with all such information and data as may be required for this purpose. MGPS reserves the right to reject any proposal if the Proposer fails to satisfactorily convince MGPS that he/she is properly qualified by experience and/or does not have the facilities to carry out the worked called for herein. Conditional proposals will not be accepted.

1.7 IF ON-SITE INSPECTIONS ARE REQUIRED, ALL MEASUREMENTS ARE THE RESPONSIBILITY OF THE PROPOSER.

2.0 Specifications cannot be modified by anyone other than the assigned MGPS agent.

2.1 Successful proposer is responsible for obtaining all necessary building permits as required by State and Town authorities. Cost for permits is waived for work done on school property.

2.2 The successful Proposers shall, after being awarded the contract, and before doing any work, furnish Certificates of Insurance, including Automobile Property Damage Liability, Public Liability and Workers Compensation Insurance in the amounts shown in APPENDIX A.

The Contractor shall carry insurance under which MGPS and/or the Towns of Manchester and Glastonbury, CT, shall be named as an additional insured for the duration of this contract.

All Liability Insurance required herein shall be Comprehensive, General and Automobile Bodily Injury and Property Damage Policy or Policies.

Certificate of Contractor Liability shall be filed with the owner before work is started and contain a ten (10) day written notice of cancellation clause.

2.3 During construction, the Contractor will keep the site clean and orderly at all times. Upon completion of the work called for, the contractor shall remove from the premises all rubbish, tools, equipment and the like, leaving said premises in a clean, safe and orderly condition.

2.4 All work done under this proposal must comply with all State and Town codes and licensed tradesmen will be used where applicable.

2.5 Payments for labor and material will only be made upon installation. No payments will be made for material stored on the site.

2.6 The work included in these specifications covers all labor, material equipment, and services required to complete what is listed in the Request for Proposal.

2.7 All work must be scheduled during normal MGPS working hours.

2.8 The Contractor shall and does hereby, as part of the contract, guarantee all materials and workmanship to be of first quality and that the finished work will remain in satisfactory condition for a period of one (1) year from the date of final acceptance of work performed or as specified in the proposal. The date of acceptance is considered to be the date of final payment for the work involved.

2.9 The Contractor shall be required to submit the CONTRACTOR AFFIRMATIVE ACTION STATEMENT, APPENDIX B, with their completed bid proposal package. The successful Contractor shall comply in all respects with the Equal Employment Opportunity Act. Findings of non-compliance with applicable State and Federal equal opportunity laws and regulations will be sufficient reason for revocation or cancellation of this contract.

2.10 The contractor shall be required to complete the CONTRACTOR INDEMNIFICATION, APPENDIX C, with their completed proposal package.

3.0 **Code Requirements:** Contractors should be aware that all Public Schools are required by State and Federal regulations to comply with all laws pertaining to asbestos containing building materials (ACBM) in their schools.

It is required that any design professional and/or contractor that enters into a contractual agreement with MGPS, pertaining to building renovations or additions shall ensure that all building materials specified and/or to be installed are of a non-asbestos material. In order to

verify this, the owner requires the successful contractor to submit Material Safety Data Sheets (MSDS) detailing the building material.

All contractors/design professionals are encouraged to inspect the AHERA Asbestos Management Plan prior to commencing any work. Any questions regarding ACBM or this requirement should be addressed to the owner's Asbestos Management Planner.

Any asbestos encountered in construction shall be brought to the owner's attention prior to continuation of work. Removal will be done in accordance with all Federal, State and local laws and regulations.

Disabilities Code Requirements: In order to meet the needs of persons with disabilities, when applicable all items shall comply with the current Connecticut Basic Building Code including ICC/ANSI A 117.1-1998, Section 504 Rehabilitation Act 1973 including the Uniform Federal Accessibility Standards (UFA) and 504 Regulations, and the Americans with Disabilities Act Title II including Americans with Disabilities Act Accessibility Guidelines (ADAAG) and ADA Regulations.

Compliance with the current Connecticut Fire Safety Code and current OSHA – Title 29/Labor is also required when applicable. Contractor must provide proof of having attended OSHA 10 hour Construction Standard Training course for any projects over $100,000 (effective July 2007).

The "items" shall include, but are not limited to, fixtures, furnishings, equipment, workstations (including built-ins), playground equipment, laboratory fume hoods, darkroom equipment, welding stations, shop equipment, etc.

3.1 There shall be no smoking or other use of tobacco products in any school building at any time, nor on school grounds during normal school hours. Proper attire is to be worn at all times. Contractor's personnel shall use extreme caution while driving motor vehicles on school property.

3.2 The Contractor shall not sublet, sell, transfer, assign or otherwise dispose of contract or any portion thereof or of his right, title or interest therein, or of his obligations thereunder, without consent of MGPS Board.

3.3 **Hold Harmless:** The Contractor/Insured shall indemnify and hold harmless the owner and, if applicable, the engineer and their agents and employees from and against all claims, damages, losses and expenses, including attorney's fees of counsel selected by the owner, arising out of or resulting from the performance of the work and/or the supplying of materials, provided that any such claim, damage, loss or expense (a) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property including the loss of use resulting there from, and (b) is caused in whole or in part by any negligent act or omission of the Contractor/Insured, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any them may be liable, regardless of whether or not they are caused in part by a party indemnified hereunder.

3.4 **Prevailing Wage Rates:** The wages paid on an hourly basis to any mechanic. Laborer or workman employed upon the work herein contracted to be done and the amount of payment of contribution paid or payable on behalf of each such employee to any employee welfare fund defined in subsection (h) of this section (31-53 of the General Statutes,) shall be at a rate equal to

the rate customary or prevailing for the same work in the same trade or occupation in the town in which such public works project is being constructed. Any contractor who is not obligated by agreement to make payment or contribution on behalf of such employee to any such employees' welfare fund shall pay to each employee as of his wages the amount of payment or contribution for his classification on each payday.

Upon the award of any contract subject to the provisions of this section, the Contractor to whom such contract is awarded shall certify, under oath to the Labor Commissioner, the pay scale to be used by such contractor and any of his subcontractors for work to be performed under such contract. The Contractor shall fully comply with all provisions of Public Act 93-392 including weekly submitted of certified payrolls accompanied by a Compliance Statement and shall be subject to such sanctions mandated for violations of said Public Act.

The provisions of this section **shall not apply** where the total cost of all work to be performed by **ALL** Contractors and Subcontractors in connection with new construction of any public works project is less than **Four Hundred** thousand dollars or where the total cost of all work to be performed by **ALL** Contractors and Subcontractors in connection with any remodeling refinishing, refurbishing, rehabilitation, alteration or repair of any public works project is less than **ONE HUNDRED** thousand dollars.

NOTICE TO ALL CONTRACTORS, BUILDERS AND HOMEOWNERS

Please pay particular attention to the following list of inspections. Requirements will be strictly adhered to.

Pursuant to Section 113.0 of the State of Connecticut Basic Building code, the following inspections **are required** by the Manchester Building Department:

1. Site inspection – before permit is issued.
2. When footing forms are in place and before concrete is placed.
3. When foundation forms are in place and before concrete is placed.
4. After foundation is erected, waterproofed and footing drains installed.
   a. ***Before construction above foundation is started two "As Built" foundation location plans must be filed with the Building Department.
5. When forms for structural slabs, panels or columns are in place and before concrete is placed.
6. Fireplace when the top of the smoke chamber is reached.
7. 1st roof/felt/ice and water shield (nailing shall be at 6 nails per shingle including new construction.)
8. Rough inspections:
   Plumbing before any piping is concealed.
   (Complete duct work and plumbing shall be installed before electrical wiring is started.)
   Heating pipes and/or ducts before they are concealed.
   Electrical before any wiring is concealed.
   Framing before any interior wall covering is applied.
   Insulation before drywall.
9. Final inspections when all construction details and utility installations re: complete and house numbers, as designated by the Engineering Department, are installed.
10. Other inspections which may be requested by the building or contractor and/or required by the building official or his designee.
11. The permit holder or his agent shall notify the building official when the work is ready for inspections, **giving not less than seventy-two (72) hours notice.**
12. **Inspection for issuance of Certificates of occupancy requires a 10 day prior notification to the Building Department.**

NOTE: Complete duct work and plumbing shall be installed before electrical wiring is started.

APPENDIX A

INSURANCE REQUIREMENTS

A. To the extent applicable, the amounts and types of insurance will conform to the minimum terms, conditions and coverage of Insurance Services Office (ISO) policies, forms and endorsements.

B. If the Contractor/Insured has self-insured retentions or deductibles under any of the following minimum required coverage, the Contractor/Insured must identify on the certificate of insurance the nature and amount of such self-insured retentions or deductibles and provide satisfactory evidence of financial responsibility for such obligations. All self-insured retentions or deductibles will be the Contractor/Insured's sole responsibility.

C. **Commercial General Liability:** The Contractor/Insured will maintain commercial general liability insurance covering all operations by or on behalf of the Contractor/Insured on an occurrence basis against claims for personal injury (including bodily injury and death) and property damage (including loss of use). Such insurance will have these minimum limits:

Minimum Limits: $1,000,000 each occurrence
$2,000,000 each occurrence if blasting is required
$2,000,000 general aggregate with dedicated limits per Project site
$2,000,000 products and completed operations aggregate
$1,000,000 personal and advertising injury.

Should blasting be required, all necessary permits for the use of explosives shall be obtained by the contractor/insured or insured from the Fire Marshal.

D. **Automobile Liability:** The Contractor/Insured will maintain business auto liability coverage for liability arising out of any auto, including owned, hired, and non-owned autos.

Minimum Limits: $1,000,000 combined single limit each accident

E. Worker's Compensation: The contractor/insured will maintain workers' compensation and employer's liability insurance.

Minimum Limits: Worker's compensation: statutory limit
Employer's Liability: $1,000,000 bodily injury or each accident
$1,000,000 bodily injury by disease for each employee
$1,000,000 bodily injury disease aggregate

F. Umbrella/Excess Liability: The contractor/insured will maintain umbrella/excess liability insurance on an occurrence basis of the underlying commercial general liability, auto liability and workers' compensation insurance. The coverage shall be at least as broad as each of the underlying policies. The amounts of insurance required may be satisfied by purchased coverage for the limits specified or by any combination of underlying and umbrella limits, so long as the total amount of insurance is not less than the limit specified for general liability, auto liability and workers' compensation when added to the limit specified in this section.

Minimum Limits: $5,000,000 combined single limit and aggregate limit.

APPENDIX B

MANCHESTER PUBLIC SCHOOLS
45 North School Street
Manchester, CT 06042

TO: All Vendors

FROM: Patricia F. Brooks, Assistant Superintendent,
Finance and Management

SUBJECT: Affirmative Action

The Manchester Public Schools is an Equal Opportunity Employer, and will not transact business with firms which are not in compliance with all Federal and State Statutes and Executive Orders pertaining to non-discrimination.

In order to have your firm listed on our acceptable vendor's list and thereby be eligible for consideration as a source for goods and services, please complete and return the following Statement of Policy to us:

Patricia F. Brooks
Assistant Superintendent
Finance and Management

STATEMENT OF POLICY

It is the employment policy of _____ that there shall be no discrimination against anyone on the grounds of race, creed, national origin, sex or age in the hiring, upgrading, demotions, recruitment, termination and selections for training.

In addition, this firm is in full compliance with the letter and intent of the various Equal Opportunity and Civil Rights Statutes noted above.

_____	_____
Date	Signed (Name/Title of Company Officer)
_____	_____
Telephone	Street Address
_____	_____
Fax	City/State/Zip Code

APPENDIX C

CONTRACTOR INDEMNIFICATION

The contractor shall at all times indemnify and save harmless the MGPS and its officers, agents and/or employees against any and all claims, demands, losses, judgments, costs, worker's compensation payments, litigation expenses and counsel fees arising out of injuries to the person (including death) or damage to property alleged to have been sustained by:

a. officials, officers, agents and/or employees of the MGPS or;
b. the contractor, his subcontractors or delivery persons or;
c. any other person, whose injuries are alleged to have occurred on or near the work, or to have been caused in whole or in part by the acts, omissions or neglect of the contractor or his subcontractor or delivery persons by reason of his/her or their use of faulty, defective or unsuitable work.

The existence of insurance shall in no way limit the scope of this indemnification. The contractor further undertakes to reimburse the MGPS for damage to property of the MGPS caused by the contractor, or his employees, agents, subcontractors or delivery persons or by faulty, defective or unsuitable material or equipment used by him or them.

STATE OF CONNECTICUT:

COUNTY OF:_____ Signed_____
Contractor

By_____
Name

_____
Street

_____
City/State/Zip Code

_____
Date

Subscribed and Sworn to before me on this

_____ day of _____ 20____

_____
Notary Public

APPENDIX D
STATE OF CONNECTICUT DEPARTMENT OF EDUCATION

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON NEXT PAGE)

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

_____

Organization Name PR/Award Number or Project Name

_____

Name and Title(s) of Authorized Representative(s)

_____ _____

Signature(s) Date

THIS FORM MUST BE RETURNED WITH ALL OTHER PROPOSAL PAPERWORK

APPENDIX D1

INSTRUCTIONS FOR CERTIFICATION

1. **By signing and submitting this form,** the prospective lower tier participant is providing the certification set out on the previous page in accordance with these instructions.

2. **The certification** in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. **The terms "covered transaction", "debarred", "suspended", "ineligible",** "lower tier covered transaction", "participant", "person", "primary covered transaction", "principal", "proposal", and "voluntarily excluded", as used in this clause, have the meanings set-up in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions", without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

CONTRACT EXECUTION

Upon notification of acceptance of this proposal, we shall execute a formal contract within five days of the receipt of the agreement for signing.

CONTRACTOR INFORMATION

The Proposer is a/an (individual) (partnership) (corporation). Names and titles of other offices or partners are:

(for corporation, give State of incorporation and affix corporate seal)

I understand that full payment will be made by the Owner after completion of the project and acceptance by the Owner's representative.

_____ _____
Signature **Date**

_____
Name (Printed)

CONTENT AND ORGANIZATION OF PROPOSAL

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

A. Submittal Letter
A letter of transmittal addressed to **Mrs. Patricia F. Brooks, Assistant Superintendent, Finance and Management,** which includes a statement by the Proposer accepting all terms, conditions and requirements contained in the RFP. The letter should also include a brief discussion of the Proposer's background, experience and ability to perform this contract in accordance with the scope of services. Also to be included is a listing of municipal or private sector references for whom recent (3 years or less) similar services were provided.

B. Price Proposal
Proposers shall submit a price proposal which indicates their full cost to provide the scope of services outlined. All costs associated with the performance of these services must be clearly delineated.

C. Exceptions
Proposers wishing to take any exceptions to any requirement in the RFP shall state and explain such exceptions. MGPS may accept proposals which take exception to any requirements of the RFP. Any exception must be clearly delineated and cannot materially affect the substance of this RFP.

EVALUATION CRITERIA AND SELECTION

Proposals will be reviewed an evaluated based upon the following factors:

A. Experience and References
B. Competitiveness of Price Proposal

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

SPECIFICATIONS FOR PAPER PRODUCTS

The following specifications are for the purchase of paper products by Manchester and Glastonbury Public Schools as outlined below.

The proposer shall insert prices and extensions as required on the Proposal Specifications, refer to pages #16 thru #19. All pricing must be net and include all cost of inside delivery at each destination, all pricing commencing with 2015 school year and ending June 30, 2016. The MGPS may withhold payment when it is determined that said supplies, materials and equipment do not meet the specified requirements.

Each line item awarded to the proposer shall be for the period commencing with the 2015 school year through June 30, 2016. U.S.D.A. regulations permitting, the MGPS reserves the right to renew this contract with the successful proposer (vendor) to cover two (2) additional years (2016-2017, and 2017-2018, school years). Extension shall be valid upon written consent of both parties prior to the anniversary date of the contract. Such renewal may include cost of living increases only as they relate to the Federal Consumer Price Index.

The proposer must submit nutritional and ingredient information to MGPS for each item awarded. This information must be submitted to MGPS prior to the first delivery. It is the responsibility of the proposer to inform MGPS of any changes in ingredients or nutritional information of the awarded items throughout the school year.

The delivery of all products will comply in every respect with all applicable laws of the Federal Government and/or the State of Connecticut. Delivery dates and times will be established with each individual school system according to their needs. All items will be delivered to each individual site (approximately 16 for Manchester and 10 for Glastonbury) and not dropped shipped to one central location.

Inspections will be done prior to the acceptance of all deliveries, only items that meet proposal specifications will be accepted. Only items ordered will be accepted. Quantities in excess will not be accepted. Specifications cannot be modified by anyone other than the assigned agent for the MGPS.

A legible and accurate invoice shall accompany each delivery and shall be signed by a person authorized to receive delivery.

All deliveries must be scheduled during normal MGPS school hours. All items must be delivered in acceptable conditions. They shall be packed and covered in a suitable box and/or wrapping so that the contents will be properly protected.

It is understood that any quantities shown herein are approximate and that any contract shall cover the actual needs of the MGPS as ordered during the term of the contract, whether more or less than estimated quantities are shown.

The products of the successful vendor/contractor shall be subject to inspection at all times and if production methods and/or sanitary conditions are found to be unsatisfactory and/or products failing in requirements in the opinion of the purchasing agent, the contract shall be subject to cancellation. Materials/Supplies must meet or exceed health, quality and safety standards established by the CT State Department of Health, CT Consumer Protection Division, the FDA (Food and Drug Administration), the USDA (United States Department of Agriculture), the NSF (National Safety Foundation), UL (Underwriters Laboratory), and OSHA (Occupational Safety and Health Act), whichever is applicable.

MGPS may withhold acceptance of or reject any merchandise that is found upon examination not to meet the specification requirements. When rejected, it shall be removed by the vendor within ten (10) days after notification of rejections.

State of Connecticut, Department of Education requires a signed copy of Certification Regarding Debarment. A signed copy will be required for the proposal to be valid, see APPENDIX D and D1.

In accordance with the **Buy American Provision**, the contractor/vendor will be required to provide documentation that all products are manufactured in the United States and that the cost of domestic components must exceed 50% of all the components with the product.

PACKAGING AND HANDLING:

All foods must be delivered in a sanitary manner. They shall be packed and covered in a suitable box and/or wrapping so that the contents will be properly protected, and wrapped tightly so as to exclude dirt and moisture. Delivery trucks are to be refrigerated, when applicable, to insure perfect conditions of products upon delivery, and maintained in excellent sanitary conditions and shall be subject to unannounced inspections by the schools and/or State or Local Health Department. The Town Health Office will be considered as the final authority for any questionable delivery. Product must be delivered in a condition suitable for serving. Product damaged due to poor handling will not be accepted, and credit for these products shall be issued to the MGPS. Brand and pack size must be as quoted in proposal package.

THIS IS NOT A PRIMARY VENDOR AWARD. VENDOR AWARD WILL BE BASED ON EACH SEPARATE LINE ITEM.

FOOD AND NUTRITION SERVICES
MANCHESTER AND GLASTONBURY PUBLIC SCHOOLS

2015-2016 PAPER PRODUCTS PROPOSAL

PRICING

Proposal: The undersigned, accepting the conditions set forth herein, hereby agrees in strict accordance therewith, to furnish and deliver the commodities and/or services to the MGPS or agencies names in the proposal at the proposed pricing therein, is submitting the proposal without collusion with any other person, individual or corporate, and, if accepted by the MGPS this proposal will be faithfully performed.

FIRM NAME: _____
(Print Business, Partnership or Corporate Name)

ADDRESS: _____

_____

_____

SIGNED BY: _____ TITLE: _____
(Authorized Signature)

NAME: _____ DATE: _____
(please print)

TELEPHONE: _____ FAX: _____

FEDERAL TAX IDENTIFICATION NUMBER (FEIN): _____

E-MAIL: _____

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

2015-2016 PAPER PRODUCTS

ITEM	MEASURE	Volume	PACK SIZE	BRAND	PRICE
FOOD WRAPS/BAGS					
12” X 2000 Clear Plastic Wrap – Heavy Duty	Roll	50			
18” x 2000 Clear Plastic Wrap - Heavy Duty	Roll	50			
18” x 500 Standard Foil – Heavy Duty	Roll	50			
4 x 4 Patty Paper	Case	5			
18 x 26 Pan Liners	Case	50			
Clear Sandwich Bags	Case	50			
Plastic Food Storage Bag 10 x 8 x 24	Case	25			
Hotel Deep Pan Liners	Case	25			
PLATES/TRAYS/FOOD CONTAINERS					
9” Laminated Foam Plate	Case	25			
CMPT Clear Hinged Container 8”	Case	200			
6” White Foam Laminated Plate	Case	25			
5 Compartment Foam Tray	Case	1000			
Paper Food Tray – ¼ lb	Case	25			
Paper Food Tray – ½ lb	Case	25			
Paper Food Tray – 1 lb	Case	25			
Silhouette 24 oz Black Plastic Bowl	Case	25			
Lid for Silhouette 24 oz Black Plastic Bowl	Case	25			
8.5” x 10.5” 5-Compartment Chinet Biodegradable	Case	1000			
5-C Tray ECO Collection 11.5”x8.5” x 1” Item 6098	Case	1000			
CUPS/SOUFFLES					
8 oz. Squat Foam Cup	Case	250			
5 oz. Translucent Cup	Case	10			
4 oz. Plastic Souffle Cup	Case	100			
4 oz. Plastic Souffle Lid	Case	100			
2 oz. Plastic Souffle Cup	Case	50			
2 oz. Plastic Souffle Lid	Case	50			
1 oz. Plastic Souffle Cup	Case	25			
Dessert Insert Dishes	Case	50			
5.5 oz Plastic Souffle Cup	Case	200			
5.5 oz Plastic Souffle Lid	Case	200			
STRAWS/UTENSILS/GLOVES					
Straws, Individually Wrapped – 5.75”	Case	100			
Straws, Individually Wrapped – 7.75”	Case	100			
Teaspoons, Plastic, Medium Weight	Case	100			
Forks, Plastic, Medium Weight	Case	100			
Knives, Plastic, Medium Weight	Case	100			
Dixie SmartStock Cutlery Refills, Fork, Medium Weight	Case	350			
Dixie SmartStock Cutlery Refills, Knife, Medium Weight	Case	350			
Dixie SmartStock Cutlery Refills, Multi-Purpose	Case	350			
Spoon, Med. Weight	Case	25			
Vinyl Food Service Gloves, Small	Case	50			
Vinyl Food Service Gloves, Medium	Case	150			
Vinyl Food Service Gloves, Large	Case	150			
Textray Food Service Gloves, Medium	Case	100			

ITEM	MEASURE	Volume	PACK SIZE	BRAND	PRICE
Textray Food Service Gloves, Large	Case	100			
Express Nap DC906E	Case	500			
CLEANING SUPPLIES					
Hotel Size Brillo	Case	25			
Stainless Steel Scrubbies	Case	25			
Bleach	Case	50			
Alcohol Wipes	Case	50			

DISCOUNT IF PAID BY THE 10th OF THE FOLLOWING MONTH SHALL BE _____%.

SCHOOL SYSTEM:	Manchester Public Schools
NUMBER OF SCHOOLS:	Sixteen (16) Sites
CONTACT PERSON:	Nicholas Aldi
ADDRESS:	448 Tolland Tpke, Bldg#1, Manchester, CT 06042
PHONE:	(860) 647-3461
FAX NUMBER:	(860) 647-5037

Bowers School	141 Princeton Street
Buckley School	250 Vernon Street
Highland Park School	397 Porter Street
Keeney School	179 Keeney Street
Martin School	140 Dartmouth Road
Robertson School	65 North School Street
Verplanck School	126 Olcott Street
Waddell School	163 Broad Street
Washington School	94 Cedar Street
St Bridget School	74 Main Street
St James School	73 Park Street
Bennet Academy	1151 Main Street
Illing Middle School	227 East Middle Turnpike
Manchester High School	132 East Middle Turnpike
Manchester Regional Academy	665 Wetherell Street
Manchester Pre-School	60 Washington Street

SCHOOL SYSTEM:	Glastonbury Public Schools
NUMBER OF SCHOOLS:	Ten (10) Sites
CONTACT PERSON:	Jessica D'Agnese
ADDRESS:	32 Williams St., Glastonbury, CT 06033
PHONE:	(860) 652-7948
FAX NUMBER:	(860) 652-7997

Glastonbury High School	330 Hubbard Street
Gideon Welles School	1029 Neipsic Road
Smith Middle School	216 Addison Road
Buttonball Lane School	376 Buttonball Lane
Eastbury School	1389 Neipsic Road
Hebron Avenue School	1363 Hebron Avenue
Hopewell School	1068 Chestnut Hill Road
Naubuc School	84 Griswold Street
Nayaug School	Old Maid's Lane South Glastonbury, 06073
East Hartford Magnet School	95 Oak Street