

**REQUEST FOR PROPOSALS
FOR
MANCHESTER PUBLIC SCHOOLS
MANCHESTER HIGH SCHOOL
GRADUATION REGALIA
RFP #016-024**

Manchester Public Schools will receive sealed proposals in the Office of the Assistant Superintendent, Finance and Management, 45 North School Street, Manchester, Connecticut 06042 for the Manchester High School Class Ring until **Wednesday, May 25, 2016 at 1:30 P.M.** Proposals may be hand delivered to the above address or directed by U.S. Mail to said office at Manchester Public Schools, 45 North School Street, Manchester, CT 06042.

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
Assistant Superintendent
Finance and Management
Manchester Public Schools

INSTRUCTIONS TO PROPOSERS

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

1. The proposal and any addenda will be issued on the Manchester Public Schools' website at www.mpspride.org/bid. It shall be the responsibility of the proposer to download this information. Manchester Public Schools will not mail a separate hard copy of addendum to proposers. Failure of any proposer to receive any such addendum or interpretation shall not relieve such proposer from any obligation under his proposal as submitted. All addenda so issued shall become part of the Contract Documents. No addendum shall be issued less than 2 calendar days before the due date unless it is to change the due date.
2. The attached proposal is signed by the proposer with full knowledge of and agreement with the general specifications, conditions and requirements of this RFP.
3. Submit two (2) originals of the proposal in an envelope marked with the proposer's name and address on the upper left hand corner. Proposals shall be made out in the exact form as described under Content and Organization of Proposal of enclosed RFP, on proposer's letterhead and shall be signed by an officer of the company or corporation. **Proposals are to be plainly marked in the lower left hand corner with proposal number, name of proposal, opening date and time.**
4. Proposals sent by U.S. Mail or hand delivered should be addressed to the Assistant Superintendent for Finance and Management, Manchester Public Schools, 45 North School Street, Manchester, CT 06042.
5. 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.
6. All deliveries of commodities shall comply with all applicable laws of the Federal Government and/or the State of Connecticut. Purchases made by MPS 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.
7. MPS 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 MPS.
8. MPS 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 MPS official and/or authorized agent's satisfaction, and all work is certified.
9. MPS may make such investigation as deemed necessary to determine the ability of the proposer to discharge his contract. The proposer shall furnish MPS with all such information and data as may be required for this purpose. MPS reserves the right to reject any proposal if the proposer fails to satisfactorily convince MPS that he/she is properly qualified by experience and/or does not have the facilities to carry out the work called for herein. Conditional proposals will not be accepted.

10. All measurements are the responsibility of the proposer.
11. Specifications cannot be modified by anyone other than the assigned agent for MPS.
12. 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.
13. Successful proposer 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 Manchester Public Schools and the Town of Manchester, CT, shall be named as additional insured for the duration of this work. All Liability Insurance required herein shall be Comprehensive, General and Automobile Bodily Injury and Property Damage Policy or Policies. Certificate of Contractor Liability shall be filed with MPS before work is started and contain a ten (10) day written notice of cancellation clause.
14. 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.
15. All work done under this proposal must comply with all State and Town codes and licensed tradesmen will be used where applicable.
16. Payments for labor and material will only be made upon installation. No payments will be made for material stored on the site.
17. The work included in these specifications covers all labor, material, equipment, and services required to complete what is listed in the RFP.
18. All work must be scheduled during normal MPS working hours.
19. 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.
20. The contractor shall be required to submit the AFFIRMATIVE ACTION STATEMENT, APPENDIX B, with their completed 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.
21. The contractor shall be required to complete the CONTRACTOR INDEMNIFICATION, APPENDIX C, with their completed proposal package.
22. **Code Requirements:**
 - a. 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.

- b. It is required that any design professional and/or contractor that enters into a contractual agreement with MPS 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, MPS requires the successful contractor to submit Material Safety Data Sheets (MSDS) detailing the building material.
 - c. 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 MPS Asbestos Management Planner.
 - d. Any asbestos encountered in construction shall be brought to MPS attention prior to continuation of work. Removal will be done in accordance with all Federal, State and local laws and regulations.
23. **Disabilities Code Requirements:**
- a. 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.
 - b. 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).
 - c. 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.
24. There shall be no smoking or other use of tobacco products in any school building nor on school grounds at any time. Proper attire is to be worn at all times. Contractor’s personnel shall use extreme caution while driving motor vehicles on school property.
25. 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 MPS.
27. **Hold Harmless:** The contractor/insured shall indemnify and hold harmless MPS 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 MPS, 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 therefrom, 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 of them may be liable, regardless of whether or not they are caused in part by a party indemnified hereunder.

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 Public Schools' (MPS) 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, as well as 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

Proposer 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. MPS 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 and evaluated based upon the following factors:

- A. Processing and delivery time
- B. Experience with project of this nature
- C. References
- D. Competitiveness of Price Proposal

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

APPENDIX AINSURANCE 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

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:

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 Manchester Public Schools 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 MPS 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 MPS for damage to property of MPS 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

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 Manchester Public Schools after completion of the project and acceptance by Manchester Public Schools' representative.

Signature

Date

Name (Printed)

MANCHESTER PUBLIC SCHOOLS
45 North School Street
Manchester, CT 06042

SPECIFICATIONS FOR GRADUATION REGALIA
Manchester High School, 134 East Middle Tpke, Manchester CT 06042

General Specifications

The contract will be to provide Manchester High School Students Graduation Regalia as specified below, for the 2016-2017 school year, with the option to extend up to two (2) one-year contracts.

Direct all questions to Lynn Wabble, Student Activities, (860) 647-3350 or b21LcoLL@mpspride.org.

Graduation Regalia Specifications

All proposers must provide the following:

1. Name of Company Representative, address, email and phone number.
2. Details as to how the company collects, measures and processes orders.
3. Details as to how the company distributes regalia and troubleshoots orders.
4. Details as to the definition of a "LATE ORDER" and any penalties associated with late orders.
5. Water Resistant fabric (all regalia).
6. Color coordinated zippers (gowns).
7. Double layer yoke (gowns).
8. Minimum 32 strand tassels.
9. Provide copies of order forms and promotional materials for evaluation by the selection committee and, if selected as "exclusive provider," approval prior to distribution.
10. Provide samples of all products for evaluation by the selection committee. Samples will be returned.

Additional Information:

1. It is expected that the company will have been in business for at least 5 years and will have been servicing school graduation regalia contracts a minimum of 5 years.
2. It is expected that the company will provide a minimum of four references from local schools of similar size where the company provides service. Include in the reference the name and title of the contact person, name of school, email address and phone number.
3. The company representative(s) is expected to visit the school a minimum of three times per school year. Two measurement dates (one at the beginning of March and one at the beginning of April), and 1 distribution date (on graduation date in June).
4. The representative(s) will work closely with the Student Activities staff to provide accurate and up-to-date information with respect to processing and delivery of regalia.
5. If selected, exclusive provider is expected to provide the Office of Student Activities and the school in general access to accessory programs within the company – leadership resources, speaker bureaus, recognition programs, etc.
6. Companies who are unable to meet the above stated expectations are encouraged to detail the ways they can make accommodations for these expectations.
7. School will provide access to contact information for school population, and facility to host sales periodically throughout the school year.

MANCHESTER PUBLIC SCHOOLS
45 North School Street
Manchester, CT 06042

COST PROPOSAL FOR
RFP #016-024 GRADUATION REGALIA
Manchester High School

I/WE, the undersigned, hereby agree to furnish and deliver the requested services at the prices named herein, subject to and in accordance with the Cost Proposal and Specifications, all of which are made a part of this Proposal.

I/WE have received the proposal documents and addenda numbered and dated as follows:

Addendum #_____ dated _____ Addendum #_____ dated _____ Addendum #_____ dated _____

Pricing submitted shall reflect net pricing. Any payment for travel time, mileage to and from any jobsite, and/or miscellaneous expenses, will not be allowed.

Please provide the following pricing structure:

GOWNS – (Keeper Style/Collectible)

\$_____

\$_____

CAPS

Fitted – Hard Sided \$_____ One-size – Hard Sided \$_____

Fitted – Soft Sided \$_____ One-size – Soft Sided \$_____

Standard 2 color tassel (red & white) with year of graduation tag: \$_____

Gold Stole \$_____

Standard 1 color tassel (gold) with year of graduation tag \$_____

Silver Stole \$_____

Standard 1 color tassel (silver) with year of graduation tag \$_____

Red and White Double Cord \$_____

Black Bachelor’s Gown (with no cap)** \$_____

Red Stole \$_____

**Periodic orders to replace stock

PROPOSER INFORMATION

PROPOSER: _____
(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 bid opening