

CITY OF SOMERVILLE
SCHOOL DEPARTMENT
8 BONAIR STREET
SOMERVILLE, MA 02145

PROPOSAL FOR: **AFTER SCHOOL PROGRAMMING FOR MIDDLE
GRADES STUDENTS IN THE SOMERVILLE
PUBLIC SCHOOLS**

RFP OPENING: **3:00 p.m., Wednesday, May 10, 2017**

CONTACT PERSON: **DAVID GORDON, FINANCE DIRECTOR
SOMERVILLE SCHOOL DEPARTMENT
617-629-5236**

NOTICE TO PROPOSERS
REQUEST FOR PROPOSAL (RFP) # S2017-06

All RFP's must be in accordance with terms and conditions set forth herein as stated.

SECTION A. Sealed RFPs for: **AFTER SCHOOL PROGRAMMING FOR MIDDLE GRADES STUDENTS IN THE SOMERVILLE PUBLIC SCHOOLS** will be received at the Office of the Finance Director, Somerville School Department, 8 Bonair Street, Somerville, Middlesex County, 02145 no later than Wednesday, May 10, 2017 at 3:00 p.m. at which time and place a register of submitted proposals will be created.

SECTION B. Forms, specifications and terms of proposal can be obtained at the above office on or after Wednesday, April 12, 2017.

SECTION C. The RFP response shall be submitted in two sealed envelopes clearly marked as follows: **"RFP Non-Price Proposal" and "RFP Price Proposal" #S2017-06** **Proposal for After School Programming - Time – "3:00 p.m. " Date "Wednesday, May 10, 2017" and "Proposers' Name and Address" on the outside of your sealed proposal.**

SECTION D. The copy of the RFP deposited with the City of Somerville will be accompanied by an RFP Guarantee – Bid Bond in the amount of \$ N/A .

RFP guarantees will be returned within ten (10) days to all unsuccessful proposers. The copy of the RFP deposited with the City of Somerville will also be accompanied by an RFP Guarantee – Bid Bond, Certified Treasurer's or Cashier's Check payable to and to become the property of the City of Somerville if the RFP is accepted and the successful proposer either neglects or refuses to comply with the terms of the RFP.

SECTION E. The awarded vendor will be required to complete the "Somerville Living Wage Ordinance Form" attached as Form #4.

SECTION F. A Performance Bond in the amount of \$ N/A
A Payment Bond in an amount of \$ N/A

INSURANCE: (To be submitted by awarded vendor only.)

Worker's Compensation.	See Form 19A.
Automobile Liability Insurance.	See Form 19A.
General Liability Insurance.	See Form 19A.

NOTICE TO PROPOSERS (continued)

SECTION G. The requirement in Section D or F will be waived if the words "Non-Applicable" (N/A) are inserted in the space designated.

SECTION H. The City of Somerville's School Department reserves the right to accept or reject any or all RFPs, to waive any informalities or to amend any specifications, if in their judgment, through the issuance of an addendum to all proposers, the best interest of the City of Somerville's School Department would be served by so doing.

SECTION I. The City of Somerville's School Department reserves the right to cancel a contract, if awarded proposer does not respond to all necessary documents and required signature forms within twenty (20) working days of receipt of contract.

SECTION J. The selected proposer will be required to submit a disclosure of beneficial interests as required by M.G.L. c.7, §40J.

Firm: _____

By: _____ Title: _____

Date: _____ Tel No. _____

Signature _____