

**CITY OF SOMERVILLE MASSACHUSETTS
SCHOOL COMMITTEE
42 CROSS STREET
SOMERVILLE MA. 02145
BIDDING INSTRUCTIONS FOR FURNISHING BREAD AND BREAD PRODUCTS
Bid No. S2015-11**

Enclosed you will find an invitation to bid for: Furnishing Bread and Bread Products for the Cities of Somerville and Waltham

Contract is for 1-year, from September 1, 2014 through August 31, 2015.

When submitting bid, please identify the bid item and number clearly. All bids must be sealed and delivered to the School Department, Office of the Finance Director, 42 Cross Street, Somerville, MA 02145. Please mark the outside of all bid envelopes with the Bid number above and write **"Bread"** on the bid envelope.

BIDS SUBMITTED MUST BE AN ORIGINAL.

The completion of the following forms is necessary for consideration of a potential contract award.

WHEN SUBMITTING BID DOCUMENT, PLEASE RETAIN THE ORDER OF DOCUMENTS AS ORIGINALLY PROVIDED.

Form #2 - "Notice to Bidders" signed by the authorized designee.

Form #3 - "Signature Form" completed by the authorized designee.

Form #5A - "Non Collusion and Tax Compliance Certification Form" completed and signed by the authorized person submitting bid.

"Bid Signature" – A bid must be signed as follows: 1) if the bidder is an individual, by her/him personally; 2) if the bidder is a partnership, followed by the signature of each general partner; and 3) if the bidder is a corporation, by the authorized officer, whose signature must be attested to by the clerk/secretary of the corporation, and with the corporate seal affixed.

NOTE: IF VENDOR IS INCORPORATED – SEE ATTACHED AND "SECTION D" OF NOTICE TO BIDDERS REGARDING "CERTIFICATE OF GOOD STANDING" REQUIREMENT.

Please review and return with your sealed bids as sent. Also, insure that all forms are completed and your bid response is submitted as requested.

Your cooperation is greatly appreciated.

NOTICE TO BIDDERS
BID #S2015-11

All bids must be in accordance with terms and conditions set forth herein as stated.

SECTION A. Sealed bids for: Furnishing Bread and Bread Products for the Cities of Somerville and Waltham from September 1, 2014 to August 31, 2015.

The bids will be received at the Office of the Finance Director, Somerville Public Schools, 42 Cross Street, Somerville, MA 02145
no later than **Tuesday, August 26, 2014 at 10:00 a.m.** at which time and place they will be publicly opened and read.

SECTION B. Forms of price bid, specifications and terms of contract can be obtained at the above office on or after **Thursday, August 14, 2014.**

SECTION C. Bid envelopes shall be clearly marked as follows: "**Bid No: S2015-11
"Bid for Groceries"**

SECTION D. If **awarded** vendor is a Corporation, vendor must comply with request for "Certificate of Good Standing". See attached instructions.

SECTION E. **INSURANCE: Awarded Vendor** must comply with insurance requirements as stated in the bid package.

SECTION F. Living Wage - N/A

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

SECTION H. The School Department reserves the right to accept or reject any or all bids, to waive any informalities, to divide the award, to amend any specifications or to accept any portion of a bid, as the School Department deems to be in the best interest of the City of Somerville. Bids not conforming to specifications will be rejected.

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

Authorized Signature: _____

Printed Name: _____ Title: _____

Company: _____

Date: _____ Tel. No: _____ Email: _____

CERTIFICATE IN GOOD STANDING

TO: Vendor

FROM: Somerville School Department

RE: **CERTIFICATE IN GOOD STANDING**

The **Awarded Vendor** must comply with our request for a **CURRENT "Certificate in Good Standing"**.

If you require information on how to obtain the "Certificate in Good Standing" or Certificate of Registration (Foreign Corporations) from the Commonwealth of Massachusetts, please call the Secretary of State's Office at (617) 727-2850 (Press #1) located at One (1) Ashburton Place, 17th Floor, Boston, MA 02133 or you may access their web site at: www.MA.GOV/SEC/COR

If your company is incorporated outside of Massachusetts and therefore is a "foreign corporation", but is registered to do business in Massachusetts, please comply with our request for the Certificate of Registration from the Commonwealth of Massachusetts. If your company is a foreign corporation, but is not registered to do business in Massachusetts, please provide the Certificate of Good Standing from your state of incorporation.

Please note that without the above certificate (s), the Somerville School Department cannot execute your contract.

IMPORTANT NOTICE

Requests for Certificates in Good Standing by mail may take a substantial amount of time. A certificate may be obtained immediately in person at the Secretary's Office at the address above. Also, at this time, the Secretary of State's Office may not have your current annual report recorded. If this is the case, and you are therefore unable to obtain the Certificate of Good Standing, please forward a copy of your annual report filing fee check with your signed contracts. Please forward your original Certificate of Good Standing to the School Department, Office of the Finance Director, 2nd Floor upon receipt.

Thank You,

Patricia Durette
Finance Director

TERMS AND CONDITIONS

1. FREIGHT ON BOARD (F.O.B.)
All prices are to be firm, F.O.B. delivered destination (Urban Ring Districts), to the address specified on the "Notice to Bidders" or any other department location doing business for the City of Somerville in need of such services.
2. UNIT PRICE
In case of error in extension of prices quoted herein, the unit price will govern.
3. PRICE REDUCTION
It is understood and agreed that should any price reductions occur between the opening of this bid and completion of this delivery, the benefit of all such reductions will be extended.
4. CANCELLATION OF BID
To withdraw, cancel, correct or modify a bid at any time prior to the bid opening date, a bidder must submit such request in writing to the Finance Director. Correction or modifications must be sealed when submitted.
5. SAMPLES
The qualified low bidder will be required to submit samples upon request of the Finance Director. Acceptable samples will be a determining factor in the vendor selection process.
6. FINANCIAL AND OPERATIONAL INFORMATION
By submitting a bid, the bidder authorizes the Somerville School Department to contact any and all parties referenced by the bidder regarding financial and operational information.
7. PAYMENT
The City of Somerville shall make no payment for a supply or service rendered prior to the execution of this contract.
8. DOCUMENTATION
Please find attached exhibit copies of contract forms which the successful bidder will be required to sign.
10. EXTENSION OF CONTRACT
The City reserves the right to extend the time of any contract resulting from the bid as needed and/or to increase the value by 25% at the sole discretion of the Purchasing Director.

Form: 5A
Contract Number: _____

Rev. 08/01/12



Non-Collusion Form and Tax Compliance Certification

Instructions: Complete each part of this two-part form and sign and date where indicated below.

A. NON-COLLUSION FORM

I, the undersigned, hereby certify 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.

Signature: _____
(Individual Submitted Bid or Proposal)
Duly Authorized

Name of Business or Entity: _____

Date: _____

B. 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, as well as paid all contributions and payments in lieu of contributions pursuant to MGL 151A, §19A(b).

Signature: _____
(Duly Authorized Representative of Vendor)

Name of Business or Entity: _____

Social Security Number or Federal Tax ID#: _____

Date: _____

Online: www.somervillema.gov

CITY OF SOMERVILLE
SIGNATURE FORM

NAME OF COMPANY: _____

ADDRESS: _____

TELEPHONE #: _____ FAX #: _____

DATE: _____

SIGNATURE OF AUTHORIZED CONTRACTING OFFICIAL:

TITLE: _____

RESIDENCE: _____

IF COMPANY IS A PARTNERSHIP:

FULL NAME AND RESIDENCE OF EACH PARTNER:

IF COMPANY IS A CORPORATION:

THE CORPORATE NAME IS: _____

THE CORPORATION IS ORGANIZED UNDER THE LAWS OF: _____

THE PRESIDENT IS: _____

THE TREASURER IS: _____

THE CLERK/SECRETARY IS: _____

NAME OF CORPORATION THAT WILL APPEAR ON A POTENTIAL CONTRACTUAL
AGREEMENT IF DIFFERS FROM ABOVE: _____.

NAME AND TITLE OF PERSON WHO WILL BE RESPONSIBLE FOR THE SIGNING OF A
POTENTIAL CONTRACTUAL AGREEMENT IF DIFFERS FROM ABOVE:

NAME: _____ TITLE: _____

NAME OF CLERK/SECRETARY WHO WILL ALSO BE SIGNING FOR A POTENTIAL
CONTRACTUAL AGREEMENT IF DIFFERS FROM ABOVE:

CITY OF SOMERVILLE, MASSACHUSETTS
SCHOOL COMMITTEE
42 CROSS STREET
SOMERVILLE, MA 02145

Invitation for Bids for

**Furnishing Bread and Bread Products
To the Cities of Somerville and Waltham
Bid No.S2015-11**

I. General Information and Bid Submission Requirements

Bid Delivery

All bids must be delivered to City of Somerville, School Department, Office of the Finance Director, 42 Cross Street, Somerville, MA 02143.

Bids must be delivered by **10:00 A.M. on Tuesday, August 26, 2014.**

1 copy of the bid should be submitted. Bids must be sealed and marked as follows: Bid for **"Bread" Bid No. S2015-11.**

All bids must include a non-collusion form, tax compliance certificate, bid pricing sheet, and reference form as provided in this IFB.

Bid Signature

A bid must be signed as follows: 1) if the bidder is an individual, by her/him personally; 2) if the bidder is a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the bidder is a corporation, by the authorized officer, whose signature must be attested to by the clerk/secretary of the corporation, and with the corporate seal affixed.

Time for Bid Acceptance

The contract will be awarded within 60 days after the bid opening. The time for award may be extended for up to 45 additional days by mutual agreement between the City of Somerville, School Department and the apparent lowest responsive and responsible bidder (or, for a contract requiring payment, the apparent highest responsive and responsible bidder.)

Bonding Requirements

N/A

Changes and Addenda

If any changes are made to this IFB, an addendum will be issued by the School Department. Addenda will be mailed or faxed to all bidders on record as having picked up the IFB. No changes may be made to the bid documents, by the Bidders; without written authorization and/or an addendum from the Somerville School Department.

Questions about the IFB

Questions concerning this invitation for bids must be submitted in writing to: Patricia Durette, Finance Director, Somerville School Department, Finance Office, 42 Cross Street, Somerville, MA 02145 before 4:00 P.M. on Thursday, August 21, 2014. Questions may be delivered, mailed, faxed to 617-666-1130, or e-mailed to pdurette@k12.somerville.ma.us. Written responses will be mailed or faxed to all bidders on record as having picked up the IFB.

Modification or Withdrawal of Bids, Mistakes, and Minor Informalities

A bidder may correct, modify, or withdraw a bid by written notice received by the Somerville School Department prior to the time and date set for the bid opening. Bid modifications must be submitted in a sealed envelope clearly labeled "Modification No. ___" to the address listed in part one of this section. Each modification must be numbered in sequence, and must reference the original IFB.

After the bid opening, a bidder may not change any provision of the bid in a manner prejudicial to the interests of the School Department or fair competition. Minor informalities will be waived or the bidder will be allowed to correct them. If a mistake and the intended bid are clearly evident on the face of the bid document, the mistake will be corrected to reflect the intended correct bid, and the bidder will be notified in writing; the bidder may not withdraw the bid. A bidder may withdraw a bid if a mistake is clearly evident on the face of the bid document, but the intended correct bid is not similarly evident.

Right to Cancel/Reject Bids

The Somerville School Department may cancel this IFB, or reject in whole or in part any and all bids, if the School Department determines that cancellation or rejection serves the best interests of the School Department.

Bid Prices to Remain Firm

All bid prices submitted in response to this IFB must remain firm for 60 days following the bid opening during the contract award period.

Unbalanced Bids

The School Department reserves the right to reject unbalanced, front-loaded and conditional bids. Bidders must be able to deliver to and service equally all Districts in the Urban Ring Collaborative.

Unforeseen Office Closure

If, at the time of the scheduled bid opening, the School Department is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the bid opening will be postponed until 2:00 p.m. on the next normal business day. Bids will be accepted until that date and time.

II. Purchase Description/Scope of Services

Contract Term Length and Renewal Options

The contract will remain in effect from September 1, 2014 through August 31, 2015.

Upon award to the successful contractor(s), each City shall enter into its own contract and will accept sole responsibility for any payment due to the contractor.

The contract is subject to annual appropriation of funds. Contract(s) may be canceled if funds are not appropriated or otherwise made available to support continuation of the agreement of the first fiscal year.

Price Submission

Firm prices are requested for the requirements as specified for the contract period and must be provided for all items including those that have "Option to Order" in lieu of a total quantity.

Bid Prices shall be based on contractor(s) supplying products without USDA flour. Bid Prices shall encompass everything necessary for furnishing the item(s) specified herein including all labor, materials, equipment, service, proper packing and related items in accordance with the specifications. Prices must be F.O.B. Destination Inside Building Delivery and related items in accordance with the specifications.

The bidder shall insert on the BID FORM provided the price of bread and bread products per stated unit, baked weight, packaging and brand that he proposes to furnish and deliver.

In the event of a discrepancy between unit price and the extension, the unit price will govern.

ORDERING:

Each City reserves the right to either call in or fax their weekly orders.

Warranty

The bidder warrants that (1) the supplies sold are merchantable, (2) that they are fit for the purpose for which they are being purchased, (3) that they are absent any latent defects and (4) that they are in conformity with any sample which may have been presented to the School Department.

The bidder guarantees that upon inspection, any defective or inferior supplies shall be replaced without additional cost to the School Department. The vendor will assume any additional cost accrued by the School Department due to the defective or inferior supplies.

The bidder guarantees all supplies for a period of one (1) year, or as otherwise specified herein.

Ordering

Each City reserves the right to either call in, fax, email, or order on- line their weekly orders.

Performance Standards

The vendor selected must be able to deliver quality products as requested, and on the requested delivery dates stated. These delivery dates will be negotiated between the Cities and the vendor for scheduling weekly routes. The vendor must be able to meet the delivery requirements of inside the kitchen of each school.

No substitutions will be accepted unless otherwise agreed upon by the Cities in advance. All product unit pricing must remain constant in the event of a product case pack or product quantity change by the vendor throughout the contract period. Any additional costs for providing substitute items will be incurred by the vendor, and will not be passed on to the schools.

Delivery Terms

Bread and Bread Products shall be delivered in the quantity and on the date as ordered.

NO FRIDAY DELIVERIES WILL BE ACCEPTED FOR THE FOLLOWING WEEK.

The successful contractor(s) shall pay all freight and delivery charges.

All deliveries shall be made inside the kitchen of each school. The Cities are free of all obligations if the deliveries are made otherwise.

NO TAILGATE DELIVERY WILL BE ACCEPTED.

Deliveries are to be made at designated entrances. The delivery truck shall not be in an area where and when the children are playing, entering or leaving the school premises.

Cities' personnel are not required to assist in the deliveries and contractor(s) are cautioned to notify their shipper(s) that adequate assistance must be provided at the point of delivery.

NO PRODUCTS SHALL BE LEFT OUTSIDE OF THE BUILDING OR ADJACENT TO ANY HEATING SYSTEM AT ANY TIME OR IN ANY PLACE OTHER THAN WITHIN THE SCHOOL FREEZER.

On days when there is no school, due to inclement weather, NO BREAD SHALL BE DELIVERED.

Delivery of fresh crusty, hearth-baked breads must be delivered on the day that use of the product is scheduled.

Delivery Schedule to be as follows:

SOMERVILLE DELIVERIES All deliveries shall be completed at each of the eight (8) schools no later than 7:30 A.M.

WALTHAM DELIVERIES All deliveries shall be completed at each of the nine (9) schools according to the following delivery schedule, with the exception of the PLYMPTON WHICH SHALL NOT HAVE DELIVERIES BEFORE 6:00 A.M.:

Thus, Wednesday deliveries will be expected on a regular basis. This applies to all of Waltham schools.

- HIGH SCHOOL ``Daily no later than 7:30 A.M.

- 2 MIDDLE SCHOOLS ` Daily no later than 8:00 A.M.

- 6 ELEMENTARY SCHOOLS Daily - no later than 9:30 A.M.

DELIVERY RACKS: must be clean and removed from the School Buildings each delivery. No racks to be stacked outside of any contract building. Any racks not picked up within one week from the previous delivery may be disposed of by the Political Subdivision(s) without any resulting penalty or fee from the contractor(s).

DELIVERY SLIPS/INVOICES:

Two (2) delivery slips must be left at each school upon delivery of the bread and bread products, complete with bid price, extensions and totals. The delivery slips must be left with the manager within each of the schools. Delivery slips must be signed by the Food Service Manager before responsibility will be accepted for payment of bills for these schools. If a delivery slip is not signed and the product delivered is in excess of what has been ordered, the Cities will be required to pay only for the amount ordered.

Two (2) completely itemized statements per site delivered shall be submitted as early as possible after the first day of the month, but not later than the fifth working day.

All invoices and communications shall be submitted to the addresses of the respective Political Subdivisions as follows:

WALTHAM

Rhonda Spigel
Director of Food Services
Waltham Public Schools
617 Lexington St.
Waltham, MA 02452
(781)314-5495
Fax (781) 314-5496

SOMERVILLE

Lauren Mancini
Director of Food Services
Somerville Public Schools
42 Cross Street
Somerville, MA 02145
(617) 625-6600 x6087

Cancellation

Wherein the successful contractor(s) fails to complete or deliver the contract as specified, the Cities reserve the right to terminate the contract and enter into other agreements to complete the project, and the Cities shall nevertheless have the right to recover damages for breach of contract by suit.

The Cities reserve the right to cancel their contracts upon written notice of documented unsatisfactory performance and/or customer dissatisfaction of the product.

MISCELLANEOUS PROVISIONS:

1. **QUALITY:** All bread and bread products must meet both State and Local Health Department Requirements and Regulations.

Please respond to the following questions. A negative response to any of the following questions will automatically disqualify the vendor:

	Yes	No
Is vendor able to meet all delivery requirements and times, for all the political subdivisions, as stated?		
The vendor is able to provide quality products that meet or exceed the USDA School Lunch Pattern requirements?		
The vendor has a Hazard Analysis Critical Control Point Program (HAACP) for all areas of service and products; including, purchasing, receiving, holding, storage, transportation and delivery?		

2. **INSPECTION:** Bread and Bread 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 public interest. If analysis of samples taken should prove that quality of the Bread & Bread Products does not meet necessary requirements, or if service rendered is not satisfactory, or if containers are underweight, the Political Subdivisions reserve the right to cancel the contract at once.
3. **BRAND AND/OR GRADE:** Brand names must be provided on the bid forms. The brand/or grade awarded will be the brand and/or grade supplied during the entire contract period unless a majority of students voice discontent with certain item(s). No substitution shall be made except if the product for some reason becomes unavailable. Then written approval by the Cities is required.
4. A nutritional analysis/datasheet must be available on request for all products bid and/or supplied to the Cities. This information will definitely be required of all vendors that are awarded actual contracts.
5. **GUARANTEE:** The Contractor(s) agrees to replace or give credit to the Cities for any Bread and Bread Products which, when tested, do not meet the requirements of the foregoing specifications, if requested by the Cities to do so. Should the successful contractor(s) fail to make delivery or perform any agreement herein contained, the Cities shall be at liberty to forthwith procure bread and bread 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 under this agreement, and the Cities shall further have the right, at its 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 other source as he may determine advisable. And in the case of 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 the unpaid balance due the Contractor shall exceed the expense of completing the contract, such excess shall be paid the Contractor. If such expense shall exceed the unpaid balance, the Contractor shall pay the difference to the Cities.

The Cities shall pay, and the Contractor(s) agrees to receive for furnishing BREAD and BREAD PRODUCTS delivered to the Cities 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.

6. **PROTECTION OF TOWN & CITY PROPERTY:** The successful contractor(s) shall maintain adequate protection of the Cities' property from any harm arising in connection with the delivery of bid items or related equipment & subsequent installation and shall pay or cause payment to be made for any such damage incurred.

7. The contractor shall require that all delivery personnel submit to a criminal history background check (CORI). All delivery personnel of the successful contract shall be required to sign a waiver allowing such an investigation to be conducted and submitted to the Cities prior to the first delivery.

It is agreed that the powers and rights herein given to the Cities may be exercised by same. The Cities shall not be under any personal obligations or liability by reason of this agreement, the execution thereof, the work or any other thing contained herein.

PRODUCT SPECIFICATION:

All bidders shall comply with the Massachusetts Department of Health Rules and Regulations relative to Bakeries and Bakery Products.

All flour used in bread and bread products shall be made of at least 51% or higher whole wheat and/or enriched wheat flour as specified by the Enrichment Standard of the Commonwealth of Massachusetts or as received from the United States Department of Agriculture (USDA).

All bread and bread products shall be securely wrapped, bagged or otherwise packaged to properly protect them from dust, dirt, and any other contamination while in transit. All bread and rolls shall be sliced (except Dinner Rolls, Pita Bread and French Bread) and packaged in such a manner as to prevent crushing or other damage.

Any deviation from the established standards shall be considered sufficient cause for cancellation of the contract. This includes such factors such as: Uncombined flour; under - or over-baking; baked-on carbonized flour or other foreign material; failure to deliver at the designated times; delivery of old, stale, or pre-frozen baker products; or delivery of bakery products in open trucks or in an unsanitary manner.

Bidder may offer other types of bread products that may be available and suitable for contract food service. Bidder shall provide such items, dimensions, weight, packaging and unit price on attached forms.

INSURANCE SPECIFICATIONS

INSURANCE REQUIREMENT FOR AWARDED VENDOR ONLY:

Prior to commencing performance of the Contract, the Vendor shall furnish to the School Department a Certificate of Insurance evidencing the following:

A. GENERAL LIABILITY - Comprehensive Form

General Aggregate	<u>\$2,000,000</u>	Each Occ.	<u>\$1,000,000</u>
Products - Comp/OP Agg.	<u>\$1,000,000</u>	Fire Damage	<u>\$ N/A</u>
Personal Injury	<u>\$1,000,000</u>	Medical Exp.	<u>\$ N/A</u>

B. ERRORS & OMISSIONS (PROFESSIONAL LIABILITY)

General Aggregate	<u>\$ N/A</u>	Each Occ.	<u>\$ N/A</u>
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C. SEXUAL ABUSE/CHILD MOLESTATION

General Aggregate	<u>\$ N/A</u>	Each Occ.	<u>\$ N/A</u>
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D. COVERAGE FOR PAYMENT OF WORKERS' COMPENSATION BENEFITS PURSUANT TO CHAPTER 152 OF THE MASSACHUSETTS GENERAL LAWS IN THE AMOUNT AS LISTED BELOW:

E. WORKERS' COMPENSATION - EMPLOYER'S LIABILITY STATUTORY

F. AUTOMOBILE LIABILITY INSURANCE AS LISTED BELOW:

BODILY INJURY LIABILITY \$500,000 - \$1,000,000

1. A contract will not be executed unless a certificate(s) of insurance evidencing the above-described coverage is attached.
2. Failure to have the above-described coverage in effect during the entire period of the contract shall be deemed to be a breach of the contract.
3. All applicable insurance policies shall read:

**“CITY OF SOMERVILLE” as a certificate holder and as an
additional insured for general liability only along with a
description of operation in the space provided on the certificate.**

**CITY OF SOMERVILLE
c/o SCHOOL DEPARTMENT
42 CROSS STREET
SOMERVILLE, MA 02145**

NOTE: IF DURING TERM OF THIS CONTRACT YOUR INSURANCE EXPIRES, YOU SHALL BE RESPONSIBLE FOR SUBMITTING A NEW CERTIFICATE(S) COVERING THE PERIOD OF THIS CONTRACT. NO PAYMENT WILL BE MADE ON A CONTRACT WITH AN EXPIRED INSURANCE CERTIFICATE(S).

REFERENCE FORM

Bidder: _____

IFB Title: **Furnishing Groceries**

Bidder must provide references for: **Three Municipalities**

Reference: _____ Contact: _____

Address: _____ Phone: _____

_____ Fax: _____

Description and date(s) of supplies or services provided: _____

Reference: _____ Contact: _____

Address: _____ Phone: _____

_____ Fax: _____

Description and date(s) of supplies or services provided: _____

Reference: _____ Contact: _____

Address: _____ Phone: _____

_____ Fax: _____

Description and date(s) of supplies or services provided: _____

AWARD

A single award will be made to the successful contractor based on the quality, functional use, overall suitability of the items for the purpose of which they are intended, student acceptability, inspection and evaluation of samples, and the contractor meeting specifications and bid requirements and offering the lowest aggregate bid on all items specified. Any bid submitted with minimum order requirements to individual locations will be considered non-responsive and will not be considered for award.

The Cities 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, nor assignment of monies due, or to become due, shall be made without written consent of the Cities.

Award will be made within sixty (60) 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 MGL Chap. 30, Section 5.

District Name: **Somerville Public Schools**

School Name	Address (for delivery point of entry)	Estimated case load per weekly delivery	Delivery Distance (feet)	No loading dock	Can't accept pallets	Exterior Stairs	Internal Elevator	Internal Stairs	Can't accept delivery before	Delivery Blackout Time(s)	Can't accept delivery after	Kitchen Phone #
Somerville High School	Dock located off of School St.	70	50		x	x	x	x	6:30am		1:30pm	617-625-6600 x6163
Michael Capuano School	Franklin St.	20	30	x	x	x	x	x	6:30am	11-1pm	1:30pm	617-625-6600x3601
Kennedy School	7 Sartwell St, off of Summer St	25	50	x	x	x	x	x	6:30am	11-1pm	1:30pm	617-625-6600x6647
Argenziano School	Clark St.	35	60	x	x	x	x	x	6:30am		1:30pm	617-625-6600x6684
Head Start@Argenziano	Clark St.	30	60	x	x	x	x	x	6:30am		1:30pm	617-625-6600x6684
Healey School	5 Meacham St. after parking lot	30	30	x	x	x	x	x	6:30am	10:30-1:15	1:30pm	617-625-6600x6554
Winter Hill Comm. School	Dock located off of Medford St.	90	20		x	x	x	x	6:30am		1:30pm	617-625-6600x6780
East Somerville Community	Ellsworth off of Cross St.	30	20		x	x	x	x	6:30am	11-1pm	1:30pm	617-625-6600x3751
Somerville Culinary Arts	81 Highland Ave.	20	200	x		x	x	x	7:30am	x	2:00pm	617-625-6600x6230

*** Additional Notes:**

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

Insert Text Here

Somerville High School & Winter Hill School are the only schools that can accept trailer deliveries. All other school need to be delivered in 26 foot (or smaller box)trucks.

District Name: **Waltham Public Schools**

School Name	Address (for delivery point of entry)	Estimated case load per weekly delivery	Delivery Distance (feet)	No loading dock	Can't accept pallets	Exterior Stairs	Internal Elevator	Internal Stairs	Can't accept delivery before:	Delivery Blackout Time(s)	Can't accept delivery after:	Kitchen Phone #
Waltham High School	617 Lexington St. (Loading Dock)	2 x Month-475	<25		x		x		7:30		2pm	(781)314-5497
Fitzgerald Elem.	140 Beal Road- Door 8	1X Month-68	<25	x	x				9:15		2pm	(781)314-5688
MacArthur Elem.	494 Lincoln Street- Door 9	1X Month-64	<25	x	x				9:15		2pm	(781)314-5726
Northeast Elem.	70 Putney Lane- Door 9	1X Month-63	<25	x	x				9:15		2pm	(781)314-5740 x12127
Stanley Elem.	250 South Street- Door 7	1X Month-105	<25	x	x				9:15		2pm	(781)314-5620 x14015
Kennedy Middle	655 Lexington St.(Loading Dock)	1X Month-145	<25		x				7:30		2pm	(781)314-5560 x6575
McDevitt Middle	75 Church Street- Door 10	1X Month-149	<25	x	x				8:15		2pm	(781)314-5648
Plympton Elem.	20 Farnsworth Street- Door 8	1X Month-82	<25	x	x				9:15		2pm	(781)314-5764
Whittemore Elem.	30 Paramenter Road- Door 11	1X Month-121	<25	x	x				9:15		2pm	(781)314-5780 x15105

***Additional Notes:**

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

**Somerville Public Schools
Bread and Bread Products Bid
S2015-11**

Description	P.U.	Somerville Estimated Usage/CS	Waltham Estimated Usage	Total Estimated Usage	Bid Cost Per P.U.	Bid Cost Extended
Hearty Dark Rye	Loaf	40	115	155		
Hearty Marble Rye	Loaf	60	220	280		
Light Rye, Pullman	Loaf	15	33	48		
Hearty Seven Grain (multigrain)	Loaf	50	225	275		
Hearty White	Loaf	20	180	200		
Hearty Wheat	Loaf	320	150	470		
Scala Bread-16 oz. Sl	Loaf	50		50		
Raisin Bread Whole Wheat	Loaf	64		64		
Texas Toast	Loaf		74	74		
English Muffin	Dozen	50	80	130		
Syrian, Medium, 4 Pack	Package		175	175		
Syrian, Wheat Medium, 4 Pack 7"	Package	2,105	400	2,505		
Bagels, Plain and Flavored Sliced 6/pk, 4 oz.	Package	330		330		
24" - 51% Wheat French Bread (Laronga Item # 128FW)			1385	1385		
Large Fr. Rolls, Sl	Dozen		50	50		
Jr. Sub Roll(6.5") whole wheat	Dozen		2500	2500		
Lavash-12"	Package	152		152		
Dinner Roll 51% of grain as whole grain 1 oz	Dozen	5,877	6500	12,377		
Bulkie Roll 51% of grain as whole grain	Dozen	3,707	100	3,807		
100% Whole Wheat Pullman	Loaf	6,243		6,243		
English Muffin, Wheat	Dozen	1,426	390	1,816		
JR SUB 51% WHEAT ROLLS	Dozen	7,334		7,334		
51% WHEAT HAMBURGER ROLLS	Dozen	9,872	8812	18,684		
51% WHEAT HOT DOG ROLLS (16)	Dozen	2,845	50	2,895		
English Muffin, Whole Wheat	Dozen			0		
20oz. 51% Wheat Dough Balls-16 Case(Item #409WW)			470	470		
Hearty Wheat 3/8" Sliced (Item #430HW)			300	300		
Hearty Sour Dough(Item #4475)			53	53		
Flat Bread (Item #707F)	4 pk		296	296		
51%WW Large French Roll Sliced	Dozen		3363	3363		
51% WW Bagel, Asst Flavors 6/pack 4 oz		50		50		
Wheat Lavash 12"	pkg 12	50		50		
White Lavash 12"	pkg 12	50		50		
Award: The lowest aggregate bid on all items specified. Low bid determination is based on vendor unit pricing.						