



INVITATION TO BID

CITY OF QUINCY, MASSACHUSETTS
PURCHASING DEPARTMENT
1305 HANCOCK STREET, QUINCY, MA 02169

The City of Quincy invites sealed bids/proposals for furnishing and delivering to the City of Quincy:
(South Shore Collaborative)

* SCHOOL DEPT. CANNED/BOTTLE BEVERAGE-VENDING MACHINE AUGUST 23, 2012 @ 11:30 A.M. *
(Urban Ring Purchasing Collaborative)

SCHOOL DEPT. FRUITS AND VEGETABLES AUGUST 23, 2012 @ 11:45 A.M.

The City of Quincy, Quincy Public Schools is acting on behalf of the "South Shore Collaborative" and the "Urban Ring Purchasing Collaborative" is soliciting bids for; "Canned and Bottle Beverage for Vending Machines" and "Fruits and Vegetables"

Detailed specifications are available on-line at the City of Quincy's website, www.quincyma.gov and also available at the office of the Purchasing Agent, Quincy City Hall, 1305 Hancock Street, Quincy, Massachusetts, 02169, between the hours of 8:30 ^{AM} and 4:30 ^{PM} for a non-refundable printing charge of \$25.00

All questions regarding this bid should be directed to Kathryn R. Hobin, Purchasing Agent through fax: 617-376-1074 and email: khobin@quincyma.gov and cc: to kimtrillcott@quincyma.gov Questions will be accepted until August 17, 2012 at 4:00 p.m.

Bids must state exceptions, if any, the delivery date and any allowable discounts. Bids/Proposals must be in a sealed envelope. The outside of the sealed envelope is to be clearly marked "**BID ENCLOSED**" with time/date of bid call.

Firm bid prices will be given first consideration. Bids/Proposals will be received at the office of the Purchasing Agent until the time and date stated above, at which time and date they will be publicly opened and read. Late Bids/Proposals, delivered by mail or in person, will be rejected.

If applicable, bids shall be in accordance with M.G.L. Chapter 30B, Chapter 149 as amended, and Chapter 30, Sections 39A, 39B and 39F-R.

The right is reserved to reject any or all bids or to accept any part of a bid or the one deemed best for the City and waive any informalities in the bidding if it is in the best interest of the City to do so.

Thomas P. Koch, MAYOR

Kathryn R. Hobin, Purchasing AGENT



CITY OF QUINCY, MASSACHUSETTS
PURCHASING DEPARTMENT
1305 HANCOCK STREET, QUINCY, MA 02169

DETAILED SPECIFICATIONS AND REQUIREMENTS

Issue Date: AUGUST 6, 2012
Bid Call: AUGUST 23, 2012 @ 11:30 A.M.
Department: SCHOOL DEPARTMENT-SOUTH SHORE COLLABORATIVE
Subject: CANNED/BOTTLE BEVERAGES FOR VENDING MACHINES

1. Certified check or 5% bid bond is not required. (Paragraph 1, line 09-17)
2. A 100 % Payment and Performance Bond is not required (Paragraph 1, line 24-29)
3. Quantities..... (Paragraph 4, line 51-52)
4. Samples must be supplied when requested..... (Paragraph 6, line 10-15)
5. Be sure **PROPOSAL SHEET 5 OF 5 IS SIGNED AND COMPLETED.** If not the bid may not be accepted.
6. **DO NOT SEPARATE ANY SHEET FROM THIS BID CALL.**
7. All prices are to include delivery F.O.B. destination unless noted otherwise.
8. Wherever a manufacturer's name or model number is specified, it is to be clearly understood that the words "**OR APPROVED EQUAL**" follow.
9. All vendors must acknowledge in writing receipt of any addenda.
10. **Every bid delivered must contain one original and at least one copy.**

* TO THE EXTENT APPLICABLE THE FOLLOWING SECTIONS OF MASSACHUSETTS
GENERAL LAWS ARE INCORPORATED HEREIN BY REFERENCE:

**M.G.L. CHAPTERS 30B, CHAPTER 149, CHAPTER 30, SECTIONS 39A, 39B AND 39F-R.
M.G.L. AND CHAPTER 149, AS AMENDED**

In the event of any inconsistency between the bid, Information for Bidders, Bid Forms, Conditions or any other Contract Document or potential Contract Document and these statutes; or any other applicable statutes, by-laws or regulations existing on the date on which the bid is submitted, then the statute, by-laws or regulations shall govern. Such inconsistency shall not be grounds for invalidating this invitation to bid.

LIABILITY, PROPERTY DAMAGE and WORKERS' COMPENSATION coverage is required of the successful bidder before any work can be started.

DATE: _____

SPECS **CANNED/BOTTLE BEVERAGES FOR VENDING
MACHINES**

BIDDER: _____

ADDRESS: _____

TELEPHONE: _____

If you have printed this bid from the City of Quincy Website or through an email, it is your responsibility to check for addenda at www.quincyma.gov before you turn in your proposal.

“Please send an acknowledgment that you printed out this bid, to: kimtrillcott@quincyma.gov”
The City of Quincy will not be responsible any bids received omitting addenda acknowledgement.

Thank you



CITY OF QUINCY, MASSACHUSETTS
PURCHASING DEPARTMENT, CITY HALL

INFORMATION AND INSTRUCTIONS TO BIDDERS

1. I. INVITING BIDS

2. (a) Sealed bids are invited for furnishing to the City of Quincy, Massachusetts, the described materials,
3. commodities or services all in accordance with the specifications and conditions attached hereto and made a part
4. thereof.

5. (b) Form of proposal to be used and copies of specifications and conditions are available at the Purchasing
6. Agent's office, 1305 Hancock Street.

7. (c) All bids must be filed with the Purchasing Agent of the City of Quincy, Massachusetts, at or before the
8. hour of time set forth in the legal and published advertisement, a copy of which is here attached, also at the definite
9. place so stated, and on the forms furnished by the Purchasing Agent. Each bid shall be accompanied by bid bond
10. or a certified check on, or a treasurer's or cashier's check issued by, a responsible bank or trust company, payable
11. to the City of Quincy, Massachusetts. The amount of such cash or check shall be not less than five percent (5%) of
12. the value of the proposed work, as estimated by the awarding authority, but in no event less than one hundred
13. dollars nor more than fifty thousand dollars. This deposit above mentioned shall be as a guarantee that the bidder
14. will enter into the proposed contract, if awarded to him. This requirement shall become effective unless stated to
15. the contrary or deleted under "Detailed Specifications and Requirements." This certified check will be returned
16. after the awarded contracts have been completely signed and proper delivery made, together with any performance
17. bond if required in the bid form.

18. (d) This proposal is genuine and not collusive or made in the interest of or in behalf of any person not
19. herein named, and that the bidder has not directly, or indirectly, induced or solicited any other bidder to put in a
20. sham bid or any other person, firm or corporation to refrain from bidding, and that the bidder has not in any
21. manner sought by collusion to secure for himself an advantage over any other bidder. Any bid made in violation
22. thereof, shall not be considered. This agreement in detail shall be found under paragraph XVIII (18) entitled
23. "Affidavit and/or Agreement."

24. (e) The successful bidder shall, within ten (10) days after the award, enter into a written contract with
25. said City in accordance with the draft of contract furnished by the City Solicitor for furnishing the described
26. materials, commodities or services and execute as a part of said contract, a satisfactory performance bond in the
27. amount of (100%) one hundred percent of the aggregate amount of the contract unless otherwise stated in the
28. "Detailed Specifications and Requirements," and shall be continued for the faithful performance of the contract
29. and executed by the Contractor and a responsible surety company.

30. (f) The right is reserved to reject any and all bids or to accept any bid or to accept any part of a bid or the
31. one deemed best for the City.

32. II. FORM OF PROPOSAL AND SIGNATURE

33. The proposal must be made on this form provided for that purpose, unless otherwise stated, enclosed in a
34. sealed envelope and plainly marked: "Bid Enclosed - Date: and Time of bid opening, (envelope provided,) and
35. addressed to the Purchasing Agent, 1305 Hancock Street, Quincy, Massachusetts. If the bid is made by an
36. individual it must be signed by the full name of the bidder, whose address must be given; if it is made by a firm -
37. (partnership) - it must be signed with the co-partnership name and by a member of the firm, and the name and
38. residential address of each member of the firm must be given. If made by a corporation it must be signed by the
39. proper officer in the corporate name, and the corporate seal must be attached to such signature. A certificate under
40. oath authorizing the proposal or contract signature as legal and binding upon the corporation must be submitted
41. with the proposal, especially before a contract is issued. No telegraphic or telephonic proposal will be considered
42. or accepted.

43. III. PROPOSALS

44. Blank spaces in the proposal must be properly filled in, using ink, indelible pencil or typewriter. Alterations
45. by erasure or interlineation must be explained or noted in the proposal over the signature of the bidder. Unless
46. otherwise stated bids will be received on one or more or all items, and the bidder may name a lump sum conditional
47. on two or more items being awarded to him. Bidders are invited to be present at the opening of proposals. Bidders
48. must specifically quote on units as shown on specification sheet. In case of error in extension of prices, the unit
49. price will govern.

50. IV. QUANTITIES

51. The quantities given are approximate, meaning more or less and are herein given and attached and are a
52. Part of the bid and/or proposal.

1. V. QUOTATION OFFERED:

2. (a) Firm price bids will be given first consideration. The city desires to have the advantage of any general
3. price decrease effective during the life of the contract, Will you, if the successful bidder, so grant?

4. (b) All quotations must be properly and correctly extended against each unit price offered.

5. (c) Every quotation sheet must be labeled at the bottom right hand section with the bidder's firm name, This
6. identification shall not be considered as a signature.

7. (d) Upon signing and offering his or their bid to the City, it shall be considered that he has seen, read and
8. had in his possession a full and complete bid call, all forms and information pertaining thereto.

9. VI. SAMPLES

10. Whenever samples are required, and so stated in specifications, all samples will be received at sender's risk
11. and expense. However, if samples are used by or retained as City Property, other than those considered as gift or
12. free or so stated in proposal, they will be paid for at the quoted unit price as offered in the proposal. Otherwise, all
13. samples will be returned with postage paid by the City. All samples must be properly marked or tagged with
14. complete identification and to also include: (1) firm name, (2) firm address, (3) catalogue number, and (4) quoted
15. price.

16. VII. PRODUCT

17. (a) The product shall meet the requirements and satisfaction of the City of Quincy and the using and/or
18. ordering department, Bidders must state and identify the product offered, such as manufacturer's name, trade
19. name, brand name and quality under each item on which they bid. If brand names are not given under each item, it
20. shall be considered "NO BID." WE MUST KNOW WHAT HAS BEEN OFFERED.

21. (b) Unless otherwise stated in writing under "Detailed Specifications" all products, material,
22. commodities, supplies or articles herein called for must be brand new, unused and the latest product manufactured
23. in the current year of any name and nature, whenever offered. Used or rebuilt or shopworn materials will not be
24. acceptable, unless otherwise stated in writing by the City.

25. VIII. BRAND NAMES

26. Wherever brand names are given or their particular specifications are mentioned or referred to, it is not the
27. City's intent to limit competition, but merely to indicate to the bidder the general type of commodity to be supplied.
28. The City invites bids on comparable commodities in all cases. All specifications and its basis are: "Or Equal."

29. IX. TERMS

30. The cash discount period shall not be less than twenty (20) days. All prices quoted or offered shall be net
31. and delivered F.O.B. using or ordering department. The cash discount will not be considered for a deciding factor
32. when determining the low bidder.

33. X. DELIVERY

34. All deliveries shall be as required and requested according to the using and/or ordering department. All
35. goods must be delivered in first class condition, if otherwise, they are subject to rejection. All deliveries shall con-
36. form in every respect with all laws applicable to the Federal Government and/or the Commonwealth of
37. Massachusetts and/or the City of Quincy.

38. The contractor shall be responsible for the delivery of the full net weight or count at the point of delivery for
39. which payment is made. Check weighing may be made by the City or any authorized representative at the point of
40. delivery or at any other point the City may elect. All original sworn certificates of weights at origin shall be attached
41. to the contractor's certificate of weight at time and place of delivery. The same shall be surrendered to the City of
42. Quincy.

43. Should the successful bidder fail to make delivery within a reasonable time after receipt of order, the City
44. Reserves the right to make the purchase on such orders at the open market and charge any excess over contract price
45. to the account of the successful bidder, who shall pay the same.

46. XI. TAXES

47. A tax exemption certificate will be issued in lieu of any refundable tax. It is desired that all prices be
48. quoted, exclusive of any tax applicable to this transaction. Such tax or taxes should be itemized and shown as a
49. separate rare item, preferably in dollars and cents, in both the proposal and on the invoices covering deliveries on a
50. contract. If the tax is applicable to this transaction, and is not definitely shown in the bidder's quotation, then such
51. quotation will be considered to be exclusive of such tax.

1. XII. INVOICING

2. Every commodity invoiced must be identified with the item number opposite such commodity shown and
3. Given on our bid form. All unit prices must be shown against each commodity invoiced; if not, invoice will be
4. returned for such information. This information will expedite the payment of all invoices. Invoices which do not
5. carry a cash discount period shall be rendered once a month. All invoices shall be rendered in triplicate to the
6. Purchasing Department, 1305 Hancock Street, Quincy, Massachusetts 02169.

7. XIII. PAYMENTS

8. Complete or partial payment on the contract will be made in approximately thirty days from date of
9. delivery or completion and acceptance, unless otherwise provided for in bidder's proposal or under "Detailed
10. Specifications."

11. XIV. FORCE MAJEURE CLAUSE

12. (a) The contractor will be excused from the performance of the contract in whole or in part, only by reason
13. of the following causes:

14. 1. When such performance is prevented by operation of law.
15. 2. When such performance is prevented by an irresistible super human cause.
16. 3. When such performance is prevented by an act of the public enemies of the Commonwealth of

17. Massachusetts, or of the United States of America, or by strike, mob violence, fire, delay in transportation beyond
18. the control of the contractor, or unavoidable casualty.

19. 4. When such performance is prevented by the inability of the contractor to secure necessary materials,
20. supplies or equipment by reason of:

21. (a) Appropriation or use thereof by the Federal Government; or
22. (b) Regulations imposed by the Federal Government.

23. (b) No other Force Majeure Clause or conditions may pertain to or become a part of this bid; and any
24. changes in the conditions stated herein will cause the bid to be rejected.

25. XV. ERRORS AND OMISSIONS

26. The contractor shall not be allowed to take advantage of any errors and/or omissions in these specifications
27. or in the contractor's specifications submitted with his proposal. Full instructions will always be given when such
28. errors or omissions are discovered.

29. XVI. PATENT RIGHTS

30. The contractor agrees to save, keep, bear harmless and fully indemnify the City and any of its officers or
31. agents from all damages, costs, or expenses in law or equity that may at any time arise or to be set up for any
32. infringement of the patent rights of any person or persons in consequence of the use of the City, or by any of its
33. officers or agents, of articles supplied under this contract, and of which the contractor is not the patentee or
34. assignee, or which the contractor is not lawfully entitled to sell.

35. XVII. DEFINITIONS

36. The following meanings are attached to the defined words when used in these specifications and the
37. contract:

38. (a) The word "City" means The City of Quincy, Massachusetts.

39. (b) The word "Bidder" means the person, firm or corporation submitting a bid on these specifications or
40. any part thereof.

41. (c) The word "Contractor" means the person, firm or corporation with whom the contract is made by
42. carrying out the provisions of these specifications and the contract.

43. (d) The words "Firm Price" shall mean a guarantee against price increase.

44. (e) Additional definitions may appear hereinafter under "Detailed Specifications."

45. XVIII. AFFIDAVIT and/or AGREEMENT

46. In all instances, the Affidavit terms and agreement contained herein shall become a part of the bid, and/or
47. proposal and/or contract in fact and without any reservation or secret evasion whatsoever.

48. The bidder named in the proposal and who has signed the same and who submits herewith to THE CITY
49. OF QUINCY, MASSACHUSETTS, the attached proposal states and agrees:

50. That he, she or they is (are) the person(s) whose name(s) is (are) signed to there hereto attached proposal; that
51. said proposal is genuine; that the same is not sham or collusive; that all statements of fact therein are true; that
52. such proposal was not made in the interest of behalf of any person, partnership, company, association, organization
53. or corporation not therein named or disclosed.

1. Affiant further deposes and says: That the bidder has not directly or indirectly by agreement,
2. communication or conference with anyone attempted to induce action prejudicial to the interest of the public body
3. which is to award the contract, or of any other bidder, or anyone else interested in the proposed contract; that the
4. bidder has not in any manner sought by collusion to secure for himself, itself, themselves, an advantage over any
5. other bidder.

6. Affiant further deposes and says that prior to the public opening and reading of bids the said bidder:

7. (a) did not, directly or indirectly, induce or solicit anyone else to submit a false or sham bid;

8. (b) did not, directly or indirectly, collude, conspire, connive or agree with anyone else that said bidder or
9. anyone else would submit a false or sham bid, or that anyone should refrain from bidding or withdraw his bid;

10. (c) did not, in any manner, directly or indirectly, seek by agreement, communication or conference with
11. anyone to raise or fix the bid price of said bidder or of anyone else, or to raise or fix any overhead, profit or cost
12. element of his, its, their price or that of anyone else;

13. (d) did not, directly or indirectly, submit his, its, their bid price or any breakdown thereof, or the
14. contents thereof, or divulge information or data relative thereto, to any corporation, partnership, company,
15. association, organization, bid, depository, or to any member or agent thereof, or to any individual or group of
16. individuals, except to the awarding authority or to any person or persons who have a partnership or other financial
17. interest with said bidder in his, its, their business.

18. Bidder shall strike out words not appropriate to his bid and initial same.

19. XIX. INSURANCE

20. An approved and satisfactory bona fide certificate of insurance in effect, to protect the insured, the con-
21. tractor and the City of Quincy resulting from this agreement, must be submitted to the City of Quincy through the
22. Purchasing Agent before any work of any name or nature can be started. This insurance must cover workmen's
23. compensation, public liability and property damage. The certificate of insurance must clearly state thereon that it
24. is a Certificate of Insurance, name of the insured and his or their address, kind of policies in effect, number of the
25. policy in effect for identification purposes, expiration date of said policy, limits of liability expressed in dollar value
26. for one person, for one accident, also the aggregate for each person and each accident, description of operations or
27. work covered and in what State or Commonwealth. There must also be a statement under signature to the effect
28. that, "in the event of cancellation of the said policies the company will mail notice thereof to the City of Quincy
29. Purchasing Agent, at 1305 Hancock Street, Quincy, Massachusetts at whose request this certificate is issued." This
30. certificate must be properly dated and legally signed by an authorized agent for the insurance company. This
31. certificate must state the name of the insurance company as underwriter and its home office address. All insurance
32. must satisfy all legal requirements as set forth in the laws, rules and regulations of the Commonwealth of
33. Massachusetts.

34. XX. CONTRACT

35. (a) The bidder to whom the award is made will be required to enter into a written contract with the City of
36. Quincy, in the form approved by the City Attorney. All materials or services given or supplied by the Contractor
37. shall conform to the applicable requirements of the City Charter, City Ordinances, or Commonwealth of
38. Massachusetts laws covering Labor, Wages, Insurance, Safety and all other legal requirements of any name or
39. Nature, as well as conforming to the specifications contained herein. In case of default by the Contractor, the City
40. reserves the right to procure the articles or services from other sources and to hold the Contractor responsible for
41. any and all excess costs occasioned by the City thereby.

42. (b) The period to be covered by the contract will be found under "Detailed Specifications."

43. (c) The City makes no guarantee as to the quantities to be delivered under the terms of the contract.

44. (d) The City reserves the right to order small quantities at the quoted prices prior to the execution of the
45. contract, as samples, testing, trial orders otherwise without any liability or commitment on the part of the City
46. whatsoever.

47. (e) Any qualifications or special information can be listed on a separate sheet and attached hereto with
48. signature.

49. (f) Any and all city purchases made as samples, testing, trial orders or of similar nature shall not be
50. considered a breach of contract or give cause for any legal action or litigation.

51. (g) Specifications, conditions, and information and Instructions to Bidders are here attached and are a
52. part of the bid and/or proposal.

PROPOSAL TO CITY OF QUINCY, MASSACHUSETTS

1. To the Purchasing Agent
2. City of Quincy, Massachusetts

3. Date offered: _____ 20 _____

4. Gentlemen:

5. The undersigned hereby proposes to furnish the City of Quincy, complete or any part thereof, the listed services,
6. articles, commodities and materials, all in accordance with the attached list, conditions, specifications and the Information
7. and Instructions to Bidders made a part hereof

8. The undersigned furthermore agrees that he will execute the necessary and satisfactory bond together with
9. necessary contract in sextuplicate within ten (10) days from the date when he shall have been notified that his proposal
10. has been accepted in whole or in part by the City of Quincy.

11. The undersigned furthermore agrees that, in case of default in executing such contract, with necessary bond, that
12. the check accompanying this bid, and the money payable thereon, shall be forfeited thereby to and remain the property
13. of the City of Quincy.

14. This offer and/or proposal has been given after having had the complete bid call to work from and considered
15. the same.

16. This offer and bid has been made and given all in accordance with Article and Paragraph Number Eighteen
17. (XVIII) and made a part hereof.

18. TERMS:

19. (a) The discount period shall not be less than twenty (20) days.
20. (b) The City will receive the benefit of any general price decrease effective during the life of the contract.
21. (c) The City will be notified of all price decreases.
22. (d) This is a *firm price* meaning guarantee against price increase.
23. (e) Delivered F.O.B. to using department, as directed.

24. (f) This offer to be accepted on or before _____ 20 _____

25. Delivery Offered: _____

26. Priority Required: _____

27. Firm Name: _____

28. Signed by: _____
Signature and Title Corporate Seal or E.S.

29. Address: _____

30. Signature of Partners: 1. _____ 2. _____

31. " " " 3. _____ 4. _____

32. Name of Corporation President: _____

33. Name of Corporation Secretary: _____

34. Corporation organized under State of: _____ Date: _____

35. Partner's Residential Address:

36. 1. _____

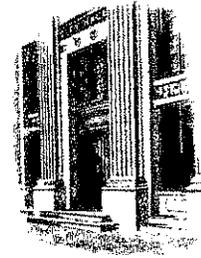
37. 2. _____

38. 3. _____

39. 4. _____



City of Quincy
City Hall
1305 Hancock Street
Quincy, Massachusetts 02169
Purchasing Department



THOMAS P. KOCH
Mayor

Kathryn R. Hobin
Purchasing Agent
Phone: (617) 376-1060
Fax: (617) 376-1074

Certificate of Non-Collusion

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the work "person" shall mean any natural person, business, partnership, corporation, union committee, club or other organization, entity or group of individuals.

Name: _____

Address: _____

City, Town & Zip: _____

Email #: _____

Name of Business: _____



CITY OF QUINCY
Purchasing Department
1305 Hancock Street, Quincy, MA 02169

Phone: 376-1060

Fax: 376-1074

TAX COMPLIANCE CERTIFICATE

MASS. GENERAL LAWS, CH. 62C, S: 49A(b)

I hereby certify that I have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding of child support.

Signed under the pains and penalties of perjury.

(1) Individual Contractor

(Contractor's Name and Signature)

Social Security Number

(2) Corporation, Association
or Partnership

(Contractor's Name)

Federal Tax ID Number, or
Social Security Number

By:

(Authorized Signature)

Note to Contractor: Please sign at (1) or (2), whichever applies.

CHAPTER 62C. ADMINISTRATIVE PROVISIONS RELATIVE TO STATE TAXATION

Chapter 62C: Section 49A Certification of compliance with tax laws as prerequisite to obtaining license or governmental contract

Section 49A. (a) Any person applying to any department, board, commission, division, authority, district or other agency of the commonwealth or any subdivision of the commonwealth, including a city, town or district, for a right or license to conduct a profession, trade or business, or for the renewal of such right or license, shall certify upon such application, under penalties of perjury, that he has complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support. Such right or license shall not be issued or renewed unless such certification is made.

(b) No contract or other agreement for the purposes of providing goods, services or real estate space to any of the foregoing agencies shall be entered into, renewed or extended with any person unless such person certifies in writing, under penalties of perjury, that he had complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

(c) Any such agency, which has been notified by the commissioner pursuant to section forty-seven A that a person who holds a license or certificate of authority issued by such agency or who has agreed to furnish goods, services or real estate space to such agency has neglected or refused to file any returns or to pay any tax required under this chapter and that such person has not filed in good faith a pending application for abatement of such tax or a pending petition before the appellate tax board contesting such tax or has been penalized pursuant to section 9 of chapter 62E for failure to comply with the provisions under said chapter 62E relating to reporting of employees and contractors, or has been penalized pursuant to paragraph (3) of subsection (f) of section 12 of chapter 119A for failure to comply with the provisions under said chapter 119A relating to withholding and remitting child support, shall refuse to reissue, renew or extend such license, certificate of authority, contract or agreement until the agency receives a certificate issued by the commissioner that the person is in good standing with respect to any and all returns due and taxes payable to the commissioner as of the date of issuance of said certificate, including all returns and taxes referenced in the initial notification or, if the licensee has been penalized for failure to comply with the provisions relating to reporting of employees and contractors under chapter 62E or withholding and remitting child support under chapter 119A, a certificate issued by the commissioner that the licensee is in compliance with said provisions.

(d) Any person who owns or leases a motor vehicle or trailer that is required to be registered in the commonwealth under chapter 90 and improperly registers the motor vehicle or trailer in another state or misrepresents the place of garaging of the motor vehicle or trailer in another city or town, shall be considered in violation of laws of the commonwealth relating to taxes under chapter 60A, chapter 64H or chapter 64I. The right, license or contract provided for in subsections (a) and (b) shall not be issued or renewed until the person or business entity has paid all taxes due at the time of application for such right, license or contract.

(e) Any person who, for the purpose of evading payment of a tax pursuant to chapters 59 to 64J, inclusive, willfully makes and subscribes any return, form, statement or other document pursuant to subsection (a), (b) or (d) that contains or is verified by a written declaration that is made under the penalties of perjury, and that contains information that he does not believe to be true and correct as to every matter material to his compliance with all laws of the commonwealth relating to taxes, shall be subject to section 73.



CITY OF QUINCY
Purchasing Department
1305 Hancock Street, Quincy, MA 02169

Phone: 376-1060

Fax: 376-1074

SIGNATURE AUTHORIZATION

At a duly authorized meeting of the Board of Directors of the

_____ (NAME OF CORPORATION)

held on _____, at which all the Directors were present or waived notice, it was
(DATE)

VOTED, that:

_____ (NAME) _____ (OFFICER)

of this company, be and he/she hereby is authorized to execute Contracts and Bonds in the name and behalf of said Company, and affix its Corporate Seal thereto, and such execution of any Contract or obligation in this Company's name on its behalf by such _____ under seal of the Company, shall be valid
(OFFICER)

and binding upon this Company. It was further voted that the City of Quincy may rely on such authorization of future Contracts until notified to the contrary.

A true copy,

ATTEST: _____
(CLERK'S SIGNATURE)

PLACE OF BUSINESS: _____

DATE OF THIS CONTRACT: _____

I hereby certify that I am the Clerk of the:

_____ that _____ is the
(COMPANY) (NAME)

duly elected _____ of said Company, and that the above VOTE has not been
(TITLE)

amended or rescinded and remains in full force and effect as of the date of this Contract.

_____ CORPORATE SEAL

INDEMNITY AGREEMENT

In consideration of the award of Contract No. _____.

by the City of Quincy, hereinafter referred to as INDEMNITEE, to the CONTRACTOR/BIDDER:

hereinafter referred to as INDEMNITOR, and for other good and valuable consideration, said INDEMNITOR agrees to hold INDEMNITEE, City of Quincy, and its various department and employees harmless from any and all liability, loss or damage that INDEMNITEE may suffer as the result of claims, demands, costs, including attorneys fees, or judgement or other actions against it by reason of any and all work done by or on behalf of the INDEMNITOR in connection with the above-referenced contract.

INDEMNITOR,

By Duly Authorized Agent

Date: _____.

CERTIFICATION RELATING TO DEBARMENT AND SUSPENSION

The undersigned contractor certifies to the City of Quincy that neither it nor its principals, officers or any affiliated entities has been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction in accordance with the requirements of OMB Circular A-87 and with Executive Order 12549, "Debarment and Suspension."

Furthermore, the contractor certifies that it shall not make any subcontract or permit any subcontract to be made with any party which is debarred or suspended or is otherwise excluded in accordance with said OMB Circular and with Executive Order 12549.

This certification shall be for the benefit of the City of Quincy and its successors and/or assigns and is binding upon the contractor, its successors and assigned.

Executed under seal this _____ day of _____, _____.

Contractor Name
By its duly authorized agent,

Contract Number _____

(Authorized Signature)

City of Quincy, Purchasing Department
1305 Hancock Street, Quincy, MA 02169

Invitation to Bid (I.F.B.)

For

**CANNED AND BOTTLED BEVERAGES
FOR VENDING MACHINES**

July, 2012

Your participation is invited with regard to the above referenced bid. In order for your submission to be considered responsive, this original document must be delivered prior to the time and at the place indicated herein. The Quincy Public Schools assumes no liability for bids mistakenly opened due to improperly labeled envelopes and will return same to the bidder without notice. It is strongly suggested that bid documents sent via carriers other than first class mail should be placed in a properly labeled and sealed inner envelope prior to being placed in the carrier's packaging to avoid premature opening. Bidders must return this original bid document in its entirety in addition to one duplicate copy of same.

The Purchasing Department is requesting that if you have printed out a copy of this bid, please send a confirming email, so that we may be able to keep track of a plan holders list to send out addenda notices via email address.

If you have received this bid from either the City of Quincy website or through an email, it is your responsibility to check for addenda (at www.quincyma.gov) before you turn in your proposal. The City of Quincy will not be responsible for any bids received omitting addenda acknowledgement.

All questions regarding this bid should be directed to Kathryn R. Hobin, Purchasing Agent through fax: 617-376-1074 and email: khobin@quincyma.gov and cc: to kimtrillcott@quincyma.gov Questions will be accepted until August 17, 2012 at 4:00 p.m.

GENERAL CONDITIONS

Scope – The intent of this contract is to procure Beverage Items, appropriate to the student populations that meet the needs of all the schools listed in the specifications.

Definition of Terms

“Base Bid” shall mean the total of all items bid excluding alternates as identified on the bid price form.

“Bid Price” shall mean the amount determined by adding the base bid amount plus any alternate bid that may be awarded.

“Contractor”, except where the context otherwise requires, shall mean the corporation or person (s) responsible for the delivery of product under the proposed contract or Contractor (s) agent (s).

“Contract Administrator” shall mean the City of Quincy, Director of Purchasing.

“District” shall mean member districts of the South Shore Collaborative for School Food Service Purchasing.

“Bidder’s Authorized Representative” shall mean the bidder’s representative authorized to sign all pages and execute a contract on behalf of the Contractor.

“Signed” shall mean the handwritten signature of the individual authorized to execute the contract and where applicable the corporate seal must be affixed. Bids “signed” by any manner other than described here may be considered non-responsive.

“Supplementary Goods/Services” shall mean all billable goods or services other than those included in the original contract award authorized by the District, at its sole discretion pursuant to the terms of the bid and as allowed under MGL.

Pre-Bid Conference

No pre-bid conference is scheduled for this contract.

Award of Contract

The Awarding Authority shall be the School Committee for each Collaborative community.

The Contract Administrator is Kathryn Hobin, Purchasing Director for the City of Quincy.

Estimated Contract Value – The estimated value of this contract is \$450,000.00.

Term of Contract – This contract will commence on or about August 1, 2012 and end on July 31, 2013.

Contract Award – The following factors will determine the manner in which the contract will be awarded:

The bid shall be awarded to the lowest responsive and responsible bidder, which shall mean the bidder whose bid price is the lowest of those bidders possessing the skill, ability, experience, integrity, and past performance necessary for the faithful performance of the work.

No contract will be accepted from or contract awarded to any person, firm, or corporation that is in arrears or is in default to any Massachusetts municipality or had failed previously to perform faithfully any previous contract with a municipality.

Bidders must present evidence, if requested, that they are fully competent and will have the necessary fiscal and material resources to fulfill the conditions of the contract.

Each bid shall include a list of ALL Massachusetts’s municipal school districts with which the Contractor currently contracts or has contracted during the past three years.

A **RESPONSIVE BID** meets all of the following criteria: Answers all questions as required by this bid document. Includes all forms and certifications required in “Bid Submissions”.

The bid submission does not include any exceptions or exclusions to these specifications, which are deemed, by the District, at its sole discretion, constitute a substantive deviation.

A **RESPONSIBLE BIDDER** meets all of the following criteria: The bidder agrees to enter into a written agreement with the South Shore Collaborative as described in this section.

The bidder demonstrates ability to substantially and satisfactorily meet performance requirements within the dates provided herein. The bidder has been doing business in its current legal entity for no less than five (5) years.

The successful bidder will be required to execute a written agreement which sets forth the entire agreement and understanding of the parties relating to the subject matter contained herein and merges all prior discussions between them; neither party shall be bound by any definition, conditions, warranty or representation other than as expressly set forth in this agreement, or as subsequently set forth in writing signed by the parties to be bound thereby.

Rule of Award

A contract (s) shall be awarded on the following basis:

A single contract to the lowest responsive and responsible bidder for all requested items. Contract document will consist of this signed bid document in addition to the following:

All submissions as required under the "Bid Submission". Any addendum issued by the South Shore Collaborative Schools relative to this bid.

Any other documents by mutual agreement of the South Shore Collaborative Schools and the successful bidder to the extent permitted by law.

All requirements set forth in the specifications shall be considered binding and a part of the contract.

Bid Submission

All bid amounts will be considered firm and may not be withdrawn for a period of not less than thirty (30) days from the date of opening, unless stated otherwise in the specifications. Bid submissions must be made in a sealed envelope clearly marked: "**BID: "FY'13, CANNED AND BOTTLED VENDING BEVERAGES"**".

The South Shore Collaborative Schools assumes no liability for bids mistakenly opened due to improperly labeled envelopes and will return same to the bidder without notice.

The SIGNED bid form.

A signed certification of tax compliance by the bidder. In accordance with Massachusetts General Laws, Chapter 62C, Section 49A, the bidder must certify under penalties of perjury that he/she has filed all state tax returns and paid all state taxes required under law.

A signed certification of non-collusion by the bidder stating that the bidder has not colluded with any other party in the preparation and submission of his/her bid. Only the language provided shall be acceptable.

Instructions for Submitting Bids

The submission of a signed bid indicates that the vendor has read and is familiar with the attached specification. Failure of any bidder to become familiar with the document shall in no way release any bidder from any obligations in respect to this bid.

Bid Forms: Bids must be submitted on this original document. All pages of this document must be returned in their original order. In addition to the submission shall **submit one (1) duplicate** copy of the bid submission. Response forms must be filled in completely and not contain any additions or alterations from the original specifications. The Authorized Representative must sign all original and duplicate response pages.

Bid Security deposit is not required for this bid.

Rights of the Awarding Authority – The South Shore Collaborative Schools reserves the right to accept or reject, in whole or in part, any or all bids as deemed to be in the best interest of the Collaborative members.

General Contract Terms

Purchase is required for the opening of school. Failure to perform in a timely manner may result in financial damages to the District, which shall become a liability of the bidder. The District reserves the right, at its sole discretion, to declare a Contractor in default in the event that the Contractor fails to deliver any goods within thirty (30) days of the Contractor's receipt of an order. In the event of such default the District may procure undelivered goods from an alternate vendor and the Contractor shall pay any additional cost in default. The amount of said additional costs may be applied as a credit against any outstanding invoices.

Compliance with Federal, State, and Local Laws and Policy – The Contractor shall comply with all by-laws of the City/Town of South Shore Collaborative, General Laws of the Commonwealth of Massachusetts, Federal Laws, and Regulations, and interstate Commerce Commission Rules and Regulations and all regulations authorized by law, applicable to the provision of such contract.

PREVAILING WAGES

The Division of Labor and Industry has determined that prevailing wages are not applicable to this contract.

SUBCONTRACTOR

It is the preference of the School Committee to contract with one contractor for the completion of all provisions of this contract. In the event it becomes necessary to do so, however, the contractor may petition the South Shore Collaborative Schools to be allowed to subcontract a portion of this contract to another firm. Any such subcontractor must be able to satisfy all terms and specifications of this contract and must be approved by the South Shore Collaborative Schools.

The Contractor's duties and obligations under this contract shall not be assigned or sub-contracted to another party without the expressed written consent of the Contract Administrator.

HOLD HARMLESS

The Contractor acknowledges and agrees that it is responsible for all of its acts and doings of its employees and agents there under as an independent contractor: that it will indemnify and hold harmless the City/Town of South Shore Collaborative from any and all loss, damages, costs, charges, expenses and claims which may be made against the City/Town of South Shore Collaborative, or to which the City/Town of South Shore Collaborative may be subject, or to the City/Town of South Shore Collaborative may be put by reason of any act, action, neglect, omission or default on the part of said contractor, or any of its agents or employees there under, and that it will defend any such acts or claims which may be made against said City/Town and will pay all such costs and expenses of defense including reasonable attorney fees, and the like fees and expenses incidental thereto, and that all the same will be paid to the City/Town upon demand therefore.

Certification of Tax Compliance – All bidders are required to execute the certification that taxes have been properly paid. Failure to execute same may result in a non-responsible bid determination. The form must be signed by the chief financial officer and attached to the bid response.

Certification of Non-Collusion – All bidders are required to execute the certification of non-collusion. Failure to execute same may result in a non-responsible bid determination. The form must be signed by the chief corporate officer and attached to the bid response.

Billing & Payments

Each Collaborative member will issue its' own contract or purchase order, and will make its' own payments. Purchases made by the Collaborative members are exempt from payment of Federal Excise Taxes, and any such taxes must not be included. Each Collaborative member upon request, if required, will furnish Federal Excise Tax Exemption Certificates. The Collaborative members are further exempt from payment of Federal Transportation Tax and Massachusetts Sales Tax.

Termination of Contract

Notice of Default – The Collaborative Schools may, by written notice to the Contractor, cancel this contract at any time it is determined by the Collaborative Schools that the Contractor has defaulted in the performance of this Contract, or has failed in any respect to provide the service with promptness and diligence or in the case of bankruptcy, receivership or a general assignment for the benefit of the contractor's creditors.

The Collaborative Schools reserve the right to declare this contract null and void by a thirty (30) day notice – in writing, should it deem in its judgment that the Contractor is not fulfilling the terms of these specifications.

Remedies of the Contractor – If the Contractor claims any loss or injury resulting to it from any act, omission or neglect of the South Shore Collaborative Schools, its agents or employees, other than a loss on unperformed or non-conforming services (for which the South Shore Collaborative Schools and the City/Town shall in no event be liable), the Contractor shall, within seven (7) days of the occurrence, deliver to the Contract Administrator a detailed written statement of the loss or injury resulting there from. No reimbursement shall be made to the Contractor unless the Contractor shall have delivered a written statement as required herein. Failure to file such a claim within seven (7) days shall result in waiver of any such claim or claims.

Wellness Policy

Member District Wellness Policies may limit the bid products purchased by individual districts.

DETAILED TECHNICAL SPECIFICATION

Deliveries; Bid price shall include all shipping, handling, and fuel costs to individual schools within each District. All deliveries must be completed by 1 p.m. Deliveries are to be made to proper storage area as directed by the on-site manager at each individual school within each District. Vendor must comply with federal, state and local food safety and sanitation regulations. Hazard Analysis and Critical Control Points (HACCP) plans and guidelines are implemented to prevent Food Illness in schools. Vendor must maintain a fleet capable of delivering foods at adequate temperatures at all times. Minimum case amount of 10 cases per location. Any volume or delivery size discount available, specify.

Products and Equipment

Samples will be required before the Bid opening of any product not presently used in schools. Adhere to package sizes per case. Awards will be given to low bidder of the combined specifications.

Canned and bottled beverages will be delivered to locations listed in Exhibit B.

All beverages shall be packaged to protect them from dust, contamination or damage during transit or storage. It will be the responsibility of the successful bidder to supply and install, at no charge to the schools, at the commencement of the contract the necessary vending and display refrigeration equipment to sell products provided. All proceeds from dispensing machines shall accrue to the schools.

The successful bidder shall provide all maintenance on machines at no cost to the schools. All repair work that causes the machine to be inoperable shall be considered emergency service and 24-hour attention from the call time is expected. All machines will be energy star and any equipment that cannot be repaired within five days will be replaced with energy star equipment.

The machines shall have enough slots to sell all desired flavors. They also shall have dollar bill validator.

General Requirements

The bid price shall include the cost of shipping, handling, and fuel costs to each location specified by order. Bids will be rejected if unclear on counts per case or weight per case.

Ordering

Orders will be placed weekly, biweekly, or monthly depending on the district. Districts may require that no orders shall be accepted without the issuance of a purchase order.

Invoicing

Invoices shall reference the District's purchase order where required. Unless otherwise requested by the District, no invoices shall be issued for partially delivered orders. Delivery Slips shall be submitted with all deliveries in **duplicate** and statements shall be submitted at the end of each month. All delivery slips must be signed by the district designated employee **after** the product has been physically checked in.

Credits, rebates and volume discounts must be in invoice form and show on statement.

Award

This is a one year bid with two, additional one year extension options. The options need to be voted on at the end of each bid cycle, not to exceed two additional years, for a total of three years. The extension is the discretion of the South Shore Collaborative for School Food Service Purchasing. Successful bidder must provide standard order forms that list the product, product # and product package size. Any bid item that is available only by 'special order' must be specified.

INSURANCE:

The following insurance certificate shall be provided by the successful contractor(s) to each Political Subdivision: The Contractor shall, prior to execution of the contract, provide to each political subdivision a Certificate of Insurance, with the amounts as specified in this section, which insurance shall be maintained at all times during the term of the contract. Failure to provide or maintain such insurance shall be grounds to reject a bid or execute a contract.

Public Commercial Liability coverage \$500,000. per occurrence and \$1,000,000. Aggregate and Automobile Liability Insurance \$500,000. per person, \$1,000,000 per occurrence and Property Damage in the amount of \$250,000.

The CONTRACTOR shall provide by insurance for the payment of compensation and the furnishing of other benefits under Chapter 152 of the General Laws of Massachusetts (The Worker's Compensation Act) to all employees of the CONTRACTOR who are subject to the provisions of Chapter 152 of the General Laws of Massachusetts.

All required insurance must be endorsed to name the CITY or TOWN as Additional Insured. All required insurance shall be endorsed to waive the insurer's rights of subrogation against the CITY. All policies and certificates for insurance must contain language that the insurance shall not be canceled, materially changed or non-renewed without at least thirty (30) days advance written notice to the CITY.

The CONTRACTOR under this CONTRACT shall not allow its subcontractors to begin work until similar insurance has been so obtained and certificates of insurance approved by the CONTRACTOR.

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

AWARD OF CONTRACT:

The Contract Administrator and Awarding Authority is the City of Quincy. The bid shall be awarded to the lowest responsive and responsible bidder. 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.

The Political Subdivisions 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 shall be made without written consent of the Political Subdivisions.

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 the provisions of MGL Chap. 30B.

BID FORMS-CHECKLIST

Bids must be submitted on this original document. All pages of this document must be returned in their original order. Response forms must be filled in completely and not contain any additions or alterations from the original specifications. The Authorized Representative must sign the original copy.

Any addendum issued by the City of Quincy, acting on behalf of the South Shore Collaborative relative to this bid.

Information and Instructions to Bidders Form.

Tax Compliance Form (Chapter 62C, Section 49A)

Signature Authorization Form

Certificate of Non-Collusion

Certification Relating to Debarment and Suspension

Indemnity Agreement

Bid Form (Attachment C Price Proposal Page)

Bid Bond is NOT required for this bid

BID FOR “CANNED AND BOTTLED VENDING BEVERAGES”

BID PROPOSAL

The undersigned, cognizant of the specifications, rules, and regulations contained herein this Invitation for Bid, proposes to furnish “**CANNED AND BOTTLED VENDING BEVERAGES**” at the prices quoted on the hereto attached “Bid Quotation Form “subject to all conditions recorded on this solicitation for the duration of this contract, beginning July 1, 2012 through August 31, 2013 with the sole option of the COLLABORATIVE to extend for two (2) additional (1) one year terms.

The prices quoted on the Bid Form includes all product costs, packaging, delivery, storage, and any other costs associated with the furnishing of “**CANNED AND BOTTLED VENDING BEVERAGES**”. The undersigned understands and agrees that the Political Subdivisions will not receive any separate charges other than those clearly recorded in this bid proposal.

In compliance with the above, and subject to all terms and conditions thereof, the undersigned offers and agrees, if this bid is accepted, to furnish all “**CANNED AND BOTTLED VENDING BEVERAGES**” at the quoted prices, delivered to the designated schools. It is understood and agreed that this bid will constitute a formal contract upon acceptance below.

The undersigned certifies under the penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this subsection the word “person” shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

The bidder shall insert on the form attached (Exhibit C) hereto identified as South Shore Collaborative Bid 2012-2013 the price of “**CANNED AND BOTTLED VENDING BEVERAGES**” per stated unit, which he proposes to furnish and deliver. In the event of a discrepancy between the unit price and the extension, the unit price will govern. The prices inserted must be net, and include inside delivery. No charge will be allowed for federal, state or municipal sales and excise taxes, for the Political Subdivisions are exempt. Exemption certificates, if requested, will be furnished on forms.

THE FOLLOWING ITEMS ARE TO BE COMPLETED BY THE BIDDER

TITLE OF BID: _____

COMPANY NAME: _____

COMPANY ADDRESS:

FEDERAL IDENTIFICATION NUMBER : _____

OUR COMPANY IS: (check one) A CORPORATION: _____

A PARTNERSHIP: _____

INDIVIDUALLY OWNED: _____

SIGNATURE OF COMPANY OFFICIAL: _____

PRINT NAME OF ABOVE SIGNATURE: _____

TITLE: _____

TELEPHONE: _____

FAX : _____

EMAIL: _____

PLEASE ACKNOWLEDGE RECEIPT OF ANY AND ALL ADDENDA.

I HAVE RECEIVED ADDENDA(S)

_____ # _____

_____ # _____

References

Bidder: _____

IFB Title: **“CANNED AND BOTTLED VENDING BEVERAGES”**

Bidder must provide the following information for three School Districts that they have Contracted with to provide **“CANNED AND BOTTLED VENDING BEVERAGES”** within the past 5 years.

1. Reference _____

Contact _____

Address _____

Phone: _____

Fax: _____

Email: _____

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

2. Reference _____

Contact _____

Address _____

Phone: _____

Fax: _____

Email: _____

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

3. Reference _____

Contact _____

Address _____

Phone: _____

Fax: _____

Email: _____

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

EXHIBIT B
Delivery Locations

DISTRICT	DELIVERY LOCATION	ADDRESS	CITY/STATE/ZIP	PHONE #	MANAGER	Delivery Time
Abington	High School	201 Gliniewicz Way	Abington, MA 02351	781-982-2169	Ginny Colburn	7:00am-1:00pm
Abington	Frolo Middle School	1071 Washington St.	Abington, MA 02351	781-982-2170	Lynne Dorman	7:00am-1:00pm
Abington	Early Childhood Center	1 Ralph Hamlin Lane	Abington, MA 02351	781-982-2185	Barbara Dowd	7:00am-1:00pm
Abington	Woodsdale Elementary School	120 Chestnut Street	Abington, MA 02351	781-878-2169	Nancy Weckbacker	7:00am-1:00pm
Avon	Avon Middle/High School	285 W. Main Street	Avon, MA 02322	508-583-4822		7:00am-1:00pm
Avon	Butler Elementary School	Patrick Clark Drive	Avon, MA 02322	508-583-6662		7:00am-1:00pm
Braintree	Braintree High School	128 Town Street	Braintree, MA 02184	781-848-4000x2271	Sandy AuCoin	6:00am-1:00pm
Braintree	South Middle School	232 Peach Street	Braintree, MA 02184	781-380-0160	Joye Singler	7:00am-1:00pm
Braintree	East Middle School	305 River Street	Braintree, MA 02184	781-380-0170	Diane Hersey	7:00am-1:00pm
Braintree	Fisher Elementary School	99 Lakeside Drive	Braintree, MA 02184	781-380-0180	Linda Kusser	7:00am-1:00pm
Braintree	Highlands Elementary School	144 Wildwood Ave	Braintree, MA 02184	781-380-0190	Pam Henderson	7:00am-1:00pm
Braintree	Liberty Elementary School	49 Proctor Road	Braintree, MA 02184	781-380-0210	Dianne Sullivan	7:00am-1:00pm
Braintree	Morrison Elementary School	260 Liberty Street	Braintree, MA 02184	781-380-0230	Linda Solimini	7:00am-1:00pm
Braintree	Donald Ross Elementary School	20 Hayward Street	Braintree, MA 02184	781-380-0240	Cathy Casey	7:00am-1:00pm
Braintree	Hollis Elementary School	482 Washington Street	Braintree, MA 02184	781-380-0141	Arlene McCartney	7:00am-1:00pm
Braintree	St. Francis of Assisi	850 Washington Street	Braintree, MA 02184	781-848-0842	Carol Palermo	8:00am-1:00pm
Carver	Carver High/Middle School	60 South Meadow Rd	Carver, MA	508-866-6192	Eileen Walling	6:00am - 1:00pm
Carver	Carver Elementary School	85 Main Street	Carver, MA	508-866-6230	Doreen Costa	7:00 am - 1:00 pm
Carver	Carver Elementary School	85 Main Street	Carver, MA	508-866-6230	Doreen Costa	7:00 am - 1:00 pm
Halifax	Halifax Elementary School	464 Plymouth St	Halifax, Ma. 02338	781-293-2581	Janet Barbat	
Hingham	Hingham High School	17 Union Street	Hingham, MA 02043-2745	781-741-1560	Donna Casagrande	7:00am - 1:00pm
Hingham	Hingham Middle School	1103 Main Street	Hingham, MA 02043-2745	781-741-1550	Margaret Fanning	7:00am - 1:00pm
Hingham	East Elementary School	2 Collins st.	Hingham, MA 02043-2745	781-804-4985	Cheryl Mullaney	7:00am - 1:00pm
Hingham	Foster Elementary School	55 Downer Ave.	Hingham, MA 02043-2745	781-741-1520	Linda Ryan	7:00am - 1:00pm
Hingham	Plymouth River Elem. School	200 High Street	Hingham, MA 02043-2745	781-741-1530	Cheryl Lyons	7:00am - 1:00pm
Hingham	South Elementary School	831 Main Street	Hingham, MA 02043-2745	781-741-1540	Lori Hickey	7:00am - 1:00pm
Hingham	Town Hall Coffee Shoppe	210 Central St	Hingham, MA 02043-2745	781-741-1500	Doreen Newcomb	7:00am - 1:00pm
Holbrook	Holbrook Jr. Sr. High School	245 South Franklin Street	Holbrook, Ma 02343	781-767-4652	Maria Malinowski	7:00am - 1:00pm,
Holbrook	South School	719 South Franklin Street	Holbrook, Ma 02343	781-767-3852		7:00am - 1:00pm,
Holbrook	John F. Kennedy School	339 Plymouth Street	Holbrook, Ma 02343	781-767-7239	Linda Bicchieri	7:00am - 1:00pm
Marshfield	Marshfield High School	167 Forest Street	Marshfield, MA 02050	781-319-3559	GEORGIA DUFFY	6:30-1:30 pm
Marshfield	Furnace Brook Middle School	530 Furnace Street	Marshfield, MA 02050	781-834-5020 X46318	KAREN DAVIS	6:30-1:30 pm
Marshfield	Martinson Elementary School	257 Forest Street	Marshfield, MA 02050	781-319-3986	LINDA YOURELL	6:30-1:30 pm
Marshfield	South River School	59 Hatch Street	Marshfield, MA 02050	781-319-3956	SALLY GREENBLATT	7:00-1:30 pm
Marshfield	Daniel Webster School	1456 Ocean Street	Marshfield, MA 02050	781-834-5045	SHEILA SJOSTEDT	7:00-1:30 pm
Marshfield	Governor Winslow School	60 Regis Road	Marshfield, MA 02050	781-834-5060	DEBBIE BRENNAN	7:00-1:30 pm
Marshfield	Eames Way School	16 Ames Way	Marshfield, MA 02050	781-834-5090	LAURIE LAMONT	7:00-1:30 pm
Norton Public Schools	Norton Middle School	215 West Main Street	Norton, MA 02766		Susan Souza	
Norwell	Norwell High School	18 South Street	Norwell, MA 02061	781-659-2490		7:00am - 1:00pm
Norwell	Norwell Middle School	328 Main Street	Norwell, MA 02061	781-659-8814		7:00am - 1:00pm
Norwell	Cole Elementary School	81 High Street	Norwell, MA 02061	781-659-8823		7:00am - 1:00pm
Norwell	Vinal Elementary School	104 Old Oaken Bucket Road	Norwell, MA 02061	781-659-8820		7:00am - 1:00pm
Old Rochester RSD	Old Rochester Jr/Sr. High School	135 Marion Rd.	Mattapoisett, MA 02739,	508-758-2772 x1543	Suzanne Souza	7:00am - 1:00pm
Old Rochester RSD	Sippican Elementary School	16 Spring Street,	Marion, MA, 02738,	508-748-0100 x324	Janet Renynolds	7:00am - 1:00pm
Old Rochester RSD	Old Hammondtown School	20 Shaw St.	Mattapoisett, MA 02739,	508-758-6241	Sue Daniels	7:00am - 1:00pm
Old Rochester RSD	Center School	17 Barstow St.	Mattapoisett, MA 02739,	508-758-2521	Gail; Southerland	7:00am - 1:00pm
Old Rochester RSD	Rochester Memorial	16 Pine Street	Rochester, MA. 02770	508-763-204	Doreen Gonet	7:00am - 1:00pm

EXHIBIT B
Delivery Locations

DISTRICT	DELIVERY LOCATION	ADDRESS	CITY/STATE/ZIP	PHONE #	MANAGER	Delivery Time
Pembroke	Pembroke High School	80 Learning Lane	Pembroke, MA 02359	781-293-9281	Nadine Doucette	6am-1:30pm
Pembroke	Hobomock Elementary School	81 Learning Lane	Pembroke, MA 02359	781-294-0911	Robyn Johnson	7am-12:30pm
Pembroke	Bryantville Elementary School	29 Gurney Drive	Pembroke, MA 02359	781-294-5411	Sue Burke	6:45am - 1:00pm
Pembroke	North Pembroke Elementary School	72 Pilgrim Road	Pembroke, MA 02359	781-829-1088	Louann MacDonald	6am-1pm
Pembroke	Pembroke Community Middle School	559 School Street	Pembroke, MA 02359	781-293-8627	Cindy Cody	6am -12:30pm
Plymouth	PCIS	117 Long Pond Road	Plymouth, MA 02360	508-830-4474	Brenda Crowdis	6:00am - 1:00pm
Plymouth	North HS	41 Obery St	Plymouth, MA 02360	508-830-4400	Dianne Soares	6:00am - 1:00pm
Plymouth	South HS	490 Long Pond Road	Plymouth, MA 02360	508-224-7006	Sue Dagesse	6:00am - 1:00pm
Plymouth	South Middle School	480 Long Pond Road	Plymouth, MA 02360	508-224-7991	Patty Kirkland	6:00am - 1:00pm
Plymouth	Cold Spring Elementary	25 Alden St	Plymouth, MA 02360	508-830-4335	Sandra Patrician	7:00am - 1:00pm
Plymouth	Federal Furnace Elementary	860 Federal Furnace Rd	Plymouth, MA 02360	508-830-4360	Ann Meagher	7:00am - 1:00pm
Plymouth	Indian Brook Elementary	1181 State Rd	Plymouth, MA 02360	508-830-4370	Jodi Nickerson	7:00am - 1:00pm
Plymouth	Manomet Elementary	70 Manomet Point Rd	Plymouth, MA 02360	508-830-4380	Chris Richmond	7:00am - 1:00pm
Plymouth	Nathaniel Morton Elementary	6 Lincoln St	Plymouth, MA 02360	508-830-4320	Mary Ellen Guidoboni	7:00am - 1:00pm
Plymouth	South Elementary	178 Bourne Rd	Plymouth, MA 02360	508-830-4390	Cheryl Landquist	7:00am - 1:00pm
Plymouth	West Elementary	170 Plympton Rd	Plymouth, MA 02360	508-830-4350	Andrea Smythe	7:00am - 1:00pm
Plymouth	Hedge Elementary	258 Standish Ave	Plymouth, MA 02360	508-8304340	Cindy Kneeland	7:00am - 1:00pm
Quincy	Atlantic Middle School	86 Hollis Avenue	Quincy, MA 02171	617-984-8741	Diane Peterson	7:00am - 1:00pm
Quincy	Broad Meadows Middle School	50 Calvin Road	Quincy, MA 02169	617-984-8778	Barbara Standrick	7:00am - 1:00pm
Quincy	Central Middle School	1012 Hancock Street	Quincy, MA 02169	617-984-8915	Judith McNaught	7:00am - 1:00pm
Quincy	North Quincy High School	316 Hancock Street	Quincy, MA 02171	617-984-8870	Chris Pudder	6:00am - 1:00pm
Quincy	Point Webster Middle School	60 Lancaster Street	Quincy, MA 02169	617-984-6607	Deborah Russo	7:00am - 1:00pm
Quincy	Quincy High School	52 Coddington Street	Quincy, MA 02169	617-984-8847	Chirs Mendez	6:00am - 1:00pm
Quincy	Sterling Middle School	444 Granite Street	Quincy, MA 02169	617-984-8961	Maureen Ross	7:00am - 1:00pm
Scituate	Scituate High School	606 C.J. Cushing Hwy	Scituate, MA 02066	781-545-8750 X 356	MAUREEN ZUCKER	5:30am -1:00 pm
Scituate	Gates Intermediate School	327 First Parish Road	Scituate, MA 02066	781-545-8760	LOUISE FITZGERALD	7:00am - 1:00pm
Scituate	Cushing Elementary School	1 Aberdeen Drive	Scituate, MA 02066	781-545-8750	BONNIE NAMEIKA	7:00am - 1:00pm
Scituate	Hathely Elementary School	72 Ann Vinal Road	Scituate, MA 02066	781-545-8750	ROSE GRATTA	7:00am - 1:00pm
Scituate	Jenkins Elementary School	54 Vinal Ave	Scituate, MA 02066	781-545-4750	BONNIE NAMEIKA	7:00am - 1:00pm
Scituate	Wampatuck Elementary School	266 Tilden Road	Scituate, MA 02066	781-545-8750	ROSE GRATTA	7:00am - 1:00pm
Silver Lake Regional SD	Silver Lake Regional Middle School	256 Pembroke Street	Kingston, MA 02364	781-582-3555 x3253	Stacey Ruxton	7:00am - 1:00pm
Silver Lake Regional SD	Silver Lake Regional Sr. High School	260 Pembroke Street	Kingston, MA 02364	781-585-3844 x1406	Joanne Swales	7:00am - 1:00pm
Silver Lake Regional SD	Dennett Elementary	80 Crescent Street	Plympton, Ma 02367	781-585-3659	Pamela Taylor	7:00am - 1:00pm
Silver Lake Regional SD	Kingston Elementary	150 Main Street	Kingston, Ma 02364	781-585-3821	Lydia Fernandes	7:00am - 1:00pm
Silver Lake Regional SD	Kingston Intermediate	65 Second Brooke St	Kingston, MA 02364	781-585-0472	Lydia Fernandes	7:00am - 1:00pm
South Shore Reg. Voc	South Shore Regional Vocational School	476 Webster Street	Hanover, MA 02339	781-878-8822	Deborah Beary	7:00am - 1:00pm
Southeastern Reg. Voc	Southeastern Regional School	250 Foundry Street	So. Easton, MA 02375	508-238-4371 x223	John Perry	7:00am - 1:00pm
St. Joseph's School	Saint Joseph's School	143 South Franklin St	Holbrook, MA 02343	781-757-1551	Marianne Lecar	7:00am - 1:00pm
Sharon	Sharon High School	181 Pond Street	Sharon, Ma 02067	781-784-1554x8034	Paula Castongauy	7:00am - 1:00pm
Sharon	Sharon Middle School	75 Mountain St.	Sharon, Ma 02067	781-784-1560x6024	Sue McDermott	7:00am - 1:00pm
Sharon	Cottage Street Elementary School	30 Cottage St.	Sharon, MA 02067	781-784-1580	AnneMarie Mulhern	7:00am - 1:00pm
Sharon	East Elementary School	45 Wilshire Dr.	Sharon, MA 02067	781-784-1552x2308	Lisa Andrews	7:00am - 1:00pm
Sharon	Heights Elementary School	454 South Main St.	Sharon Ma. 02067	781-784-1595x3236	Donna Wright	7:00am - 1:00pm

EXHIBIT B
Delivery Locations

DISTRICT	DELIVERY LOCATION	ADDRESS	CITY/STATE/ZIP	PHONE #	MANAGER	Delivery Time
Stoughton	Stoughton High School	232 Pearl Street	Stoughton, MA 02072	781-344-4000	Jo Mullen	7:00am – 1:00pm
Stoughton	O'Donnell Middle School	211 Cushing Street	Stoughton, MA 02072	781-297-1051	Debi Reid	7:00am – 1:00pm
Stoughton	West Elementary School	1322 Central Street	Stoughton, MA 02072	781-344-7005	Kathy Kendall	7:00am – 1:00pm
Stoughton	Hanson Elementary School	1800 Central Street	Stoughton, MA 02072	781-344-7006	Barbara Yound	7:00am – 1:00pm
Stoughton	Gibbons Elementary School	235 Morton Street	Stoughton, MA 02072	781-344-7008	Edward Gilbert	7:00am – 1:00pm
Stoughton	South Elementary School	171 Ash Street	Stoughton, MA 02072	781-344-7004	Janet Firzgerald	7:00am – 1:00pm
Stoughton	Dawe Elementary School	131 Pine Street	Stoughton, MA 02072	781-344-7007	Linda Fischer	7:00am – 1:00pm
Swansea Public Schools		70 School Street	Swansea, MA 02771			
Wareham	Wareham High School	7 Viking Drive	Wareham, MA 02571	508-291-3510 x733	Jean Smith	7:00am – 1:00pm
Wareham	Wareham Middle School	4 Viking Drive	Wareham, MA 02571	508-291-3550 x6115	Mary Klueber	7:00am – 1:00pm
Wareham	Minot Forest School	63 Minot Ave	Wareham, MA 02571	508-291-3555 X5156	Eileen Haley	7:00am – 1:00pm
Wareham	J.W. Decas School	760 Main Street	Wareham, MA 02571	508-291-3530 X17	Elizabeth Youngson	7:00am – 1:00pm
West Bridgewater	West Bridgewater High School	155 West Center Street	W. Bridgewater, MA 02379	508-894-1223	Sue Olson	7:00am – 1:00pm
West Bridgewater	Howard Elementary	70 Howard Street	W. Bridgewater, MA 02379	508-894-1223	Sue Olson	7:00am – 1:00pm
West Bridgewater	Rose L. McDonald	One Stepping Stone Drive	W. Bridgewater, MA 02379	508-894-1223	Sue Olson	7:00am – 1:00pm
West Bridgewater	Spring Street School	2 Spring Street	W. Bridgewater, MA 02379	508-894-1223	Sue Olson	7:00am – 1:00pm
Weymouth	Weymouth High School	360 Pleasant st	Weymouth, MA 02190	781-340-2558	Elaine Petrelli	7:00am – 1:00pm
Weymouth	Adams Middle	89 Middle St	Weymouth, MA 02189	781-340-1833	Maureen Green	7:00am – 1:00pm
Weymouth	Chapman Middle	1051 Commercial	Weymouth, MA 02189	781-340-0796	Elizabeth Gay	7:00am – 1:00pm
Weymouth	Weymouth Elementary Kitchen	360 Pleasant st	Weymouth, MA 02190	781-335-6094	Elizabeth Gay	7:00am – 1:00pm
Weymouth	Sacred Heart	75 Commercial St	Weymouth, MA 02188	781-337-8430	David Zeoli	7:00am – 1:00pm
Weymouth	Academy Avenue School	94 Academy Avenue School	Weymouth, 02189			
Weymouth	Frederick C. Murphy School	417 Front Street	Weymouth, 02188			
Weymouth	Thomas V. Nash School	1003 Front Street	S. Weymouth, 02190			
Weymouth	Lawrence W. Pingree School	1250 Commercial Street	Weymouth, 02189			
Weymouth	William Seach School	770 Middle Street	Weymouth, 02188			
Weymouth	Ralph Talbot School	277 Ralph Talbot Street	S. Weymouth, 02190			
Weymouth	Thomas W. Hamilton School	400 Union Street	S. Weymouth, 02190			
Weymouth	Wessagusset Primary School	75 Pilgrim Road	N. Weymouth, 02191			
Weymouth	Weymouth Base Center	128 Pidgeon Road, Building 128	S. Weymouth, 02190			
Weymouth	Eldridge School	46 Lincoln Street	Braintree, 02184			
Weymouth	South Shore Educational Collaborative	90 Industrial Road	Hingham, 02043			
Whitman-Hanson Reg. SD	Conley School	100 Forest Street	Whitman, MA 02382	781-618-7050	x1363	7:00am – 1:00pm
Whitman-Hanson Reg. SD	Duval School	60 Regal Street	Whitman, MA 02382	781-618-7055	x5363	7:00am – 1:00pm
Whitman-Hanson Reg. SD	Hanson Middle	111 Liberty Street	Hanson, MA 02341	781-618-7575	x4363	7:00am – 1:00pm
Whitman-Hanson Reg. SD	Indian Head School	726 Indian Head Street	Hanson, MA 02341	781-618-7065	x3363	7:00am – 1:00pm
Whitman-Hanson Reg. SD	Maquan School	38 School Street	Hanson, MA 02341	781-618-7060	x2362	7:00am – 1:00pm
Whitman-Hanson Reg. SD	Whitman Middle School	100 Corthell Avenue	Whitman, MA 02382	781-618-7035	x6363	7:00am – 1:00pm
Whitman-Hanson Reg. SD	Whitman-Hanson Regional High School	600 Franklin Street	Whitman, MA 02382	781-618-7020	x7439	7:00am – 1:00pm

EXHIBIT A
2012-13
Collaborative Districts and
Food Service Director List

District	Phone	Fax	Mail Address	City/Zip	FSD/Contact	Email Address for Contact
Abington Public Schools	781-982-2169	781-982-2157	171 Adams St.	Abington, MA 02351	Bernie Darcy	bernedarcy@abingtonps.org
Avon Public Schools	508-583-4822	1081	285 West Main Street	Avon, MA 02332	Karen McCarthy	kmccarthy@avon.k12.ma.us
Braintree Public Schools	781-380-0144	781-380-0154	128 Town Street	Braintree, MA 02184	Megan Ahrenholz	mahrenholz@braintreema.gov
Bristol Plymouth Regional SD	508-823-5151		940 County St	Taunton, MA 02780	Tom Goebel	tgoebel@bptech.org
Carver Public Schools	508-866-6137	508-866-6880	3 Carver Square Blvd.	Carver, MA 02330	Kathleen Farrar	farrark@mail.carver.org
Halifax Elementary Schools	781-293-2581	781-293-6589	464 Plymouth Street	Halifax, MA 02338	Janet Barbati	barbati_janet@yahoo.com
Hingham Public Schools	781-741-1500	781-749-7457	220 Central Street	Hingham, MA 02043	Kim Smyth	ksmyth@hinghamschools.com
Holbrook Public Schools	781-815-1609	781-767-4652	245 South Franklin	Holbrook, MA 02343	Joe Watson	jwatson@holbrook.k12.ma.us
Marshfield Public Schools	781-319-3813	781-834-5003	76 South River Street	Marshfield, MA 02050	Irene Ekstrom	iekstrom@mmpsd.org
Norton Public Schools	508-285-0150		215 West Main Street	Norton, MA 02766	Susan Souza	suzannesouza@norton.k12.ma.us
Norwell Public Schools	781-659-8816	781-659-8805	322 Main Street	Norwell MA 02061	Judith Crooks	Judith.crooks@norwellschools.org
Old Rochester Public Schools	508-758-2772x1543	508-758-9937	135 Marion Road	Mattapoisett, MA 02739	Caitlyn Meagher	cmeagher@orr.mec.edu
Pembroke Public Schools	339-255-5045	781-293-1281	81 Learning Lane	Pembroke, MA 02359	Richard Belliveau	richard.beliveau@pembrokepublicschools.org
Plymouth Public Schools	508-830-4474	508-830-4448	117 Long Pond Road	Plymouth, MA 02360	Patrick Van Cott	pvancott@plymouth.k12.ma.us
Quincy Public Schools	617 984-8768	617 984-8687	70 Coddington Street	Quincy, MA 02169	Joanne Morrissey	joannemorrissey@quincypublicschools.com
St. Joseph's School	781-767-1551	781-767-3975	143 South Franklin Street	Holbrook, MA 02343	Marianne Leerar	leeat@stjosephholbrook.com
Scituate Public Schools	781-545-8759 x 356	781-545-5822	606 C.J. Cushing Hwy	Scituate, MA 02066	Maureen Zucker	mzucker@scit.org
Sharon Public Schools	781-784-1560 x 6024	781-784-8432	75 Mountain Street	Sharon, MA 02067	Carol Judd	cjudd@sharon.k12.ma.us
Silver Lake Reg. Schools	781-582-3555 x 3256	781-582-3597	256 Pembroke Street	Kingston, MA 02364	Diane Nicholls	dnicholls@SLRSD.org
South Shore Vocational School	781-878-8822	781-982-0281	476 Webster Street	Hanover, MA 02339	Deborah Beary	dbearly@ssvotech.org
Southeastern Regional School	508-230-1223	508-230-1567	250 Foundry Street	South Easton, MA 02375	John Perry	jperry@sersd.org
Stoughton Public Schools	781-297-1051	781-341-2930	232 Pearl Street	Stoughton, MA 02072	Edward Gilbert	e_gilbert@stoughtonschools.com
Swansea Public Schools	508-646-4401		70 School Street	Swansea, MA 02771	Nancy Cary	ncary@swanseaschools.org
Wareham Public Schools	508-291-3575	508-291-3528	4 Viking Drive	Wareham, MA 02571	Debbie Perry	dperry@wareham.k12.ma.us
West Bridgewater Public Schools	508-894-1233	508-894-1223	155 West Center St.	West Bridgewater, MA 02379	Sue Olson	solson@wbridgewater.com
Weymouth Public Schools	781-337-8430	781-337-5809	1 Willett Way	Weymouth, MA 02190	David Zeoli	david.zeoli@weymouthschools.org
Whitman-Hanson Regional Schools	781-618-7431	781-618-7088	600 Franklin Street	Whitman, MA 02382	Deborah A. Seger	Deborah.seger@whrsd.k12.ma.us

Exhibit C: Bid Pricing Sheet

*To ensure bid accuracy, all bid case pricing will be submitted by 24 count case cost (Unit Price x 24)

Bidder Name _____

Group: #1 Water in Plastic Bottle for Vending Machine (Plain, unflavored, unsweetened, non-carbonated, non caffeinated)	Est. Yearly Case Usage	Unit Price	*24 ct Case Price	Extension
12 oz Water - Plastic Bottle	4900			
20 oz Water - Plastic Bottle	5000			
500 ml Water - Plastic Bottle	6000			
Water in Alternative Size Bottle				
Specify bottle size:				
Group #2 Water or Seltzer in Plastic Bottle or Cans for Vending Machine (with natural flavorings and/or carbonation, unsweetened, non-caffeinated)	Est. Yearly Case Usage	Unit Price	*24 ct Case Price	Extension
20 oz. Natural Flavored Water - Plastic Bottle	2500			
Flavor (s):				
12 oz. Natural Flavored Water without carbonation (specify cans or bottles)	2500			
Flavor (s):				
12 oz. Natural Flavored Water with natural carbonation (specify cans or bottles)	2500			
Flavor (s):				
Alternative Size Bottle for Vending Machine				
Specify bottle size:				
Specify Natural Flavor (s) and or/ Carbonation				
Group: #3 Carbonated Beverages in Bottles or Cans for Vending Machine. Pricing is requested for these items for those districts that service teacher dining areas and special non-school day events. Bid pricing on these items will not be factored into bid award	Est. Yearly Case Usage	Unit Price	*24 ct Case Price	Extension
12 oz. Carbonated Beverages - Cans	1250			
Flavor (s):				
20 oz. Carbonated Beverages - Plastic Bottles	3300			
Flavor(s):				