

PURCHASING DIVISION
CITY OF WORCESTER
MASSACHUSETTS 01608-1895
ROOM 201 – 455 MAIN STREET
PHONE (508) 799-1220

SEALED BID INVITATION
(Supplies, Material, Equipment, Services)

AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

Bidders must state and identify the product offered, such as manufacturer's name, trade name, brand name and quality next to each item. ***WE MUST KNOW WHAT HAS BEEN OFFERED.*** By virtue of the offeror's signature below, proposer certifies that the product (s) or service (s) bid are in compliance with the City's terms, conditions and specifications in all aspects.

COMPLETE ORIGINAL COPY (including ALL pages) OF THIS BID MUST BE SUBMITTED IN A SEALED ENVELOPE:

DATE: APRIL 20, 2022

TIME: 10:00 A.M. LOCAL TIME

PLACE: Purchasing Division, Room 201, City Hall, Worcester, Massachusetts

MARK SEALED ENVELOPE: **"Sealed Bid No. 7790-W2 Classroom IT Equipment / WPS"**

The name and address of the bidder must appear in the upper left hand corner of the envelope. The City of Worcester is not responsible for bids not properly marked.

All bids received will be publicly opened and read in the Bid Room, City Hall at date and time shown above. **NO BID WILL BE ACCEPTED AFTER TIME AND DATE SPECIFIED**

BIDDER TO COMPLETE ITEMS BELOW						
Item No.	QTY	Description	Mfg.	Model	Unit Price	Total Price
		Furnish and deliver classroom IT equipment to various school locations as per the attached specifications and requirements of the City of Worcester Public Schools. Line Item Award – bidders may bid on any or all items. Questions pertaining to this bid MUST be directed to Christopher Gagliastro via e-mail at gagliastroc@worcesterma.gov				See pricing / specification page

ABOVE ARE FOR (DEPT.) <u>WPS</u>	BIDDER _____
DELIVERY TO BE F.O.B. (LOCATION) <u>WPS LOCATIONS AS REQUIRED</u>	ADDRESS _____
DELIVERY IS REQUIRED BY: (DATE) <u>BY JUNE 17, 2022</u>	CITY/TOWN _____
	STATE _____ ZIP _____
BIDDER TO SPECIFY:	AUTHORIZED SIGNATURE _____
DELIVER _____ DAYS FROM DATE OF ORDER _____	TITLE _____ TEL.: _____
PROMPT PAY DISCOUNT: _____ % 30 DAYS, NET 45 DAYS	DATE: _____
	EMAIL: _____

CONDITIONS

- 1) Prompt pay discounts will be considered when determining the low bid except when discounts are for a period of less than 30 days. In this event discounts will not be taken into consideration when determining low bid.
- 2) Time, in connection with discount offered, will be computed from date of completion and/or delivery and acceptance at destination, or from date correct bill or voucher properly certified by the contractor is received if the latter date is later than the date of completion and acceptance and/or delivery and acceptance.
- 3) As the City of Worcester is exempt from the payment of Federal Excise Taxes, and Massachusetts Sales Tax, prices quoted herein are not to include these taxes.
- 4) **All prices are to be firm F.O.B. Delivered Destination, City of Worcester, Massachusetts, unless otherwise indicated by the City. Time reserved for award is ninety days.**
- 5) In case of error in the extension prices quoted herein, the unit price will govern.
- 6) It is understood and agreed that should any price reductions occur between the opening of this bid and completion of any delivery of any order, the benefit of all such reductions will be extended to the City.
- 7) The City of Worcester reserves the right to reject any and all bids, wholly or in part, and to make awards in a manner deemed in the best interest of the City.
- 8) Awards will be made to the bidder quoting the lowest net price in accordance with specifications.
- 9) The bidder to who a contract is awarded guarantees to the City of Worcester all equipment, materials and/or workmanship for a period of one (1) year after final inspection and acceptance and shall replace promptly any defective equipment, materials and/or workmanship required without additional cost to the City.
- 10) It is understood and agreed that in the event of failure on the part of the bidder to indicate date of delivery and/or completion, delivery and/or completion will be made within twelve (12) days from date of purchase.
- 11) The Bidder must certify that no official or employee of the City of Worcester, Massachusetts is pecuniarily interested in this quotation or in the contract which the bidder offers to execute or in expected profits to arise therefrom, unless there has been compliance with provisions of G.L. C.43 Sec. 27, and that this quotation is made in good faith without fraud or collusion or connection with any other person submitting a quotation.
- 12) This inquiry implies no obligation on the part of the buyer, City of Worcester, Mass. Quotations will not be considered unless returned on this form. Your proposal should be forwarded to the office of the Purchasing Department, City of Worcester in a sealed envelope, plainly marked: "Quotation on (item requested)" - also, please show Bid Number.
- 13) It is understood and agreed that it shall be a material breach of any contract resulting from this bid for the Contractor to engage in any practice which shall violate any provisions of Massachusetts General Laws, Chapter 151B, relative to discrimination in hiring, discharge, compensation, or terms, conditions or privileges of employment because of race, color, religious creed, national origin, sex, age or ancestry.
- 14) Any prospective bidder requesting a change in or interpretation of existing specifications of terms and conditions must do so within five (5) days (Saturdays, Sundays and Holidays excluded) BEFORE scheduled bid opening date. All requests are to be in writing (e-mailed to gagliastroc@worcesterma.gov) to the Purchasing Department. No changes will be considered or any interpretation issued unless request is in our hands within five (5) days (Saturdays, Sundays and Holidays excluded) BEFORE scheduled bid opening date.
- 15) Bids which are incomplete, not properly endorsed, or signed, or otherwise contrary to these instructions may be rejected as informal by the Purchasing Agent. **CONDITIONAL BIDS WILL NOT BE ACCEPTED.**

CERTIFICATE OF GOOD FAITH FORM AS REQUIRED BY M.G.L. c. 30B

UNDER MASSACHUSETTS GENERAL LAWS, CHAPTER 30B: SECTION 10, THE FOLLOWING CERTIFICATION MUST BE PROVIDED:

Section 10. A person submitting a bid or a proposal for the procurement or disposal of supplies, or services to any governmental body shall certify in writing, on the bid or proposal, as follows:

" 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 word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals."

(Please Print)

Name of Person Signing Bid

Signature of Person Signing Bid

Company

No award will be made without vendor certification of the above.

IMPORTANT NOTICE TO BIDDERS:

BIDDERS ARE ADVISED NOT TO TAKE ANY EXCEPTIONS TO THE CITY'S TERMS & CONDITIONS.

BIDS THAT INCLUDE COMPANY TERMS & CONDITIONS WHICH CONFLICT WITH THOSE OF THE CITY MAY BE REJECTED.

- Bid results will be available on our website as soon as possible following due date. Please go to www.worcesterma.gov to obtain this information.

SPECIFICATIONS / REQUIREMENTS – CLASSROOM IT EQUIPMENT / WPS**BID #: 7790-W2**

- Vendor will delivery all items directly to the schools listed.
- Vendor will provide inside delivery.
- Vendor cannot expect school to have a loading dock or the ability to accept pallets.
- Line item award.
- No assembly is required, vendor is to quote just items specified.
 - Proprietary specification: no product substitutions allowed.

Item	Quantity	Unit Price	Total Cost
Headphones-over the ear type (Avid AE36 Single Plug Headphone with Boom Mic- any color)	3,680	\$_____	\$_____
Epson DC-07 Document Camera MFG.PART: V12H759020	135	\$_____	\$_____
Epson PowerLite X49 3LCD XGA Classroom Projector with HDMI MFG.PART: V11H982020	153	\$_____	\$_____
Bretford Basics Adjustable Multimedia Cart With Cabinet CA2642DNS-E5 - cart MFG.PART: CA2642DNS-E5	47	\$_____	\$_____

ALL ITEMS MUST BE DELIVERED BY JUNE 17, 2022