

PURCHASING DIVISION

CITY OF WORCESTER

MASSACHUSETTS 01608-1895

455 MAIN STREET
ROOM 201 - CITY HALL

PHONE (508) 799-1220
FAX (508) 799-1203

REQUEST FOR QUOTATION

BID NO.: 7796-W2
DATE: May 3, 2022
BID DUE: For this bid to be considered, one fully completed copy of this form must be returned to us by: 4:00 PM, May 17, 2022
(EMAIL COPIES ARE ACCEPTABLE)
EMAIL: gagliastroc@worcesterma.gov
CITY OF WORCESTER Christopher J. Gagliastro, MCPPO Purchasing Agent
BUYER: Christopher J. Gagliastro

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.

BIDDER TO COMPLETE ITEMS BELOW

Item No.	Quantity	DESCRIPTION and/or SPECIFICATIONS	Mfg	Model #	Unit Price	Total Price
		Furnish and Deliver Election Ballot Bags as per the attached requirements and specifications of the City of Worcester Election Commission Quotes may be emailed to gagliastroc@worcesterma.gov Please direct questions pertaining to this bid to Chris Gagliastro via e-mail at gagliastroc@worcesterma.gov				See pricing page

ABOVE ARE FOR (DEPT.) <u>WORCESTER ELECTION COMMISSION / CITY CLERK</u> DELIVERY TO BE F.O.B. (LOCATION) <u>455 MAIN STREET, WORCESTER, MA</u> DELIVERY IS REQUIRED BY: (DATE) <u>BY 6/30/22</u>	BIDDER _____ ADDRESS _____ CITY/TOWN _____ STATE _____ ZIP _____ AUTHORIZED SIGNATURE _____ TITLE _____ TEL.: _____ DATE: _____ EMAIL: _____
BIDDER TO SPECIFY: DELIVERY WITHIN _____ DAYS ARO PROMPT PAY DISCOUNT: _____ % 30 DAYS, NET 45 DAYS	

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 Division, 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.

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.

Please direct ALL questions pertaining to this bid to Chris Gagliastro via e-mail at gagliastroc@worcesterma.gov

SPECIFICATIONS – ELECTION BALLOT BAGS / BID #: 7796-W2

The City Clerk's office seeks proposals for Election Day bags with the following specifications. The price must include shipping and delivery to the Election Commission Worcester City Hall.

1. Election Ballot Transport Bag Specs

Collapsible Bag with Arcolock-7 and seal option

Bag Size: 14" x 19" x 14"

Material-Arco 600 (or approved equal)

Color - Dark Green

Up to 3 lines of script embroidery on lid in upper left hand corner as well as under window

White Thread

Bag must include Window to hold a 3x5 card,

Bag must have webbing handles

Keyed the same - Std Series

Quantity: 75

Sample



2. Election Precinct Key Bags

Style- Multi-Material Key Zipper Bag

Bag Size: 4" x 7"

Material- Arco 600 (or approved equal)

Color

Quantity - 75 red

Quantity -25 gray

1 line , 1 color imprint under the window

Bag includes window to hold a 2x3 business card

Sample



3. Election Precinct Multi Color Sacs

Style Trans-Sac

Bag Size: 14" x 18"

Material –Nylotop 2000 (or approved equal)

180 Each of colors noted below

- **30 - Red**
- **30 - Dark Green**
- **30 - Emerald Green**
- **30 -Nassau Blue**
- **30 - Gray**
- **30 - Bright Yellow**

Custom logo

Imprint Stencil

Imprint Color(s) Black

Sample



Qty	Manufacturer, Model / Part No.	Part Description	Unit Price	Ext. Price
75		Election Ballot Transport Bag Specs		
100		Election Precinct Key Bags		
180		Election Precinct Multi Color Sacs		
1		Freight Shipping Charges		
		TOTAL PRICE ALL ITEMS-----		

- Aggregate Award – Must bid on all items.