

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.: 8018-M3
DATE: May 11, 2023
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 19, 2023.
(EMAIL COPIES ARE ACCEPTABLE)
EMAIL: mckeonmp@worcesterma.gov
CITY OF WORCESTER Christopher J. Gagliastro, MCPPO Purchasing Agent
BUYER: Maureen McKeon

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
		<p>Furnish and Deliver Polling Booths as per the attached requirements and specifications of the City of Worcester Election Commission</p> <p>Quotes may be emailed to mckeonmp@worcesterma.gov</p> <p>Please direct questions pertaining to this bid to Maureen McKeon via e-mail at mckeonmp@worcesterma.gov</p>				See Pricing / Specification Page

ABOVE ARE FOR (DEPT.) <u>WORCESTER CITY CLERK</u> DELIVERY TO BE F.O.B. (LOCATION) <u>455 MAIN STREET, WORCESTER, MA</u> DELIVERY IS REQUIRED BY: (DATE) <u>By July 1, 2023</u>	BIDDER _____ ADDRESS _____ CITY/TOWN _____ STATE _____ ZIP _____ AUTHORIZED SIGNATURE _____ TITLE _____ TEL.: _____ DATE: _____ EMAIL: _____
BIDDER TO SPECIFY: CASH DISCOUNT: _____ % 30 DAYS, NET 45 DAYS	

CONDITIONS

1. Prompt-pay discounts will be considered when determining the low bid except when prompt-pay discounts are for a period of less than 30 days. In this event prompt-pay 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.

Bidders shall identify brand name of product as well as model number where applicable.

Please direct ALL questions pertaining to this bid to Maureen McKeon via e-mail at mckeonmp@worcesterma.gov

SPECIFICATION PAGES – Polling Booths / City Clerk - Bid # 8018-M3

Quantity of 22 - Accessible voting booth with four (4) voter stations – one at an accessible and three at standard height meeting the following dimensions, requirements, and standards.

- All compartments are accessible on the horizontal plane to voters who use wheelchairs or voters who need to sit while marking their ballot.
- At least one writing table is at a lower level on the vertical plane

General Requirements: All polling booths will meet the following dimensions and standards as applicable.

- Writing shelves must be different color and “high contrast” from frame of booth
- Specific Color Scheme of: Red White and Blue
- Booths must display the City of Worcester Seal and American Flag.
- One piece construction with no loose parts. No tools required for either assembly or dismantling
- Telescopic leg assembly that “locks in place” Spring button on inner leg of the telescopic leg assembly must have a no-collapse feature on legs.
- Booths must include extension visors that provide additional privacy to voters with disabilities and others.
- Booths must contain industrial standard furniture casters for ease of transport. (Caster may be at top or bottom of shelving area)
- Booths must be delivered in 3ply corrugated board
- Booth requires upgraded shelf catch
- Mechanism for ensuring shelf stays up
- Booths must fold up for easy storage and minimal footprint.
- Folded booth must be secured with strap and buckle
- Each 4 voter station must include set of four booth lights. (lights must be easy to attach or remove)

Polling Booth Dimensions

- Assembled dimensions
 1. 61 inches to frame top
 2. 68”/70” inches to visor top (can be extended)
 3. 37 1/2 inches to standard writing shelf
 4. 30 inches to seated/wheelchair/accessible shelf
 5. 32 inch width between outside legs
- Writing Table Dimensions
 1. Extended shelf depth for larger ballots of a full 20.5 inches.

- 2. 20 3/4" across shelf.
- 3. 29" across entire width of booth
- Packed Dimensions
30 to 50" length, 20 to 40" height, 9 to 12" depth
Gross weight: 48lbs to 50 lbs - Net weight: 42lbs to 50 lbs

Framing/Exterior Components

- All-metal framing must be constructed from Aluminum extruded profile to 6060 T6 with minimum wall thickness of 1.5mm with framing and metal components anodized to AA5

Shelf Design

- Shelf must be reinforced for additional rigidity
- Must have mechanism for self catch.

Plastic/Shelf Components

- Plastic/Shelf materials must have Class 1 fire rating and must be warranted for a period of 10 years against weather resistance and discoloring.

Fittings/Components

- Buckles, fasteners, buttons, guide bushes, anti-rotational devices and other accessories on booth must be made from Nylon or Acetal.

Delivery

- ❖ The product must be delivered by July 1, 2023.

Product Information

- ❖ Bidders are encouraged to submit product literature with their submission.

BID PRICE SHEET – POLLING BOOTHS / CITY CLERK ~ BID #: 8018-M3

The undersigned propose to furnish the goods/services required per bid specifications to the City Worcester for the amounts listed below:

<u>QTY</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>
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22	4-Voter stations	\$_____	X 22 \$_____
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Product Information: Manufacturer / Model:

Bidder Name:

Contact Person:

Email:

Phone:
