

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.: 8196-M4
DATE: April 25, 2024
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 16, 2024
(EMAIL COPIES ARE ACCEPTABLE) EMAIL: mcdonalds@worcesterma.gov
CITY OF WORCESTER Christopher J. Gagliastro, MCPPO Purchasing Agent
BUYER: Stephen R. McDonald

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 Promotional Products as per the attached requirements and specifications of the City of Worcester Department of Cultural Development. Quotes may be emailed to mcdonalds@worcesterma.gov Please direct questions pertaining to this bid to Stephen McDonald via e-mail at mcdonalds@worcesterma.gov				See pricing page

ABOVE ARE FOR (DEPT.) <u>Department of Cultural Development</u>	BIDDER _____
DELIVERY TO BE F.O.B. (LOCATION) <u>City Hall, 455 Main Street Worcester MA 01608 ROOM 409</u>	ADDRESS _____
DELIVERY IS REQUIRED BY: (DATE) <u>14 DAYS ARO</u>	CITY/TOWN _____
BIDDER TO SPECIFY: DELIVERY WITHIN _____ DAYS ARO	STATE _____ ZIP _____
PROMPT PAY DISCOUNT: _____ % 30 DAYS, NET 45 DAYS	AUTHORIZED SIGNATURE _____
	TITLE _____ TEL.: _____
	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 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 Stephen McDonald via e-mail at mcdonalds@worcesterma.gov

PRICING SHEET

ITEM	DESCRIPTION	BRANDING	QUANTITY	SET-UP CHARGE	UNIT PRICE	TOTAL PRICE
1	Phone Wallet	City Seal & Name	250			
2	Push Bubble Game	I (Heart Emoji) Worcester	200			
3	Bubbles	I (Heart Emoji) Worcester	250			
4	Water Bottle	City Seal & Name	300			
5	Spinner Key Chain	I (Heart Emoji) Worcester	250			
6	Sharpie Pen	I (Heart Emoji) Worcester	250			
7	Lanyard	I (Heart Emoji) Worcester	250			
8	Frisbee	City Seal & Name	150			
9	Compact Mirror	City Seal & Name	200			
10	Shadow Pencils	I (Heart Emoji) Worcester	500			
11	Elite Cap	I (Heart Emoji) Worcester (embroidered)	150			
12	Magnet Clip	I (Heart Emoji) Worcester	500			
13	Notebook w/ Pen	City Seal & Name	300			
14	Tote Bag (yellow)	City Seal & Name	100			
15	Tote Bag (purple)	City Seal & Name	100			
16	Tote Bag (red)	City Seal & Name	100			
17	Tote Bag (blue)	City Seal & Name	100			
18	Sunglasses (lime green)	I (Heart Emoji) Worcester (on side/temple)	100			
19	Sunglasses (blue)	I (Heart Emoji) Worcester (on side/temple)	100			
20	Buttons	I (Heart Emoji) Worcester	500			