

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.: 8673-W6
DATE: March 24, 2026
BID DUE: For this bid to be considered, one fully completed copy of this form must be returned to us by: 4:00 PM, April 7, 2026
(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
		<p>Furnish, Deliver, Assemble and Set-In-Place classroom furniture (desks and chairs) per the attached specifications and requirements of City of Worcester Public Schools.</p> <p>Must bid all items. Award to be made in the aggregate.</p> <p>Quotes may be emailed to gagliastroc@worcesterma.gov</p> <p>Please direct all questions pertaining to this bid to Chris Gagliastro via e-mail at gagliastroc@worcesterma.gov</p>				Refer to Pricing / Specification Pages

<p>ABOVE ARE FOR (DEPT.) <u>WORCESTER PUBLIC SCHOOLS – BELMONT ST. COMMUNITY SCHOOL</u></p> <p>DELIVERY TO BE F.O.B. (LOCATION) <u>170 BELMONT STREET, WORCESTER, MA 01605</u></p> <p>DELIVERY IS REQUIRED BY: (DATE) <u>SEE ATTACHED FOR DELIVERY REQUIREMENTS</u></p> <p>PROMPT PAY DISCOUNT: _____ % 30 DAYS, NET 45 DAYS</p>	<p>BIDDER _____</p> <p>ADDRESS _____</p> <p>CITY/TOWN _____</p> <p>STATE _____ ZIP _____</p> <p>AUTHORIZED SIGNATURE _____</p> <p>TITLE _____ TEL.: _____</p> <p>DATE: _____ EMAIL: _____</p>
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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 whom 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**

**SCOPE / SPECIFICATIONS – CLASSROOM FURNITURE – BELMONT STREET COMMUNITY
SCHOOL / WPS
Bid #: 8673-W6**

1. Overview

Belmont Street School is seeking to purchase new student desks and chairs to replace aging classroom furniture in Grade 3 and Grade 5 classrooms. The school requires a total of **157 desks** and **157 chairs**, with ***delivery to two separate access points due to building layout and lack of elevator access.***

A reference image has been provided to illustrate the general style desired. Final products must be **similar in style, detached chair and desk**, and meet the specifications outlined below.

2. Quantity Requirements

Grade 3

- **82 student desks**
- **82 student chairs**
- **Chair seat height:** 16 inches
- **Desk height:** Standard adjustable elementary height range (typically 22"–30")

Grade 5

- **75 student desks**
- **75 student chairs**
- **Chair seat height:** 18 inches
- **Desk height:** Standard adjustable upper-elementary height range (typically 24"–32")

3. Product Specifications

3.1 Student Desks

- Desk and chair must be **separate units** (no combo desks).
- Desk surface: High-pressure laminate or hard plastic top, smooth and easy to clean.
- Frame: Welded steel, powder-coated or equivalent durable finish.
- Legs: Adjustable height with tamper-resistant hardware.
- Storage: Open-front book box or equivalent storage compartment.

- Edges: Rounded, impact-resistant edges.
- Style: Must be **similar to the reference image provided**.
- Color: Neutral top preferred; frame color is flexible. ***Please list all available color options with your bid submission.***
- Vendor must assemble desks.

3.2 Student Chairs

- Seat heights:
 - **16" for Grade 3**
 - **18" for Grade 5**
- Shell: Polypropylene or equivalent, ergonomically contoured.
- Frame: Welded steel, chrome or powder-coated finish.
- Glides: Non-marring, suitable for VCT/tile floors.
- Stackability: Chairs do not need to be stackable.
- Color: Any color is acceptable.
- Style: Must be similar to the reference image provided.
- Chair must be **detached from desk**.

4. Warranty Requirements

Vendors must include the manufacturer's standard commercial warranty and warranty documentation. Please provide with the bid submission.

5. Delivery Requirements

Deliver of all items is required between June 24, 2026 and August 1, 2026. No exceptions allowed.

There is **no elevator access** at Belmont Street School. Delivery must follow the instructions below:

Grade 3 Delivery

- Deliver to: **Front parking lot of Belmont Street School** with direct access to classrooms through a side door
- Requirements:
 - Inside delivery to designated classrooms
 - No stairs involved
 - Vendor must assemble chairs

Grade 5 Delivery

- Deliver to: **Back parking lot off Merrifield Street**, with side door access, with a short hallway walk
- Requirements:
 - Inside delivery to designated classrooms
 - No stairs involved
 - Vendor must assemble chairs.

General Delivery Notes

- Vendor is responsible for removing all packaging materials from the site upon delivery.
- Vendor must contact WPS at least two weeks before estimated delivery date to confirm delivery date and time.

6. Vendor Submissions

Vendors are requested to include the following with their bid:

- Product cut sheets for all desk and chair models
- Warranty documentation
- Statement confirming ability to deliver to two separate access points with no elevator

ADDITIONAL REQUIREMENTS

- Bidders must bid all items. Award to be made in the aggregate.
- Bid prices shall include any and all associated fees, including those related to shipping.
- No additional fuel or delivery charges allowed. Unit prices must include / reflect this cost.
- Bidders shall be experienced in the furnishing and delivery of the type of goods and equipment identified in this bid or of similar nature.



PRICING PAGE – BID #: 8673-W6, CLASSROOM FURNITURE / WPS

<u>Item #:</u>	<u>Quantity</u>	<u>Description:</u>	<u>Unit Price:</u>	<u>Total Price:</u>
1	157	Student Desks	\$ _____ x 157 =	\$ _____
		Manufacturer / Model #: _____		
2	157	Student Chairs	\$ _____ x 157 =	\$ _____
		Manufacturer / Model #: _____		
TOTAL PRICE ALL ITEMS			=	\$ _____

*** Delivery is required between June 24, 2026 – August 1, 2026. No exceptions allowed.**

Bidder Name: _____

Estimated Delivery Date: _____