

**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**

<b>BID NO.: 8688-W6</b>
<b>DATE: April 13, 2026</b>
<b>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 23, 2026</b>
<b>(EMAIL COPIES ARE ACCEPTABLE)</b>
<b>EMAIL: <a href="mailto:gagliastroc@worcesterma.gov">gagliastroc@worcesterma.gov</a></b>
<b>CITY OF WORCESTER</b> <b>Christopher J. Gagliastro, MCPPO</b> <b>Purchasing Agent</b>
<b>BUYER: Christopher J. Gagliastro</b>

**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
1	1,000	<p><b>Furnish and Deliver classroom furniture (student chairs) per the attached specifications and requirements of City of Worcester Public Schools.</b></p> <p>Quotes may be emailed to <a href="mailto:gagliastroc@worcesterma.gov">gagliastroc@worcesterma.gov</a></p> <p>Please direct all questions pertaining to this bid to Chris Gagliastro via e-mail at <a href="mailto:gagliastroc@worcesterma.gov">gagliastroc@worcesterma.gov</a></p>	_____	_____	\$ _____	\$ _____

<p>ABOVE ARE FOR (DEPT.) <u>WORCESTER PUBLIC SCHOOLS – WORCESTER TECHNICAL HIGH SCHOOL</u></p> <p><b>DELIVERY TO BE F.O.B. (LOCATION) <u>1 OFFICER MANNY FAMILIA WAY, BUILDING E, WORCESTER, MA 01605</u></b></p> <p><b>DELIVERY IS REQUIRED BY: (DATE) <u>BY JUNE 30, 2026, NO EXCEPTIONS</u></b></p> <p>BIDDER TO INDICATE DELIVERY DATE: _____</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.**

**SCOPE / SPECIFICATIONS – FURNITURE – STUDENT CHAIRS, WORCESTER TECHNICAL HIGH  
SCHOOL / WPS  
Bid #: 8688-W6**

**1. Overview**

Worcester Technical High School is seeking to purchase 1,000 new student chairs to replace aging furniture in academic classrooms and shop areas. All chairs must be delivered to a single access point for internal distribution by school staff.

**Delivery Address:** Worcester Technical High School 1 Officer Manny Familia Way, Building E, Worcester, MA 01605

A reference image has been provided to show the general style desired. Final products must be similar in style and color and must meet the specifications below.

**2. Quantity Requirements**

- 1,000 chairs

**3. Product Specifications**

- Seat height: 18 inches
- Desk surface: High-pressure laminate or hard plastic; smooth and easy to clean.
- Frame: Welded steel with a chrome or powder-coated durable finish.
- Legs: Fixed height
- Shell: Polypropylene or equivalent; ergonomically contoured.
- Glides: Non-marring and suitable for VCT/tile flooring.
- Color: Blue.
- Style: Must closely match the reference image provided.
- Assembly: Chairs must be delivered fully assembled.

**4. Warranty Requirements**

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

**5. Delivery Requirements**

- All chairs must be delivered no later than June 30, 2026. No exceptions.
- Inside delivery to one designated location is required.
- Vendor must remove all packaging materials from the site.

- Vendor must contact Worcester Public Schools prior to the estimated delivery date to confirm the delivery schedule.

#### **6. Pricing Requirements**

- Bid pricing must include all associated costs, including shipping, handling, and any fuel or delivery fees.
- No additional charges will be accepted beyond the unit price.
- Vendors are requested to include product cut sheets and warranty documentation with their submission.

❖ Bidders shall be experienced in the furnishing and delivery of the type of goods and equipment identified in this bid or of similar nature.



