

**LOWER PIONEER VALLEY
EDUCATIONAL COLLABORATIVE
Cooperative Purchasing**

INVITATION FOR BID

Custodial Paper Supplies

**174 BRUSH HILL AVENUE
WEST SPRINGFIELD, MA 01089
(413) 735-2200**

**ANNA BISHOP
DIRECTOR OF FINANCE**

DATE: 5/27/2014

LOWER PIONEER VALLEY EDUCATIONAL COLLABORATIVE

BID SPECIFICATIONS

SECTION 1: GENERAL REQUIREMENTS

ADDENDA TO THE BID:

Should it become necessary to revise any part of the Invitation for Bid, notice of the revision will be given in the form of an addendum to all prospective Bidders on record as having received the Invitation for Bid. Each Bidder must acknowledge receipt of addenda, but the failure of a Bidder to receive or acknowledge receipt of any addendum shall not relieve the Bidder of the responsibility for complying with the terms thereof. Acknowledgement shall consist, minimally, of returning a signed copy of all addenda cover sheets as part of the Bid by the closing date and time. All addenda shall become a part of the Invitation for Bid. Acknowledgement of all addenda received must be submitted by the Bid closing date and time.

OPENING OF BIDS:

At the specified time and date stated in Section 2 all submitted Bids shall be publicly opened and recorded. Any interested parties may attend the opening, however, information received will be confidential until after final action by the Board of Governors, except as required by law.

PROPRIETARY INFORMATION:

The information provided in the Invitation for Bid is intended solely for internal use by the Bidder in response preparation. All information contained herein is proprietary and shall not be distributed to any third party, except as required by law.

RESTRICTIONS ON COMMUNICATION:

From the issue date of the Invitation for Bid and until a Contract has been awarded and announced, Bidders or the LPVEC are not allowed to communicate about the subject of the Invitation for Bid or a Bidder's submission, except as provided in the Questions instructions of Section 2.

BID COSTS:

Any recipient of the Invitation for Bid is responsible for any and all costs incurred by it or others acting on its behalf in preparing or submitting a bid, or otherwise responding to the Invitation for Bid, or any negotiations incidental to its bid or the Invitation for Bid.

INFORMATION CONTROL:

The following process described is intended to ensure that all prospective Bidders have equal access to information relative to the Invitation for Bid. As part of the Invitation for Bid preparation (which may have included previous discussions with selected prospective Bidders), every effort has been made to provide prospective Bidders with adequate disclosure. Each Bidder shall prepare a Bid based only on the information contained in the Invitation for Bid, notwithstanding any information that may have been previously provided. A prospective Bidder noting any inconsistency between the information contained in the Invitation for Bid and any information previously provided should request clarification.

No information communicated, either verbally or in writing, to or from a Bidder shall be effective unless confirmed by written communication contained in the Invitation for Bid, an addendum to the Invitation for Bid, a request for clarification or written response thereto, or in the Bid.

RESERVATION OF RIGHTS:

The Lower Pioneer Valley Educational Collaborative reserves the right to accept or reject any or all Bids not withdrawn before the opening date and to waive any irregularity or informality in the Bid process. The Lower Pioneer Valley Educational Collaborative reserves the right to conduct discussions, request additional information, and accept revisions of Bids from any or all Bidders.

Bids may not be withdrawn within **sixty (60) days** after the opening date. The Lower Pioneer Valley Educational Collaborative reserves the right to make such investigations as deemed prudent to determine Bidder's qualifications and eligibility including, but not limited to, requests for financial statements and company profiles.

FINALITY OF DECISION:

Any decision made by the Lower Pioneer Valley Educational Collaborative, including the selection of a vendor, shall be final.

EQUAL OPPORTUNITY:

LPVEC hereby notifies all Bidders that minority and women's business enterprises will be afforded full opportunity to submit bids in response to this **Invitation for Bid** and will not be subjected to discrimination on the basis of race, color, sex or national origin in consideration for an award.

RELEASE OF INFORMATION:

No Bidder shall make any press conference, news releases or announcements concerning its selection or non-selection for a contract prior to LPVEC's public release of said information or prior to the written approval of LPVEC.

BID FORMAT AND SUBMISSION REQUIREMENTS

This outlines the information that must be provided by Bidders and the required format for the Bid. Any bid which is not according to prescribed form, incomplete, not properly signed, or otherwise contrary to instructions may be rejected by the Lower Pioneer Valley Educational Collaborative. Please refer also to Section II, Key Dates, and Section III, Bid Instructions, for additional requirements.

Bidders must demonstrate an understanding of the bid requirements set forth and shall provide information relating to the elements listed in sufficient detail to allow LPVEC to conduct an informed and fair selection process. Bidders are required to submit the following information which will be used by LPVEC in evaluating bids:

A. **Bids:** Each Bidder must submit two (2) complete copies with the original Bid, price sheets and bid forms, signed by an authorized member of the company. This should be the highest-ranking officer at the local level.

B. **Exceptions:** Any exceptions to the specifications or any other special considerations or conditions requested or required by the Bidder shall be enumerated by the Bidder and submitted as part of its Bid, together with an explanation as to the reason the specifications cannot be met. Each Bidder shall be required and expected to meet the specifications in their entirety, except to the extent exceptions are expressly noted in its Bid.

C. **Bid Deposit (if Required) NOT REQUIRED FOR THIS BID:** All general bids shall be accompanied by a bid deposit in the form of a certified, cashier's or treasurer's check issued by a responsible bank or trust company made payable to the Lower Pioneer Valley Educational Collaborative or a bid bond, in an amount not less than five percent (5%) of the value of the bid as a guarantee of good faith. This amount shall function as Bid Deposit until such time as contract(s) is/are negotiated between the Lower Pioneer Valley Educational Collaborative and the successful Bidder.

Should any Bidder(s) to whom an award is made fail to enter into contract within fifteen (15) days after receipt of notice of the award, the amount so received from such Bidder(s), through certified check, shall become the property of the Lower Pioneer Valley Educational Collaborative as liquidated damages to compensate for losses due to delay and/or increased costs in delivery of vehicles. The

Bid Security from the two lowest Bidders will be retained until the successful Bid has been approved by the Lower Pioneer Valley Educational Collaborative. The Bid Securities of all other Bidders will be returned within ten (10) days after the bid opening.

D. **Bid Form:** Bidder will sign and attach the bid form to their submittal. Form must be signed by an authorized member of the company. This should be the highest-ranking officer at the local level.

E. **Non-Collusion Statement:** Bidder will sign and attach the Non-Collusion Statement form to their submittal. By submitting a bid to LPVEC, Bidder will certify that their offer is in all respects bona fide, fair, and made without collusion or fraud with any person. As used in this section, "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

F. **Tax Compliance Certificate:** Bidder will sign and attach the Tax Compliance form to their submittal. Bidders are further advised that upon signing a contract, the selected vendor must certify that it has complied with any and all laws of The Commonwealth relating to taxes, reporting of employees, and withholding and remitting of child support as required by Mass. Gen. Laws c.62C §49A and the Child Care Act, Stat. 1990, c.521, §7, as amended by Stat 1991, c.329 as provided in the contract. A vendor's failure to certify compliance with said laws would be cause for LPVEC not to enter into a contract. LPVEC further reserves the right to investigate, at any time prior to its execution of a contract or during the term of a contract, any information indicating that there has been a failure to comply with said laws. If LPVEC determines that any selected vendor has not complied with said laws, it shall decline to enter into a contract and may decline to extend the contract.

CONTRACT AWARD

The award will be made to the most responsible and responsive bidder who meets or exceeds the minimum specifications and submits the lowest net purchase cost of the software.

Under the rules established in Massachusetts General Law Chapter 30B, the LPVEC will select those bids that meet all of the minimum requirements as outlined in the IFB and which are determined to be both responsive (those that offer all of the services requested in the IFB and contain all of the required information and forms properly completed) and those that are responsible (those with the capability, integrity and reliability to perform under the contract) as outlined in this section.

Notice of acceptance of bid, given or mailed, within thirty (30) business days after the opening of bids shall constitute acceptance of any item therein, conditioned on the submission by the successful Bidder of any evidence of ability to perform (satisfactory to the LPVEC), receipt of the successful bidder's Bid Security, Performance Bond, or any other assurances, and execution of the contract by the LPVEC.

In the event that the LPVEC and its participating members receive low bids in identical amounts from two or more responsive and responsible Bidders, the LPVEC and its participating members shall select the successful Bidder using a blind selection process by flipping a coin. The low Bidders who are under consideration will be invited to attend and observe the selection process.

The LPVEC reserves the right to accept or reject any and all bids or any item(s) thereof and to award the contract as the LPVEC deems is in it's, and other participants', best interest.

The requirements set forth in these specifications are considered binding and a part of the contract(s) with the successful bidder(s).

LOWER PIONEER VALLEY EDUCATIONAL COLLABORATIVE

COOPERATIVE PURCHASING

**Invitation for Bids
For
Custodial Paper Supplies**

Section 2. Key Dates and Bid Submission Requirements

The LPVEC invites sealed bids from Contractors for CUSTODIAL PAPER SUPPLIES.

Bid documents will be available electronically via email from pschroeder@lpvec.org or for pickup at the LPVEC Central Office, 174 Brush Hill Avenue, West Springfield, MA **after Noon on May 27, 2014** or by calling 413-735-2200 after said time. There will be no charge for contract documents. Bid surety is not required.

If any changes are made to this IFB, an addendum will be issued. Addenda will be emailed or faxed to all bidders on record as having picked up the IFB.

Questions arising from any of the documents comprising this bid proposal must be submitted in writing to the LPVEC, 174 Brush Hill Avenue, West Springfield, MA 01089 or via e-mail (pschroeder@lpvec.org) at least two (2) business days prior to the scheduled time of bid opening. Written answers will be on file in the LPVEC Office for review. No questions will be answered orally to any person requesting such.

Bids signed with the name and address of the bidder should be submitted in a sealed envelope that is plainly marked in the lower left-hand corner: **"BID: CUSTODIAL PAPER SUPPLIES"**

All bids shall be submitted as **one ORIGINAL and one COPY**.

Bids will be received until: **11:00 a.m., Tuesday, June 10, 2014** at the LPVEC Central Office, 174 Brush Hill Avenue, West Springfield, MA 01089. If, at the time of the scheduled bid opening, LPVEC is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the bid opening will be postponed until 11:00 a.m. on the next normal business day. Bids will be accepted until that date and time.

Immediately following the deadline for bids all bids received within the time specified will be publicly opened and recorded.

The contract will be awarded within thirty (30) days after the bid opening.

After the bid opening, a bidder may not change any provision of the bid in a manner prejudicial to the interests of the LPVEC, its participants or fair competition. Minor informalities will be waived or the bidder may be allowed to correct them. If a mistake and the intended bid are clearly evident on the face of the bid document, the mistake will be corrected to reflect the intended correct bid, and the bidder will be notified in writing; the bidder may not withdraw the bid. A bidder may withdraw a bid if a mistake is clearly evident on the face of the bid document, but the intended correct bid is not similarly evident.

All bids are subject to the provisions of M.G.L. Chapter 30B.

A bid must be signed as follows: 1) if the bidder is an individual, by her/him personally; 2) if the bidder is a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the bidder is a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed.

Responsive bids must include a FY 2015 bid form, a non-collusion form, a tax compliance certificate, and bid pricing sheets included in this IFB. Any bid, which is not according to prescribed form, incomplete, not properly signed, otherwise contrary to instructions, may be rejected by the LPVEC.

Section 3: Bid Instructions

I. General

Multiple bids for the same item from the same vendor will not be considered. **Please only submit one bid per item.** If you submit multiple bids on the same item, all your bids for that item may be disqualified at the discretion of the Cooperative Purchasing Manager.

Please note the changes in quantity descriptions for plastic can liners. All prices are to be quoted per 100 bags. You also need to provide your case quantity and case weight. This is because different manufacturers have different case sizes for the same size bags. Please calculate your price per 100 bags carefully. You will be held to the bid amount you enter on the bid pricing sheet.

The right is reserved to reject any and all bids, to waive informalities, and to make award as may be determined to be in the best interest of the LPVEC and its participating members.

A bidder may correct, modify, or withdraw a bid by written notice received by the LPVEC prior to the time and date set for the bid opening. Bid modifications must be submitted in a sealed envelope clearly labeled "Modification No.____." Each modification must be numbered in sequence and must reference the original IFB.

The LPVEC reserves the right to ask any additional questions regarding bids in order to analyze the overall results.

The LPVEC may cancel this IFB, or reject in whole or in part any and all bids, if the LPVEC determines that cancellation or rejection serves the best interests of the Participants.

II. Price Duration

All bid prices submitted in response to this IFB must remain firm from date of bid opening until September 15, 2014. Award will be made to the lowest, responsible, and responsive bidder for each line item. All bidders must provide a unit price for each item listed on the attached bid pricing sheets.

III. Purchase Description/Scope of Services

LPVEC and its participating members are accepting bids for Custodial Supplies as per the bid pricing sheet attached. All bids must be submitted in the manner and form prescribed by the Specifications which control award of the contract(s). Bid awards will be made on a per item basis to the lowest responsive and responsible bidder.

All prices shall be F.O.B. destination inside individual schools of the participating member delivery address as listed in this IFB. Delivery shall be F.O.B. the participating member delivery address as specified by the purchase order.

No charges will be allowed for packing, crating, freight, express or cartage unless specifically stated and included in the bid.

A minimum \$100 order is required for F.O.B. delivery. For orders less than \$100, the awarded vendor may charge a reasonable and customary shipping fee.

Purchases made by the LPVEC and its participating members are exempt from Federal excise taxes and State and Local sales taxes, and bid prices must exclude any such taxes. Tax exemption certificates will be furnished upon request.

All bids shall be based on the quantities set forth on the attached bid form. These quantities shall be used as a basis for the comparison of the bid proposals. It is agreed that the quantities given in this proposal are assumed solely as a basis for the comparison of the proposals. While the quantities are based on the LPVEC and its participating members best estimates during the term of this Contract, the LPVEC and its participating members does not expressly or by implication agree that the quantities will even approximately correspond herewith, and the LPVEC and its participating members reserves the right to increase or diminish the amount of any product as it may deem necessary, without change of price per unit of quantity.

Time, in connection with discount offered, will be computed from the date of delivery to the participating member, as specified on the purchase order, or from the date corresponding invoice is received by the participating member, if the latter date is later than the date of delivery.

All packages, cartons, or other containers must be clearly marked with a) the school designation, b) a packing slip with contents or item number from specifications, c) the number of boxes on shipment, d) the purchase order number, and e) the vendor's name and order number.

Deliveries shall be made to approximately 50 schools as per the participant address delivery list. All deliveries shall be made to the inside of the buildings and vendors are cautioned to notify their shipping contractors that adequate assistance must be provided at the point of delivery. No sidewalk deliveries will be accepted.

Deliveries shall be made between the hours of 7:00 a.m. and 2:00 p.m., Monday through Friday. Contacting LPVEC or its participating members requires forty-eight (48) hours notice of delivery. LPVEC and its participating members shall not be responsible for deliveries that cannot be made because notice was not received in time.

Deliveries are to be completed within thirty (30) calendar days after receipt of the order unless otherwise indicated or notified by the Vendor and approved in writing by the LPVEC or its participating members.

IV. Quality Requirements

Where specific Name Brand items are requested and "or equal" is not indicated, an "Equal" will **not** be accepted. The specification is for that specific product **only**.

Where the product is described with "Or Equal" at the end, an item equal to that named or described in the specifications of the contract may be furnished by the Vendor and the naming of any commercial name, trademark or other identification shall not be construed to exclude any item or manufacturer not mentioned by name or as limiting competition but shall establish a standard of equality only. An item shall be considered equal to the item so named or described if (1) it is at least equal in quality, durability, appearance, strength and design; (2) it will perform at least equally the function imposed by the general design for the work being contracted for or the material being purchased; and (3) it conforms substantially, even with deviations, to the detailed requirements for the item in the specifications.

The name and identification of all materials other than the one specifically named shall be submitted to the LPVEC and its participating members in writing for approval, prior to purchase, use or fabrication of such items. Subject to the provisions of M.G.L., Ch. 30, Sec. 39J, approval shall be at the sole discretion of the LPVEC and its participating members, shall be in writing to be effective, and the decision of the LPVEC and its participating members shall be final. The LPVEC and its participating members may require tests of all materials so submitted to establish quality standards at the Vendor's expense. All directions, specifications and recommendations by manufacturers for installation, handling, storing, adjustment and operation of their equipment shall be complied with; responsibility for proper performance shall continue to rest with the Vendor.

Trash can liners are specified as to size, thickness, number of bags per case and net weight of a case of bags. Color can be either black or clear (unless specified clear), depending on the customary practices of the manufacturer. A sample of each bag bid on must be provided in addition to the information required on the bid sheet. You are required to submit your price per 100 bags, your number of bags per case and your case weight as well as your price per case. Bids for can liners that are smaller, thinner or lighter than specified will be rejected as non responsive bids.

Specification of trash can liners is in compliance with Federal Regulations for manufacturing and labeling. All cases delivered to participating schools **must** be labeled with the bag dimensions in inches, the thickness in microns or mils, the number of bags in the case and the net weight of the bags in the case. In addition, the label must indicate the manufacturer of the bags and location of the manufacturer. Shipments of Cases without the proper labels will be refused. Upon inspection, invoices for bags that are of inferior quality, not to specifications in any manner, will not be paid and the bags will be returned at the vendor's expense.

If the sample bag submitted is obviously not of the thickness specified, the vendor's bid for that bag will be rejected as not to specification. If the rejected vendor insists that their bag meets the specifications, the LPVEC and its participating members will require tests of the sample to establish quality standards, at the Vendor's expense. Responsibility to prove proper performance shall rest with the Vendor.

Samples: All bidders must supply a sample of any item with a "X" indicated in the Sample Required column. Bids submitted without including a sample will be rejected.

Warranty: The successful bidder shall replace, repair or make good, without cost to the LPVEC and its participating members, any defects or faults arising within one (1) year after date of acceptance of articles furnished hereunder (acceptance not to be unreasonably delayed) resulting from imperfect or defective work done or materials furnished by the Vendor.

Material Safety Data Sheets (MSDS) must be forwarded to LPVEC and its participating members within thirty (30) days after the bid award. All products must be properly labeled with the product name, manufacturer's name, address and emergency telephone number, ingredients, cautions, warnings, hazard rating and first aid.

Indemnification: The Vendor shall indemnify and save harmless the LPVEC and its participating members and all persons acting for on behalf of it from all suits and claims against them, or any of them, arising from or occasioned by the use of any material, equipment or apparatus, or any part thereof, which infringes or is alleged to infringe on any patent rights. In case such material, equipment or apparatus, or any part thereof, in any such suit is held to constitute infringement, the Seller, within a reasonable time, will at it's expense, and as the LPVEC and its participating members may elect, replace such material, equipment or apparatus with non-infringing material, equipment or apparatus, or remove the material, equipment or apparatus, and refund the sums paid therefore.

V. Rule for Award

The LPVEC will award contract(s) to the responsive and responsible bidder(s) offering the lowest price(s) for each of the items specified.

The award to the successful bidder may be canceled if the successful bidder shall fail to prosecute the work with promptness and diligence.

The successful bidder shall comply with all applicable Federal, State and Local laws and regulations.

In the event that the LPVEC and its participating members receive low bids in identical amounts from two or more responsive and responsible Bidders, the LPVEC and its participating members shall select the successful Bidder with a blind selection process by flipping a coin. The low Bidders who are under consideration will be invited to attend and observe the selection process.

VI. Additional Contract Terms and Conditions

Verbal orders are not binding on the LPVEC and its participating members and deliveries made or work done without formal Purchase Order or Contract are at the risk of the Vendor or Contractor and may result in an unenforceable claim.

The Vendor shall agree to indemnify, defend and hold the LPVEC and its participating members harmless from any and all claims arising out of the performance of this contract.

Any vendor who receives an order or orders resulting from this invitation agrees to submit a Material Safety Data Sheet (MSDS) for each toxic or hazardous substance or mixture containing such substance, pursuant to M.G.L., Ch. 111F, SS8, 9 and 10 and the regulations contained in 441 CMR SS 21.06 when deliveries are made. The vendor agrees to deliver all containers properly labeled pursuant to M.G.L. Ch. 111F, SS 7 and the regulations contained in 441 CMR SS 21.05. Failure to submit an MSDS and/or label on each container will place the vendor in noncompliance with the purchase order. Failure to furnish MSDSs and/or labels on each container may result in civil or criminal penalties, including bid debarment and action to prevent the vendor from selling said substances or mixtures containing said substances within the Commonwealth. All vendors furnishing substances or mixtures subject to Chapter 111F of the M.G.L. are cautioned to obtain and read the law and rules and regulations referred to above. Copies can be obtained from the State House Book Store, Secretary of State, State House, Room 117, Boston, MA 02133, (617-727-2834) for \$2.00 plus \$.65 postage.

Invoices shall be billed to Accounts Payable of the appropriate bid participant (reference Page 9 of IFB) at the billing address listed on the purchase order.

Invoices must be in triplicate, by school, including the a) purchase order number, b) school name, c) item number, d) quantities, e) description, f) unit price and g) totals.

VII. Submittal Requirements

- Signed Bid Form with legible bid pricing sheet. **One** price per item only. . (Your prices should be filled in on the bid pricing sheet using your computer. Print and submit it with your bid package.)
- Signed Non-Collusion Form
- Signed Tax Compliance Form
- Sample where X indicates a sample required.

FAILURE TO COMPLY WITH THESE TERMS AND CONDITIONS WILL RESULT IN THE REJECTION OF YOUR BID IN PART OR IN WHOLE OR IN THE CANCELLATION OF YOUR CONTRACT.

PARTICIPATING MEMBERS

Agawam Public Schools

Belchertown Public Schools

Central Berkshire Regional School District

Chicopee Public Schools

East Longmeadow Public Schools

Hampden/Wilbraham Regional School District

Longmeadow Public Schools

Lower Pioneer Valley Educational Collaborative

Ludlow Public Schools

Mohawk Trail Regional School District

Pittsfield Public Schools

South Hadley Public Schools

Southwick/Tolland Regional School District

West Springfield Public Schools

Westfield Public Schools

DELIVERY LOCATIONS

School Name	Street	City	State	Zip	Phone #
James Clark Elementary School	65 Oxford Street	Agawam	MA	01001	413-821-0571
Granter Elementary School	31 Westfield Street	Agawam	MA	01001	413-821-0580
Robinson Park Elementary School	65 Begley Street	Agawam	MA	01001	413-821-0582
Agawam Middle School	68 Main Street	Agawam	MA	01001	413-789-1400
Agawam High School	760 Cooper Street	Agawam	MA	01001	413-821-0530
Belchertown High School	142 Springfield Street	Belchertown	MA	01007	413-323-9419
Chestnut Hill Community School	59 State Street	Belchertown	MA	01007	413-323-0437
Swift River Elementary School	57 State Street	Belchertown	MA	01007	413-323-0472
Jabish Brook Middle School	62 North Washington St.	Belchertown	MA	01007	413-323-0433
Cold Spring School	57 South Main Street	Belchertown	MA	01007	413-323-0428
Craneville Elementary	71 Park Avenue	Dalton	MA	01226	413-684-0209
Berkshire Trail Elementary	Main Street	Cummington	MA	01026	413-634-5327
Becket Washington Elementary	12 Maple Street	Becket	MA	01223	413-623-8757
Kittredge Elementary	80 Maple Street	Hinsdale	MA	01235	413-655-2525
Nessacus Middle School	35 Fox Road	Dalton	MA	01226	413-684-0780
Wahconah Regional High School	150 Windsor Road	Dalton	MA	01226	413-684-1330
Chicopee Academy	650 Front St.	Chicopee	MA	01013	413-549-3417
Birchland Park School	55 Hanward Hill	E. Longmeadow	MA	01028	413-525-5480
East Longmeadow High School	180 Maple St.	E. Longmeadow	MA	01028	413-525-5460
Mapleshade School	175 Mapleshade Ave.	E. Longmeadow	MA	01028	413-525-5488
Meadow Brook School	607 Parker Street	E. Longmeadow	MA	01028	413-525-5476
Mountain View School	77 Hampden Road	E. Longmeadow	MA	01028	413-525-5490
Green Meadows School	38 North Road	Hampden	MA	01036	413-566-3263
Thornton Burgess School	85 Wilbraham Road	Hampden	MA	01036	413-566-8950
Memorial School	310 Main Street	Wilbraham	MA	01095	413-596-6821
Mile Tree School	625 Main Street	Wilbraham	MA	01095	413-596-6921
Minnechaug Regional High School	621 Main Street	Wilbraham	MA	01095	413-596-9011
Soule Road School	300 Soule Road	Wilbraham	MA	01095	413-596-9311
Stony Hill School	675 Stony Hill Road	Wilbraham	MA	01095	413-599-1950
Wilbraham Middle School	466 Stony Hill Road	Wilbraham	MA	01095	413-596-9061
Blueberry Hill School	275 Blueberry Hill Road	Longmeadow	MA	01106	413-565-4280
Glenbrook Middle School	110 Cambridge Circle	Longmeadow	MA	01106	413-565-4250
Longmeadow High School	95 Grassy Gutter Road	Longmeadow	MA	01106	413-565-4220
Williams Middle School	410 Williams Street	Longmeadow	MA	01106	413-565-4260
Wolf Swamp School	62 Wolf Swamp Road	Longmeadow	MA	01106	413-565-4270
LPVEC	174 Brush Hill Avenue	West Springfield	MA	01089	413-735-2200
Baird Middle School	109 Sportsman Road	Ludlow	MA	01056	413-583-5685
Chapin Street School	766 Chapin Street	Ludlow	MA	01056	413-583-5031
East Street School	508 East Street	Ludlow	MA	01056	413-583-9121
Ludlow High School	500 Chapin Street	Ludlow	MA	01056	413-583-9001
Veterans Park Elementary School	486 Chapin Street	Ludlow	MA	01056	413-583-5695
Buckland-Shelburne School	75 Mechanic Street	Shelburne Falls	MA	01370	413-625-2521
Colrain Central School	22 Jacksonville Road	Colrain	MA	01340	413-624-3451
Heath Elementary School	18 Jacobs Road	Heath	MA	01346	413-337-5307
Mohawk Trail Regional School	26 Ashfield Road	Shelburne Falls	MA	01370	413-625-9811
Sanderson Academy	808 Cape Street	Ashfield	MA	01330	413-628-4404
Hawlemont Regional School	10 School Street	Charlemont	MA	01339	413-339-8316
Rowe Elementary School	86 Pond Road	Rowe	MA	01367	413-339-8381
Pittsfield School Dept. Stockroom	280 Newell Street	Pittsfield	MA	01201	413-499-9502
Mosier Elementary School	101 Mosier Street	South Hadley	MA	01075	413-538-5077
Plains School	Granby Road	South Hadley	MA	01075	413-538-5068

South Hadley High School	Newton Street	South Hadley	MA	01075 413-538-5063
South Hadley Middle School	100 Mosier Street	South Hadley	MA	01075 413-538-5074
Powder Mill Middle School	94 Powder Mill Road	Southwick	MA	01077 413-569-5951
Southwick-Tolland RSD	93 Feeding Hills Road	Southwick	MA	01077 413-569-6171
STRSD Bus Garage	80B Powder Mill Road	Southwick	MA	01077 413-569-6896
Woodland Elementary School	80 Powder Mill Road	Southwick	MA	01077 413-569-6598
Granville Elementary School	409 Main Rd.	Granville	MA	01034 413-569-5391
West Springfield High School	425 Piper Road	West Springfield	MA	01089 413-263-3404
Westfield Schools Central Maint.	32 W. Silver St.	Westfield	MA	01085 413-572-6492

The above list of delivery locations should NOT be considered all-inclusive.

Participating members may require other delivery locations.

SUBMITTAL FORM I

BID FORM

LPVEC COOPERATIVE PURCHASING CUSTODIAL PAPER SUPPLIES

Company Name: _____

Address: _____

Telephone #: _____ Fax _____

Email Address: _____

The undersigned proposed to furnish quality and quantity of the items as submitted on the attached bid lists.

Legal steps will be taken by the LPVEC and its member districts if your company does not honor the bid as presented by your company and accepted by the LPVEC and its members.

Signature: _____

Typed Name: _____

Title: _____

Date: _____

The LPVEC, acting through its Board of Governors, reserves the right to accept or reject any or all bids in whole or part, and to waive any informalities in bids received if it is in the public interest to do so.

If this proposal is to be made by a corporation, the following authorizations should accompany this proposal:

- I. A copy of the bylaws of the corporation that authorize officers of this corporation to sign and execute proposals.
- II. A copy of the vote electing officers of the corporation.
- III. A copy of the vote of the Board of Directors authorizing the particular officers to sign and execute this proposal and that the above votes are still in full force and effect, as of the date of the signing of this proposal.

SUBMITTAL FORM II
CERTIFICATE OF NON-COLLUSION

As per Chapter 30B, Section 10, any person submitting a bid for the procurement of goods or services to any governmental body shall certify in writing, on the bid or bid, as follows:

The undersigned certifies under penalties of perjury that his/her bid 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.

Authorized Signature

Printed Name

Company

Date

SUBMITTAL FORM III

CERTIFICATE OF TAX COMPLIANCE

MASS. GENERAL LAWS, CH. 62C, S: 49A (b)

I hereby certify that I have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding of child support. Signed under the pains and penalty of perjury:

Note to Contractor: Please sign at (1) or (2), whichever applies

(1) Individual Contractor _____
(Contractor's Name and Signature)
Social Security Number _____

(2) Corporation,
Association or Partnership _____
(Contractor's Name)
Federal Tax ID Number, or
Social Security Number _____

By: _____
(Authorized Signature)

CHAPTER 62C. ADMINISTRATIVE PROVISIONS RELATIVE TO STATE TAXATION

Chapter 62C: Section 49A Certification of compliance with tax laws as prerequisite to obtaining license or governmental contract

Section 49A. (a) Any person applying to any department, board, commission, division, authority, district or other agency of the commonwealth or any subdivision of the commonwealth, including a city, town or district, for a right or license to conduct a profession, trade or business, or for the renewal of such right or license, shall certify upon such application, under penalties of perjury, that he has complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support. Such right or license shall not be issued or renewed unless such certification is made. (b) No contract or other agreement for the purposes of providing goods, services or real estate space to any of the foregoing agencies shall be entered into, renewed or extended with any person unless such person certifies in writing, under penalties of perjury, that he had complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support. (c) Any such agency, which has been notified by the commissioner pursuant to section forty-seven A that a person who holds a license or certificate of authority issued by such agency or who has agreed to furnish goods, services or real estate space to such agency has neglected or refused to file any returns or to pay any tax required under this chapter and that such person has not filed in good faith a pending application for abatement of such tax or a pending petition before the appellate tax board contesting such tax or has been penalized pursuant to section 9 of chapter 62E for failure to comply with the provisions under said chapter 62E relating to reporting of employees and contractors, or has been penalized pursuant to paragraph (3) of subsection (f) of section 12 of chapter 119A for failure to comply with the provisions under said chapter 119A relating to withholding and remitting child support, shall refuse to reissue, renew or extend such license, certificate of authority, contract or agreement until the agency receives a certificate issued by the commissioner that the person is in good standing with respect to any and all returns due and taxes payable to the commissioner as of the date of issuance of said certificate, including all returns and taxes referenced in the initial notification or, if the licensee has been penalized for failure to comply with the provisions relating to reporting of employees and contractors under chapter 62E or withholding and remitting child support under chapter 119A, a certificate issued by the commissioner that the licensee is in compliance with said provisions. (d) Any person who owns or leases a motor vehicle or trailer that is required to be registered in the commonwealth under chapter 90 and improperly registers the motor vehicle or trailer in another state or misrepresents the place of garaging of the motor vehicle or trailer in another city or town, shall be considered in violation of laws of the commonwealth relating to taxes under chapter 60A, chapter 64H or chapter 64I. The right, license or contract provided for in subsections (a) and (b) shall not be issued or renewed until the person or business entity has paid all taxes due at the time of application for such right, license or contract. (e) Any person who, for the purpose of evading payment of a tax pursuant to chapters 59 to 64J, inclusive, willfully makes and subscribes any return, form, statement or other document pursuant to subsection (a), (b) or (d) that contains or is verified by a written declaration that is made under the penalties of perjury, and that contains information that he does not believe to be true and correct as to every matter material to his compliance with all laws of the commonwealth relating to taxes, shall be subject to section 73.