

**FILE NO. 11694 Sale of Surplus Mathematics Teacher Guides;
 SUBMIT INVITATION FOR BID PRIOR TO: 11:00 a.m. on Thursday, July 25, 2024.**

INVITATION FOR BID	
FILE #:	11694
COMMODITY:	SALE OF SURPLUS MATHEMATICS TEACHER GUIDES
NAME OF BIDDER:	
BIDDER'S FED. ID#:	

If, at the time of the scheduled bid opening, City Hall is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the bid opening will be postponed to the same time on the next normal business day. Bids will be accepted until that date and time.

TO: Elizabeth Unger, Purchasing Agent PH: 617-349-4310
795 Massachusetts Avenue
Cambridge, MA 02139

The undersigned submits this sealed bid to provide the commodity or services identified above, described in the specifications herein and advertised in the **Cambridge Chronicle** on **Thursday, July 11, 2024** which is to be opened and publicly read at the Office of the Purchasing Agent, City Hall, 795 Massachusetts Ave., Cambridge, MA 02139 at **11:00 a.m. on Thursday, July 25, 2024**.

This bid may be downloaded from the City's web site, www.cambridgema.gov/departments/purchasing, Current Bid Opportunities, View Invitation for Bids, File No. 11694. Parking is limited at this location. It is strongly recommended that the bids are mailed or delivered in advance of the due date and time. Late bids will not be accepted.

Sealed general bids will be received at the Purchasing Department, City Hall, 795 Massachusetts Avenue, Cambridge, MA 02139 or via a Grey locked drop box labeled "Purchasing Dept" located at the rear entrance until Thursday, July 25, 2024 prior to 11:00 a.m. Bids being hand delivered or sent via courier (other than USPS) may be delivered in person to 5 Bigelow Street, Cambridge, MA during normal business hours. It is the responsibility of the Bidder to ensure delivery of bid submission prior to deadline to the Purchasing Department.

The undersigned certifies that this bid is made without collusion with any other person, firm or corporation making any other bid or who otherwise would make a bid. The undersigned agrees to furnish the commodity or services in strict accordance with the bid documents, which consist of this Invitation for Bid and all attachments hereto. **"The submitted bid must be without conditions, exceptions or modifications to the bid document"**.

The envelope containing the bid must be labeled: "This envelope contains a bid for **File no. 11694 Sale of Surplus Mathematics Teacher Guides opened at 11:00 a.m. on Thursday, July 25, 2024. The bid and all documents submitted with it are public records.** Bids not sent by courier can be dropped off to a locked drop box located at the rear entrance of City Hall. The box will be checked at the scheduled submission deadline.

This bid process and the award of the contract are made in conformity with M.G.L. c. 30B, unless otherwise stated. See other side of this form for General Terms and Conditions that shall become part of any Contract awarded through this Invitation for Bid.

This bid includes addenda numbered: _____

SIGNATURE OF BIDDER: _____

TITLE OF SIGNATORY _____

ADDRESS OF BIDDER _____

TELEPHONE # _____ **FAX #** _____

EMAIL ADDRESS _____

Please check one of the following and insert the requested information:

Corporation incorporated in the State of: _____

Partnership. Names of partners: _____

Individual: _____

NAME OF BIDDER: _____

**FILE NO. 11694 Sale of Surplus Mathematics Teacher Guides;
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- LAWS:** **GENERAL TERMS AND CONDITIONS**
- All deliveries shall conform in every respect with all applicable laws of the Federal government, Commonwealth of Massachusetts and City of Cambridge.
- EQUAL OPPORTUNITY:** The Vendor in the performance of the contract shall not discriminate on the grounds of race, color, religious creed, national origin or ancestry, age, disability, sexual orientation, marital status, family status, military status, source of income, or sex in employment practices or in the selection or retention of subcontractors, and in the procurement of materials or rental of equipment. The City may cancel, terminate or suspend the contract in whole or in part for any violation of this paragraph
- TAXES:** Purchases made by the City are exempt from the payment of Federal excise tax and the payment of Commonwealth of Massachusetts sales tax (except for gasoline) and any such taxes must not be included in the bid prices.
- QUANTITIES:** Unless otherwise stated, the quantities set forth herein are ESTIMATES ONLY. The City reserves the right to purchase the commodity(ies) specified in any amount less than the estimated amount.
- BID PRICES:** Bid prices shall include transportation and delivery charges fully prepaid to the City of Cambridge destination. Where the unit price and the total price are at variance, the unit price will prevail.
- PAYMENT SCHEDULE:** Payment shall be in accordance with milestones specified in the scope of work. The City shall not prepay for goods or services.
- DELIVERY AND PACKAGING:** Deliveries must be made in such quantities as called for in the purchase order and in the manufacturer's original packages. All deliveries must be **"inside" delivery with no assistance from City personnel. Tailgate deliveries will not be accepted.** Rejected material will be returned to the vendor at the vendor's expense.
- MODIFICATION OF BIDS:** Prior to bid opening, a bidder may correct, modify or withdraw its bid by making the request in writing prior to the time and date for the bid opening. All corrections and modifications must be delivered to the Purchasing Department in a sealed envelope indicating that it contains a modification or correction of the original bid submitted for the particular commodity and indicating the time and date of the bid opening.
- REJECTION OF BIDS:** The City reserves the right to reject any and all bids if it is in best interest of the City to do so.
- AWARD OF CONTRACT:** Contract(s) will be awarded within forty-five days of the bid opening unless award date is extended by consent of all parties concerned. The continuation of any contract into the next fiscal year shall be subject to the appropriation and availability of funds.
- INDEMNITY:** Unless otherwise provided by law, the Vendor will indemnify and hold harmless the City against any and all liability, loss, damages, costs or expenses for personal injury or damage to real or tangible personal property which the City may sustain, incur or be required to pay, arising out of or in connection with the performance of the Contract by reason of any negligent action/inaction or willful misconduct by the Contractor, its agents, servants or employees
- TERMINATION OF CONTRACT:** Except as otherwise provided in the Articles of Agreement, the City may terminate the contract upon seven days' notice.
- ASSIGNABILITY:** The Vendor shall not assign, sell, subcontract or otherwise transfer any interest in this contract without the prior written consent of the City.

MATERIAL SAFETY DATA SHEETS: Pursuant to M.G.L. c. 111F, ss. 8, 9, and 10, any vendor who receives a contract resulting from this invitation agrees to submit a Material Safety Data Sheet for each toxic or hazardous substance or mixture containing such substance when deliveries are made. The vendor agrees to comply with all requirements set forth in the pertinent laws above.

NAME OF BIDDER: _____

**FILE NO. 11694 Sale of Surplus Mathematics Teacher Guides;
SUBMIT INVITATION FOR BID PRIOR TO: 11:00 a.m. on Thursday, July 25, 2024.**

TO: Elizabeth Unger, Purchasing Agent
795 Massachusetts Avenue
Cambridge, MA 02139

The undersigned hereby proposes to provide all labor, materials, equipment necessary to provide the Sale of Surplus Mathematics Teacher Guides for the City of Cambridge all in accordance with the attached specifications and following proposal schedule.

Multiple awards may be made as a result of this invitation to bid. Each award shall be to the highest responsive and responsible bidder providing the highest price for each item as a result of this Invitation for Bid.

An award will be notified within forty-five days of the bid opening, unless award date is extended by consent of all parties concerned.

Prior to the Bid opening, a bidder may correct, modify or withdraw its Bid by making the request in writing prior to the time and date for the bid opening. All corrections and modifications must be delivered to the Purchasing Department in a sealed envelope with a notation on the envelope indicating that it contains a modification or correction of the original Bid submitted for the particular commodity and indicating the date and time of the Bid opening.

Questions

Questions concerning this Invitation for Bid **must be submitted in writing and emailed to: purchasing@cambridgema.gov prior to 11:00 a.m. on Wednesday, July 17, 2024** An addendum will be posted to the Purchasing website notifying all bidders of the questions and answers. It is the responsibility of the bidder to check the website for any addenda. **Please check the website for any addenda before submitting your bid.**

Bid Results

The tab sheet and the contract award information will not be individually mailed to the bidders. A tab sheet with the bid results will be posted to the website soon after the bid opening. The tab sheet will include the "contract award" information as soon as it is determined.

Confidentiality and Public Records Law

All bids or other materials submitted by the vendor in response to this Invitation to Bid will be open for inspection by any person and in accordance with the Massachusetts Public Records Law.

NAME OF BIDDER: _____

**FILE NO. 11694 Sale of Surplus Mathematics Teacher Guides;
SUBMIT INVITATION FOR BID PRIOR TO: 11:00 a.m. on Thursday, July 25, 2024.**

SCOPE OF SERVICES

The undersigned hereby proposes to purchase 2022 or 2023 used Mathematics teachers' guides from the City of Cambridge in accordance with the following terms.

All interested bidders are highly encouraged to call Heidi Fessenden at 617- 852-2933 to set up an appointment to view the items listed below in the price proposal section.

An award for each section will be made to the highest bidder. The City reserves the right to reject any or all bids if the City considers the bids received to be unreasonably low.

Upon notification of award, the successful bidder must forward a **certified check within ten business days** made payable to the City of Cambridge for the award. Please mail checks to the following address:

City Hall
Purchasing Department
795 Massachusetts Ave
Cambridge, 02139

The successful bidder must finalize the purchase and remove the item (or items) at the bidder's own expense **within Fifteen working days from the date of the notice of award**, excluding Saturdays, Sundays and Holidays.

Please see attached tables for details. A bidder may bid on any or all of the listed sections. Individual awards will be based on highest acceptable bid per section.

NAME OF BIDDER: _____

**FILE NO. 11694 Sale of Surplus Mathematics Teacher Guides;
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Illustrative Teacher Guides 2023

SECTION	GRADE	QUANTITY
1.	<u>Kindergarten</u>	
	Unit 1	65
	Unit 2	65
	Unit 3	65
	Unit 4	65
	Unit 5	65
	Unit 6	65
	Unit 7	65
	Unit 8	65
		Total
2.	<u>First Grade</u>	
	Unit 1	65
	Unit 2	65
	Unit 3	65
	Unit 4	65
	Unit 5	65
	Unit 6	65
	Unit 7	65
	Unit 8	65
		Total

NAME OF BIDDER: _____

**FILE NO. 11694 Sale of Surplus Mathematics Teacher Guides;
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SECTION	GRADE	QUANTITY
3.	<u>Second Grade</u>	
	Unit 1	65
	Unit 2	65
	Unit 3	65
	Unit 4	65
	Unit 5	65
	Unit 6	65
	Unit 7	65
	Unit 8	65
	Unit 9	65
	Total	585
4.	<u>Third Grade</u>	
	Unit 1	65
	Unit 2	65
	Unit 3	65
	Unit 4	65
	Unit 5	65
	Unit 6	65
	Unit 7	65
	Unit 8	65
	Total	520

NAME OF BIDDER: _____

**FILE NO. 11694 Sale of Surplus Mathematics Teacher Guides;
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SECTION	GRADE	QUANTITY
5.	<u>Fourth Grade</u>	
	Unit 1	65
	Unit 2	65
	Unit 3	65
	Unit 4	65
	Unit 5	65
	Unit 6	65
	Unit 7	65
	Unit 8	65
	Unit 9	65
6.	<u>Fifth Grade</u>	
	Unit 1	65
	Unit 2	65
	Unit 3	65
	Unit 4	65
	Unit 5	65
	Unit 6	65
	Unit 7	65
	Unit 8	65
	Unit 8	65
	Total	585
	Total	520

NAME OF BIDDER: _____

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PRICE PROPOSAL

Bidders may bid on one or more sections, and bidders must bid on all items in each section to be considered. The Items are being sold “as is” without express warranties and with no implied warranties of merchantability. All prices are to remain firm. An award will be made to each bidder offering the highest acceptable price for each section.

Illustrative Teacher Guides 2023

SECTION	GRADE	QUANTITY	PRICE
1.	<u>Kindergarten</u>		
	Unit 1	65	\$ _____
	Unit 2	65	\$ _____
	Unit 3	65	\$ _____
	Unit 4	65	\$ _____
	Unit 5	65	\$ _____
	Unit 6	65	\$ _____
	Unit 7	65	\$ _____
	Unit 8	65	\$ _____
		Total	520
2.	<u>First Grade</u>		
	Unit 1	65	\$ _____
	Unit 2	65	\$ _____
	Unit 3	65	\$ _____
	Unit 4	65	\$ _____
	Unit 5	65	\$ _____
	Unit 6	65	\$ _____
	Unit 7	65	\$ _____
	Unit 8	65	\$ _____
		Total	520

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SECTION	GRADE	QUANTITY	PRICE
3.	<u>Second Grade</u>		
	Unit 1	65	\$ _____
	Unit 2	65	\$ _____
	Unit 3	65	\$ _____
	Unit 4	65	\$ _____
	Unit 5	65	\$ _____
	Unit 6	65	\$ _____
	Unit 7	65	\$ _____
	Unit 8	65	\$ _____
	Unit 9	65	\$ _____
	Total	585	\$ _____
4.	<u>Third Grade</u>		
	Unit 1	65	\$ _____
	Unit 2	65	\$ _____
	Unit 3	65	\$ _____
	Unit 4	65	\$ _____
	Unit 5	65	\$ _____
	Unit 6	65	\$ _____
	Unit 7	65	\$ _____
	Unit 8	65	\$ _____
		Total	520

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SECTION	GRADE	QUANTITY	PRICE
5.	<u>Fourth Grade</u>		
	Unit 1	65	\$ _____
	Unit 2	65	\$ _____
	Unit 3	65	\$ _____
	Unit 4	65	\$ _____
	Unit 5	65	\$ _____
	Unit 6	65	\$ _____
	Unit 7	65	\$ _____
	Unit 8	65	\$ _____
	Unit 9	65	\$ _____
	Total	585	\$ _____
6.	<u>Fifth Grade</u>		
	Unit 1	65	\$ _____
	Unit 2	65	\$ _____
	Unit 3	65	\$ _____
	Unit 4	65	\$ _____
	Unit 5	65	\$ _____
	Unit 6	65	\$ _____
	Unit 7	65	\$ _____
	Unit 8	65	\$ _____
		Total	520

 Signature of bidder

 Name and Title (Printed)

Email Address: _____

NAME OF BIDDER: _____

**FILE NO. 11694 Sale of Surplus Mathematics Teacher Guides;
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**Americans With Disabilities Act (42 U.S.C. 12131)
Section 504 of the Rehabilitation Act of 1973
Tax Compliance/Anti-Collusion Statement
Debarment Statement**

The Americans with Disabilities Act (the "Act") applies to all employers of fifteen or more employees. All vendors that are subject to the Act must comply with its provisions. In further compliance with the Act, all Contractors who enter into contracts with the City are prohibited from discrimination against the City's employees, regardless of the size of the Contractor.

The Act protects against discrimination on the basis of "disability", which is defined as a physical or mental impairment that substantially limits at least one "major life activity"; discrimination against a person having a history or record of such impairment; and discrimination against an individual regarded - even if inaccurately - as having such an impairment. The Act also expressly prohibits discrimination that is based on an individual's relationship or association with a disabled person.

The Contractor shall not discriminate against any qualified employee or job applicant with a disability and will make the activities, programs and services covered by any contract awarded through this procurement readily accessible to and usable by individuals with disabilities. To be qualified for a job, or to avail oneself of the Contractor's services, the individual with the disability must meet the essential eligibility requirements for receipt of the Contractor's services or participation in the Contractor's programs or activities with or without: 1) reasonable modifications to the Contractor's rules, policies and practices; 2) removal of architectural, communication, or transportation barriers; or, 3) provisions of auxiliary aids and services.

By submitting its contract, the Contractor certifies to the City of Cambridge that it understands and will comply with all applicable provisions of the Act, including compliance with applicable provisions of Section 504 of the Rehabilitation Act of 1973, if the Contractor is receiving federal funds.

The undersigned certifies under penalties of perjury that this contract has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals

As required by M.G.L. c. 62C, §49A, the undersigned certifies under the penalties of perjury that the Contractor has complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

The undersigned certifies that it is not currently subject to any State or Federal debarment order.

Date: _____

(Print Name of person signing bid)

(Signature & Title)

THIS FORM MUST BE SUBMITTED WITH YOUR BID

NAME OF BIDDER: _____