

WESTPORT BOARD OF EDUCATION  
110 MYRTLE AVENUE  
WESTPORT, CT 06880

SPECIFICATION COVER SHEET  
#15-011-BOE  
KIDSFITTABLES (PEP)

**BIDDERS MUST ENCLOSE TWO COPIES OF THIS SPECIFICATION COVER SHEET AND THE BID PRICE SPECIFICATIONS SHEETS.**

The Westport Board of Education reserves the right to waive technical defects in bids, reject any and all bids, in whole or in part, to make awards, in whole or in part, including accepting a bid or part of a bid, although not the low bid, that in its judgement will be in the best interest of the Board and/or the Town of Westport, Connecticut. When items are mentioned by a particular brand, substitution of equal quality items will be considered only if the bid substitution is clearly stated. When a bidder fails to so identify a bid substitution, it will be assumed that it is proposing the exact item requested.

The Westport Board of Education is exempt from the payment of Federal Excise Taxes and Connecticut Sales and Use Tax according to State Statute. Such taxes must not be included in BID prices nor added to any items specified.

**INSTRUCTIONS ON BID DEADLINES AND REQUIREMENTS:**

NAME OF BID: **KIDSFITTABLES**

TYPE OF BID: **Sealed BID** QUOTATION #: \_\_\_\_\_

BID CLOSURE DATE: Received Until: DATE: **December 3, 2014** TIME: **10:00 a.m.**, at which time the BIDS' will be publicly opened and read aloud:

LOCATION TO FORWARD BIDS:	<b>Elio Longo, Jr., Director of School Business Operations Westport Board of Education 110 Myrtle Avenue Westport, CT 06880</b>
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BID SECURITY: BID Security Required \_\_\_\_\_% BID Security *Not* Required   x  

PREVAILING WAGE: Required \_\_\_\_\_ *Not* Required   x  

FORMS TO COMPLETE BID: **Submit two copies of the Specification Cover Sheet and BID Specification Sheet(s) in a sealed envelope:**

Identify Name of BID on Envelope:  
**KIDSFITTABLES – 15-011-BOE**

LENGTH OF TIME PRICES WILL BE HONORED: \_\_\_\_\_

STATE ESTIMATED DELIVERY DATE: \_\_\_\_\_

I have read and understand the requirements of this BID and certify the information submitted is true and complete:

\_\_\_\_\_  
*Signature of Company Representative*

\_\_\_\_\_  
*Date*

TYPED NAME AND TITLE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TOWN: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

**WESTPORT BOARD OF EDUCATION  
Elio Longo, Jr.  
Office of Director of School Business Operations  
110 MYRTLE AVENUE  
Westport, CT 06880  
203 341-1002**

**INVITATION TO BID  
15-011-BOE  
KIDSFITTABLES**

Notice is hereby given that sealed BIDs on the following will be received at the Office of the Director of School Business Operations until:

**DECEMBER 3, 2014, 10:00 a.m.**

at which time they will be publicly opened and read aloud:

**15-011-BID  
KIDSFITTABLES**

Specifications, if not attached, may be obtained at the office of the:

**Elio Longo, Jr.  
Director of School Business Operations  
Westport Public Schools  
110 Myrtle Avenue  
Westport, CT 06880**

The Westport Board of Education reserves the right to waive technical defects in bids, reject any and all bids, in whole or in part, to make awards, in whole or in part, including accepting a bid or part of a bid, although not the low bid, that in its judgement will be in the best interest of the Board and/or the Town of Westport, Connecticut. When items are mentioned by a particular brand, substitution of equal quality items will be considered only if the bid substitution is clearly stated. When a bidder fails to so identify a bid substitution, it will be assumed that it is bidding the exact item requested.

The Westport Board of Education is exempt from the payment of Federal Excise Taxes and Connecticut Sales and Use Tax according to State Statute. Such taxes must not be included in BID prices nor added to any items specified.

**If you have any questions regarding the KIDSFITTABLES, please contact Jennifer Rasmussen, Ed.D, PEP Grant Coordinator at 203-341-1435. Bid results will be posted on Westport Public Schools' website as soon as they are available. The website address is: <http://www.westport.k12.ct.us>**

## **BID SPECIFICATIONS**

### **KIDSFITTABLES**

**15-011-BOE**

Due on or before **DECEMBER 3, 2014, 10:00 a.m.** in the office of

**Elio Longo, Jr.**  
**Director of School Business Operations**  
**Westport Board of Education**  
**110 MYRTLE AVENUE**  
**Westport, CT 06880**

Sealed bids' will be received by the office of Director of School Business Operations of the Westport Board of Education of the Town of Westport, Connecticut until 10:00 a.m. on DECEMBER 3, 2014. Each response should be in a sealed envelope that is clearly marked (example) "15-011-BOE – KIDSFITTABLES". Specifications, instructions and BID forms may be obtained at the above address. Only originals in a sealed envelope delivered to the office before the above date and time will be accepted.

### **CONDITIONS FOR BIDDING**

1. The Westport Board of Education reserves the right to waive technical defects in bids, reject any and all bids, in whole or in part, to make awards, in whole or in part, including accepting a bid or part of a bid, although not the low bid, that in its judgement will be in the best interest of the Board and/or the Town of Westport, Connecticut. When items are mentioned by a particular brand, substitution of equal quality items will be considered only if the bid substitution is clearly stated. When a bidder fails to so identify a bid substitution, it will be assumed that it is bidding the exact item requested.

The Westport Board of Education is exempt from the payment of Federal Excise Taxes and Connecticut Sales and Use Tax according to State Statute. Such taxes must not be included in BID prices nor added to any items specified.

2. The Board of Education reserves the right to grant an award in total or for any part thereof for the items or services for which bids are requested. In addition, the Board of Education reserves the right to award this BID as a package in conjunction with other bids for similar services/supplies/equipment. The Board reserves the right to award with preference to State of Connecticut contract holders and/or local vendors.
3. The submission of a BID shall be conclusive evidence that the vendor has satisfied itself as to the requirements of the BID specifications and any controlling conditions which may exist.
4. Vendors may not withdraw their BID for a period of 120 days from the date of BID opening. The Board of Education and bidders may mutually agree to extend the time limit.
5. In determining the ranking of responsible vendors, the Board of Education may consider, in its sole discretion, in addition to price, the quality, availability and type of items, the experience of the vendor, the sufficiency of the financial resources of the vendor and the reputation of the vendor for ability, integrity, judgment and performance, as well as the ability of the vendor to provide future service/supplies/equipment.
6. It is anticipated that the goods will be needed for the current school year, but the Board of Education reserves the right to cancel or alter this service because of enrollment changes, budget consideration or unforeseen circumstances which require a change.

7. All bid prices are to include the complete costs, which includes inside delivery to each school or location with installation and assembly of same, if applicable, and training, if applicable. All deliveries must be made prepaid and must be delivered to the location subsequently designated on the purchase orders at no cost over and above the bid price indicated in the bid. Deliveries must be made inside building indicated. In no case will collect shipments or sidewalk deliveries be accepted. A packing slip shall be included in each shipment. All packages must be clearly marked as to content.
8. The Board of Education of the Town of Westport supports efforts to reduce the use of illegal drugs in the workplace. In instances where responsible prospective vendors submit identical tie BIDs, preference shall be given to the businesses with drug-free workplace programs. Whenever two or more BIDs which are equal with respect to price, quality, and service are received by the Board of Education for the procurement of commodities or contractual services which are proposed, a BID received from a business which has certified that it has implemented a drug-free workplace program shall be given preference in the award process. The drug-free workplace program certification is attached and is to be submitted with the BID package by the vendor along with other BID documents in order to receive preference. This policy shall become effective in accordance with the provisions of the Charter of the Town of Westport regarding BID procedure.
9. **ALTERNATIVES:** When proposing an alternate item, indicate the Brand and Model identification on the BID specification sheets. To have alternates considered, complete specifications and submit catalogues describing the product must accompany the BID. The Westport Board of Education reserves the right to request equipment samples on specific items.
10. **SUBSTITUTIONS:** Indicate on the Specification Sheet substitutions identified by name or catalogue number and the net difference in cost to the Westport Board of Education. Listed substitutions will be considered for approval only after the award of contract; the Board reserves the right to require the originally specified material or equipment at the price submitted by the vendor in its BID, notwithstanding the fact that the vendor may have based a price for a specific item on a proposed substitution. In this regard, the determination shall be made in good faith, on the basis of the quality and type of the article listed. Any benefit in price reduction due to a substitution shall accrue to the Board.

The Westport Board of Education reserves the right to request equipment samples on specific items.

11. **FORM AND STYLE OF BID:** All blanks on the Specification Form, except where otherwise requested, shall be filled in by typewriter or manually in ink and must be completely legible.
12. **WARRANTIES:** Whenever an item or service is covered by a specified product or service warranty, such warranties must be submitted with the official BID or quotation specification sheets. All such warranties shall inure to the benefit of the Board.
13. **QUESTIONS:** For questions regarding the BID specifications, contact Jennifer Rasmussen, Ed.D, PEP Grant Coordinator at 203-341-1435. Only written addendums to the BID issued by the Board of Education shall amend the terms of this BID.

**NOTE:** By responding to this BID, the bidder agrees that any or all past clients may be contacted by the Westport School System. The vendors responding to this contract also agree to release and discharge by responding to this contract for the vendor him/herself/itself, its successors, his/her heirs, executors, administrators and assigns, release acquit and forever discharge the Westport School System, its Board of Education and all officers, employees and agents and any or all other persons, firms and corporations of and from any and all actions, causes of actions, claims or demands for damages, costs, loss of services, expenses, compensation, consequential damage or any other thing whatsoever, on account of, or in any way growing out of any former client contacted by the Westport School System to obtain an opinion regarding any work performed by your company. The above release shall also include and apply to any former client contacted.

## **DRUG-FREE WORKPLACE CERTIFICATE**

I hereby certify that this company:

1. Has a published statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and that this statement specifies the actions which will be taken against employees for violations of such prohibition.
2. Has a written policy informing employees about the dangers of drug abuse in the workplace, the firm's policy of maintaining a drug free workplace, any available counseling, rehabilitation, and employee assistance programs, and the penalties which may be imposed upon employees for drug abuse violations.
3. Each employee engaged in providing the commodities or contractual services which are being proposed was given a copy of the statements specified in paragraphs 1 and 2, above.
4. In the statement specified in paragraph 1, the employees have been notified that, as a condition of working on the commodities or contractual services which are proposed, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of "guilty" or of "nolo contendere" to any violation of any controlled substance law of the United States or of any state, for a violation occurring in the workplace no later than five (5) days after such conviction or plea.
5. This firm will impose a sanction on or require the satisfactory participation in a drug abuse assistance program or a rehabilitation program, if such are available in the employee's community, by any employee who is so convicted.
6. This firm will make a good faith effort to continue to maintain a drug free workplace.

*As the person authorized to sign this statement, I certify that this firm fully complies with the above requirements.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Company:** \_\_\_\_\_

