

WESTPORT BOARD OF EDUCATION  
110 MYRTLE AVENUE  
WESTPORT, CT 06880

SPECIFICATION COVER SHEET  
#15-032-BOE  
ATHLETIC TRAINER SUPPLIES

**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: ATHLETIC TRAINER SUPPLIES

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

BID CLOSURE DATE: Received Until: DATE: June 16, 2015 TIME: 10:00 a.m., at which time the BIDS' will be publicly opened and read aloud:

LOCATION TO FORWARD BIDS:	Elio Longo, Jr., Director of School Business Operations Westport Board of Education 110 Myrtle Avenue Westport, CT 06880
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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:  
ATHLETIC TRAINER SUPPLIES – 15-032-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  
15-032-BOE  
ATHLETIC TRAINER SUPPLIES**

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

**JUNE 16, 2015, 10:00 a.m.**

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

**15-032-BID  
ATHLETIC TRAINER SUPPLIES**

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**

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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 Athletic Supplies, please contact Marty Lisevick at 203-341-1263. 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**  
**ATHLETIC TRAINER SUPPLIES**  
**15-032-BOE**

Due on or before **JUNE 16, 2015, 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 JUNE 16, 2015. Each response should be in a sealed envelope that is clearly marked (example) "15-032-BOE – ATHLETIC TRAINER SUPPLIES". 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.

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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 Marty Lisevick, Athletic Director at 203-341-1263. 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:*** \_\_\_\_\_

Request for Athletic Trainers Supplies  
2015-2016 School Year  
Bid Opening Date: June 16, 2015 10:00 am  
Bid #15-032-BOE 10:00 a.m.

ITEM NO.	QTY	UOM	ITEM	ALTERNATE BID ITEM	UNIT PRICE	EXTENDED PRICE
1	ea	1	2nd Skin Tub of 200 Squares			
2	ea	1	AC Pads Right			
3	ea	1	Advil Coated Tablets 200/bottle			
4	ea	2	Amber Unscenter Massage Cream 8 oz			
5	ea	10	Avant Eco-Premium Instant Hand Sanitizer 4oz Squeeze Bottle			
6	ea	1	Aveeno Moisturizing Lotion 12oz Pump bottle			
7	ea	1	Bacitracin 16oz Jar			
8	ea	3	Bactine 5oz pump spray			
9	bx	2	Coverlet 4 Wing Box of 50			
10	bx	2	Coverlet Knuckle Box of 100			
11	bx	2	Coverlet Large Finger Box of 100			
12	bx	4	Coverlet Patch 1.5 x 2 Box of 100			
13	bx	4	Coverlet Patch 2 x 3 Box of 50			
14	bx	4	Coverlet Small Finger Box of 100			
15	bx	15	Coverlet Strip 1"x3" Box of 100			
16	ea	1	Batteries AAA 4/pk			
17	bag	3	Blister Pads 1/4" foam per bag of 100			
18	ea	1	Blood Buster 4 oz pump			
19	ea	1	Hausmann Proteam Complete Taping Stations-3 Person with hamper cutout, drawers with locks	Athletic Edge Taping Station		
20	ea	1	Compression Sleeves Size D Blue 3" Collins			
21	ea	1	Compression Sleeves Size D White 3" Collins			
22	ea	1	Compression Sleeves Size E 3.5" Collins			
23	ea	2	Cooler 3 Gallon			
24	ea	2	Cooler 7 Gallon Gatorade	No Alternate		
25	bag	2	Corn Pads 1/4 Foam per bag of 100			
26	bx	2	Cotton Tipped Applicators 6" Non-Sterile 1000/bx			
27	ea	2	CPR Microkey Black			
28	pr	3	Aluminum Crutches Tall Adult			
29	cs	25	Cups-7 oz			
30	cs	5	Collins Choice Uni-Patch Conductive Electrodes 2" x2" case of 40			
31	cs	5	Flexi Wrap 4" Clear With Handel case of 6 (Collins Wrap)			
32	ea	4	Foam Therapy Rolls Black 6" x 12"			
33	ea	2	Foobag AED with Shoulder Strap			

Request for Athletic Trainers Supplies  
2015-2016 School Year  
Bid Opening Date: June 16, 2015 10:00 am  
Bid #15-032-BOE 10:00 a.m.

ITEM NO.	QTY	UOM	ITEM	ALTERNATE BID ITEM	UNIT PRICE	EXTENDED PRICE
34	ea	2	Foobag M, 22"L- 28"L with Shoulder Strap			
35	bx	2	Dukal Sterile Gauze Pads 3" x 3" per box of 100			
36	bx	2	Dukal Sterile Gauze Pads 4" x 4" per box of 100			
37	ea	5	Gatorade Water Cooler Spouts	No Alternate		
38	bx	6	Gloves FreeForm SE Nitrile Medium			
39	bx	1	Gloves FreeForm SE Nitrile Small			
40	bx	6	Gloves FreeForm SE Nitrile X-Small			
41	bx	3	Gloves FreeForm SE Nitrile Large			
42	ea	3	Graber Mycoal Hand Warmers 3 per pack			
43	rl	3	Heel & Lace Pads Per roll of 2000 pads			
44	ea	6	Chattanooga Hydrocollator HotPacs Neck Contour	No Alternate		
45	ea	2	Chattanooga Hydrocollator HotPacs Oversize	No Alternate		
46	ea	2	Hot Pack Tongs- Stainless Steel 12"			
47	ea	6	Hydrogen Peroxide 2oz pump			
48	rl	4	Ice Bags 10" x 18" 1500 bags per roll			
49	cs	1	Instant Cold Packs Junior 50 per case			
50	ea	1	Kinesio-Pro Stainless Steel Scissors			
51	ea	1	McDavid Hex Padding Sheets Package			
52	ea	1	Muscletrac Sport			
53	ea	2	Nivea Body Lotions 16.9 oz			
54	ea	2	Orth Form Osi Protective Pads Thumb			
55	ea	2	Orth Form Osi Protective Pads Forearm/shin guard			
56	ea	2	Orth Form Osi Protective Pads Medium Square			
57	ea	2	Orth Form Osi Protective Pads Large Oval			
58	bx	4	Paws Pads Box of 100			
59	ea	1	Sani-Cloth Germicidal Disposable Cloth Large Pop-up dispenser of 160			
60	ea	2	Penlight with Pupil Gauge pack of 6			
61	ea	1	Philips HeartStart Automated External Defibrillator with Carry Case	No Alternate		
62	ea	20	Pillow Case- Cloth Reusable			
63	ea	1	Power Fast Black 1.5"			
64	ea	2	Power Flex Grey 2"			
65	ea	2	Power Flex White 2"			
66	ea	12	Power Flex Navy 2"			

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2015-2016 School Year  
Bid Opening Date: June 16, 2015 10:00 am  
Bid #15-032-BOE 10:00 a.m.

ITEM NO.	QTY	UOM	ITEM	ALTERNATE BID ITEM	UNIT PRICE	EXTENDED PRICE
67	ea	4	Power Flex Pink 2"			
68	ea	2	Rumble Roller 5"x 12"			
69	ea	5	Sam Splint 36"			
70	ea	2	Sam Soft Shell Splint Variety Pack			
71	ea	1	Baseline Economy Plastic Skin Fold Caliper			
72	ea	4	Scissors- 8" double ring lister			
73	ea	4	Scissors- 8" heavy-duty			
74	ea	10	Sling- Large			
75	ea	2	Sombra Natural Pain Relieving Gel 8oz Jar			
76	ea	10	Steri-Strips 1/8" (1 envelope of 5 strips)			
77	bx	2	Sting Kill wipes 10/box			
78	ea	3	The Stick- Marathon 20"			
79	ea	1	The Stick- Travel 17"			
80	cs	2	Tape- Collins Budget Tape 1.5"	No Alternate		
81	cs	10	Tape- Collins Pro Stretch 1.5"	No Alternate		
82	rl	4	Tape- Jaystrap #90 per roll	No Alternate		
83	ea	1	Tape- Kinesio Tex Gold FP Blue Bulk 2" x 31.5m	No Alternate		
84	cs	6	Tape- Mueller Tape Wrap 2" White 24 per case	No Alternate		
85	ea	1	Tape- M-Wrap Sunburst	No Alternate		
86	ea	3	Tape- M-Wrap Navy	No Alternate		
87	ea	1	Tape- Cramer Colored Underwrap Brite Pink	No Alternate		
88	ea	1	Tape- Cramer Colored Underwrap Teal	No Alternate		
89	ea	24	Tape-Johnson & Johnson Coach 1.5"	No Alternate		
90	bx	1	Tegaderm Film 2 3/8" x 2 3/4" box of 100	No Alternate		
91	bx	1	Tegaderm + Pad 3.5" x 4" box of 25			
92	bx	2	Telfa Pad 2" x 3" Box of 100			
93	bx	1	Telfa Pad 3" x 4" Box of 100			
94	ea	1	Thera Band- Yellow			
95	ea	5	Thermal Rescue Blanket			
96	bx	2	Waterjel Bacitracin Packets 144/box			
97	bx	1	Waterjel Hydrocortisone Cream 25/box			
98	dz	2	White Terry Cloth Towels 12" x12" per dozen			