

## Notice to Bidders – Request For Proposal

The Monomoy Regional School District will receive sealed bids for delivery of a **licensed infant /toddler and preschool program(s)** for a three year contract period with two (2) additional one (1) year options at the sole discretion of the Monomoy RSD on or about September 1, 2019 to June 30, 2022, with two (2) one year options.

Prospective bidders may **obtain specifications** from the MRSD Business Office, 425 Crowell Road, Chatham, MA, 02633 during regular office hours (Monday through Friday, 9:00 AM to 3:00 PM), beginning **June 18, 2019 at 10:00a m** by calling (508) 945-5148 or requesting via email to [kisernio@monomoy.edu](mailto:kisernio@monomoy.edu). **Mandatory Attendance by prospective bidder is required at a Parent Forum, to be held Tuesday, July 9, 2019, at 6:00pm at the Harwich Elementary School.** A bidder question session will be held immediately following the Parent Form for one half hour. Questions requiring consideration shall be answered in an addendum delivered to all Bidders in attendance at the Parent Forum.

Bidders are requested to submit sealed bids to the Monomoy Regional School District, Office of the Business Manager, 425 Crowell Road, Chatham, MA 02633 on or before **2:00 P.M., Tuesday July 16, 2019**. Bids received after this time will be rejected. The clock in the Business Manager's Office shall be considered official. Wage rates will be in accordance with the prevailing wage.

In the event that the Business Office of the Monomoy Regional School District is closed due to inclement weather or other emergency, the deadline for receipt of bids shall be extended to 2:00 PM, local time, the next official business day.

There are two components to the Bid Proposal to be **submitted in two separate envelopes**: A Technical Proposal, including information about the proposer, references, and the services to be provided; and a Price Proposal, including a fixed price fee for services to be rendered under the terms of the contract. All proposals shall be submitted in the manner and form prescribed by the specifications which control bidding and award of the contract. All bidders must use the bid forms included. Submit bids in **two sealed envelopes clearly marked** on the outside "Monomoy Technical Proposal" and "Monomoy Price Proposal" the name of the bidder also appearing on the outside of the envelope. Prices and information should be typewritten for legibility. Illegible or vague bids may be rejected. All signatures must be written.

No bid shall be accepted or allowed to be altered after the time and date specified. The Monomoy Regional School District's Business Manager reserves the right to reject any and all bids, wholly or in part, and to accept bids deemed to be in the best interest of the Monomoy Regional School District. All Bids shall comply with the material issued by the District. The District reserves the right to waive any informality in or to reject any, any part of, or all Bids in the best interest of the District. Any bid submitted will be binding for thirty (30) days subsequent to the deadline date for receipt. Bid award is subject to appropriations.

For the Monomoy Regional School District  
Kathleen Isernio  
Business Manager