

**1.0 PUBLIC NOTICE**

**PUBLIC NOTICE**

The School Committees from the following schools hereby invite sealed bids for the 2023 - 2024 school year:

**COPY PAPER** AUBURN, BAY PATH VOCATIONAL TECHNICAL, BERLIN/BOYLSTON REGIONAL, BLACKSTONE/MILLVILLE REGIONAL, DUDLEY/CHARLTON REGIONAL, LEICESTER, MILLBURY, NORTHBORO-SOUTHBORO REGIONAL, OXFORD, QUABBIN REGIONAL, SOUTHBRIDGE PUBLIC SCHOOLS, SPENCER-EASTBROOKFIELD REGIONAL, SUTTON, TANTASQUA REGIONAL, WACHUSETT REGIONAL, WEBSTER, WEST BOYLSTON, WINCHENDON and other participating school districts

Specification and bid proposal forms are available from March 27, 2023 through May 1, 2023 at:

French River Education Center, Inc.  
672 Main Street, P.O. Box 476  
North Oxford, MA 01537  
(508) 987-0219

All bids must be in conformity with all pertinent statutes and regulations of the Commonwealth of Massachusetts.

All bids must be sealed and labeled "COPY PAPER" and received at the French River Education Center, Inc., 672 Main Street, North Oxford, MA 01537 not later than 10:00 a.m. on May 1, 2023 at which time and place bids will be publicly opened and read. Faxed bids will not be accepted.

The School Committees reserve the right to reject any or all bids, or any part thereof; when it appears to them that the best interests of the district are served by doing so.

Ricci Hall  
Director  
French River Education Center,

## **GENERAL INFORMATION AND BID SUBMISSION REQUIREMENTS**

### **1.1 Proposal and Contract**

This bid document and all related appendices, bid proposal forms, compliance forms addenda and bidder's response is an integral part of the contractor's bid proposal and contract for services.

Sealed Bids must be delivered to: French River Education Center Inc.  
672 Main Street, P.O. Box 476  
North Oxford, MA 01537

By 10:00 a.m. on May 1, 2023, at which time all bids will be publicly opened and read. It should be clearly marked on the outside: "COPY PAPER BID". All bids must include a bid bond/bid check, non-collusion form, tax compliance certificate, bid pricing form, and ordering information form.

Sealed bids will be found acceptable only if hand-delivered, delivered by courier, or received through the mail.

**Bidders must supply W-9 Form with bid response.**

**Bidders must supply a Certificate of Authority (Sample included in Section 9.0).**

### **2.2 Addendum**

If any changes are made to this Invitation for Bid (IFB), an addendum will be issued. Addenda will be mailed or faxed to all bidders on record as having picked up the IFB.

### **2.3 Questions**

Questions concerning this invitation for bids should be directed to James Looney, French River Education Center, 672 Main Street, North Oxford, MA before 4:00 p.m. April 26, 2023. Questions may be delivered, mailed, emailed (jlooney@frec.org), telephoned (508) 987-0219, extension 107 or faxed (508) 987-1396. Responses will be sent to all bidders on record as having received the IFB.

### **2.4 How to Modify or Withdraw Bid**

A bidder may correct, modify, or withdraw a bid by written notice received by the French River Education Center, Inc. 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 "Copy Paper Bid" the original IFB.

After the bid opening, a bidder may not change any provision of the bid in a manner prejudicial to the interest of the participating school districts of fair competition. Minor informalities will be waived or the bidder will be allowed to correct them. If a mistake on the intended bid is 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.

### **2.5 District Right to Cancel IFB or Reject Bids**

The School Districts may cancel this IFB, or reject in whole or in part any and all bids, if the Districts determine that the cancellation or rejection serves the best interest of the Districts.

## 2.6 Bid Price Requirement

All bid prices submitted in response to this IFB must remain firm for ninety (90) days following the bid award meeting on May 24, 2023. Bid price to include all charges related to this purchase. No additional cost will be paid for delivery.

## 2.7 Unexpected Closures

If, at the time of the scheduled bid opening, the Office of the French River Education Center, Inc. is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the bid opening will be postponed until 2:00 p.m. on the next normal business day.

## 2.8 Bid Deposit/Performance Bond

All bidders must submit with their bids, at no cost to the owner, a CERTIFIED OR CASHIERS CHECK OR AN INSURED BID BOND in the amount of 5% of the total bid price. Such check or bid bond is to be made payable to the French River Education Center (Obligee). The certified check from unsuccessful bidders will be returned within 10 days after the school committees award the bid. The certified/cashiers check from the successful bidder will be returned upon delivery of the performance bond. An INSURED PERFORMANCE BOND, in the amount of 100% of the total bid price shall be required of the successful bidder at no cost to the school departments, guaranteeing all conditions of the specifications. The bond must be in the owner's possession prior to the delivery of the copy paper and within thirty (30) days of award meeting. The performance bond should list the following as the Obligee, "Participating School Districts of the French River Purchasing Cooperative".

## 2.9 Product Acceptance

The receiving school district shall have fourteen (14) days from the date of delivery to accept or reject the order due to noncompliance with the bid specifications.

## 3.0 Purchase Description

The participating school districts solicit bids to furnish and deliver COPY PAPER to the locations specified.

White, 8.5"x 11", 20 lbs., and 100% ground wood free, sulfite duplicator paper. Each carton shall consist of 10 reams and each ream shall consist of 500 sheets. Each ream shall be moisture resistant wrapped and labeled 500 sheets per ream. This paper must be suitable to be used on bond copier machines.

All bidders must state and identify the product offered and must submit with their bids complete specifications and descriptive literature. **All bidders must submit a sample ream of copier paper with their bid proposal.**

Vendors may use and list various manufacturers in their response to this RFP provided each manufacturer meets or exceeds the bid specifications.

## 4.0 Rule of Award

The contract will be awarded to the responsive and responsible bidder or bidders with the lowest unit prices for each category.

Category I – one delivery location per school district.

Category II – multiple delivery locations per school district.

Vendors may bid on one or both categories. Bids must be submitted on the Bid Pricing Form.

## **5.0 Sample Contract**

**The successful bidder(s) will be required to sign a contract which includes the language contained in this section of the RFP (section 5.0).**

### **SAMPLE CONTRACT COPY PAPER**

FRENCH RIVER EDUCATION CENTER PURCHASING COOPERATIVE  
672 MAIN STREET, PO BOX 476  
NORTH OXFORD, MA 01537

Telephone: (508) 987-0219 Fax: (508) 987-1396

#### **AGREEMENT**

AGREEMENT made this 24th day of May 2023, between the French River Education Center Purchasing Cooperative, and [company], a corporation having a usual place of business at \_\_\_\_\_ (the "Contractor").

WHEREAS, the Contractor submitted a bid for the product sought by the French River Education Center Purchasing Cooperative, and the Contractor's bid has been found to be acceptable;

NOW THEREFORE, in consideration of the foregoing and for other valuable consideration, the receipt whereof is hereby acknowledged, the French River Education Center Purchasing Cooperative and the Contractor mutually agree as follows:

#### **A. Product Acceptance**

The receiving school district shall have fourteen (14) days from the date of delivery to accept or reject the order due to noncompliance with the bid specifications. Product acceptance is "as bid".

#### **B. Purchase Description**

The participating school districts solicit bids to furnish and deliver COPY PAPER to the locations specified.

White, 8.5"x 11", 20 lbs., and 100% ground wood free, sulfite duplicator paper. Each carton shall consist of 10 reams and each ream shall consist of 500 sheets. Each ream shall be moisture resistant wrapped and labeled 500 sheets per ream. This paper must be suitable to be used on bond copier machines.

All bidders must state and identify by manufacturer and label the product offered. Vendors may use and list various manufacturers provided each manufacturer meets or exceeds the bid specifications.

#### **C. Billing**

Invoices should include the name and address of vendor, date, quantity description, unit price of and total cost. At the discretion of the districts, invoices may not be paid until orders are complete.

No charge will be allowed for federal, state or municipal sales or excise taxes from which the School Districts are exempt.

**D. Pricing**

All bid prices submitted in response to this IFB must remain firm for ninety (90) days following the award meeting on May 24, 2023. Bid price to include all charges related to this purchase. No additional cost will be paid for delivery.

**E. Termination**

If, through any cause, the Vendor shall fail to fulfill in a timely or proper manner his obligations under this Contract, or if the Vendor shall violate any of the covenants, agreements, or stipulations of the Contract, the Customer shall have the right to immediately terminate this Contract upon written notice to the Vendor of such termination and specifying the effective date of termination. Any damage incurred through any default, shall be a charge against any amounts due from the Customer to the Vendor.

The Participating School Districts reserve the right to terminate any outstanding orders if delivery does not occur within sixty (60) days of purchase order issuance. If this occurs, payments will be made on items received, but outstanding items may be ordered elsewhere. Any additional cost of such items will be paid by seizing all or some portion, of the bidders' performance bond.

**F. Incorporated by Reference**

The Non – collusion form, Tax Compliance Certificate, Bid Pricing Form, and the French River Education Center's Invitation for Bids and addenda, if any, are hereby incorporated into this contract.

IN WITNESS WHEREOF, the French River Purchasing Cooperative, and \_\_\_\_\_ have duly executed this Contract, and a duplicate thereof, on the day and year first above written.

By: \_\_\_\_\_  
Mr. Ricci Hall  
French River Education Center  
672 Main St., PO 476  
N. Oxford, MA 01537

By: \_\_\_\_\_  
Contractor:

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## 6.0 Billing Requirement

Invoices should include the name and address of vendor, date, quantity description and unit price of each item and total cost of an item. Bid price to include all charges related to this purchase. No additional cost will be paid for delivery. At the discretion of the district, invoices may not be paid until orders are complete. The school districts reserve the right to process payment of invoices prior to or after July 1, 2023.

No charge will be allowed for federal, state or municipal sales or excise taxes from which the School Districts are exempt.

## 7.0 Termination of Contract

The Participating School Districts reserve the right to terminate any outstanding orders if delivery does not occur within sixty (60) days of purchase order issuance. If this occurs, payments will be made on items received, but outstanding items may be ordered elsewhere. Any additional cost of such items will be paid by seizing all or some portion, of the bidders' performance bond.

## 8.0 Delivery Requirements

All orders must be filled and delivery made between June 19, 2023 and August 21, 2023. Dates of delivery shall be at the discretion of the school departments. School Districts must be notified of impending delivery at least one day prior to delivery.

Category I: One delivery location per school district.

Category II: Multiple delivery locations per school district.

Please note that some deliveries require trucks to have lifts so that pallets may be lowered to the ground.

### **CATEGORY I: WILL BE AWARDED TO ONE BIDDER**

**3,780 Cartons**, White Copy Paper as specified.

For one (420 or 840 cartons) delivery location within a school district.

Delivery at ground level shall be made in accordance with the following locations:

.5	Truckload (420 cartons) Loading Dock: No	Bay Path Regional Vocational Technical HS 57 Old Muggett Hill Rd Charlton, MA
1	Truckload (840 cartons) Loading Dock: No	Leicester Public Schools 70 Winslow Ave Leicester, MA
.5	Truckload (420 cartons) Loading Dock: Yes	Oxford Public Schools 100 Caruncle Dr Oxford, MA
.5	Truckloads (420 cartons) Loading Dock: Yes	Quabbin Regional Middle/High School 800 South Street Barre, MA
1.5	Truckloads (1260 cartons) Loading Dock: No	Southbridge Department of Public Works 185 Guelphwood Road Southbridge, MA

.5 Truckloads (420 cartons)  
Loading Dock: Yes

West Boylston Middle/High School  
125 Crescent Street  
West Boylston, MA

**CATEGORY II: WILL BE AWARDED TO ONE BIDDER**

**11,340 Cartons**, White Copy Paper as specified.

For delivery to multiple locations within a school district.

Delivery at ground level shall be made in accordance with the following locations:

<u>SCHOOL DISTRICT</u>	<u># CARTONS</u>	<u>DELIVERY LOCATION</u>
<u>MILLBURY PUBLIC SCHOOLS</u>	(840)	
Loading Dock/No	320	Millbury Jr./Sr. High School 12 Martin Street, Millbury, MA
Loading Dock/ No	200	Shaw Elementary School 58 Elmwood Street, Millbury, MA
Loading Dock/ No	200	Elmwood St. School 40 Elmwood Street, Millbury, MA
Loading Dock/ No	120	Town Hall 127 Elm St, Millbury, MA
<u>AUBURN PUBLIC SCHOOLS</u>	(420)	
Loading Dock/No	85	Auburn High School 99 Auburn Street, Auburn, MA
Loading Dock/No	50	Auburn Middle School 9 West Street, Auburn, MA
Loading Dock/No	70	BrynMawr School 35 Swanson Road, Auburn, MA
Loading Dock/No	85	Swanson Road Intermediate 10 Swanson Road, Auburn, MA
Loading Dock/No	80	Pakachoag Elementary 110 Pakachoag Street, Auburn, MA
Loading Dock/No	50	Central Office 5 West Street, Auburn, MA



<u>Berlin-Boylston Regional</u>	(1260)	
Loading Dock/Yes	420	Tahanto Regional Middle-High School 1001 Main Street Boylston, MA
Loading Dock/Yes	420	Boylston Elementary School 200 Sewall St Boylston, MA
Loading Dock/Yes	420	Berlin Memorial School 34 South St Berlin, MA
<u>Blackstone-Millville Regional</u>	(420)	
Loading Dock/Yes	210	Frederick W Hartnett Middle School 35 Federal St Blackstone, MA
Loading Dock/Yes	210	Blackstone-Millville Regional HS 175 Lincoln St Blackstone, MA
<u>Northborough-Southborough PS</u>	(1260)	
Loading Dock/No	420	Algonquin Regional High School 79 Bartlett St Northborough, MA
Loading Dock/ No	420	Melican Middle School 145 Lincoln St Northborough, MA
Loading Dock/ No	420	Trottier Middle School 49 Parkerville Rd Southborough, MA
<u>Spencer-East Brookfield Reg</u>	(420)	
Loading Dock/No	80	East Brookfield Elementary School 410 E Main St East Brookfield, MA
Loading Dock/ No	80	Knox Trail Middle School 73 Ash St. Spencer, MA
Loading Dock/ No	160	Wire Village School 60 Paxton Rd. Spencer, MA
Loading Dock/ No	100	David Prouty High School 302 Main St Spencer, MA

<u>Sutton Public School District</u>	(840)	
Loading Dock/Yes	420	Sutton Early Learning Center 409 Boston Road Sutton, MA
Loading Dock/ No	420	Sutton Middle/High School 383 Boston Road Sutton, MA
<u>WACHUSETT REGIONAL</u>	(2100)	
Loading Dock/Yes	100	Naquag Elementary 285 Main Street, Rutland, MA
Loading Dock/Yes	85	Central Tree Middle 281 Main Street, Rutland, MA
Loading Dock/No	120	Thomas Prince School 170 Sterling Road, Princeton, MA
Loading Dock/No	140	Chocksett Middle School 32-40 Boutelle Road, Sterling, MA
Loading Dock/No	200	Dawson School 155 Salisbury Street, Holden, MA
Loading Dock/No	700	Wachusett Regional High 1401 Main Street, Holden, MA
Loading Dock/No	200	Houghton School 32 Boutelle Road, Sterling, MA
Loading Dock/No	150	Davis Hill School 78 Jamieson Road, Holden, MA
Loading Dock/No	100	Paxton Center School West Street, Paxton, MA
Loading Dock/No	150	Mayo Elementary Bullard Street, Holden, MA
Loading Dock/No	140	Glenwood Elementary 65 Glenwood Road, Rutland, MA
Loading Dock/No	15	Early Childhood Center 1745 Main Street, Jefferson, MA

<u>Webster Public School District</u>	(840)	
Loading Dock/Yes	420	Webster Middle School 75 Poland St Webster, MA
Loading Dock/Yes	420	Park Avenue Elementary 58 Park Ave Webster, MA
<u>Winchendon Public Schools</u>	(420)	
Loading Dock/No	100	Memorial School 32 Elmwood Rd Winchendon, MA
Loading Dock/No	140	Toy Town/Central Office 175 Grove St Winchendon, MA
Loading Dock/No	180	Murdock Middle/High School 3 Memorial Drive Winchendon, MA
<u>TANTASQUA REGIONAL</u>	(1260)	
Loading Dock/Yes	160	Holland Elementary 28 Sturbridge Road Holland, MA
Loading Dock/No	100	Brookfield Elementary 37 Central Street Brookfield, MA
Loading Dock: Yes	600	Tantasqua High School 319 Brookfield Road Fiskdale, MA
Loading Dock: No	100	Tantasqua Junior High School 320B Brookfield Road Fiskdale, MA
Loading Dock/No	300	Burgess Elementary 45 Burgess School Road Sturbridge, MA Back door by kitchen

DUDLEY-CHARLTON REGIONAL (1260)

Loading Dock/ Yes	80	Mason Road School 20 Mason Road, Dudley, MA
Loading Dock/Yes	160	Charlton Elementary 9 Burlingame, Charlton, MA
Loading Dock/ Yes	250	Charlton Middle School 2 Oxford Road, Charlton, MA
Loading Dock/ Yes	120	Dudley Elementary 16 School Street, Dudley, MA
Loading Dock/ Yes	160	Dudley Middle School 70 Dudley Oxford Road, Dudley, MA
Loading Dock/ Yes	160	Heritage School 34 Oxford Road, Charlton, MA
Loading Dock/ Yes	330	Shepard Hill Regional High School 68 Dudley-Oxford Rd., Charlton, MA

**9.0 TAX COMPLIANCE CERTIFICATION/CERTIFICATE OF AUTHORITY**

TAX COMPLIANCE CERTIFICATION

COPY PAPER

AUBURN, BAY PATH VOCATIONAL TECHNICAL, BERLIN/BOYLSTON REGIONAL, BLACKSTONE/MILLVILLE REGIONAL, DUDLEY/CHARLTON REGIONAL, LEICESTER, MILLBURY, NORTHBORO-SOUTHBORO REGIONAL, OXFORD, QUABBIN REGIONAL, SPENCER-EASTBROOKFIELD REGIONAL, SUTTON, TANTASQUA REGIONAL, WACHUSETT REGIONAL, WEBSTER, WEST BOYLSTON, WINCHENDON and other participating school districts

Pursuant to Massachusetts General Laws, Chapter 62C, Section 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, am in compliance with all laws of the Commonwealth related to taxes, reporting of employees and contractors, and withholding and remitting child support.

\_\_\_\_\_  
Signature of Individual or Corporate Name

\_\_\_\_\_  
Corporate Officer (if applicable)

\_\_\_\_\_  
Social Security or Federal Identification Number

\_\_\_\_\_  
Date

**CERTIFICATE OF AUTHORITY**

I hereby certify that I am the Clerk/Secretary  
of \_\_\_\_\_  
(insert full name of Corporation)

corporation, and that \_\_\_\_\_  
(insert the name of officer who signed the **contract and bonds**)

is the duly elected \_\_\_\_\_  
(insert the title of the officer in line 2)

of said corporation, and that  
on \_\_\_\_\_  
(insert a date that is **ON OR BEFORE** the date the officer signed  
the **contract and bonds.**)

at a duly authorized meeting of the Board of Directors of said corporation, at which all the  
directors were present or waived notice, it was voted that

\_\_\_\_\_ the \_\_\_\_\_  
(insert **name** from line 2) (insert **title** from line 3)

of this corporation be and hereby is authorized to execute contracts and bonds in the name and  
on behalf of said corporation, and affix its Corporate Seal thereto, and such execution of any  
contract of obligation in this corporation's name and on its behalf, with or without the Corporate  
Seal, shall be valid and binding upon this corporation; and that the above vote has not been  
amended or rescinded and remains in full force and effect as of the date set forth below:

ATTEST: \_\_\_\_\_ AFFIX CORPORATE SEAL HERE  
(Signature of **Clerk or Secretary**)\*

Name: \_\_\_\_\_  
(Please print or type name in line 6)\*

Date: \_\_\_\_\_  
(insert a date that is **ON OR AFTER** the  
date the officer signed the **contract and  
bonds.**)

\*The name and signature inserted in lines 6 & 7 **must** be that of the **Clerk or Secretary** of the  
corporation.

**10.0 Non-Collusion Form**

NON-COLLUSION FORM

COPY PAPER

AUBURN, BAY PATH VOCATIONAL TECHNICAL, BERLIN/BOYLSTON REGIONAL, BLACKSTONE/MILLVILLE REGIONAL, DUDLEY/CHARLTON REGIONAL, LEICESTER, MILLBURY, NORTHBORO-SOUTHBORO REGIONAL, OXFORD, QUABBIN REGIONAL, SOUTHBRIDGE PUBLIC SCHOOLS, SPENCER-EASTBROOKFIELD REGIONAL, SUTTON, TANTASQUA REGIONAL, WACHUSETT REGIONAL, WEBSTER, WEST BOYLSTON, WINCHENDON and other participating school districts

The undersigned certifies under penalties of perjury that this bid or proposal 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.

\_\_\_\_\_  
Signature of Person Submitting Bid or Proposal

\_\_\_\_\_  
Name





## 12.0 Ordering Information Form

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Company Name

---

Street

City

State

Zip

---

Phone number for **ORDERS**

---

Fax number for **ORDERS**

---

Email for **ORDERS**

**13.0 Checklist Form**

CHECKLIST FORM

Please include the following items in your bid proposal:

<u>ITEM</u>	<u>COMPLETED AND INCLUDED</u>
Bid Bond/Bid Check	_____
Non-Collusion Form	_____
Tax Compliance Certification	_____
Bid Pricing Form	_____
Ordering Information Form	_____
Certificate of Authority	_____
W 9 Form	_____

