

Town Manager
 Needham Town Hall
 1471 Highland Avenue
 Needham, Massachusetts 02492
 Telephone 781-455-7500

Acknowledgement of Receipt

Release Date	Thursday, May 5, 2022
Bid Title	Jackets, Work Shirts, and Other Clothing Items
Bid Number	23NEE005G
Number of Documents	The Bid Package consists of one (1) PDF document.
Informational Session	None
Questions Due	12:00 p.m., Tuesday, May 17, 2022
Bids Due	1:00 p.m. Tuesday, May 24, 2022 to Kate Fitzpatrick, Town Manager, Town Hall, 1471 Highland Avenue, Needham, Massachusetts 02492
<p>Please provide the requested information below as acknowledgment that you have received our bid package noted above and your intention is to submit a bid. It is recommended that interested bidders complete this acknowledgment and return via email to pcentral@needhamma.gov. Only by doing this, will the Town be able to provide notification of addenda* or answered questions relating to this Bid. Only those companies or individuals shown on the Distribution Register will be sent addenda to this Bid and whose written questions will be addressed. By completing and returning this acknowledgment will ensure you are recorded on the Distribution Register. Bids from companies or individuals not acknowledging the addenda may be <u>rejected</u> as not responsive.</p>	
Name of Company or Individual (Print)	
Name / Title of Contact (Print)	
Address (line 1) (Print)	
Address (line 2) (Print)	
Telephone Number	
Fax Number	
E-mail Address (Print)	
Signature	
Date	
<p>* Addenda will be posted to the website. Please check the website for addenda before submitting your bid to the Town. Bidders who access the bid package from the Town's website are responsible for checking the website periodically for any addenda that may be issued by the Town.</p>	

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(Advertised in the Hometown Weekly issue of Thursday, May 5, 2022)

(Advertised in Goods and Services Monday, May 9, 2022)

(Advertised in COMMBUYS Monday, May 9, 2022)

LEGAL NOTICE

Town of Needham

Invitation for Bid

Jackets, Work Shirts, and Other Clothing Items

23NEE005G

The Town of Needham is accepting sealed bids for Jackets, Work Shirts, and Other Clothing Items. Copies of the Invitation for Bid (IFB) will be available beginning Thursday, May 5, 2022 online at the Town's web site www.needhamma.gov/bids.aspx or by calling the Town Manager's Office 781-455-7500 between the hours of 9:00 a.m. – 4:00 p.m. Monday - Friday, and will be available until submission deadline. Sealed bids must be submitted **no later than 1:00 p.m. Tuesday, May 24, 2022** to Kate Fitzpatrick, Town Manager, Town of Needham, Town Hall, 1471 Highland Avenue, Needham, MA 02492. LATE BIDS WILL NOT BE CONSIDERED. Bids will be publicly opened after submission deadline at 1:05 p.m. The Town reserves the right to reject any and all bids as determined to be in the best interests of the Town and to waive minor informalities.

Kate Fitzpatrick
Town Manager
May 5, 2022

ABOUT NEEDHAM

The Town of Needham is located in Norfolk County, 10 miles southwest of Boston. It is bordered on the west and northwest by the Town of Wellesley, on the north and northeast by the City of Newton, on the east by the West Roxbury section of the City of Boston, on the southeast by the Town of Dedham, and on the south by the Towns of Westwood and Dover. Needham has an estimated population of 31,000 and occupies a land area of approximately 12.75 square miles. Established as a town in 1711, Needham is governed by a representative form of town meeting and a five member Select Board. The day-to-day management is under the direction of a Town Manager. School affairs are administered by a seven-member School Committee and a Superintendent of Schools. The Town is classified as an economically developed suburb with above average wealth levels and higher education attainment. The Town has an “AAA” credit rating from Standard and Poor’s.

The Town provides a full range of governmental services including police and fire protection; emergency medical services; collection, disposal, and recycling of solid waste; sewers; streets; water services; health and human services; town library; and recreation. The Town also provides public education in grades kindergarten through twelve. The Town operates 1 pre-school, 5 elementary schools (K – 5), 1 sixth-grade center, 1 middle school (7 – 8), and a senior high school (9 – 12). Technical education is offered to grades nine through twelve by the Minuteman Regional Vocational Technical School District. The total expenditures in the most recent fiscal year exceeded \$200 million.

Jackets, Work Shirts, and Other Clothing Items
INDEX

Description	Page
Acknowledgement of Receipt	1
Legal Notice	3
About Needham	4
Index	5
Procurement In Brief	7
Part 1 General Information	
1.01 Quantities	9
1.02 Questions regarding the Bid	9
1.03 Information about Changes to the RFP (Addenda)	9
1.04 Bonds, Insurance, and Indemnification	9
1.05 Execution of the Contract	10
1.06 Payment and Discount Terms, Adjustments for Incomplete or Unacceptable Work	10
1.07 Bid Modifications or Withdrawals	10
1.08 Premature Opening of a Bid	10
1.09 Unexpected Closure or Delays	10
1.10 Late Submissions	10
1.11 Rejection of Bids	11
1.12 Taxes	11
1.13 Public Records	11
1.14 Conflict of Interest	11
1.15 Tie Bids	11
1.16 Contract Award	11
1.17 Other Notices	12
1.18 Clarification of Terminology	12
Part 2 Scope of Services/Product Specifications	
2.01 Overview	13
2.02 Details	13
2.03 Quality Requirements	15
Part 3 Submission Requirements	
3.01 Submission Requirement	16
Part 4 Checklist and Forms for Submission	
• Checklist	17
• Bidder Information Response (3 pages)	18
• Certificate of Good Faith	21
• Certificate of Compliance with Massachusetts Tax Laws	22
• Promise to Execute Contract	23
• Professional References	24
• Certificate of Authority	25
• Bid Price Form (6 pages)	26
• Non-Submittal Response Form	30
• Non-Submittal Response Form	32
Appendix A	33
Specimen Contract	After Last Page

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Procurement in Brief	
Primary Procurement Contact	David Davison, Assistant Town Manager/Director of Finance email: Pcentral@needhamma.gov
Event	Details
Bid Title	Jackets, Work Shirts, and Other Clothing Items
Contract Number	23NEE005G
Invitation for Bids (BID) Available	Information and details of bidding requirements may be obtained at Office of the Town Manager, Needham Town Hall, 1471 Highland Avenue, Needham, Massachusetts 02492, or on-line at the Town's website http://www.needhamma.gov/bids.aspx
Informational Session	None
Written Questions*	<p>Deadline: Tuesday, May 17, 2022 at 12:00 p.m.</p> <p>By Delivery: Office of the Town Manager, Needham Town Hall, 1471 Highland Avenue, Needham, Massachusetts 02492</p> <p>By Email: Pcentral@needhamma.gov</p> <p>Questions are to be clearly labeled as: Jackets, Work Shirts, and Other Clothing Items 23NEE005G - Questions</p>
Exceptions	The bidder must disclose in detail any exceptions to the specimen contract and such exceptions must be specific. The bidder must state a reason for each exception and propose alternative language. The purpose of the exception process is to permit the Town to correct, prior to the opening of the bids, any technical or contractual requirement, provision, ambiguity, or conflict in the bid package. Exceptions must be <u>submitted by the deadline</u> for written questions stated above. Unless timely submitted as an exception, any such ambiguity, conflict or problem shall be resolved in favor of the Town of Needham.
Addenda	If any changes are made to this bid, an addendum will be issued. Addenda will be emailed to all bidders on record as having received the bid package and have provided an email address to the Town to notify the bidder. Each bidder is responsible for checking the Town's website to determine if the Town issued any addenda.
When and Where Bids are Due*	<p>1:00 p.m. Tuesday, May 24, 2022 Office of the Town Manager Town Hall 1471 Highland Avenue Needham, Massachusetts 02492 LATE SUBMISSIONS WILL NOT BE CONSIDERED (Per State Law)</p>
Number of Required Copies	One (1) original signed paper copy of the Technical and One (1) original signed paper copy of the Price Proposal each in a separately sealed envelope. The Technical Proposal must also be provided electronically on a thumb drive.
Bid Opening	<u>1:05 p.m. Tuesday, May 24, 2022</u> in the Select Board Chambers Town Hall 1471 Highland Avenue, Needham, Massachusetts 02492
Bid Surety (bond) Requirements	A Bid bond is NOT required
Contract Length	The Town plans on a 13-month contract starting June 1, 2022 and ending no later than June 30, 2023. The Town reserves the right, prior to contract award, to determine the length of the initial contract term and each option to renew, if any.
Contract Award**	<p>The target date for award is May 27, 2022</p> <p>Approval of Town Manager and Town Counsel are REQUIRED</p>

Procurement in Brief	
Primary Procurement Contact	David Davison, Assistant Town Manager/Director of Finance email: Pcentral@needhamma.gov
Event	Details
Upon Award of Contract	
Payment Bond	Will NOT be Required
Performance Bond	Will NOT be Required
Insurance	Refer to contract terms
Honesty Bond	Will NOT be Required
Payment Terms	The Town is open to a payment structure under the contract awarded from this RFP that will be based on milestones tied to outcomes. However, the Town will consider proposals to structure payments in a different manner and reserves the right to select any payment structure that is in the Town's best interest.
<p>* Written inquiries must be sent prior to the above date and time deadlines. The Town will respond to written questions submitted by individuals/companies who intend to submit a bid. Individuals/companies will demonstrate their intention to bid by completing and returning the Acknowledgement of Receipt form. The time/date stamp machine located in the Town Manager's Office will govern the date and time requirements mentioned in the table above and throughout this document. Please allow enough time for hand delivery.</p> <p>** The Bidder agrees that the offer is effective for (a) at <u>least 90 calendar days</u> from the opening date of the bids (b) a contract is executed, or (c) this bid is cancelled, whichever of (a), (b), or (c) occurs first. The time for award may be extended by the Town. The Town reserves the right to change, delay, cancel, or expedite the contract award date. The Town reserves the right to reject any and all bids as determined to be in the best interests of the Town and to waive minor informalities.</p>	

**PART 1
GENERAL INFORMATION**

1.01 Quantities

Unless otherwise stated, the quantities set forth herein are ESTIMATES ONLY. Any quantities indicated on the **Bid Form** or elsewhere in the bid package are estimates only and are given solely as a basis for the comparison of bids. The bidder shall have no claim for additional compensation, or refuse to do the work called for, or provide the requested items, by reason of the actual quantities involved being greater or lesser by any amount than those called for in the bid.

1.02 Questions Regarding the Bid

The bidder shall be satisfied as to the requirements to enable intelligent preparation of your bid. The bidder shall be familiar with all the bid material requirements and documents before submitting the bid to avoid any misunderstanding. Bidders shall promptly raise the issue of any ambiguity, inconsistency, or error, which they may discover upon examination of the bid documents, specifications, services, worksite, or any other conditions which may apply. No allowance will be made for any claim that the bid is based on incomplete information.

The Town will respond to written questions submitted by individuals/companies who intend to submit a bid. Individuals/companies will demonstrate their intention to bid by completing and returning the **Acknowledgement of Receipt** form.

Inquiries concerning any part of this bid shall be directed to the individual(s) listed under the **Procurement in Brief**. Bidders should note that **oral communications are not binding on the Town and only written responses by the Town will be considered**. All requests/questions must be submitted in writing. Questions may be delivered by hand or email as referenced under the **Procurement in Brief** by the deadline. Questions that may be asked during any pre-bid conference should also be sent in writing in order to receive an official response. Requests properly presented that in the opinion of the Town require interpretation, correction, or change in the bid documents will result in an issuance of an addendum to the bid documents. The Town will forward responses to all persons who are on record as receiving the bid package. Questions received after the due date will not be responded to unless the Town determines it is necessary. Bidders, please allow enough time for hand delivery.

1.03 Information about Changes to the Bid

In the event that changes/additions are made to this bid, an addendum will be issued. Addenda will be emailed if an email address was provided. **Addenda will also be posted to the Town's website where the bid package was made available**. Please check back on the website for addendums before submitting your bid to the Town. Bidders may not be notified individually of Addendums.

1.04 Bonds, Insurance, and Indemnification

Bonds

Bidders should refer to the **Procurement in Brief** for any bond (Bid (surety) Bond, Honesty Bond, Payment Bond, and/or Performance Bond) requirements.

Insurance

Bidder awarded a contract under this bid must provide proof of insurances in at least the minimum amounts required in the contract and when requested shall name the Town of Needham as an additional insured for the amounts written.

The Bidder awarded a contract shall deposit with the Town Certificates of Insurance for the coverage required, in form and substance satisfactory to the Town, and shall deliver to the Town new policies and certificates thereof for any insurance about to expire at least ten (10) days before such expiration. All such insurance policies shall contain an endorsement requiring thirty (30) days written notice to the Town prior to cancellation of change in coverage, scope, or amount of any such policy or policies. Compliance by the bidder with the insurance requirement, however, shall not relieve the Bidder from liability under the indemnity provisions.

Indemnification

The bidder shall indemnify, defend, and save harmless the Town and all of the Town's officers, agents and employees from and against all suits and claims of liability of every name and nature, including costs of defending any action, for or on account of any injuries to persons or damage to property of the Town or any person, consultant, corporation or association arising out of or resulting from any negligent act, omission, or negligence of the bidder, its subcontractors and its and their agents or employees in the performance of the work covered by the contract and/or failure to comply with terms and conditions of the contract, but only in respect to such injuries or damages sustained during the performance and prior to the completion and acceptance of the work covered by the contract and to the extent such injuries or damages are not covered by the Town's insurance. The foregoing

provisions shall not be deemed to be released, waived, or modified in any respect by reason of any surety or insurance provided by the bidder under the contract.

1.05 Execution of the Contract

The awarded bidder agrees and will execute the approved contract electronically. The Town will forward the contract to be executed via DocuSign.

1.06 Payment and Discount Terms, Adjustments for Incomplete Work

Payment Terms

The unit bid price shall be the basis for payment for purchased items or services. Payment shall be based on the items or services purchased. Invoicing may be performed after delivery, work has been completed, or monthly, for items or services that have been fulfilled.

Invoices are to itemize charges for labor, equipment, supplies, and services. The Town will not be responsible for payment of any charges not itemized to the Town's satisfaction. Pre-payment is NOT allowed. Invoices should include the Town's purchase order number. The Purchase Order number may change with each fiscal year.

Invoices for additional services must include the date and times of the work, the type of services performed; the number of hours or units to be charged, and the name of the person who authorized the work. They are to be sent in duplicate directly to the Town's designee for processing and are not to be included on the regular monthly invoice.

Invoices for additional supplies and/or materials must include the quantity, date and times of delivery, a description of the supplies or materials, unit price, shipping, and handling charges as applicable, and the name of the person who placed the order. They are to be sent in duplicate directly to the Town's designee for processing and are not to be included on the regular monthly invoice.

Adjustments for Incomplete or Unacceptable Work

The Town reserves the right to withhold payment for incomplete or unacceptable work. The Town shall provide notice of any work that is deemed to be incomplete or unacceptable. The vendor shall rectify that condition to the satisfaction of Town. The Town will also reduce the bill for any services deemed unsatisfactory. At no time will penalty assessment be recoverable by the vendor.

The vendor shall take all proper precautions to protect the Town and private property from damage and/or loss. Should any damage to, and/or loss of, property be caused by the vendor, the vendor will be required to make repairs and/or restitution immediately at its expense.

Refer to the **Procurement in Brief** for other payment term considerations.

1.07 Bid Modifications or Withdrawals

Bids may be corrected, modified, or withdrawn prior to the submission deadline. Requests to do so must be received in writing by the Town Manager. After the submission deadline, bids may not be changed. Minor mistakes may be waived by the Town.

1.08 Premature Opening of a Bid

The Town will not be responsible for the premature opening of any bid not properly identified. The Town may reject bids which are incomplete, not properly endorsed, not signed, or are otherwise contrary to these instructions.

1.09 Unexpected Closure or Delays

If, at the time of the scheduled bid submission deadline, the designated location for delivery of the bid is closed due to uncontrolled events such as fire, snow, ice, wind, building evacuation or other, the deadline will be postponed until **11:00 a.m.** on the next normal business day (Monday through Friday, excluding Holidays). Bids will be accepted at the same location until that date and time.

1.10 Late Submissions

Late bids will not be considered. The Town assumes no responsibility for late submissions due to mail, courier, or delivery problems.

1.11 Rejection of Bids

The bid must satisfy all the submission requirements in order to be considered for award. Failure to complete the required forms, answer any questions, or provide the required documentation will be deemed NON-RESPONSIVE and result in rejection of the bid unless the Town determines that such failure constitutes a minor informality that can be corrected without prejudice to other bidders. A bid may be rejected if the Bidder:

- Fails to adhere to one or more of the provisions established in the bid package.
- Fails to submit its bid by the time or in the format specified herein or to supply the minimum information requested herein.
- Fails to submit its bid to the required address on or before the specified submission deadline.
- Misrepresents its service or provides demonstrably false information in its bid or fails to provide material information.

1.12 Taxes

Purchases made by the Town are exempt from the payment of all Federal excise tax and the payment of Commonwealth of Massachusetts sales tax and any such taxes must not be included in the bid prices. If requested, the Town will provide the awarded bidder with a copy of the Certificate of Exemption.

1.13 Public Records

Under the Massachusetts General Laws, the Town cannot assure the confidentiality of any materials or information that may be submitted by the bidder in response to this Bid. Thus, bidders who choose to submit confidential information do so at their own risk. All bids or other materials submitted by the bidder in response to this Bid will be open for inspection by any person and in accordance with M.G.L. c.66 (Public Records Law). Any statements reserving any confidentiality or privacy rights in the submitted responses or otherwise inconsistent with these statutes will be void and disregarded.

1.14 Conflict of Interest

By execution of a contract with the Town of Needham, the Bidder acknowledges that the Town of Needham is a municipality for the purposes of M.G.L. c.268A (the Massachusetts conflict of interest statute), and agrees, as circumstances require, to take actions and to forbear from taking actions so as to be complying at all times with the obligations of the contractor based on said statute.

1.15 Tie Bids

In the event that there is a tie bid between two (2) responsive and responsible bidders, the award of the contract will be determined by a coin toss. The bidder's whose submission was received earliest shall be assigned "Heads" in the coin toss. In the event that there is a tie bid with three (3) or more responsive and responsible bidders, the award shall be made by a draw by lot limited to those bidders. The coin toss/draw by lot shall be scheduled within two (2) business days from when it was determined by the Town to be a tie bid. The bidders involved shall be given an opportunity to attend. The coin toss/drawing shall be witnessed by at least three (3) Town officials. The tie breaker event shall be held at the Needham Town Hall during regular business hours.

1.16 Contract Award

The Town reserves the right to reject any and all bids as determined to be in the best interests of the Town and to waive minor informalities.

A contract is anticipated to be executed by the date indicated under **Procurement Schedule** for this bid. However, the Town reserves the right to change, delay, cancel, or expedite the contract execution date. The selected bidder is required to furnish all bonds and certificate of insurances required under the contract, in a form acceptable to the Town prior to the execution date.

The award may be subject to further discussions with the bidder. The making of a preliminary award to a bidder **does not** provide the bidder with any rights and does not impose upon the Town any obligations. The Town is free to withdraw a preliminary award at any time and for any reason. A bidder has rights, and the Town has obligations, only if and when a contract is executed by the Town and the bidder.

Changes to the terms of the Town's contract may be requested by the bidder in writing and submitted with the bid and if, in the opinion of the Town, the requested inclusion(s) and/or deletion(s) does not materially affect the bid, they may be allowed at the sole discretion of the Town. Bidders shall NOT be allowed to request any changes to the contract terms once award of contract has been announced.

The Town herein declares its express purpose not to award the contract to any bidder unable to furnish evidence, satisfactory to the Town, that it has sufficient ability, experience, and capital to execute and complete the work in accordance with the contract. If requested, any bidder may be required to demonstrate financial stability satisfactory to the Town.

The Town Manager is the awarding authority for the contract. Further, the contract will not be binding until it has been approved as to form by Town Counsel. Award, payment, and performance obligations shall depend on the availability and appropriation of funds.

The Town reserves a period up to **90 calendar days** following the opening of the bids in which to evaluate and award the contract.

1.17 Other Notices

The consideration of all bids and subsequent selection of the successful applicant shall be made without regard to race, color, sex, age, handicap, religion, political affiliation, or national origin.

The bidder shall adhere to the provisions of the Fair Employment Practices Law of the Commonwealth (M.G.L. c.151B).

The provisions relating to non-discrimination and affirmative action in employment shall flow through all contracts and subcontracts that the successful bidder may receive or award as a result of this contract.

Any services provided by the bidder shall be rendered through a professional services contract. The bidder will not be considered an employee of the Town and will not receive any benefits of an employee.

The bidder shall comply with M.G.L. c.66A if the bidder becomes a "holder" of "personal data". The bidder shall also protect the physical security and restrict any access to personal or other Town data in the bidder's possession or used by the bidder in the performance of the contract, which shall include, but is not limited to the Town's public records, documents, files, software, equipment, or systems.

1.18 Clarification of Terminology

All references in this Bid to features, functions, services, or deliverables that "should", "must", "will", "has ability to", etc. be provided by the bidder are to be construed as mandatory. Similarly, all references in this Bid to information that "should", "must", "will", "has ability to", etc. be provided in the bidder's proposal are to be construed as mandatory.

Bidders may be referred to alternatively as "bidders", "offerors", "respondents", "successful offerors", "successful bidders", "vendors", etc. All such references (except for those explicitly defined otherwise) are to the primary contractor who submits a response to this bid and, if successful, who will be responsible for the successful completion of all required deliverables.

References to days are to workdays unless otherwise explicitly stated.

Reference to time as stated in this bid is based on local Eastern Standard Time.

End of Section

PART 2
SCOPE OF SERVICES/PRODUCT SPECIFICATIONS

2.01 – OVERVIEW

The Town is requesting bids to provide customized work shirts, T-shirts, Polo shirts, sweatshirts, fleece clothing, vests, and jackets for Town staff on as “needed” basis. The quantities are estimates only and are given solely as a basis for the comparison of bids. The awarded bidder shall have no claim for additional compensation, or refuse to do the work called for, or provide the requested items, by reason of the actual quantities involved being greater or lesser by any amount called for in the bid.

All items must be available in women and men’s regular and Big & Tall sizes and must be offered in a variety of colors. The Town is specifying brands to ensure consistency of quality. Any references to any brand name or proprietary product in the specifications shall require the acceptance of an equal or better brand. The Town has the right to make the final determination as to whether an alternate brand is equal to the brand specified.

The vendor must be able to provide screen print and embroidery services in a variety of colors and without a setup fee. The vendor must commit to provide clothing items in accordance with the Town’s specifications and as listed on the Bid Price Form. Substitutions will not be accepted after award.

The vendor must maintain adequate inventory of all sizes and colors for items listed in this bid and must be able to fulfill order within 3 weeks (15 business days) from the time the order is placed. The vendor must notify the Town personnel immediately of any delays or difficulties in order fulfillment. Items delivered after 30 business days may be deemed unacceptable and returned to the vendor at no cost to the Town. Any improperly manufactured item or items that have been screen-printed/embroidered contrary to the Town’s instructions must be replaced within one (1) week from the time of notification. All shipping and delivery expenses are the responsibility of the vendor; the Town is not to be billed separately.

Although not required, bidders who offer “Bag by Employee/Box by Division” shipping capabilities will weigh favorably.

2.02 – DETAILS

Invoicing:

Vendor shall bill the ordering department and referenced the purchase order number provided with each order. No extra charges shall be invoiced.

REQUIRED Services:

Silk screening will be one color as specified and generally consist of the Town Seal (2.75” diameter) with Department/Division name under the seal, or Department logo with the name of the Department under the logo, others will have specific lettering and/or artwork on the back of the shirt, and some will have artwork on the front, or front and back of the shirt. No set-up fee may be charged. Please see Appendix A.

Embroidery will generally consist of the Town Seal in one color thread, with the Town and/or Department name below the seal, typically 2.75 inches in size. No set-up fee may be charged. Please see Appendix A.

REQUIRED clothing items:

- (A) T-shirts:
- Gildan brand or equivalent in quality
 - Short and long sleeve
 - Pre-shrunk, machine washable
 - Material must be able to withstand normal wear and tear and retain color for more than 50 washes.
 - 50/50 cotton/polyester mix and 100% preshrunk Cotton must be offered
 - No pocket
 - Adult sizes

- Variety of colors, must be offered in navy or similar and bright red
 - Required: Women’s style short-sleeve T-shirt option (i.e., feminine shaping).
 - Optional: Tri-blend option (not required for award)
- (B) Men’s Polo Shirts:
- Pique style: hemmed short-sleeves, 3-button; rib-knit collar, no pockets.
 - Office wear style (i.e., “dressy”), wrinkle and crease resistant
 - 60/40 Cotton/Polyester; 50/50 Cotton Polyester or 100% Cotton
 - Pre-shrunk, machine washable
 - Variety of colors
 - Material must be engineered not to fade, pill, or shrink more than 5%
 - Material must be able to stay soft through multiple washes and wearings.
- (C) Women’s Polo Shirts:
- Pique style: hemmed short-sleeves, 3-button; rib-knit collar, no pockets.
 - Office wear style (i.e., “dressy”), wrinkle and crease resistant
 - “Princess” fit – tailored to accentuate feminine shape
 - 60/40 Cotton/Polyester; 50/50 Cotton Polyester or 100% Cotton
 - Pre-shrunk, machine washable
 - Variety of colors
 - Material must be engineered not to fade, pill, or shrink more than 5%
 - Material must be able to stay soft through multiple washes and wearings.
- (D) Fleece Jackets:
- High quality material, comparable to Harriton, WearGuard, Port Authority, Sport-Tek, etc.
 - Men and Women styles must be offered
 - 100% Spun polyester fleece (midweight)
 - Non-pill finish
 - Highly breathable
 - Front zip-pockets
 - Full length zipper
 - Non-roll elastic cuffs – guaranteed against fraying
 - Variety of colors
 - Machine washable
 - Material must be able to stay soft through multiple washes and wearings.
 - Women’s style must be tailored –fit with contoured panels to accentuate feminine shape (e.g., Raglan sleeves, princess seams, body skimming fit, etc.)
- (E) Men’s Fleece Vests:
- High quality material, comparable to Harriton, WearGuard, Port Authority, Sport-Tek, etc.
 - 100% Spun polyester fleece (8 oz. fleece weight minimum)
 - Non-pill finish
 - Highly breathable
 - Front zip-pockets
 - Full length zipper
 - Variety of colors
 - Machine washable
 - Material must be able to stay soft through multiple washes and wearings.
- (F) Women’s Fleece Vests:
- Tailored Style –fit with contoured panels to accentuate feminine shape (e.g., Gently contoured silhouette, raglan sleeves, princess seams, body skimming fit, etc.)
 - 100% Spun polyester fleece (7 oz. fleece weight minimum)
 - Non-pill finish
 - Highly breathable
 - Front zip-pockets

- Full length zipper
- Variety of colors
- Machine washable
- Material must be able to stay soft through multiple washes and wearings.

(G) Sweatshirts:

- Gildan brand or equivalent
- Must be available in crewneck style, pullover hoodie and full-zip hoodie
- 8 - 10 oz. weight
- Non-pill finish
- Front pouch pockets
- Variety of colors *Must be offered in Navy Blue
- Suitable for outdoor wear
- Machine Washable
- Material must be able to stay soft through multiple washes and wearings.

(H) Heavy Weight Sweatshirts:

- Sport-Tek brand or equivalent
- Must be available in crewneck style, pullover hoodie and full-zip hoodie
- 12 oz. minimum weight
- Non-pill finish
- Front pouch pockets
- Variety of colors *Must be offered in Navy Blue
- Machine Washable
- Material must be able to stay soft through multiple washes and wearings.

(I) Men's Button-Down Long Sleeve Shirts:

- Port-Authority or WearGuard brand or equivalent
- 100% cotton or cotton/poly blend
- Office wear style (i.e., "dressy"), button-down with collar, left pocket, wrinkle and crease resistant
- Variety of colors
- Machine Washable
- Material must be able to stay soft through multiple washes and wearings.

(J) Women's Button-Down Long Sleeve Shirts:

- Harriton or Devon & Jones brand or equivalent
- 100% cotton or cotton/poly blend
- Office wear style (i.e., "dressy"), button-down with collar, no pocket, back/bust darts, or "princess" seams for feminine fit, wrinkle and crease resistant
- Variety of colors
- Machine Washable
- Material must be able to stay soft through multiple washes and wearings.

2.03- QUALITY REQUIREMENTS (Minimum Criteria)

1. The bidder must be able to document to the satisfaction of the Town that it has the available resources (financial, personnel, equipment, and experience) to provide the goods and services requested.
2. The bidder must agree to execute the Town's standard 30B Short Form Agreement.

End of Section

PART 3
SUBMISSION REQUIREMENTS

3.01 Submission Requirements

The bid is to be submitted and addressed as follows: Kate Fitzpatrick, Town Manager, Town Hall, 1471 Highland Avenue, Needham, Massachusetts, 02492. The bidder is to provide one (1) original signed paper copy.

The bid is to be clearly marked: "Jackets, Work Shirts, and Other Clothing Items 23NEE005G.

Bidder should acknowledge all addenda related to this IFB, if any. Failure to receive or acknowledge any addenda does not relieve the bidder of any changes, conditions, quantities, methods, requirements that may result by the issuance of the addenda. Bidders are encouraged to check the Town's website www.needhamma.gov/bids.aspx for addenda before submitting your bid to the Town.

Bidder must submit a completed **Bidder Information Response** form with the contact information and questions answered.

A signed **Certificate of Good Faith**.

A completed **Certificate of Compliance with Massachusetts Tax Laws** or Certificate of Good Standing issued by the Massachusetts Department of Revenue.

A completed **Promise to Execute Contract** form which states the bidder is aware and agrees that the final contract to be executed by the parties will be done remotely via the method determined and chosen by the Town. Currently the Town uses DocuSign to execute contracts.

The Bidder **MUST** provide a minimum of five (5) references. For each, provide the following: a contact person and title, customer's name, address, telephone number, email, and a brief description of the actual items provided (sample format included in bid package). Do not use the names of relatives or Town of Needham Employees as references. You may use previous Town contracts as a record of your experience only. The Town has provided a **Professional References Form** (attached) that the bidder may use but is not required to use this form; however, the Bidder is required to provide in whatever format at least the requested information that is stated on the Professional Reference Form. If any of the requested information is not available, the bidder is to disclose this fact and why.

Bidder must submit a completed **Bid Form** or an exact copy, signed by an individual authorized to negotiate for and contractually bind the Bidder. All prices must be reflective of all costs for delivery. Any and all damages that may occur due to packaging or shipping will be the sole responsibility of the Bidder. No price adjustments will be allowed. Fuel surcharges or vehicle surcharges or adjustments will not be allowed. Failure to fully complete the form, or provide the requested information, or making any alterations will be deemed a conditional bid and the proposal will be rejected.

A completed Certificate of Authority (attached) or Corporate Resolution; if applicable.

Bids must be received, and time stamped no later than the deadline stated in the **Procurement in Brief** (Where and When Bids are Due). **LATE BIDS WILL NOT BE CONSIDERED.**

A Bid Bond if required is stated in the Procurement in Brief.

Delivery will be at the expense of the Bidder. Any and all damages that may occur due to packaging or shipping will be the sole responsibility of the Bidder.

The Town reserves the right to reject any and all bids as determined to be in the best interests of the Town and to waive minor informalities.

End of Section

PART 4 – CHECKLIST AND FORMS FOR SUBMISSION
Jackets, Work Shirts, and Other Clothing Items
23NEE005G
Checklist

Company Name: _____

Checklist

Bidder Name: _____

- Bidder has completed and returned the **Acknowledgement of Receipt** form (prior to bid submission).
- Bidder has completed, signed, and enclosed the **Bidder Information Response**.
- Bidder has completed, signed, and enclosed the **Certificate of Good Faith**.
- Bidder has completed, signed, and enclosed the **Certificate of Compliance with Massachusetts Tax Laws** or provided the Certificate of Good Standing by the Department of Revenue.
- Bidder has completed, signed, and enclosed the **Promise to Execute Contract**.
- Bidder has provided a minimum of **five (5) references**.
- If the bid submission is signed by someone other than the Owner/President of the company, a completed **Certificate of Authority or Corporate Resolution** for the person who signed the proposal stating the individual has the authority to submit the proposal on behalf of the Bidder and can bind the Company to the contract if awarded.
- Bidder has completed, signed, and enclosed the **Bid Price Form**.
- Bidder has identified the Customer Service Representative to be assigned to this account (on Bid Price Form).
- Bidder disclosed the minimum number of items required to be ordered for both silk-screen and embroider items, without a setup fee (on Bid Price Form).
- Bidder has provided sample ordering forms for placing orders
- Bidder has provided a PDF copy of the bid on a thumb drive (not required but helpful if you do).

- Bidder acknowledged all addenda if any
Addendum Number 1 dated _____
Addendum Number 2 dated _____
Addendum Number 3 dated _____
Addendum Number 4 dated _____
Addendum Number 5 dated _____

THIS FORM MUST BE FILED WITH BID SUBMISSION

Bidder Information Response
Jackets, Work Shirts, and Other Clothing Items
23NEE005G

Legal Name of the Bidder: _____

Company Name: (if different) _____

Company Address _____

City State Zip: _____

Company Web Address: _____

Company Telephone: _____ Toll Free Number: _____

State of Incorporation (Date): _____ (_____)

If the bidder is a partnership, give full names and addresses of all partners; and if an individual, give residential address if different from business address.

Company Contacts - Required

Individual Submitting the Bid:

Name: _____ Title: _____

Mailing Address _____

City State Zip: _____

Telephone: _____

Email Address: _____

Individual to be contacted about the Bid:

Name: _____ Title: _____

Mailing Address _____

City State Zip: _____

Email Address: _____

Telephone: _____ Best Times to Contact: _____

It is the Bidder's responsibility to monitor the email address for the Bidder's contact person, provided in the Submission. The TOWN may need to contact the Bidder's contact person with clarification requests or for other reasons. The Town assumes no responsibility if a Bidder's designated email address is not current, or if technical problems, including those with the Bidder's computer, network, or internet service provider (ISP), cause e-mail communications between the Bidder and the Town to be lost or rejected by any means including email or spam filtering.

Individual Authorized to Contractually Bind the Company (This will be the individual whose name and title will appear in the contract and will execute the contract if the contract is awarded to the company):

Name: _____ Title: _____

Mailing Address _____

City State Zip: _____

Email Address: _____

Telephone: _____ Best Times to Contact: _____

1. Has the bid been signed by a person legally authorized to commit the bidder (Company) to contract, if awarded?
 Yes No
2. The bidder represents and warrants that the Company is authorized to conduct business in the Commonwealth of Massachusetts in the manner contemplated by this bid. Yes No
3. Is the bidder prepared to provide the insurances as required? Yes No
4. Is the bidder a legally define small/woman/minority owned business? Yes No If yes, please attach the documentation to this form.
5. Has the bidder placed any conditions and/or restrictions on that which is called out by the Town in its bid package or any addendum? Yes No
6. If the answer to #5 (above) was YES, have the conditions and/or restrictions been put in writing and included with the submission? Yes No N.A. (A "No" response may be cause for rejection)
7. Are there any exceptions to the Town's specifications? Yes No
8. If the answer to #7 (above) was YES, have the exceptions been put in writing and included with the submission?
 Yes No N.A. (A "No" response may be cause for rejection)
9. Is the bidder presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from any activity contemplated by this bid by and Federal or State department or agency in the last five (5) years preceding this bid? Yes No (A "Yes" response may be cause for rejection). If yes, please describe the situation(s). Please attach the writing to this form.
10. The bidder confirms that neither it, nor any of its members, directors, officers, shareholders, partners, managers, principal officers, or employees have, within the three (3) years preceding this bid, in their current or former job, been convicted of, or had a civil judgment rendered against them or any of their current partners or managers, principal officers or any person who would perform any services contemplated by this BID, for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract. This includes, but is not limited to, violation of Federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property?
 Yes No (A "Yes" response may be cause for rejection). If yes, please describe the situation(s), disclose whether the individual(s) is/are still engaged with the company. Please attach the writing to this form.
11. Has the bidder had any contract with a municipality terminated (whether for convenience, non-performance, or any other reason), or has the bidder entered into legal action with a customer, on or after July 1, 2017? Yes No (A "Yes" response may be cause for rejection). If yes, please describe the situation(s) and include the name and address of the municipality(ies). Please attach the writing to this form.
12. Has the bidder requested any changes to the Town's contract? Yes No (if "yes" the changes must be attached to this form).
13. Is the Bidder prepared to execute the Town's contract as written if awarded? Yes No

Signature of the Bidder: _____

Printed Name and Title of Signatory: _____

Date: _____

THIS FORM MUST BE FILED WITH BID SUBMISSION

CERTIFICATE OF GOOD FAITH
Jackets, Work Shirts, and Other Clothing Items
23NEE005G

The undersigned hereby certifies that s/he will comply with all laws and regulations applicable to awards made subject to Massachusetts General Laws, Chapter 30B.

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 individual submitting the bid or proposal

Individual Full Name (Print/Type)

Name of Business (Print/Type)

(Date)

Two Witnesses or Notary

Witness One Signature

Witness Two Signature

Witness One Full Name (Print/Type)

Witness Two Full Name (Print/Type)

Witness One Primary Address

Witness Two Primary Address

OR

Commonwealth of Massachusetts

County of _____

On this ____ day of _____, 20____, before me, the undersigned notary public, personally appeared _____ (name of document signer), proved to me through satisfactory evidence of identification, which were _____, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.

- as partner for _____, a partnership.
- as _____ for _____, a corporation.
- as attorney in fact for _____, the principal.
- as _____ for _____, (a) (the) _____.

(official signature and seal of notary)

My commission expires: _____

THIS FORM MUST BE COMPLETED AND FILED WITH THE SUBMISSION

CERTIFICATE OF COMPLIANCE WITH MASSACHUSETTS TAX LAWS

Certificate of Good Standing issued by the Massachusetts Department of Revenue dated no earlier than 90 days before the bid submission deadline may be submitted in place of this certificate.

Pursuant to M.G.L. c.62C, §49A , the undersigned acting on behalf of the Contractor* certifies under the penalties of perjury that the Contractor is in compliance with all laws of the Commonwealth relating to taxes including payment of all local taxes, fees, assessments, betterments and any other local or municipal charges (unless the Contractor has a pending abatement application or has entered into a payment agreement with the entity to which such charges were owed), reporting of employees and contractors, and withholding and remitting child support.**

• Contractor: _____ Date: _____

Print Name: _____

Social Security Number: _____

Corporation, Association or Partnership:

_____ (Print)

Federal Tax ID Number or Social Security Number:

• By: _____ Date: _____
(Authorized Corporate Signature)

Title: _____

Note to Contractor***: Please sign at (1) or (2), whichever applies.

In order to comply with all laws of the Commonwealth relating to taxes, the undersigned certifies that Contractor (check applicable item):

1. _____ has filed all tax returns and paid all taxes required by law; or
2. _____ has filed a pending application for abatement of such tax; or
3. _____ has a pending petition before the appellate tax board contesting such tax; or
4. _____ does not derive taxable income from Massachusetts Sources such that it is subject to taxation by the Commonwealth

* As used in this certification, the word "Contractor" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

* The provision in this Certification relating to child support applies only when the Contractor is an individual.

*** Approval of a contract or other agreement will not be granted until the Town of Needham receives a signed copy of this Certification.

THIS FORM MUST BE FILED WITH BID SUBMISSION

PROMISE TO EXECUTE CONTRACT

The undersigned hereby certifies that following individual(s) is/are authorized to execute and bind the firm to a contract with the Town of Needham, and that if awarded* the contract will be executed electronically. It is understood that the Town will forward the contract to be executed via DocuSign to the identified individual(s) and that no other person on behalf of the firm must sign the contract to become binding on the firm.

Signature of individual submitting the bid

(Date)

Individual Full Name (Print/Type)

Name and title of the individual who will execute the contract on behalf of the company if the Town awards the contract to the company (please print/type information):

Name: _____

Title: _____

Email address to send the Contract: _____

Name of the Individual who will sign CERTIFICATE OF COMPLIANCE WITH MASSACHUSETTS TAX LAWS section of the contract, if different from the individual who will sign the contract:

Name: _____

Title: _____

Email Account to Send Contract: _____

*The award may be subject to further discussions with the bidder. The making of a preliminary award to a bidder does not provide the bidder with any rights and does not impose upon the Town any obligations. The Town is free to withdraw a preliminary award at any time and for any reason. A proposer has rights, and the Town has obligations, only if and when a contract is executed by the Town and the bidder.

We request a waiver from this requirement for the following reason:

THIS FORM MUST BE FILED WITH BID SUBMISSION

Professional References
Jackets, Work Shirts, and Other Clothing Items
23NEE005G

Customer: _____

Primary Contact: _____ Title: _____

Mailing address _____

Telephone: _____

Email address: _____

Period of Service: _____ through _____

Description of Items/Services Provided: _____

Customer: _____

Primary Contact: _____ Title: _____

Mailing address _____

Telephone: _____

Email address: _____

Period of Service: _____ through _____

Description of Items/Services Provided: _____

(A minimum of five (5) references required, governmental clients preferred)

**THIS FORM OR SUBSTITUTE WITH THE REQUESTED INFORMATION MUST BE
FILED WITH BID SUBMISSION**

CERTIFICATE OF AUTHORITY

1. I hereby certify that I am the Clerk/Secretary of _____
(Insert full name of Corporation)
2. corporation, and that _____
(Insert the name of officer who signed the **contract and bonds**)
3. is the duly elected _____
(Insert the title of the officer in line 2)
4. of said corporation, and that on _____
(The date must be **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

5. _____ 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.

6. ATTEST: _____ AFFIX CORPORATE
(Signature of **Clerk or Secretary**) * SEAL HERE

7. Name: _____
(Please print or type name in line 6) *

8. 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.

Bid Form
Jackets, Work Shirts, and Other Clothing Items
23NEE005G

The **Bid Form** or an exact copy is to be signed by the individual authorized to negotiate for and contractually bind the company. Failure to fully complete the form, provide the requested information, or make any alterations will be considered a **conditional bid** and the proposal will be **rejected**.

All questions must be answered, and the data given must be clear and comprehensive. Please type or print legibly. If necessary, add additional sheet for starred items. This information will be utilized by the Town for purposes of determining bidder responsiveness and responsibility with regard to the requirements and specifications of the Contract.

The bidder agrees with submission of this bid that the offer is effective for (a) at least ninety (90) calendar days from the opening date of the bids (b) a contract is executed, or (c) this bid is cancelled, whichever of (a), (b), or (c) occurs first.

Please provide a unit price for all items or indicate "not available" as applicable.

Item A.1	Brand offered		Style No.
T-shirts 50/50 Blend -short sleeve			
Sizes:	(A) Estimated Qty.	(B) Unit Price	(C) Total
XXS-XL	630	\$	\$
2XL-5XL	42	\$	\$

Item A.2	Brand offered		Style No.
T-shirt 100% Cotton - short sleeve			
Sizes:	(A) Estimated Qty.	(B) Unit Price	(C) Total
XXS-XL	424	\$	\$
2XL-5XL	200	\$	\$

Optional – Tri-Blend Option (not required for award)	20	\$	\$
---	----	----	----

Item A.3	Brand offered		Style No.
T-shirt 100% Cotton - long sleeve			
Sizes:	(A) Estimated Qty.	(B) Unit Price	(C) Total
XXS-XL	418	\$	\$
2XL-5XL	120	\$	\$

(Continues next page)

Item A.4	Brand offered		Style No.
Women's short sleeve T-shirt			
Sizes:	(A) Estimated Qty.	(B) Unit Price	(C) Total
XXS-XL	158	\$	\$
2XL-5XL	20	\$	\$

Item B.1	Brand offered		Style No.
Men's Pique Polo Shirt			
Sizes:	(A) Estimated Qty.	(B) Unit Price	(C) Total
XXS-XL	205	\$	\$
2XL-5XL	29	\$	\$

Item B.2	Brand offered		Style No.
Women's Polo Shirt			
Sizes:	(A) Estimated Qty.	(B) Unit Price	(C) Total
XXS-XL	159	\$	\$
2XL-5XL	13	\$	\$

Item C.1	Brand offered		Style No.
Men's Fleece Jacket			
Sizes:	(A) Estimated Qty.	(B) Unit Price	(C) Total
XXS-XL	58	\$	\$
2XL-5XL	16	\$	\$

(Continues next Page)

Item C.2	Brand offered		Style No.
Women's Fleece Jacket			
Sizes:	(A) Estimated Qty.	(B) Unit Price	(C) Total
XXS-XL	56	\$	\$
2XL-5XL	5	\$	\$

Item D.1	Brand offered		Style No.
Men's Fleece Vest			
Sizes:	(A) Estimated Qty.	(B) Unit Price	(C) Total
XXS-XL	19	\$	\$
2XL-5XL	6	\$	\$

Item D.2	Brand offered		Style No.
Women's Fleece Vest			
Sizes:	(A) Estimated Qty.	(B) Unit Price	(C) Total
XXS-XL	28	\$	\$
2XL-5XL	4	\$	\$

Item E.1	Brand offered		Style No.
Sweatshirts 9 oz. - CREWNECK			
Sizes:	(A) Estimated Qty.	(B) Unit Price	(C) Total
XXS-XL	25	\$	\$
2XL-5XL	14	\$	\$

(Continues next Page)

Item E.2	Brand offered		Style No.
Sweatshirts 9 oz. - PULLOVER HOODIE			
Sizes:	(A) Estimated Qty.	(B) Unit Price	(C) Total
XXS-XL	641	\$	\$
2XL-5XL	31	\$	\$

Item E.3	Brand offered		Style No.
Sweatshirts 9 oz. - FULL ZIP HOODIE			
Sizes:	(A) Estimated Qty.	(B) Unit Price	(C) Total
XXS-XL	103	\$	\$
2XL-5XL	33	\$	\$

Are all 9oz. Sweatshirts styles offered in Navy Blue?

Yes

No

Item F.1	Brand offered		Style No.
Heavy Weight Sweatshirts - CREWNECK			
Sizes:	(A) Estimated Qty.	(B) Unit Price	(C) Total
XXS-XL	25	\$	\$
2XL-5XL	15	\$	\$

Item F.2	Brand offered		Style No.
Heavy Weight Sweatshirts - PULLOVER HOODIE			
Sizes:	(A) Estimated Qty.	(B) Unit Price	(C) Total
XXS-XL	55	\$	\$
2XL-5XL	45	\$	\$

(Continues next Page)

Item F.3	Brand offered		Style No.
Heavy Weight Sweatshirts - FULL ZIP HOODIE			
Sizes:	(A) Estimated Qty.	(B) Unit Price	(C) Total
XXS-XL	45	\$	\$
2XL-5XL	25	\$	\$

Are all 12oz. Sweatshirts styles offered in Navy Blue?	_____	_____
	Yes	No

Item G.1	Brand offered		Style No.
Men's Button-Down Long Sleeve Work Shirt			
Sizes:	(A) Estimated Qty.	(B) Unit Price	(C) Total
XXS-XL	10	\$	\$
2XL-5XL	1	\$	\$

Item G.2	Brand offered		Style No.
Women's Button-Down Long Sleeve Work Shirt			
Sizes:	(A) Estimated Qty.	(B) Unit Price	(C) Total
XXS-XL	10	\$	\$
2XL-5XL	1	\$	\$

(Continues next Page)

Website to view product offerings: _____

Silk-Screen Charge per item: \$ _____

Minimum number of items ordered to fulfill Silk-Screen order: _____

Additional Charge per item for silk-screen on Back side \$ _____

Embroidery Charge per item: \$ _____

Minimum number of items ordered to fulfill embroidery order: _____

The Grand Total \$ _____

Total Written Out: _____

Customer Service Representative to be assigned to this account: _____

In the event that the unit price and the total price differ, the unit price shall prevail.

PROMPT PAY DISCOUNT (Not required but if NOT offering a discount indicate by writing "ZERO") The Town of Needham general payment terms are net 30 days. Enter the Prompt Payment Discount percentage (%) off the invoice amount, for each of the payment issue dates listed, if the payment is issued within the specified Payment Issue days. For example: 5% - 10 Days 4% - 15 Days 3% - 20 Days 2% - 30 Days

Note: The Prompt Payment Discount "Clock" begins at the date of receipt of the invoice, or the date of the receipt of the product or service, whichever occurs later.

The undersigned proposes to provide the **Jackets, Work Shirts, and Other Clothing Items** in accordance with the accompanying requirements provided by the Town dated [May 5, 2022](#) and any addenda as may be issued by the Town and provided to the undersigned prior to the opening of the bids. In the event that the numeric price and the written price differ, the written price shall prevail.

The undersigned agrees that, if selected as vendor, s/he will within five days, Saturdays, Sundays, and legal holidays excluded, after presentation thereof by the Town, execute a contract in accordance with the terms of this bid. The undersigned hereby certifies that s/he is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the work and that s/he will comply fully with all laws and regulations applicable to awards made subject to M.G.L. c.30B.

The undersigned further certifies under the penalties of perjury that this proposal is in all respects bona fide, fair, and made without collusion or fraud with any other person. As used in this subsection, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, group of individuals, or legal entity.

(Name of Company)

BY: _____

(Signature)

(Printed Name and Title of Signatory)

End of Bid Price Form

Non-Submittal Response Form
Jackets, Work Shirts, and Other Clothing Items
23NEE005G

NOTE TO BIDDER: If your company's response is a "non-submittal", the Town of Needham is interested in the reason for such response since Town desires to ensure that the procurement process is fair, open, and attracts maximum participation from interested companies. We, therefore, appreciate your responses to this non-submittal response form.

Please complete and email this form to: pcentral@needhamma.gov

Please indicate your reason for responding with a "non-submittal":

- We were unable to meet requirements for this procurement.
- We were unable to provide the goods or services requested in this procurement.
- We were unable to meet time frame established for start and or completion of project.
- We obtained the bid package too late in order to evaluate and submit a bid.

Received on: _____

- Other (Please explain): _____

Company Name: _____

Company Address: _____

Telephone: _____ Fax number: _____

Email Address: _____

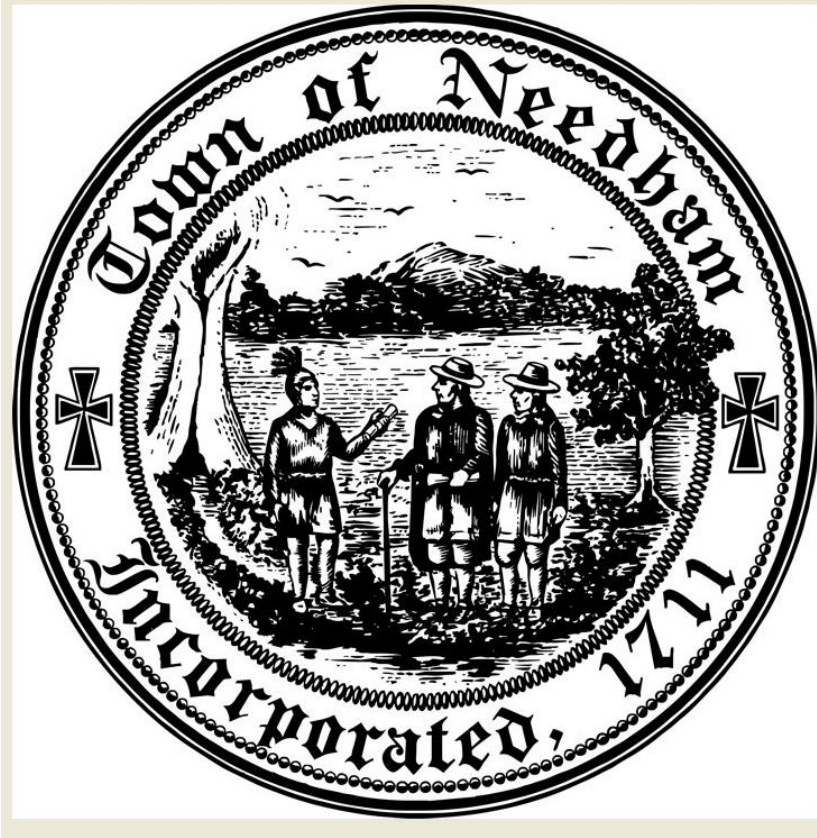
Primary Contact: _____ Title: _____

Date: _____

Appendix A
Jackets, Work Shirts, and Other Clothing Items
23NEE005G

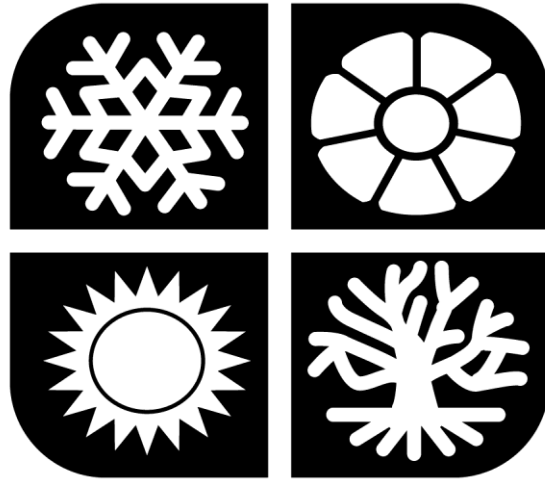
Town of Needham Logo:

2.75" In size (enlarged to show detail – jpeg or preferred format will be provided to awarded contractor)



Park & Recreation Logo:

NEEDHAM



**PARK AND
RECREATION
STAFF**

Needham Public Health Logo:

