

EAST HARTFORD PUBLIC SCHOOLS

COST PROPOSAL # 1726-18

Sealed Cost Proposals addressed to the Director of Business Services for:

SCHOOL UNIFORMS

Will be received at the East Hartford Public Schools, Department of Business Services, 1110 Main Street, East Hartford, Connecticut, 06108, until **1:00 p.m. on Monday, October 29, 2018**, at which time they will be publicly opened and respondents' names read aloud, in the Department of Business Services.

East Hartford Public School system is seeking vendor(s) to provide an assortment of quality uniform components at/through a conveniently accessible location. Majority of purchases will be made directly through students and parents.

Specifications are attached. **Technical questions may be directed to Cynthia Hadden @ hadden.ct@easthartford.org. Bid questions may be directed to Stanley Staron at sstaron@easthartford.org.**

Cost Proposals to be plainly marked in the lower left-hand corner of the envelope as follows:

COST PROPOSAL NUMBER: #1726-18
COST PROPOSAL NAME: SCHOOL UNIFORMS
OPENING DATE: October 29, 2018
OPENING TIME: 1:00 P.M.

The right is reserved to purchase either by option or the total options indicated, split awards and act, as it seems in the best interest of the East Hartford Public Schools.

After the opening of the Cost Proposals, no Cost Proposal can be withdrawn for a period of ninety (90) days.

East Hartford Public Schools reserves the right to waive any formalities in Cost Proposals; to reject any or all Cost Proposals, or **to accept the ones that in its judgement will be in the best interest of the East Hartford Public Schools and/or the Town of East Hartford, Connecticut.**

East Hartford Public Schools do not discriminate on the basis of sex, sexual orientation, race, religion or national origin.

cc: P. Mainuli
File

INSTRUCTIONS TO BIDDERS

These instructions are standard for all Cost Proposals issued by the East Hartford Public Schools, East Hartford, Connecticut, where a vendor is to furnish professional service to complete a Cost Proposal as outlined in our detailed specifications. The East Hartford Public Schools may delete, supersede or modify any of these standard instructions for a particular Cost Proposal.

- 1.0 The attached Cost Proposal is signed by the vendor with full knowledge of and Agreement with the general specifications, conditions and requirements of this Cost Proposal.
- 1.1 Submit Cost Proposal in an envelope marked with the vendor's name and address in the upper left-hand corner. Cost Proposal number, name, opening date and opening time must be marked in the lower left hand corner.
- 1.2 Cost Proposals received later than date and time specified will not be considered. Amendments to, or withdrawals of, Cost Proposals received later than the date and time set for Cost Proposal opening will not be considered.
- 1.3 The East Hartford Public Schools reserves the right to reject any and all Cost Proposals, to waive technical defects and to make such award, including accepting a Cost Proposal, although not the low bid, as it deems to be in the best interest of the East Hartford Public Schools.
- 1.4 The East Hartford Public Schools may withhold acceptances of work and payment thereof when it is determined that said work or materials do not meet the specified requirements. Payment will not be made until corrections are made which are acceptable to the East Hartford Public Schools officials and/or their authorized agent.
- 1.5 The East Hartford Public Schools may make such investigation as deemed necessary to determine the ability of the bidder to discharge his contract. The bidder shall furnish the East Hartford Public Schools with all such information and data including references of similar projects conducted for other school systems as may be required for that purpose. The East Hartford Public Schools reserves the right to reject any Cost Proposal if the bidder fails to satisfactorily convince the East Hartford Public Schools that he/she is properly qualified by experience and has the facilities to carry out the obligations of the contract and to satisfactorily complete the work called for herein. Conditional Cost Proposals will not be accepted.
- 1.6 Specifications cannot be relieved by anyone other than an assigned agent for the East Hartford Public Schools. All changes must be in writing, signed by agent.
- 1.7 All prices must be F.O.B. delivered

It is the vendor's responsibility to check the East Hartford Public School website AND the State DAS website for changes to the bid prior to the bid opening. The bidder will be held to the bid and all addenda.

APPENDIX B

VENDOR INDEMNIFICATION

The Vendor shall fully indemnify, defend and hold harmless the Town of East Hartford, the East Hartford Board of Education and all of their agents servants and employees to the fullest extent allowed by law for any claim for personal injury, bodily injury, death, property damage, emotional injury or any other injury, loss or damage of any kind occurring during the term of the agreement and alleged to have been caused in whole or in part by the Vendor, and even if caused by the negligence of the Town of East Hartford, the East Hartford Board of Education or any of their agents servants or employees. This obligation shall further apply to:

- (1) actions, suits, claims, demands, investigations and legal, administrative or arbitration proceedings pending or threatened, whether mature, un-matured, contingent, known or unknown, at law or in equity, in any forum (collectively, "Claims") arising, directly or indirectly, in connection with this {Invitation to Bid and resulting Contract}, including any environmental matters, and including the acts of commission or omission (collectively, the "Acts") of the Vendor or any of its members, directors, officers, shareholders, representatives, agents, servants, consultants, employees or any other person or entity with whom the Vendor is in private or oral or written contract (collectively "Vendor Parties");
- (2) liabilities arising, directly or indirectly, in whole or in part, in connection with this {Invitation to Bid and resulting contract}, out of the Vendor's or Vendor Parties' Acts concerning its or their duties and obligations as set forth in this Invitation to Bid and resulting Contract; and
- (3) all damages, losses, costs and expenses, including but not limited to, attorneys' and other professional' fees, that may arise out of such claims and/or liabilities for personal injury, bodily injury, emotional injury, death, property damage or any other injury or loss caused in whole or in part by the Acts of the Vendor or any Vendor's Parties.

The Vendor hereby covenants and agrees that the Town of East Hartford or East Hartford Board of Ed shall be endorsed on the Vendor's policies of insurance as additional insured.

The Vendor hereby further covenants and agrees to obtain a policy of insurance, with minimum limits of amounts listed in Appendix A, containing an endorsement that covers this agreement to indemnify, defend and hold harmless the Town of East Hartford or East Hartford Board of Education

The Vendor hereby further covenants and agrees to obtain an endorsement to said policy of insurance policy that the Vendor's insurance is primary and any insurance obtained, or self insurance provided, by the Town of East Hartford or East Hartford Bd. of Education is excess.

The Vendor hereby further covenants and agrees to furnish a copy of the insurance policy that meets all of the above requirements before any work or use of the property commences.

The existence of insurance shall in no way limit the scope of this indemnification. The Vendor further undertakes to reimburse the East Hartford Public Schools for damage to property of the East Hartford Public Schools caused by the Vendor, or his employees, agents, sub Vendors or material men or by faulty, defective or unsuitable material or equipment used by him or them.

STATE OF CONNECTICUT:

COUNTY OF:

Signed: _____

Vendor

By: _____

Name

Street

City/State Zip

Date

Subscribed and Sworn to before me on this _____ day of _____ .

Notary Public

**EAST HARTFORD PUBLIC SCHOOLS
1110 MAIN STREET
EAST HARTFORD, CT 06108**

TO: All Vendors
FROM: Paul Mainuli, Director/Business Services
SUBJECT: Affirmative Action

The East Hartford Public Schools is an Equal Opportunity Employer. The Board of Education has made it a matter of policy that it will not transact business with firms, which are not in compliance with all Federal and State Statutes and Executive Orders pertaining to non-discrimination.

A copy of the Board of Education Affirmative Action Statement is printed on the bottom of this letter.

In order to have your firm listed on our acceptable vendor's list and thereby be eligible for consideration as a source for goods and services, please complete and return the following Statement of Policy to us.

Paul Mainuli
Director of Business Services

STATEMENT OF POLICY

It is the employment policy of _____ that there shall be no discrimination against anyone on the grounds of race, creed, national origin, sex or age in the hiring, upgrading, demotions, recruitment, termination and selections for training.

In addition, this form is in full compliance with the letter and intent of the various Equal Employment Opportunities and Civil Rights Statutes noted above.

Date	Signed (Name/Title of Company Officer)
Area Code Telephone #	Street Address
Area Code Fax	City/State

REFERENCED CHECK/COST PROPOSAL # 1726-18

In the interest of securing competent contractors we are requiring the following information be provided with your Cost Proposal. Failure to provide this information may jeopardize your firm being awarded this project.

Please provide three references:

Company Name

Contact Person

Telephone Number

Date Job Completed

Company Name

Contact Person

Telephone Number

Date Job Completed

Company Name

Contact Person

Telephone Number

Date Job Completed

East Hartford Public Schools 1726-18
COST PROPOSAL FOR SCHOOL UNIFORMS

Scope

East Hartford Public School System is seeking proposals from responsible vendors to provide school uniforms for all students of East Hartford Public Schools.

Chosen vendor(s) will be only 'designated uniform vendor(s)' for East Hartford School students.

Uniforms will be sold directly to students/families and the East Hartford Public School System will NOT be involved in any purchase orders or for payment of normal orders. East Hartford Public Schools MAY order or pay for a very limited number of uniforms periodically however the vast majority will be purchased directly by the students and their families.

Vendors will need to have a location convenient for the families of students to access and view and purchase the uniforms as well as any sizing requirements and ample stock. An East Hartford location is preferred.

Vendor(s) needs to be accessible through phone, website and convenient store location.

Objective is to have ONE or MORE VENDOR(S) as the 'designated uniform vendor' and the same brand/style/color for all students/parents that will be directed to for uniform purchase. These uniforms will be mandatory. Shortlisted vendors will be required to provide samples.

There are approximately 7,000 students attending East Hartford schools. Vendors must have additional staff available on site to process and deliver uniform orders during the months of August and September.

***Attached is example of existing uniform offerings.**

Below link is the current listing from East Hartford Public School website:

<http://www.easthartford.org/page.cfm?p=10719&pback=7065>

All below to have embroidered emblem

Vendor(s) to provide pricing for:

Polo Shirts:

Youth Short Sleeve Polo

- Adult Short Sleeve Polo
- Youth Long Sleeve Polo
- Adult Long Sleeve Polo
- Youth V-neck Cardigan Sweaters
- Adult V-neck Cardigan Sweaters
- Youth Full Zip Polar Fleece
- Adult Full Zip Polar Fleece

Fabric/Sizing:

- Long & short sleeve polo is a 65/35 poly cotton pique knit blend.

- Unisex sizing

Polar Fleece Jackets:

- 100% polyester pullover fleece
- ¼ zip and stand-up collar
- Elastic cuffs
- Drawstring bottom band
- Two side pockets

V-neck Cardigan Sweaters:

- Heavyweight 100% acrylic fabric
- Unisex sizing

East Hartford Public Schools Uniform Guide:

All elementary schools, as well as Sunset Ridge Middle School and R.J. O'Brien STEM Academy:

- Grey and Royal short and long sleeve polo's
- Grey and black button-down, V-neck cardigan sweaters
- Black full zip polar fleece

East Hartford Middle School:

- Red and black short and long sleeve polo's
- Black button-down, V-neck cardigan sweaters
- Black and grey full zip polar fleece

East Hartford High School:

- Grey, black and white short and long sleeve polo's
- Black and grey button-down, V-neck cardigan sweaters
- Black and grey full zip polar fleece

Connecticut IB Academy:

- Red, black and white short and long sleeve polo's
- Black and grey button-down, V-neck cardigan sweaters
- Black and grey full zip polar fleece
- White men's and women's short and long sleeve oxfords
- Black ¼ zip collared sweatshirts

PRICING:

I, WE, the undersigned, hereby agree to furnish and deliver the requested uniforms to students and parents of East Hartford Middle School at the prices named herein, subject to and in accordance with the Cost Proposal, and Specifications, all of which are made a part of this Proposal.

I, we, further understand East Hartford Public Schools will not be responsible for any purchases made by or arranged for the students and/or parents. Unless otherwise indicated – all arrangements will be made between students/families and chosen vendor.

POLO SHIRTS:

SHORT SLEEVE: _____

LONG SLEEVE: _____

POLAR FLEECE JACKET: \$ _____

CARDIGAN SWEATERS: \$ _____

East Hartford Public Schools reserves the right to reject any and all Cost Proposals, to waive technical defects and to make such award, including accepting a Cost Proposal, although not the low bid, as it deems to be in the best interest of the East Hartford Public Schools and the students and parents of such.

Please note other components may be added as necessary.

East Hartford Public Schools would also like to make the same pricing structures available to other area Board of Education and/or towns. Bidders shall indicate whether they shall extend pricing. Inclusion is not mandatory and will have no bearing on the contract award.

- **Agree to extend prices to other CT BOE's/Municipalities:** _____
- **Do not agree to extend prices to other BOE's/Municipalities:** _____

Bidder agrees to delivery within _____ days after receipt of order.

BIDDER: _____

ADDRESS: _____

SIGNED BY: _____ TITLE: _____

NAME :(please print): _____ DATE: _____

TELEPHONE # _____ FAX # _____

FEDERAL TAX IDENTIFICATION NUMBER (FEIN): _____

E-MAIL: _____

Tax Collector verification: _____
No delinquent taxes owed by the awarded bidder to the Town of East Hartford

It is the vendor's responsibility to check the East Hartford Public School website AND the State DAS website for changes to the bid prior to the bid opening. The bidder will be held to the bid and all addenda.