



MANCHESTER SCHOOL DISTRICT
 SCHOOL ADMINISTRATIVE UNIT NO. 37
 286 Commercial Street, Manchester, NH 03101
 Telephone: 603.624.6300 • Fax: 603.624.6337

Thomas J. Brennan, Jr., Ed.D.
 Superintendent of Schools

Michael J. Tursi
 Assistant Superintendent

Karen G. Burkush
 Assistant Superintendent

Karen DeFrancis
 Business Administrator

INVITATION TO BID
 July 21, 2010
 Box Truck

The Manchester School District's Food and Nutrition Service will receive sealed bids to provide 2 Box Trucks. Basic Specifications are as follows.

- New Vehicle
- 2009 or 2010 model year
- Ford E-450 (or equivalent)
- Automatic Transmission
- AM/FM Radio with clock
- Cargo Box 8 Ft high X 14 Ft long X 7Ft wide
- Overhead Cargo Door
- Slide out rear cargo ramp

Please list, on the attached sheet, features, specifications and warranty information for the vehicle you are offering.

Please indicate where vehicle may be previewed.

Please indicate estimated time table from bid award to delivery.

The School District has available for trade one 1998 Ford box truck and one 1999 Ford box truck.

Please include price for vehicle purchase with and without trade.

Said bids are due no later than **2PM Friday, July 30, 2010**. Bids shall be submitted on the forms provided in sealed envelopes, clearly marked with the Bidder's name and address and notated: **BOX TRUCK BID**. Bids should be mailed or delivered to:

Jim Connors
 Foodservices Director
 286 Commercial Street
 Manchester, NH 03101

The Manchester School District reserves the right to reject any and all bids, or portions thereof, and to waive any informality in any or all bids as the Manchester School District deems it. Further, the District reserves the right to cancel this bid if supplies or services are unsatisfactory.

All bidders are required to submit the enclosed General Bidder Certification and Disclosure form with their bid.

Please contact Jim Connors at 603-624-6300 ext. 165 with any questions.

COMPANY _____ DATE _____

SIGNATURE _____ PHONE _____

**Manchester School District
General Bidder Certifications and Disclosures**

Firm Name _____

Business Address _____

Telephone No. _____ Date of Proposal _____

- I. Criminal and Civil History.** By submission of this proposal, the Proposer hereby certifies under oath that the Proposer, its directors, partners, principal officers and key employees have no criminal convictions or adverse civil judgments.

Yes _____ No _____

If the answer is "no", the Proposer shall disclose under oath the following:

- A. The court, date, docket number and description of any and all misdemeanor convictions involving moral turpitude, conviction of a bidding crime and other felony convictions of the bidding Proposer, or the Proposer's directors, partners, principal officers or key employees. The term "key employee" for each statement shall include, but is not limited to, any employee who has an ownership interest in the Proposer and any employee that will have contact with the schools, including all delivery personnel. A "bidding crime" is defined as any act in violation of state or federal law including, but not limited to, fraud, conspiracy, collusion, perjury or material misrepresentation. The Proposer shall not be required to disclose any conviction, which has been annulled by a court.
- B. A list of all civil cases, identifying the Court, date and docket number in which a final verdict was rendered against the bidding Proposer or the Proposer's directors, partners, principal officers or key employees on the ground of fraud, misrepresentation, dishonesty, deceit, breach of contract or any other matter involving allegations of failure to perform on a contract.
- C. The court, date, docket number and description of any felony convictions whatsoever of the Proposer, as well as the contractor's/vendor's directors, partners, principal officers or key employees.

- II. Creditor Relationships and Business History.** Proposer hereby certifies that it:

- A. Has been in business for _____ years.
- B. Is current on all undisputed business debts.
- C. Has not filed for bankruptcy protection. In the alternative, Proposer filed for bankruptcy protection on _____.

III. Equal Opportunity Employer. Proposer hereby certifies that it is an Equal Opportunity Employer and that it does not engage in any discriminatory hiring or employment practices.

Yes _____ No _____

IV. Safety and Licensure. Proposer certifies that it holds all permits, licenses and certifications, whether federal or state, necessary to provide services to the District and meets all applicable safety standards.

Yes _____ No _____

V. Insurances. Proposer holds all the insurances which will be required by the District.

Yes _____ No _____

VI. Criminal Records and Training. Proposer complies with all criminal records check requirements for its employees and meets all state and federal employee training and licensure requirements. (Note: Registered sex offenders are not allowed on school property under any circumstances.)

Yes _____ No _____

VII. Contract Performance. Proposer certifies that is has never had a contract terminated for nonperformance.

Yes _____ No _____

If the answer is no, please provide a separate detailed written description of the circumstances giving rise to termination, providing the name, address and contact information of the terminating party.

VIII. Bidder must provide 3 references (names, addresses and telephone numbers) evidencing experience with a project of equivalent nature, scope and size.

The District reserves the right at its sole discretion to reject any Proposal which fails to contain the above-referenced certifications or disclosures. The District reserves the right, at its sole discretion, to reject any Proposer on the basis of any criminal history, civil litigation credit history or business record which it deems to be adverse to the interests of the District.

ACKNOWLEDGEMENT BY PROPOSER

If Individual or Individuals:

STATE OF _____ }
COUNTY OF _____ } SS:

On this _____ day of _____, 20____, before me personally appeared _____ known to me to be the same person(s) described in and who executed the within instrument, who, being by me sworn, did give oath that the above-referenced certifications and disclosures are true to the best of his/her information, knowledge and belief and he/she (or they severally) acknowledged to me that he/she (or they) executed the same of their own volition with the intent that the District rely upon said statements.

Proposer's Signature

Notary Public, State of _____
Commission Expires: _____

If Corporation:

STATE OF _____ }
COUNTY OF _____ } SS:

On this _____ day of _____, 20____, before me personally appeared _____ to me known, who, being by me sworn, did give oath that the above-referenced certifications and disclosures are true to the best of his/her information, knowledge and belief and further does say that he/she resides at (give address) _____; that he/she is the (give title) _____ of the (name of corporation) _____, the corporation described in and which executed the above instrument; that he/she knows the seal of the corporation, and that the seal affixed to the instrument is such corporate seal; that is was so affixed by order of the Board of Directors of the corporation, and that he/she signed his/her name thereto by like order of their own volition with the intent that the District rely upon said statements.

Proposers Signature

Notary Signature
Notary Public, State of _____
Commission Expires: _____

If Partnership:

STATE OF _____ }
COUNTY OF _____ } SS:

On this _____ day of _____, 20____, before me personally appeared _____ to me known to be the individual who executed the foregoing, and who, being duly sworn, did give oath that the above-referenced certifications and disclosures are true to the best of his/her information, knowledge and belief and further did depose and say that he/she is a partner of the firm of _____ and that he/she has the authority to sign the same, and acknowledged that he/she executed the same as the act and deed of said partnership of their own volition with the intent that the District rely upon said statements.

Proposer's Signature

Notary Public, State of _____
Commission Expires: _____

