



# City of Cambridge

## PURCHASING DEPARTMENT

795 Massachusetts Ave. • Cambridge, Massachusetts 02139-3219

Amy L. Witts  
Purchasing Agent

To: All bidders

From: City of Cambridge

Date: July 14, 2014

Re: File No. 6499, Paper Supplies and related products for Cambridge Public Schools Food Services, Addendum No. 1

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The following questions were submitted and answered.

**Question**

Can we call UPS at our expense and pick up a sample of each bag currently being used?

**Answer**

No. The City/School has provided a description including specifications for each bag referenced in the price sheet.

**Question**

Can you supply us with the award pricing and winning vendors from the last bid.

**Answer.**

Yes, please see attached.

**Question**

Regarding the garbage bags, can you provide us with the following information; what thickness, case count (liners per case) and case weight (lbs per case) was purchased for each of these bags?

**Answer.**

The thickness and size of the bags required are provided in the product description in the price sheet. The number of bags per case and case weight is not specified.

**Question**

Can you confirm how many locations would be expecting delivery?

**Answer**

The distributor should have the capability to make deliveries to all 13 locations if necessary. However, it is likely that only 4 delivery locations will be used on a weekly basis.

**Question**

Is there a loading dock and pallet jack at the locations to assist with unloading?

**Answer**

Of the 4 repeat delivery locations, only 1 (CRLS) has a truck height loading dock. None of the schools wish to receive their delivery on pallet jacks.

**Question**

Will this be awarded by line item, a whole or by section?

**Answer**

One contract will be awarded to the responsive and responsible bidder offering the lowest price for all items listed in the price sheet.

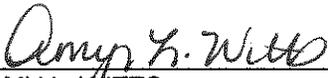
**Question**

Is there an estimated spend for this bid?

**Answer**

The total estimated cost is \$100,000.00

**All other details remain the same. All questions and answers are closed.**

  
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AMY L. WITTS  
PURCHASING AGENT

**ADDENDUM NO. 1**

File

**City Of Cambridge/Cambridge Public Schools  
Articles of Agreement  
for Materials, Supplies, Equipment or Services**

**Commodity: Paper supplies and related products for Cambridge Public Schools Food Service**

**File Number: 6138A**

This agreement is made and entered into this 08/20/2013 by and between the **City of Cambridge/Cambridge Public Schools**, a municipal corporation organized and existing under the laws of the Commonwealth of Massachusetts, and **Mansfield Paper Company** a corporation duly organized and existing under the laws of the State of **Massachusetts** ("the Contractor").

**Address: 380 Union Street, West Springfield MA 01090**

**Telephone: 413-781-2000 Fax: 413-785-0856**

**Article I. Definition.** "This Contract" as used herein shall mean these Articles of Agreement and "the bid documents," which include, but are not limited to, the instructions to bidders, the Contractor's bid or proposal, the specifications, the general conditions, the requirements, the applicable addenda, and all documents and forms submitted with the Contractor's bid or proposal.

**Article II. Duration.** The Contractor shall commence the performance of this contract for the period beginning on **09/15/2013** and ending on **07/31/2014**.

**Article III. Terms.** The Contractor agrees to provide the services all in accordance with the bid documents of 08/15/2013.

**Contract Value: \$98,447.29**

**Article IV. Payment.** The **City of Cambridge/Cambridge Public Schools** agrees to pay to Contractor the sum set forth in the Contractor's bid or proposal. **Contractor shall invoice department to which it provided the service, not the Purchasing Department.**

**Article V. Termination.** The following shall constitute events of default under this Contract requiring immediate termination: a) any material misrepresentation made by the Contractor, b) any failure by the Contractor to perform any of its obligations under this Contract including, but not limited to, the following: (i) failure to commence performance of this Contract at the time specified in this Contract due to a reason or circumstance within the Contractor's reasonable control, (ii) failure to perform this Contract with sufficient personnel and equipment or with sufficient material to ensure the completion of this Contract within the specified time due to a reason or circumstance within the Contractor's reasonable control, (iii) failure to perform this Contract in a manner reasonably satisfactory to the **City of Cambridge/Cambridge Public Schools**, (iv) failure to promptly re-perform within reasonable time the services that were rejected by the **City of Cambridge/Cambridge Public Schools** as erroneous or unsatisfactory, (v) discontinuance of the services for reasons not beyond the Contractor's reasonable control, (vi) failure to comply with a material term of this Contract, including, but not limited to, the provision of insurance and nondiscrimination, and (vii) any other acts specifically and expressly stated in this Contract as constituting a basis for termination of this Contract.

Except as otherwise provided in the Articles of Agreement, the **City of Cambridge/Cambridge Public Schools** may terminate the contract upon seven days notice.

**Article VI. Damages.** From any sums due to the Contractor for services, the **City Of Cambridge/Cambridge Public Schools** may keep for its own the whole or any part of the amount for expenses, losses and damages as directed by the Purchasing Agent, incurred by the City as a consequence of procuring services as a result of any failure, omission or mistake of the Contractor in providing services as provided in this Contract.

**Article VII. Conflict.** In the event there is a conflict between these Articles and the bid documents, the bid documents shall supersede these articles.

**Article VIII. Governing laws and ordinances.** This Contract is made subject to all the laws of the Commonwealth and the Ordinances of the **City Of Cambridge** and if any such clause thereof does not conform to such laws or ordinances, such clause shall be void (the remainder of the Contract shall not be affected) and the laws or ordinances shall be operative in lieu thereof.

**Article IX. Performance Security.** Upon execution of this Contract by the Contractor, the Contractor shall furnish to the **City of Cambridge/Cambridge Public Schools** security for the faithful performance of this Contract in the amount of 0% of the value of the bid in the form of a performance bond issued by a surety satisfactory to the city or in the form of a certified check.

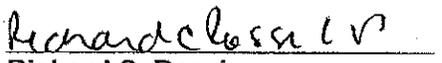
**Article X. Equal Opportunity.** the Contractor in the performance of all work under this contract will not discriminate on the grounds of race, color, sex, age, religious creed, disability, national origin or ancestry, sexual orientation, marital status, family status, military status, or source of income in the employment practices or in the selection or retention of subcontractors, and in the procurement of materials and rental of equipment. The **City of Cambridge/Cambridge Public Schools** may cancel, terminate or suspend the contract in whole or in part for any violation of this article.

**Article XI. Assign ability.** The Contractor shall not assign, sell, subcontract or transfer any interest in this contract without prior written consent of the city.

In witness whereof the parties have hereto and to four other identical instruments set their hands the day and year first above written.

Approved as to Form subject to the approval of the School Committee:

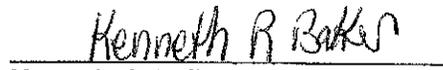
  
Nancy E. Glowa  
City Solicitor

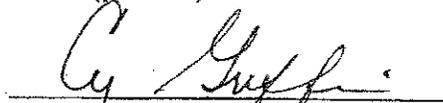
  
Richard C. Rossi  
City Manager

  
Secretary of the School Committee  
For the Cambridge School Committee

The Contractor: Mansfield Paper Co.

  
Signature

  
Name (printed)

  
Cynthia H. Griffin  
Purchasing Agent

**CAMBRIDGE PUBLIC SCHOOLS  
FOOD SERVICES PAPER SUPPLIES PRICE SHEET FILE NO. 6138A FILL OUT ALL ITEMS**

\*\* Please fill in Yellow Areas Only \*\*

Item & Description	Preferred Brand and Manufacturer Code	Estimated Units per Year Needed	Bid Unit Qty	Units per Case	Price Per Case	Cost Per Unit	Cost Per Year
<b>Compostable Supplies</b>							
Natural Kraft dell paper sheets 15"x10.75"	McAlain# 205306	120,000	each	6,000	\$59.23	\$0.01	\$1,184.60
Trash Bags Green Compostable 34x48 .85ML	Distributor's Choice	3,400	each	100	\$78.49	\$0.76	\$2,600.66
Plate 6" Compostable, liquid resistant	Distributor's Choice	35,000	each	1,000	\$45.89	\$0.05	\$1,606.15
Plate 9" Compostable, liquid resistant	Distributor's Choice	25,000	each	500	\$42.29	\$0.08	\$2,114.00
Oval Platter 7.5 x 10 Compostable, liquid resistant	Distributor's Choice	70,000	each	500	\$47.89	\$0.10	\$6,704.60
3# Basketweave Compostable Tray/Boat	Distributor's Choice	6,700	each	500	\$15.28	\$0.03	\$204.75
2# Basketweave Compostable Tray/Boat	Distributor's Choice	6,700	each	1,000	\$20.10	\$0.02	\$134.67
5# Basketweave Compostable Tray/Boat	Distributor's Choice	6,700	each	500	\$18.36	\$0.04	\$246.02
Environment Napkin 13"x8 1/2" Interfold, natural color	Tork# 808EX	210,000	each	6,000	\$56.83	\$0.01	\$1,989.05
Interfold Napkin Dispenser Stand or Wall-mount	Tork# 32XPS	15	each	1	\$10.00	\$10.00	\$150.00
12oz Compostable Squat Cup, paper product	ECO# EPBSC12-WA	5,000	each	500	\$66.11	\$0.11	\$661.10
8oz Compostable Squat Cup, paper product	ECO# EPBSC8-WA	7,400	each	1,000	\$75.81	\$0.08	\$560.99
Compostable Vented Lid for 12 oz Squat Cups	ECO# EPFCOLID-SPL	5,000	each	1,000	\$96.64	\$0.10	\$483.20
Compostable Vented Lid for 8 oz Squat Cups	ECO# EPFCOLID-SPS	7,400	each	1,000	\$62.98	\$0.06	\$466.05
12oz Oblong Clear Compostable Container with Lid	Wilkinson# H59N	3,760	each	250	\$44.74	\$0.18	\$671.10
12oz Clear Cup Compostable	ECO# EP-CC12-GS	6,700	each	1,000	\$71.62	\$0.07	\$479.85
9oz Clear Cup Compostable	ECO# EP-CC9S-GS	6,700	each	1,000	\$67.57	\$0.07	\$452.72
8oz Paper Cup Compostable	Distributor's Choice	20,000	each	1,000	\$71.03	\$0.07	\$1,420.60
Lid, Flat for Clear Compostable Cups 9-24OZ	ECO# EP-FLCC	6,700	each	1,000	\$37.68	\$0.04	\$252.46
Lid, Domed for Clear Compostable Cups 9-24OZ	ECO# EP-DLCC-NH	6,700	each	1,000	\$51.98	\$0.05	\$348.27
Dell Paper, interfolding, 12"x10.75", Compostable	Distributor's Choice	72,000	each	6,000	\$59.06	\$0.01	\$708.72
Dell Paper, interfolding, 15"x10.75", Compostable	Distributor's Choice	72,000	each	6,000	\$59.23	\$0.01	\$710.76
<b>Custodial Supplies</b>							
Clear Bag 30x58 .8ML	Distributor's Choice	9,000	each	100	\$24.75	\$0.25	\$2,227.50
Black Trash Can Liner 38x68	Distributor's Choice	17,000	each	1,000	\$18.98	\$0.02	\$322.66
Wet Wipe Towel, Rinseable, Disposable, at least 13"x20"	Atlantic Mills# 8507	84,000	each	200	\$17.98	\$0.09	\$7,551.60
Pot and Pan Soap, Bulk, Gallon Pack	Dawn or Equal	32	gallon	4	\$61.88	\$15.47	\$495.04
Dish Quat liquid sanitizer, Bulk Gallon Pack	Dawn or Equal	32	gallon	4	\$61.88	\$15.47	\$495.04
Scouring Cleanser, Liquid	Lemoneze or Equal	20	quarts	12	\$39.22	\$3.27	\$65.37
Stainless Steel Sponge	Distributor's Choice	936	each	12	\$5.24	\$0.44	\$408.72
<b>Cutlery</b>							
SmartStock Classic Medium Weight Fork Dispenser	Dixie # S5FPDSP	6		1	\$7.50	\$7.50	\$45.00
SmartStock Classic Medium Weight Knife Dispenser	Dixie # S5KPDPSP	6		1	\$7.50	\$7.50	\$45.00
SmartStock Classic Medium Weight Spoon Dispenser	Dixie # S5SPDSP	6		1	\$7.50	\$7.50	\$45.00
SmartStock Classic Medium Wt Polypropylene Fork Refill	Dixie # S5F21P	140,000		960	\$22.50	\$0.02	\$3,281.25
SmartStock Classic Medium Wt Polypropylene Knife Refill	Dixie # S5K21P	80,000		960	\$22.50	\$0.02	\$1,875.00
SmartStock Classic Medium Wt Polypropylene Spoon Refill	Dixie # S5S21P	100,000		960	\$22.50	\$0.02	\$2,343.75
Spork Kit wrapped, Med wt. polypropylene w/ Napkin+Straw	Distributor's Choice	400,000		1,000	\$16.98	\$0.02	\$6,392.00
Fork, Bulk Pack, Medium weight polypropylene	Regal# MOWF-0007	55,000		1,000	\$7.98	\$0.01	\$438.90
Knife, Bulk Pack, Medium weight polypropylene	Regal# MOWK-0007	18,000		1,000	\$7.98	\$0.01	\$143.64
Teaspoon, Bulk Pack, Medium weight polypropylene	Regal# MOWT-0007	32,000		1,000	\$7.98	\$0.01	\$255.36

**CAMBRIDGE PUBLIC SCHOOLS  
FOOD SERVICES PAPER SUPPLIES PRICE SHEET FILE NO. 6138A FILL OUT ALL ITEMS**

\*\* Please fill in Yellow Areas Only \*\*

Item & Description	Preferred Brand and Manufacturer Code	Estimated Units per Year Needed	Bid Unit Qty	Units per Case	Price Per Case	Cost Per Unit	Cost Per Year
<b>Cutlery Continued</b>							
Spoon, Bulk Pack, Medium weight polypropylene	Regal# MCWS-0007	12,000		1,000	\$7.98	\$0.01	\$95.76
Spork, Individually Wrapped, Medium weight polypropylene	Regal# MOW6-0007	100,000		1,000	\$17.24	\$0.02	\$1,724.00
Spoon, Individually Wrapped, Medium weight polypropylene	Regal# MOW4-0007	30,000		1,000	\$10.98	\$0.01	\$329.40
<b>Portion Supplies</b>							
Plastic Portion Cup 2 oz	Distributor's Choice	34,000		2,500	\$24.98	\$0.01	\$839.73
Paper, pleated, Portion Cup 1 oz	Genpack# F100	65,000		5,000	\$39.98	\$0.01	\$519.74
Paper, pleated, Portion Cup 2 oz	Genpack# F200	75,000		5,000	\$52.27	\$0.01	\$784.05
Paper, pleated, Drinking Cup 5 oz	Genpack# W500F	50,000		5,000	\$89.55	\$0.02	\$895.50
Foam Bowl 5 oz	Dar# BWWC	134,000		1,000	\$17.98	\$0.02	\$2,409.32
Foam Squat Soup Bowl 6 oz	Distributor's Choice	34,000		1,000	\$27.82	\$0.03	\$845.88
Foam Plate 9"	Distributor's Choice	17,500		500	\$15.99	\$0.03	\$558.30
Paper Plate 9"	Distributor's Choice	15,000		1,200	\$18.68	\$0.02	\$233.50
Foam Tray 5 Compartment	Genpack# 10500	534,000		500	\$18.98	\$0.04	\$20,270.64
Sandwich Bag Plastic Clear 8 1/2 x 8 1/2 Clear	Distributor's Choice	80,000		2,000	\$17.98	\$0.01	\$719.20
Kraft Bag, 6#, Lunch sack	Distributor's Choice	24,000		2,000	\$36.28	\$0.02	\$435.12
<b>Preparation Supplies</b>							
Harnet, Brown, 22" 10, 144ct packs/case	Distributor's Choice	18,720		144	\$11.28	\$0.08	\$1,466.40
Grease Resistant Pan Liners (parchment paper)	Distributor's Choice	97,000		1,000	\$30.93	\$0.03	\$3,000.21
Foil Sheets 12x10.75	Distributor's Choice	200,000		2,400	\$49.97	\$0.02	\$4,164.17
Vinyl Gloves Powder Free- Small	Distributor's Choice	7,000		1,000	\$24.98	\$0.02	\$174.86
Vinyl Gloves Powder Free- Medium	Distributor's Choice	28,000		1,000	\$24.98	\$0.02	\$699.44
Vinyl Gloves Powder Free- Large	Distributor's Choice	68,000		1,000	\$24.98	\$0.02	\$1,698.64
Vinyl Gloves Powder Free- Extra Large	Distributor's Choice	6,000		1,000	\$24.98	\$0.02	\$149.88
Foil Roll Standard 18x500	Distributor's Choice	60		1	\$17.94	\$17.94	\$1,076.40
PVC Film Roll 12x2M	Distributor's Choice	80		1	\$8.67	\$8.67	\$693.60
PVC Film Roll 18x2M	Distributor's Choice	45		1	\$12.92	\$12.92	\$581.40
<b>Total Estimated Cost Per Year</b>							<b>\$94,447.29</b>

\*Note: All yearly usage figures are estimates, actual quantities may vary.

Additional items not listed will be provided on a "cost plus" basis. For the purpose of calculating low bidder we will multiply this percentage by \$20,000 and add it to total items to determine lowest bid. NOTE: Only one mark up rate will be accepted. The bid will be rejected if more than one is provided.

% markup for Cost Plus (non-listed) items 20.00% %

Total Estimated Cost Per Year: \$94,447.29

CAMBRIDGE PUBLIC SCHOOLS  
FOOD SERVICES PAPER SUPPLIES PRICE SHEET FILE NO. 6138A FILL OUT ALL ITEMS

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20.00% % mark-up x \$20,000

\$4,000.00

Total Cost of Bid : \$98,447.29

Authorizing Signature: 

Company Name: Marshall Paper Co

The Bid will be awarded based upon the lowest Total Cost of Bid