

**CITY OF NEWTON
PURCHASING DEPARTMENT**

DISPOSITION OF SURPLUS PROPERTY

PROJECT MANUAL:

**DISPOSITION OF BOX FAN &
LEVEL 2 ISOLATION GOWN SURPLUS**

Request For Quotes #23-108

Submission Deadline: June 22, 2023, at 10:00 a.m.

June 2023

Ruthanne Fuller, Mayor

**CITY OF NEWTON
PURCHASING DEPARTMENT
CITY HALL, ROOM 108, 1000 COMMONWEALTH AVE, NEWTON CENTRE, MASSACHUSETTS 02459
(617) 796-1220**

DISPOSITION OF BOX FAN AND LEVEL 2 ISOLATION GOWN SURPLUS

REQUEST FOR QUOTES #23-108

The City of Newton, acting through the Purchasing Department, seeks price quotes for the disposition as surplus of New Box Fans and Level 2 Isolation Gowns. The items (“Surplus”) are pictured below and more specifically described in Attachment A hereto. You are invited to provide a price quote to purchase this Surplus subject to the terms and conditions set forth herein and attached hereto.

This Request For Quotes is being solicited from the general public.

Quotations shall be received by the City of Newton no later than **10:00 a.m. on Thursday, June 22, 2023**. Quotes shall be addressed to the Newton Purchasing Department and shall either be emailed to www.newtonma.gov/bids or delivered to the Purchasing Department, 1000 Commonwealth Avenue, Room 108, Newton, Massachusetts. Quoted prices must remain in effect a minimum of thirty (30) days after the quote response deadline.

Surplus to be sold “AS IS,” “WHERE IS,” in accordance with this Request For Quotes (RFQ).

SUCCESSFUL BIDDER MUST REMOVE THE SURPLUS PURCHASED IN ACCORDANCE WITH THE REQUIREMENTS OF THE CITY OF NEWTON

CITY EMPLOYEES MUST COMPLY WITH THE PROVISIONS OF G.L. 268A WHEN BIDDING ON SURPLUS PROPERTY. THEY MUST ALSO FILE A DISCLOSURE WITH THE NEWTON CITY CLERK’S OFFICE.

Surplus is offered for sale as is without warranty, guarantee or liability of any kind on the part of the City of Newton.

This RFQ is posted on-line at: www.newtonma.gov/bids

If you have downloaded this RFQ from the internet website (www.newtonma.gov/bids) you should email (purchasing@newtonma.gov) your Name, Address, Email, Phone, Fax AND the RFQ NUMBER (#23-108), so that we may add you to the Bidders List and you will be notified of any/all addenda.

Bidders requiring clarification or interpretation of this Invitation For Bids shall make a written request to the *Chief Procurement Officer*, at purchasing@newtonma.gov or via facsimile (617) 796-1227. The City will answer such requests if received by **12:00 noon** on June 16, 2023. Interested persons may make an appointment to inspect the Surplus by contacting Kerry Mastrianni, School Purchasing Manager (617) 559-9050.

If you wish to receive notification of the City’s RFQ, please email us your company information to purchasing@newtonma.gov, otherwise you may view all City of Newton public bids online at www.newtonma.gov/bids.

The City may reject any and all bids in accordance with M.G.L. c.30B, and reserves the right to negotiate the sale of any item of surplus with a purchaser that will pay more than the highest price bid received. In addition, the City reserves the right to waive any informalities in any or all bids, or to reject any or all bids (in whole or in part) if it be in the public interest to do so.

This RFQ is issued in accordance with the City’s Procedures For Departmental Purchasing.

In the event that any person wishes to attend a bid opening or pre-bid meeting, accessible and reasonable accommodations will be provided to persons requiring assistance. If you need a reasonable accommodation, please contact the city of Newton's ADA Coordinator, Jini Fairley, at least two business days in advance of the meeting: jfairley@newtonma.gov or (617) 796-1253. For Telecommunications Relay Service, please dial 711.

CITY OF NEWTON

A handwritten signature in black ink that reads "Nicholas Read". The signature is written in a cursive, slightly stylized font.

Nicholas Read
Chief Procurement Officer
June 8, 2023

QUOTE FORM RFQ #23-108

The undersigned submits the price quotation(s) set forth in Attachment A,

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support, as well as paid all contributions and payments in lieu of contributions pursuant to MGL 151A, §19A(b).

X
Print Name and Title of Person Signing

All Quotations Must Be Signed

X
Signature of Bidder

Street Address

City, State Zip Code

Telephone Number Fax Number

Email Address

FID Number / Social Security Number

REQUEST FOR QUOTES
NEWTON, MASSACHUSETTS

ATTACHMENT A

**DISPOSITION OF NEW¹ BOX FANS (QTY: 385) AND
NEW LEVEL 2 ISOLATION GOWNS (QTY: 189 Cases, 110 pcs per case)**

Photographs of Box Fans and Isolation Gowns are attached.

Items	Unit Price		Quantity		Total Bid Amount
Box Fan/Each	_____	x	_____	=	_____
Isolation Gown/Case	_____	x	_____	=	_____

Awards will be made for each item to the bidder(s) offering the highest Bid Amount. In the event that the highest Bid Amount does not include all FANS and/or all GOWNS, to the extent possible an award will be made to the bidder(s) offering the second highest Bid Amount for that type, and so forth until all the items have been purchased. You may submit a bid amount for either item or both items for any quantity you may choose.

Signature as acknowledgment and agreement

Please print/type clearly the name of the person above

Date: _____

¹ All items are new and in their original packaging.