

**CITY OF NEWTON
PURCHASING DEPARTMENT**

DISPOSITION OF SURPLUS PROPERTY

PROJECT MANUAL:

DISPOSITION OF 300 SURPLUS CHAIRS
Request For Quotes #21-50

Submission Deadline: April 8, 2021 at 12:00 noon

March 2021

Ruthanne Fuller, Mayor

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

DISPOSITION OF 300 SURPLUS CHAIRS

REQUEST FOR QUOTES #21-50

The City of Newton, acting through the Purchasing Department, seeks price quotes for the disposition as surplus of 300 upholstered and wooden chairs (Chairs) as more specifically described in Attachment A ("Surplus"). 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 Price Quotation is being solicited from the general public.

Quotations shall be received by the City of Newton no later than **12:00 noon on Thursday, April 8, 2021**. Quotes shall be addressed to Nicholas Read, Chief Procurement Officer and shall either be emailed to purchasing@newtonma.gov or faxed to 617-796-1227. Quotations may also be 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). You may set up an appointment to inspect the Surplus by contacting the Purchasing Department at purchasing@newtonma.gov.

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 (#21-50), 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 April 2, 2021.

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



Nicholas Read
Chief Procurement Officer
March 25, 2021

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 300 SURPLUS CHAIRS

A sample each of an upholstered chair and a wooden chair may be inspected outside Room 108 at Newton City Hall, 1000 Commonwealth Avenue, Newton Massachusetts. They are each marked "RFQ 21-50."

Photographs of an upholstered chair and a wooden chair are attached.

Chair Type	Price/Chair		Number of Chairs		Bid Amount
Upholstered	_____	x	_____	=	_____
Wood	_____	x	_____	=	_____

Awards will be made for each chair type to the bidder(s) offering the highest Bid Amount. In the event that the highest Bid Amount does not include all chairs of a type, 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 chairs have been purchased.

Signature as acknowledgment and agreement

Please print/type clearly the name of the person above

Date: _____



Wood Chair



Upholstered Chair

Request for Taxpayer Identification Number and Certification

**Give form to the
requester. Do not
send to the IRS.**

Print or type See Specific instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input checked="" type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
or
Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶	Name
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,