



PAUL S. RIZZA  
Director of Finance

Town of East Haven  
Board of Education  
Bid # 16-006

Re Establish, Facilitate, Manage High School Store

Sealed Bids may be submitted to the Finance Office 250 Main Street East Haven, CT until June 22, 2016 until 10:30 A.M. Specifications and Forms may be obtained at the Finance Office on June 7, 2016 or may be viewed or printed from the Town Web Site:

[www.townofeasthavenct.org](http://www.townofeasthavenct.org)

Scope:

Contractor shall supply all labor and materials for the operation and management at the school store in East Haven High School. Vendor will re-outfit and remerchandise the store with new hangers, fixtures, signs, banners and new products.

The Town of East Haven is an Affirmative Action Equal Opportunity Employer.

Paul S. Rizza,  
Director of Finance

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on Tuesday, June 7, 2016

# Request for Proposal

This notice announces that East Haven Board of Education is accepting proposals from public and non-public agencies to reestablish, facilitate, and manage the EHHS School Store. The program is funded solely on sales of merchandise.

## 1.0 General Conditions

Applications are available by contacting the Director of Finance, Paul Rizza, 250 Main Street, East Haven, CT 06512 Phone: (203-468-3210). Completed applications are due in the Finance Department Office by (\_\_\_\_ date \_\_\_\_). No applications received after this date and time will be considered.

## 1.1 Term of Contract

The contract will be awarded to the lowest responsible bidder and commence August 1, 2016 and expire on July 31, 2017.

## 1.2 Option to Renew

The East Haven Board of Education reserves the right to extend the contract.

## 1.3 Termination

The East Haven Board of Education reserves the right to cancel this agreement with (15) fifteen days written notice.

## 1.4 Criteria for Selection

Each proposal submitted will be considered by the EHHS Administration for recommendation to the Board of Education for final decision.

- a) Promotion of school spirit-wear and products marketing pitch to increase sales and online presence.
- b) Benefit school community by engaging student interns to learn about marketing and sales. Servicing a larger population of the school community.
- c) Evidence of partnership with EHHS. Does it exhibit student, volunteer, business and civic support?
- d) Management capability: Demonstrates the ability to successfully complete the project through effective business practices in the area of finance, administration, marketing and production.
- e) What is the percentage of matching resources (as demonstrated through other sources of cash, donations, and in-kind contributions of materials, staff, and volunteer time).
- f) Evaluation of the effectiveness of the project.
- g) Application is clear, accurate, and complete.

## 2.0 Scope

Contractor shall supply all labor and materials for the operation and management of the School Store at East Haven High School. Vendor will re-outfit and remerchandise the store with new hangers, fixtures, signs, banners, and new products.

1. East Haven High School will earn 10% on all sales, no upfront costs.
2. Vendor will incur initial inventory showing all new product.
3. School store will be staffed 10 hours per week, paid by the vendor. Schedule to be created with direct input from EHHS administration.
4. Any purchases made by East Haven High School can be done at a bulk discount. Vendor will own all other inventory.
5. Vendor will create an online school store. East Haven High School will earn 10% on all online sales.
6. Vendor will custom make sports specific product on special order. East Haven High School will earn 10% on all online store custom sales.
7. EHHS will be responsible for making sure inventory is safe, when not attended by vendor and any pilferage will be the responsibility of EHHS.
8. Work with two plus (2 +) interns per semester onsite and/or main facility site.

## 3.0 Insurance

Contractor, performing as an independent contractor, shall be fully responsible for providing Workers Compensation, Commercial General Liability and Automotive Liability coverage as follows:

- A) Workers Compensation Statutory
- B) Employer's Liability \$500,000 (each accident)
- C) Commercial General Liability in the amount of \$1,000,000.00
- D) Contractor will hold the East Haven Board of Education harmless in the event of any accident unless the East Haven Board of Education has been proven to be at fault.

## 3.1 Access to Work Area

East Haven Board of Education personnel will identify project areas, storage areas and parking to be utilized by the contractor.

**3.2 Suspension of Work**

The East Haven Board of Education reserves the right to suspend work wholly or in part if deemed necessary for the best interest of the East Haven Board of Education. This suspension will be without compensation to the contractor other than to adjust the contract completion or delivery requirements.

**3.3 Inventory**

Cash register (POS); fixtures; a complete list of in-stock inventory or sample items.

**3.4 Workmanship**

Where not more specifically described in any or the various sections of these specifications, workmanship shall conform to all of the methods of operations of best standards and accepted practices of the trade and shall include all fabrication, construction or completion. All work shall be performed by personnel skilled in their respective lines of work and be certified or licensed as required by National, State, or Local law.

**3.5 Cleaning**

The contractor shall keep the premises clean of all rubbish and debris generated by the work involved and shall leave the premises neat and clean. All surplus materials, rubbish and debris shall be disposed of by the contractor and at the contractor's expense.

The work area shall be cleaned at the end of each work day unless prior approval has been granted by the East Haven Board of Education. The East Haven Board of Education shall not be responsible for theft or damage to the contractor's property. In the event that a project cannot be finished by the end of the work day, the contractor shall secure the area in a way that is safe to the public and East Haven Board of Education personnel.

**3.6 Hours of Work**

All work under this contract will be coordinated with East Haven Board of Education personnel.

**3.7 Security**

The East Haven Board of Education does not assume responsibility, at any time, for the protection of or loss of materials from the time the contractor operations have commenced until the final acceptance of the work is acknowledged by the East Haven Board of Education.

### **3.8 Final Inspection and Acceptance**

The contractor will request an East Haven Board of Education designee to conduct a site inspection after the project is complete. The designee will prepare a punch list if needed during the inspection and will forward a copy to the contractor.

After the punch list items have been corrected, the contractor will request a final inspection. Final project approval is contingent on the final inspection and written approval by the East Haven Board of Education. This shall include an East Haven Board of Education employee's signature on a valid work order.

### **3.9 Property Damage**

Contractor agrees to repair and/or replace at contractor's expense any damage that was caused to East Haven Board of Education owned property by contractor.

### **3.10 Labor Rates**

Labor rates will start upon arrival at the job site and end upon completion that day at job site. The East Haven Board of Education will not accept any travel charges. As is general practice in this industry, subcontractors may be used, providing all other specification's listed are adhered to.

### **3.11 Work Hours/Labor Rates**

Regular work hours shall be 7:00 a.m. to 6:00 p.m., Monday through Friday, East Haven Board of Education holidays excluded, regular hour rate shall apply.

### **3.12 Response Time**

All call for service must be acknowledged within (1) one hour of initial phone call. Contractor must state a realistic and true time when the work can be scheduled and to the acceptance of the East Haven Board of Education.

**PROPOSAL**

We/I have examined the specifications and agree to furnish the East Haven Board of Education with the services as specified accordingly.

*Submit contract price in the following space:*

**DETAILED PROPOSAL (3) SETS TO ACCOMPANY THIS DOCUMENT**

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Emergency Phone Number (24 hours): \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Contractor Commercial License Number: \_\_\_\_\_

## APPLICATION PACKAGE

Please submit one copy of your application. Please do not double side your application and please do not use any other paper size than 8 1/2" x 11". Application covers are discouraged; they cost you extra money and we have to strip them off anyway. (Faxed applications will not be accepted.)

Please provide the following information as attachments. These are requirements for an application to be considered for funding.

### ALL APPLICANTS:

- Two letters of recommendation; each letter should explain the writer's relationship to the project and/or sponsor, the writer's qualifications for commenting on the project, and the writer's opinion of the benefits of the proposed project.

### NON-PROFITS:

- Copy of state certificate of non-profit incorporation and/or Federal 501(c) (3) letter
- Copy of Articles of Incorporation
- Copy of current mission and goals statement
- Copies of financial statements for the two most recent years:  
This should include beginning cash balances, a listing of annual actual revenues, a listing of annual actual expenditures, and the resulting ending fund cash balances. (Beginning cash balance plus revenues minus expenditures equals the ending cash balance.)
- Copy of meeting minutes showing official approval of project and authorization for this application.

### PUBLIC AGENCIES:

- Copy of meeting minutes showing official approval of project and authorization for this application.

### COOPERATIVE PROJECTS:

- Description of reasons for and benefits of cooperative approach
- List of all co-sponsors by title and type
- Description of individual project responsibilities of co-sponsors
- Letters from co-sponsors endorsing projects, citing responsibilities and agreeing to participate



# TOWN OF EAST HAVEN

## RFP/RFQ APPLICATION

### PROJECT SPONSOR INFORMATION

**Project Title:** EHHS Public School Store

**Project Funding Year:** 2016-2017

**Project Dates:** August 1, 2016 -- June 30, 2017

**Contact Person (person who wrote or has the most knowledge about this application):**

Vincent DeNuzzo

**Address:** 35 Wheelbarrow Lane

**City:** East Haven

**State:** CT

**Zip:** 06513

**Signature:**

**Phone:**

**Email address:**

**Project Sponsor (person with legal authority to sign a contract with the Town):**

Director of Finance, Paul Rizza

**Address:** 250 Main Street

**City:** East Haven

**State:** CT

**Zip:** 06512

Sponsor is (please check one)

Non-Profit

Public Agency

Other

### PROJECT SUMMARY

In the space provided below, provide a one-paragraph summary of your project and what it will accomplish. If your request is part of a larger project, you may briefly describe the overall project. However, please focus your answer on the specific element for which you are requesting.

## PROJECT TIMELINE

Please use the chart below to break out your project into its major items, showing when each will be accomplished.

| MONTH     | TASK ITEM |
|-----------|-----------|
| AUGUST    |           |
| SEPTEMBER |           |
| OCTOBER   |           |
| NOVEMBER  |           |
| DECEMBER  |           |
| JANUARY   |           |
| FEBRUARY  |           |
| MARCH     |           |
| APRIL     |           |
| MAY       |           |
| JUNE      |           |

Please use the space below to provide any necessary background on elements of your project time line.

## PROJECT BUDGET

Please detail the budget for your project. Remember that though the Town can pay no personnel costs (wages, benefits, etc.), such costs are eligible as a portion of your matching portion. The Town can pay a share of such costs as postage, design and layout of printed materials, printing, and communications. Please specify whether your various match items will be either Cash (C) or In-Kind (I/K).

| Project Name: |     |       |      |         |       |
|---------------|-----|-------|------|---------|-------|
| Item          | BOE | Match | Cash | In-Kind | Total |
| 1.            | \$  | \$    |      |         | \$    |
| 2.            | \$  | \$    |      |         | \$    |
| 3.            | \$  | \$    |      |         | \$    |
| 4.            | \$  | \$    |      |         | \$    |
| 5.            | \$  | \$    |      |         | \$    |
| 6.            | \$  | \$    |      |         | \$    |
| 7.            | \$  | \$    |      |         | \$    |
| 8.            | \$  | \$    |      |         | \$    |
| 9.            | \$  | \$    |      |         | \$    |
| 10.           | \$  | \$    |      |         | \$    |
| Totals:       | \$  | \$    |      |         | \$    |

## BUDGET NARRATIVE

In the space below please offer any information which you feel may provide useful background on your proposed budget such as source and rate at which matching labor costs are calculated, numbers of promotional pieces to be produced, numbers of media ads to be placed, media outlets to be used etc.