

REQUEST FOR PROPOSALS FOR
FOOD SERVICE OPERATION & MANAGEMENT CONTRACT

Pursuant to M.G.L. c. 30B, §6, the North Middlesex Regional School District is soliciting sealed separately submitted price and non-price proposals for a **FOOD SERVICE OPERATION & MANAGEMENT CONTRACT** for the school district until Friday, February 9, 2021 at 2:00 P.M. local time. At that time, management proposals for NON-PRICE (TECHNICAL) will be opened in the OFFICE OF THE SUPERINTENDENT OF SCHOOLS, 66 Brookline Street, Townsend, MASSACHUSETTS 01463. No faxed, late, emailed, partial, or conditional proposals shall be accepted. If the offices of the North Middlesex Regional School District are closed due to weather or other emergency, the deadline for receipt of proposals shall be extended until 2:00 P.M. on the next business day that the District Offices are open.

Proposal documents may be obtained after 10:00 A.M. local time on Tuesday January 19, 2021 by email request to nhaines@nmrsd.org between the hours of 8:00 AM and 4:00 PM, Monday through Friday or documents may be picked up at the North Middlesex Regional School District, Central Office 66 Brookline Street Townsend, MA 01463. Please provide your full contact information.

An optional **pre-bid conference** and site visit for all interested bidders will be held at 2:00P.M. Wednesday, January 27, 2021 at the North Middlesex Regional High School 19 Main Street, Townsend, MA for the purpose of clarifying any part of this proposal.

If any changes are made to the RFP, an addendum will be issued. Addenda will be mailed or emailed to all firms on record as having registered for the RFP. Proposers shall be responsible for ensuring that all addenda are received prior to the proposal deadline. The District will require acknowledgement of any addenda issued to be included on the proposal form.

Envelopes containing sealed proposals, as specified below in this paragraph, will be accepted at the North Middlesex Regional School District Central Office, 66 Brookline Street, Townsend, MA 01463 until February 9, 2021 at 2:00 P.M. local time Chapter 30B requires that price proposals must be separate from technical proposals. Therefore, please make no reference to pricing in the non-price technical proposal. Failure to adhere to this requirement will result in disqualification. It is the sole responsibility of the proposer to insure that the proposal arrives on time at the designated place. Four (4) separate sealed envelopes, three (3) containing the non-price technical proposal marked "Non Price Proposal -Food Service Program" and one (1) containing the price proposal marked "Price Proposal - "Food Service Program" shall be submitted.

The North Middlesex Regional School District, the awarding authority (hereafter referred to as the District), reserves the right to waive any and all informalities in the RFP process and to reject any and all proposals if considered to be in the best interest to do so. After the proposal opening, a proposer may not change any provision of the proposal in a manner prejudicial to the interests of the District or fair competition. Minor informalities will be waived or the proposer will be allowed to correct them. If a mistake and the intended proposal are evident on the face of the

proposal document, the mistake will be corrected to reflect the intended correct proposal, and the proposer will be notified in writing.

Prospective proposers who have questions about this RFP must email the question to nhaines@nmrsd.org before 4:00 P.M. local time on Friday January 29, 2021.

The North Middlesex Regional School District, the awarding authority (hereafter referred to as the District), reserves the right to waive any and all informalities in the RFP process and to reject any and all proposals if considered to be in the best interests to do so.

Any Proposal submitted in response to this RFP shall remain valid for a period of sixty (60) days following the date set for the opening of proposals.