

Brad Morgan

Superintendent of Schools
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Tel. 978-597-8713

**Nancy Haines**

Manager of Financial Operations
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Request for Quotation

Name of Awarding Authority: North Middlesex Regional School District

Title of Project: **North Middlesex FY20-713 Wooden Greenhouse Kit**

The North Middlesex Regional School District (NMRSD) is soliciting quotations for a wooden greenhouse kit suitable for student educational and gardening use. The provided wooden greenhouse kit will be installed on an existing 14' x 24' cement pad by district staff and volunteers. The greenhouse should be free standing or require minimal fixture to existing cement pad. Please provide the entire cost of the provided wooden greenhouse kit size not to exceed 12' x 22'. All terms per MGL Chapter 30B.

Proposal Specifications will be available on March 16, 2020 upon request by contacting Nancy Haines nhaines@nmrsd.org. Please provide full contact information including name, company name, address, email and phone number. Hard copies will be made available at North Middlesex Regional School 66 Brookline Street, Townsend, MA 01469 between the hours of 8:00AM – 4:00PM

QUOTATIONS ARE DUE AT THE DATES AND TIMES BELOW:

- Price submission due date April 9, 2020 by 2:00pm

Please submit pricing on the bid form as provided. Bids may be submitted electronically to nhaines@nmrsd.org or as described below. All bid submissions must have **the signature** of a person authorized to enter into agreements of this type. Late quotations will not be accepted.

NMRSD will award the bid to the lowest priced responsive, responsible bidder that meets or exceeds the requirements and specifications. The NMRSD reserves the right **not** to award a contract if it is in the best interest of the District. NMRSD reserves the right at its discretion to conduct interviews of any or all the firms that submit a bid.

An optional **pre-bid conference** will be held on March 19, 2020 at 2:15pm at the North Middlesex Regional High School, 19 Main Street, Townsend, MA 01469.

66 Brookline Street, Townsend, MA 01469 | TEL: 978-597-8713 | EXT. 1200 | FAX: 978-597-6534 | www.nmrsd.org

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Proposals may be hand delivered, emailed to nhaines@nmrsd.org or submitted by mail to the address below.

Nancy Haines
C/O NMRSD
66 Brookline Street
Townsend, MA 01469

REFERENCE: **North Middlesex FY20-713 Wooden Greenhouse Kit**

Proposals must be received no later than 2:00 PM on April 9, 2020.

Any inquiry regarding this RFQ shall be directed IN WRITING ONLY to nhaines@nmrsd.org or submitted by mail to Nancy Haines c/o NMRSD 66 Brookline Street, Townsend, MA 01469

All inquiries must be received no later than Tuesday, March 24, 2020 at 4:00 PM. Written responses will be forwarded to all individuals on record as requesting a copy of this solicitation no later than 2:00 PM on Monday, March 30, 2020.

No late, faxed, or conditional Bids shall be accepted. If the Office of the Superintendent of Schools are closed due to weather or other emergency, the deadline for receipt of Bids shall be extended until the same time on the next business day that the Office of the Superintendent is open. Any Bid submitted will be binding for thirty (30) days subsequent to the time of bid opening.

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