



# **NORTH READING PUBLIC SCHOOLS**

## **OFFICE OF THE SUPERINTENDENT OF SCHOOLS**

189 Park Street  
North Reading, Massachusetts 01864  
Telephone 978-664-7810  
FAX 978-664-0252

### **INVITATION FOR BID**

The School Department for the Town of North Reading, Massachusetts will receive quotations for the furnishing and delivering of ***Athletic Training Services*** to the North Reading Public Schools.

Quotes will be received by the North Reading Public Schools at the Business Office, 189 Park Street, North Reading, MA 01864, until **11:00 a.m., Friday, April 19, 2019**. Bidders may email this bid response to Michael Connelly, Director of Finance and Operations, at [mconnelly@nrpsk12.org](mailto:mconnelly@nrpsk12.org). Complete information for bidders may be obtained at the above address.

Specifications for bidders may be obtained on or after Monday, April 1, 2019 at the above address. The North Reading Public Schools reserves the right to reject any or all bids, or to accept any parts thereof which it considers most advantageous to the Town of North Reading.

Michael Connelly  
Director of Finance and Operations  
North Reading Public Schools

**NORTH READING PUBLIC SCHOOLS**  
**189 Park Street**  
**North Reading, MA 01864**

The North Reading Public Schools will accept quotes for Athletic Training Services for the 2019-2020 school year. Bids are requested for a period of one (1) year starting July 1, 2019 and ending June 30, 2020. There will be an option to renew the contract for up to two one year extensions at the conclusion of each year. This option to renew is solely at the discretion of the North Reading Public Schools. The North Reading Public Schools will notify the successful bidder by April 15 each year if the contract will be renewed for the following year. Bids are due by **Friday, April 19, 2019 at 11:00 AM**. Bidders can email their response to Michael Connelly, Director of Finance and Operations, at [mconnelly@nrpsk12.org](mailto:mconnelly@nrpsk12.org).

## **I. GENERAL INSTRUCTIONS**

### **1. Awarding Authority**

The North Reading School Committee is the Awarding Authority for the North Reading Public Schools. All awards will be made to the lowest responsible and responsive submissions, which serve the best interests of the school district. The Committee reserves the right to reject any or all bids and to accept any bids, in whole or in part, which it considers to serve the best interests of the North Reading Public Schools. More than one bid from the same vendor, whether or not the same or different names appear on the signature page, shall not be considered. Reasonable proof for believing that any vendor is interested in more than one bid for the work contemplated shall cause the rejection of said bids made by him directly or indirectly. Any or all bids shall be rejected if there is reason for believing that collusion exists among the bidders.

### **2. Mailing**

Bids which, are mailed, should be addressed to the Office of the Superintendent, North Reading Public Schools, 189 Park Street, North Reading, MA 01864. Regardless of the cause of delay, no bids which are received by the Awarding Authority after the terminal time stated in the Invitation to Bid and recorded herein shall be given any consideration. The responsibility for assuring the receipt of bids before the specified closing time is incumbent upon the bidders.

### **3. Bid Forms**

Bids shall be submitted on the forms provided by the Awarding Authority in order to avoid errors, misconceptions or ambiguities. Any Bid, which is not according to, prescribed form, not properly signed, or otherwise the Awarding Authority as non-responsive may reject contrary to instructions.

### **4. Bid Process**

Bids submitted in the Bid Forms shall remain firm for a period of thirty (30) days after the time set for the opening of bids. The Bid price shall represent full compensation for all equipment, materials and labor associated with this Bid. The Bid price and prices shall be written both in words and figures and recorded on the proper Bid form. The

North Reading Public Schools is exempt from payment of Massachusetts Sales Tax. Therefore, bids shall make no allowance for said sales tax in the price Bid.

**5. Bid Pricing**

Quotations submitted for athletic training services should include all charges for all services including all necessary travel, overtime, etc for said term. Conditional and alternative bids will not be accepted.

**6. Signatures on the Bids Forms**

If an individual submits a Bid, the full name and post office address of this person shall be designated. If a firm or partnership submits a Bid it shall be signed by a person having the legal authority to execute such a document on behalf of the bidder. The individual signing the Bid Form shall then indicate his title or position in addition to the full name and address of the firm or partnership. If a corporation submits a Bid it shall state the name and title of the official or officials of the corporation by whom the contract can be legally signed, and be accompanied by the seal of the corporation, if available, granting said authority.

**7. Modification of Bid**

The Awarding Authority will consider no modification, of any Bid, unless received by them prior to the time established for the opening of bids.

**8. Withdrawal of Bid**

Any Bid may be withdrawn on written request dispatched by a bidder in time for delivery in the normal course of business prior to the hour fixed for the opening of bids.

**9. Subletting of Award**

No subletting of the award, non-assignment of monies due, or to become due, shall be made without written consent of the Awarding Authority.

**10. Breach of Contract**

Where the vendor fails to complete the job as specified, the Awarding Authority reserves the right to terminate the contract and enter into other agreements to complete the job, and the Awarding Authority shall nevertheless have the right to recover damages for breach of contract, either by suit on the contractor or on the bond securing it.

**11. Vendors Responsibility for Specifications**

Any measurement, calculations or estimates included herein are believed to be correct, but each bidder should conduct a thorough examination of the project himself, since no allowance will be made because of any inaccuracy that inadvertently appears within the context of the Bid Documents. The failure of any bidder to acquaint himself with conditions, as they actually exist shall not relieve him from any obligations and responsibilities inherent within the Bid Documents. To make an appointment for the purpose of examining the project being Bid, call the Director of Finance and Operations at 978-526-5270.

**12. Possible Discrepancies in Specifications**

Any inadvertent errors, omissions or discrepancies in the applicable specifications should be brought to the attention of the Business Administrator who shall then send written instructions in the form of an addendum to all bids in order to effect the correction and clarification of the Bid Documents.

**13. Contract Document**

The Invitation to Bid, the Bid Specifications, the Instruction to vendors, the Bid Form, the Contract and any addenda provisions shall constitute the Contract Document.

**14. Insurance**

The bidder shall maintain in effect all necessary and required insurance coverage's related to his business and equipment as specified by state and/or local authorities. The bidder agrees to name the North Reading Public Schools as an additional insured on the appropriate insurance policy(ies). The Awarding Authority must receive the necessary insurance certificates that list the Town of North Reading, as additionally insured by the successful bidder. Before commencing performance of this contract, the contractor shall provide insurance for the payment of compensation and the furnishing of other benefits under Chapter 152 of the General Laws (Workers' Compensation Law) or equal insurance to all persons to be employed under this contract and shall continue such insurance in full force and effect during the term of the contract.

**15. Vendor Indemnification (if applicable)**

The vendor shall, to the maximum extent permitted by law, indemnify and save harmless the North Reading Public Schools, its officers, agents and employees from and against any and all damages, liabilities, actions, suits, proceeding, claims, demands, losses, costs and expenses (including reasonable attorney's fees) that may arise out of or in connection with the work being performed or to be performed by the Vendor, his employees, agents, subcontractors or materialmen. The existence of insurance shall in no way limit the scope of this indemnification. The Vendor further agrees to reimburse the North Reading Public Schools for damage to its property caused by the Vendor, his employees, agents, subcontractors or materialmen, including damages caused by his its or their use of faulty, defective or unsuitable material or equipment, unless the damage is caused by North Reading Public Schools' gross negligence or willful misconduct.

**16. Licensing**

The vendor shall possess and comply with all required and necessary licenses related to the Bid specifications and as may be specified by state and/or local authorities.

**17. Payments**

Upon completion of work, detailed invoicing listing all material and/or labor used and exerted in the performance thereof, must be submitted following each sport season, fall, winter and spring to:

**Business Office  
Attn: Accounts Payable  
North Reading Public Schools  
189 Park Street  
North Reading, MA 01864**

Billing will be processed in the normal manner of payment for the North Reading Public Schools unless specified differently in the SPECIAL INSTRUCTIONS TO BIDDERS.

**18. Local Appropriation**

The Contract awarded as part of this Bid shall be subject to the receipt of funds from local appropriation. Failure to receive such funding from local appropriation may result in cancellation of the Contract awarded under this Bid.

**19. References**

The Bidder must submit a minimum of three (3) references for projects of a similar nature. The references must be listed on the form provided and will be part of the minimum criteria used to determine a responsive bidder.

**20. Evaluation Criteria**

The Contract will be awarded to the lowest responsive and responsible vendor on the basis of the proposed contract price. The vendor must have completed and submitted all of the Bid forms required of this Bid. The minimum forms to be completed and submitted consist of a Vendor Response Sheet, Certificate of Non-Collusion and Reference Form. References will be checked as part of the minimum criteria. Failure to contact a reference or an unfavorable recommendation can be considered as being non-responsive on the Bidders part. The Bidder must have been in business providing similar goods and/or services for a minimum of five (5) years. Failure to meet any of the minimum criteria will result in the vendor being declared as non-responsive.

**21. Criminal Offender Record Information (CORI) / Fingerprinting**

As required by Massachusetts General Law M.G. L c. 71, section 38R, the North Reading Public Schools will obtain criminal offender record information (CORI) on any individuals who will be working with students on school premises under this contract. The successful bidder shall require all of its employees to complete a North Reading Public Schools CORI request form. The successful bidder shall submit all completed forms to the Director of Finance and Operations no later than June 30<sup>th</sup>, for each year of this contract and/or as new employees that may be working in the North Reading Public Schools are hired under this contract. The successful bidder shall also require any employee working with North Reading Public School students to be finger printed to comply with state requirements.

**22. No Smoking**

Smoking on school premises or while on any school property or grounds is strictly prohibited.

**23. Substance Abuse Policy**

The contractor is required to have a substance abuse policy for the duration of the contract. All bidders should submit a copy of this policy with their bid.

**II. SCOPE OF WORK**

1. North Reading Memorial High School's Athletic Department services 550 athletes in grades 9-12. We are soliciting quotes for an athletic trainer who

would work all three athletic seasons throughout the school year. This individual's responsibilities would include:

- A. Pre-game taping and basic care of all athletes before and after practice and games for all home competitions. Post-game treatment as needed.
- B. Game coverage at all home athletic contests, with exception being football where coverage would be required at all games. Bidders may access the North Reading Public Schools team athletics schedule through the North Reading Public School website at the below web address. The athletic trainer will be present after school from 2:00 PM – 6:00 PM during the fall and spring athletic season. During the winter season the schedule is contingent upon the winter game schedule, with additional office hours on non-game days to be scheduled. The athletic trainer will attend practices and games for the school's athletic teams. The athletic trainer will work in conjunction with the school athletic director to determine which athletic events should be covered when there are scheduling conflicts. The athletic trainer at the request of the school's athletic director will be required to attend post-season tournament athletic events. The athletic trainer shall work approximately 20 hours per week for five days a week during the school year. The five days a week are scheduled with the athletic director in advance of the season. It is understood that the actual number of hours shall vary from week to week and season to season. Post season schedules will vary and will be coordinated by the Athletic Director.

<http://www.mascores.com/index.php?league=cal>

- C. Maintenance and record keeping of insurance claim paperwork for athletic injuries
- D. Coordinate the establishment of an athletic training room as the school. The North Reading Public Schools will provide appropriate space and supplies for the trainer to perform the basic athletic training duties.
- E. Advising the school athletic department as to the supplies and training equipment needed for the athletic training program.
- F. Assist the school faculty and athletic coaching staff in the design and implementation of a student athletic training program.
- G. Assist the school faculty and athletic coaching staff in the design and implementation of a continuing education program for the school's athletic coaching staff.
- H. Provide conditioning and flexibility training suggestions to the school's athletic coaching staff with the advice and consent of the team physician.

- I. Monitor athletic injuries and develop injury prevention training and programs with the advice and consent of a team physician, including completion of accident reports by the athletic trainer for insurance purposes.
  - J. Coordinate and provide injury follow-up and evaluation for the team physicians.
  - K. Basic first aid instruction and care.
  - L. The bidder must provide an athletic trainer duly certified in the Commonwealth of Massachusetts, and shall be employee of the successful bidder.
  - M. All trainers or medical personnel must be certified in the National Federation or MIAA approved concussion course. All contracted personnel must adhere to the district's concussion policy. The trainer shall be able to provide guidance and education to the Athletic Director and coaching staff regarding sport related concussion injuries. The trainer will oversee the impact preseason concussion test for all athletes as needed. The district's concussion policy can be accessed by clicking on the following link [North Reading Head Injury/Concussion Policy](#).
  - N. Each bidder must provide a copy of the National Federation concussion course certificate of completion.
  - O. In the event of sickness or other unforeseen circumstances on any day involving athletic events the successful bidder shall make every effort to provide a qualified substitute.
  - P. The athletic trainer shall perform duties in such a way as to become an integral part of the life of the athletic department as well as the school.
2. The bidder must include the resume that list the education, work experience, relevant licenses and certifications and qualifications of the training candidate for the North Reading Public Schools under this contract.

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**VENDOR RESPONSE SHEET**

Athletic Training Services Pricing

Price:	Year 1 FY2020	Optional Year 2 FY2021	Optional Year 3 FY2022
	\$ _____	\$ _____	\$ _____

WRITTEN AMOUNT OF BID PRICE

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OUR COMPANY WILL SUPPLY THE SERVICE AT THE PRICES STATED  
ABOVE \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

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

Number of years in the \_\_\_\_\_ business: \_\_\_\_\_

Number of years doing business under this name: \_\_\_\_\_



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**CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

PLEASE PRINT OR  
TYPE \_\_\_\_\_

AUTHORIZED  
AGENT: \_\_\_\_\_

TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

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**STATE TAX CERTIFICATION FORM**

All providers of goods and services to any agency of the Commonwealth of Massachusetts or of any subdivision shall be required to attest that he/she is in compliance with all the laws of the Commonwealth of Massachusetts. The form of attestation shall also provide space for the provider to furnish his/her Social Security Number or Federal Identification Number. It should be noted that submission of a Social Security Number or a Federal Identification Number is purely voluntary.

Your Social Security Number or your Federal Identification Number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued. Renewed or extended. This request is made under the authority of Mass. G.L. c. 62C 5. 49A.

Approval of a contract or other agreement will not be granted unless this certification clause is signed by the Bidder.

I certify under the penalties of perjury that I, to the best of my knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_

SSN or FIN: \_\_\_\_\_ PHONE: \_\_\_\_\_

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**REFERENCE FORM**

REFERENCES OF SIMILAR CUSTOMERS TO WHOM YOU HAVE  
PROVIDED SIMILAR SERVICES.  
YOU MUST HAVE A MINIMUM OF THREE (3))

#1. NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_ PHONE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_

#2. NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_ PHONE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_

#3. NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_ PHONE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_

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**CONTRACT AGREEMENT  
ATHLETIC TRAINING SERVICES**

This Agreement, made this <sup>th</sup> day of May in the year 2019 at North Reading, Middlesex County, Massachusetts by and between North Reading Public Schools and Harmeling Physical Therapy hereinafter called the Contractor, and the North Reading Public Schools acting through the School Committee, hereinafter called the Owner, agree to the following information.

The Contractor shall furnish the Owner with the delivery of the goods and/or services according to the Bid Specifications dated Friday, April 19, 2019, and priced as follows:

Year 1	\$	
Year 2	\$	(Optional)
Year 3	\$	(Optional)

It is understood by both the Owner and the Contractor that the specifications and agreement are incorporated by reference and made a part of this contract agreement.

It is further agreed and understood that in the event of a change in management, through sale or by any other means, the within contract may become null and void, at the option of an only by the Owner.

In WITNESS WHEREOF the parties have hereunto set there hands and seals this day and date above written.

**NORTH READING SCHOOL DISTRICT**

\_\_\_\_\_  
Michael A. Connelly  
Director of Finance and Operations

**CONTRACTOR:**

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

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

### **CHECKLIST FOR BIDDERS**

1. Submit two (2) copies of bid on forms provided in bid packet. All forms must be completed.
2. Submit two (2) copies of Certificate of Non-Collusion form.
3. Submit list of current contracts/references serviced by the bidder on reference form enclosed.
4. Submit two (2) copies of State Tax Certification form.
5. Submit two (2) copies Vendor Response Sheet – Pricing Page.
6. Submit Substance Abuse Policy.
9. Athletic Trainer Candidate Qualifications resume for North Reading Public Schools.
10. Concussion Course Completion Certificate

**ANY BID THAT IS SUBMITTED WITHOUT THE ABOVE INFORMATION WILL BE CONSIDERED INCOMPLETE.**

Company:

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Signature and Title of Company Official:

