REQUEST FOR PROPOSAL

Warewashing Services for Bates and Fiske Elementary Schools

RFP#:	2027-01 https://wellesleyps.org/business-office/ https://www.commbuys.com/bso/
Proposal release date:	Monday, September 28, 2026
Questions due date:	Friday, October 2, 2026
Amendments and responses to questions:	Monday, October 5, 2026
Submission deadline:	Tuesday, October 13, 2026
Anticipated award date:	Wednesday, October 14, 2026
Proposals opened at:	Wellesley Public Schools 40 Kingsbury Street Wellesley MA 02481
Term:	November 2, 2026 - June 30, 2027 with the possibility of two one-year extensions through June 30, 2029, exercisable solely at WPS's discretion and contingent upon the availability of appropriated funds.

Contents

LEGAL NOTICE

Wellesley Public Schools
Request for Proposals: Warewashing Services for Bates and Fiske Elementary Schools
2027-01

The Town of Wellesley, Massachusetts, through the Wellesley Public Schools, the Awarding Authority (the "Town"), invites sealed proposals for the provision of WAREWASHING SERVICES FOR BATES AND FISKE ELEMENTARY SCHOOLS at the Wellesley Public Schools Business Office, 40 Kingsbury Street, Wellesley, MA 02481 until 10:00 A.M. on Tuesday, October 13, 2026. The warewashing RFP will be released at 10:00 A.M. on Monday, September 28, 2026.

For questions, information, or proposal documents contact David Jordan, Assistant Superintendent for Finance and Operations at schoolbids@wellesleyma.gov.

Key Dates

Item	**Date**	**Time**	**Location**
Notice	September 25, 2026		https://wellesleyps.org/business-office/ https://www.commbuys.com/bso/
Release of proposal	September 28, 2026	10:00 A.M.	https://wellesleyps.org/business-office/bids/ Business Office 40 Kingsbury Street Wellesley MA 02481 Email at schoolbids@wellesleyma.gov https://www.commbuys.com/bso/
Questions due	October 2, 2026	10:00 A.M.	Email at schoolbids@wellesleyma.gov
Amendments and responses to questions	October 5, 2026	4:00 P.M.	https://wellesleyps.org/business-office/bids/
Submittal date	October 13, 2026	10:00 A.M.	Wellesley Public Schools Business Office Attn: David Jordan 40 Kingsbury Street Wellesley MA 02481

Expected award date	October 15, 2026		
Term	November 2, 2026 - June 30, 2027; with the possibility of two one-year extensions through June 30, 2029, exercisable solely at WPS's discretion and contingent upon the availability of appropriated funds		

Section 1: General Information

Overview

This is a request for proposals (RFP) issued by The Town of Wellesley, Massachusetts, through the Wellesley Public Schools, the Awarding Authority (the "Town") for warewashing services for Bates and Fiske Elementary schools. Wellesley Public Schools (WPS) seeks proposals for an industrial warewashing service to pick up dirty reusable trays from schools, wash and sanitize said trays, and return them to schools. Proposals should be delivered to:

Wellesley Public Schools Business Office
Attn: David Jordan
40 Kingsbury Street
Wellesley MA 02481

In accordance with Massachusetts General Laws (MGL) Chapter 30B, respondents must submit price and non-price proposals in separately sealed envelopes.

The Town is an affirmative action/equal opportunity employer and encourages participation from certified minority and women-owned businesses in this RFP.

The Town may cancel this RFP or reject, in whole or in part, any and all proposals if the Town determines that cancellation or rejection serves the best interests of the Town.

Availability of Proposal Documents

Proposal documents will be made available beginning September 28, 2026 at 10:00 A.M. by the following means:

1. COMMBUYS: https://www.commbuys.com/bso,
2. By email to schoolbids@wellesleyma.gov,
3. By phone to David Jordan at 781-446-6210 x5614, or
4. By going to https://wellesleyps.org/business-office/ or Wellesley Public Schools, Business Office, 40 Kingsbury Street, Wellesley, MA 02481 (M-F 8:00 a.m. – 4:00 p.m.).

Proposal documents will be emailed unless delivery via U.S. Mail is specified by the requestor.

Proposers shall use complete sets of proposal documents in preparing proposals. The Town will not assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets of proposal documents.

The Town, in making copies of the proposal documents available, does so only for the purpose of obtaining proposals on the work of this RFP and does not expressly or impliedly confer a license or permission of any kind to any person for any other use thereof.

Addenda and Interpretation

Prior to the opening of proposals, no interpretation of the meaning of the project documents will be made to any proposer orally. Any apparent inconsistencies or any matter seeming to require explanation or interpretation in this RFP, must be inquired in writing and addressed to David Jordan via email at schoolbids@wellesleyma.gov. No requests will be accepted beyond October 2, 2026 at 10:00 a.m.

Written addenda will be emailed to all parties who, according to the Town's records, have obtained or requested proposal documents and have furnished an email address for such purposes. Absence of "failure" messages electronically transmitted from addressee's email address will serve as confirmation of delivery of addenda.

Copies of addenda will be made available for inspection at all locations where proposal documents are on file for that purpose and will be posted on the WPS website (http://wellesleyps.org/business-office/). Each proposer shall be responsible for determining that it has received all addenda issued and shall acknowledge receipt of all addenda on its Cover Sheet, and failure of any proposer to receive any addendum shall not relieve such proposer from any obligation under its proposal as submitted. All addenda so issued shall become part of the proposal documents.

All addenda will be posted by October 5, 2026 by 4:00 p.m. Proposers should contact David Jordan via email (schoolbids@wellesleyma.gov) or phone (781-446-6210 x5614) if they believe an addendum has not been received. The Town will not be responsible for, and no proposer may rely upon or use as the basis of a claim against the Town, any information, explanation, or interpretation of the proposal documents rendered in any fashion except as herein provided.

Section 2: How to Submit a Proposal

Proposal Submittal

Proposals consist of two parts: A Price Proposal and a Non-Price Proposal. In accordance with M.G.L. c. 30B, respondents must submit separate Price and Non-Price Proposals in separately sealed envelopes clearly marked with the following information on the front of the envelope:

Price Proposals:
"Price Proposal for RFP #2027-01 – Warewashing Services for Bates and Fiske Elementary Schools"

Non-Price Proposals:
"Non-Price Proposal for RFP #2027-01 – Warewashing Services for Bates and Fiske Elementary Schools"

Every proposal must be submitted on the prescribed proposal forms, copies of which are included with the proposal documents. All blank spaces on the proposal forms shall be filled in, in ink or typewritten in figures. The prices for each item on the Price Proposal shall be stated in both figures and in written form. Where itemized lump sum or unit prices are called for, all such prices shall be provided by the proposer. In the event of a discrepancy between the indicated sum of any column of figures and the correct sum thereof, the correct sum shall govern.

The proposer shall enclose its sealed proposal in an outer envelope addressed as follows:

FROM:	(Proposer's name and business address)
RE:	Warewashing Services for Bates and Fiske Elementary Schools RFP
TO:	Wellesley Public Schools David Jordan, Assistant Superintendent for Finance and Operations 40 Kingsbury Street Wellesley, MA 02481

Proposers must submit one original and two (2) copies of the proposal.

The proposal shall state the legal name of the proposer and shall be signed in ink by a person or persons legally authorized to bind the proposer to a contract, as follows: (1) if the proposer is an individual, by him/her personally; (2) if the proposer is a partnership, by the name of the partnership, followed by the signature of each general partner; and (3) if the proposer is a corporation, by the authorized officer, whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed. The name and title of the person or persons signing the proposal shall be typed or printed below the signature(s).

Fax/Electronic Proposal Submittal

Proposals sent by fax or electronic means are not acceptable and will be rejected upon receipt. Proposing firms will be expected to allow adequate time for delivery of their proposal either by air freight, postal service, or other means.

Receipt of Proposals

Sealed proposals will be accepted at Wellesley Public Schools, 40 Kingsbury Street, Wellesley, MA 02481 until 10:00 a.m. as read on the clock in the Business Office on October 13, 2026. If, at the time of the scheduled submission date, the School Administration Building is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the proposal submission deadline will be postponed until 10:00 a.m. on the next normal business day. Proposals will be accepted until that date and time.

Proposals received prior to the time of the opening will be kept unopened in a secure location. No responsibility will be attached for the premature opening of a proposal that is not properly addressed.

Any proposal may be withdrawn by the proposer or its duly authorized representative by written notice received by the Town at the address for receipt of proposals specified in the Request for Proposals prior to the time scheduled for the opening of such proposals or authorized postponement thereof. No proposal may be withdrawn for thirty (30) business days after the opening of general proposals. All proposal prices submitted in response to this RFP must remain firm for sixty (60) days following the proposal opening. The time for acceptance may be extended by mutual agreement as permitted by law.

Compliance with Request for Proposal

Proposers must comply with all requirements of this RFP in order to be eligible for contract award.

The Town reserves the right to reject any or all proposals if it is in the public interest to do so.

Every proposal which does not conform to statutory requirements, or which is on a form not completely filled in, or which is incomplete, conditional or obscure, or which contains any addition not called for, shall be considered invalid and the Town shall reject any such proposal.

In addition, the Town may consider informal and may reject any proposal which is not prepared and submitted in accordance with all requirements of the proposal documents, or which contains erasures, alterations, additions, errors or irregularities of any kind, or which contains proposed prices for any class or item of work which are, in the judgment of the Town, substantially less or more than the actual cost to complete the work; provided, however, that the Town reserves the right to waive any and all minor informalities or non-statutory requirements.

Subject to the foregoing, if the proposal forms, specifications, or any other proposal documents require submission of special information or data to accompany proposals, and any proposer neglects to furnish such information or data with its proposal, the Town may reject the proposal of such proposer as incomplete; provided, however, that the Town reserves the right to deem any such omission which is not an omission of substance as an informality for which such proposal will not be rejected, and to subsequently receive such information or data prior to award of the contract.

Required Proposal Documents

All proposals are **required** to contain the following forms fully completed and signed (if applicable):

a) Cover Sheet (Form A);
b) Plan of Services (Form B);
c) Non-Price Proposal (Form C);
d) Price Proposal (Form D);
e) References (Form E);
f) Non-Collusion Certificate (Form F);
g) Tax Compliance Certification (Form G);
h) Certificate of Authority (Form H);
i) Disclosure of Lobbying Activities Form (Form J);
j) Certificate Regarding Debarment, Suspension, Ineligibility & Voluntary Exclusion (Form K);
k) Corporate/Partnership Form (Form L); and a
l) W-9 Form.

Modifications to Proposals

A proposer may correct, modify, or withdraw a proposal by written notice received by the Town no later than the time and date set for receipt of proposals. Proposal modifications must be submitted in a sealed envelope clearly labeled “Modification No.__.” Each modification must be numbered in sequence, must reference the original RFP and must be signed by the same person who signed the original price proposal or a surrogate so authorized in writing.

After the proposal opening, a proposer may not change any provision of the proposal in a manner prejudicial to the interests of the Town or fair competition as determined by the Town.

Proposal Opening

Sealed proposals will be accepted at Wellesley Public Schools, 40 Kingsbury Street, Wellesley, MA 02481 until 10:00 AM as read on the clock in the Business Office on October 13, 2026. Proposals will not be opened publicly, but will be opened in the presence of one or more witnesses. A register identifying each proposer and the number of modifications received, if any, will be prepared and made available for public inspection. Proposal contents will remain confidential during the evaluation period as provided by M.G.L. c.30B, §6(d). Proposals will be made available for inspection on-site for a reasonable period of time after all proposals are opened and a determination made on the awarded vendor. Price Proposals are opened privately after proposal evaluations.

Section 3: Proposal Requirements

Performance Capabilities

The Town will evaluate responsive proposals submitted by responsible proposers in accordance with the mandatory minimum requirements and comparative evaluation criteria set forth in this RFP. Non-price proposals will be evaluated solely on the disclosed criteria. Price will be considered separately in determining the most advantageous proposal in accordance with state law. The decision of the Town will be final. An explanation of the decision will not be provided.

Qualification of Proposer

In order to be considered for the award of this RFP, proposers must demonstrate competency in the business of providing the goods and/or services specified in this RFP by conformance with the following criteria:

1. Proposer must have a verified experience record acceptable to the Town, including having successfully performed similar size and scope of work as is proposed to three (3) other school districts (similar in size / scale).
2. Proposer must disclose any contract default or material failure to perform any contract within the last three (3) years. Such information may be considered in determining responsibility.
3. References and past performance may be considered in determining responsibility and under the comparative evaluation criteria set forth in this RFP.
4. The services offered must meet the mandatory minimum requirements and specifications of this RFP.
5. Proposer must be registered to do business in Massachusetts.
6. Proposer must hold all applicable State and Federal permits, licenses and approvals.

The Town may make such investigations as it deems necessary to determine the ability of the proposer to supply the necessary equipment, and the proposer shall furnish to the Town all such information and data for this purpose as the Town may request. The Town reserves the right to reject any proposal if the evidence submitted by, or investigation of, such proposer, or the Town's own experience with such proposer, fails to satisfy the Town that such proposer is properly qualified to carry out the obligation of the contract by supplying the equipment and services contemplated therein. Conditional or qualified proposals will not be accepted.

References

Proposers must provide a complete list of all jobs performed in the past three (3) years that are similar in size and scope to this project. Any omission will be considered grounds to invalidate the proposer's proposal.

Use the form marked "REFERENCES" in this proposal (Form E) and provide the following information for each reference:

a) Contact Person
b) Street
c) City, State, Zip
d) Email Address
e) Phone Number

Poor references may be used as a basis for determining that a vendor is not a responsible proposer. The Wellesley Public Schools may act as its own reference.

Subcontractors

Proposer must supply a list of subcontractors to be used during the contract, if applicable.

Taxes

The Town is exempt from Town, County, State and Federal/Excise Taxes. Certificates will be issued upon request. Any appropriate taxes shall be shown as a separate item on each Proposal. Proposer shall obtain all appropriate tax exemption certificates from the Town.

No contract may be entered into with any party that has not filed and paid all taxes required under law. This certification is to be included with the sealed proposal. Failure to submit a statement of compliance will result in the proposal being disqualified.

Section 4: Award and Contract

Rule of Award

The Contract for Services ("Contract") (Form I) will be awarded to the responsive and responsible proposer submitting the most advantageous proposal, taking into consideration the proposal price and the comparative evaluation criteria set forth in this RFP, in accordance with M.G.L. c.30B, §6. Proposals that do not satisfy the mandatory minimum requirements will be eliminated from further consideration. Non-price evaluators will assign the ratings required by M.G.L. c.30B, §6(e), including a composite rating and written reasons. If a Contract is awarded to a proposer that did not submit the lowest evaluated price, the Town will document the reasons for the award as required by law.

For purposes of determining the most advantageous proposal, the Town will evaluate the prices submitted for the entire potential contract term, including the initial term and the extension periods, using the estimated quantities stated in Form D. The evaluated proposal price will be calculated by applying each proposer's applicable unit price to the estimated quantity for each contract year and totaling the resulting amounts for all three contract years. The estimated quantities are provided solely for purposes of proposal evaluation and do not constitute a guarantee of actual quantities.

Timeframe for Award

Award of the Contract will be made by written notice within thirty (30) business days after the opening of proposals, unless the time for acceptance is extended by mutual agreement. All proposal prices submitted in response to this RFP must remain firm for sixty (60) days following the proposal opening or until a Contract is executed, whichever occurs first.

Reserved Rights

As it deems best serves the interests of the Wellesley Public Schools, the Town reserves the right to:

a) Cancel this RFP at any time, with or without notice to prospective proposers. Reasonable efforts will be made to give timely notice.

b) Accept or reject, in whole or in part, any and all proposals as permitted by law.

c) Waive or adjust minor informalities or non-statutory requirements when permitted by law, while also being non-prejudicial to the interests of fair competition.

Contract

The successful proposer will be notified in writing, by mail or otherwise, that its proposal has been accepted and that it has been awarded the Contract. The successful proposer shall execute the Contract (Form I) within ten (10) days after presentation of the Contract to the proposer or notice to the proposer that the Contract is ready for execution.

A signed contract will result from this RFP and will remain in effect for the contracted work period or until the purpose of the contract is fully realized. While the contract is in effect, the Procurement Officer acting on behalf of the Wellesley Public Schools may continue to place orders for the awarded items at the original proposal price.

Term

The initial term of this agreement will be from November 2, 2026 - June 30, 2027, with the possibility of two one-year extensions through June 30, 2029. Each extension may be exercised solely at WPS's discretion and is contingent upon the availability of appropriated funds. WPS will terminate the Contract if funds are not appropriated or otherwise made available to support continuation of performance in a succeeding fiscal year.

Competitiveness and Integrity

The Town has assigned control of this proposal process to the Wellesley Public Schools Business Office, to prevent biased evaluations and to preserve the competitiveness and integrity of such efforts. Proposers are to direct all communications regarding this RFP to the Wellesley Public Schools Business Office, unless otherwise specifically noted. Attempts by proposers to circumvent this requirement will be viewed negatively and may result in rejection of that proposal. The Wellesley Public Schools Business Office may refer communications to other parties for clarification.

Right to Known Legislation, M.G.L., CH. 111F & 454 C.M.R. 21.06

All vendors furnishing substances or mixtures which may be classified as toxic or hazardous, pursuant to M.G.L. c. 111F, are cautioned to obtain and read the statute and regulations referred to above.

Method of Acquisition

All items and materials shall be included in the price of services. Wellesley Public Schools will issue purchase orders if they deem the Contract usable.

Invoicing and Payments

The successful proposer must direct all invoices to: Wellesley Public Schools, ATTN: Business Office, 40 Kingsbury Street, Wellesley, MA 02481 or email to SchoolAP@wellesleyma.gov.

Wellesley Public Schools is tax-exempt. Sales taxes and finance charges will not be paid. Payments will be made for all goods/services delivered within 30 days of receipt and acceptance of delivery.

Warranty

The successful proposer shall provide warranties to the Town as more fully described in the Contract attached hereto.

Section 5: Product and Performance Terms

Quality Minimum Requirements

a) Must include all forms contained in the document with applicable signatures.
b) Must meet all Proposer Requirements, Experience, and goods/services outlined in this RFP.
c) Proposers must provide at least three (3) recent references for contracts that are similar in size and scope to this project.

Scope of Services

The work under this contract shall consist of Warewashing Services for Bates and Fiske Elementary Schools in Wellesley, MA 02481. Wellesley Public Schools invites your industrial warewashing company to submit a written proposal to provide Warewashing Services for Bates and Fiske Elementary Schools. Prices shall remain firm for the entire period of the contract, as set forth in Form D. Wellesley Public Schools reserves the right to reject any or all proposals as permitted by law.

Section 1: Scope of Services	
1.1 Service Description	The awarded proposer shall provide industrial warewashing services to wash and sanitize reusable school lunch trays and transportation carts owned by the Wellesley Public Schools (WPS). Services shall include daily pickup and return delivery of clean trays to each school listed below. **Bates Elementary School:** 150 trays daily 116 Elmwood Road, Wellesley MA 02481 **Fiske Elementary School:** 200 trays daily 45 Hastings Street, Wellesley, MA 02481 The proposer shall participate in periodic contract review meetings with WPS, not less than quarterly, to review service levels, tray counts, sanitation records, operational issues, and program effectiveness.
1.2 Service Schedule	All trays and carts collected on a service day must be washed, sanitized, and returned no later than the next scheduled meal service day.

	All pickup and drop-off of trays and carts must occur between 7:00 a.m. and 1:00 p.m. on each day lunch is served (approximately 114 service days during the pilot period). The proposer shall adhere to the WPS school calendar. The Director of Finance and Business Operations will provide the vendor with advance written notice of scheduled closures, holidays, and early release days that affect service. There are no service days during school vacations, holidays, elementary half days, or emergency closures. The proposer must accommodate last-minute schedule changes due to weather or emergency closures.
1.3 Equipment: District-Owned Trays and wheeled carts	WPS will provide all reusable 5-compartment cafeteria trays to be cleaned by the proposer. Tray specifications: 13.5” (W) × 10” (L) × 1” (D), District-owned. WPS will also provide wheeled carts in which the trays will be transported. The proposer is responsible for the safe handling and return of all district-owned trays and wheeled carts.
Section 2: Facility Standards & Quality Assurances The following are mandatory minimum (PASS/FAIL) requirements. Proposers must demonstrate compliance with proposal-stage requirements and their ability to comply with contract-performance requirements in this section, as applicable. Proposals that fail to satisfy these minimum requirements are ineligible for further evaluation or contract award.	
2.1 Third-Party Auditing & Certifications	The proposer’s facility must be audited by a recognized third-party food safety and quality assurance organization. Documentation of the most recent audit must be submitted with the proposal. The proposer’s facility must be licensed and in good standing with all applicable state and local health authorities. A copy of the current license must be submitted with the proposal.
2.2 Food Safety Programs	A Hazard Analysis and Critical Control Points (HACCP) program must be in place and actively followed. Documentation must be submitted with the proposal.

	Good Manufacturing Practices (GMPs) must be in place and adhered to at the facility. An insect and pest control program must be in place with current documentation from a licensed pest control provider.
2.3 Chemical Safety	Material Safety Data Sheets (MSDS) for all chemicals, sanitizers, and cleaners in use must be maintained up-to-date at the facility and available for inspection upon request. All cleaners, detergents, and sanitizers used in the warewashing process must be eco-friendly and food-safe. The proposer must provide a list of all chemicals used, along with their MSDS sheets, with the proposal submission. Safety and health guidelines must be posted in the facility in accordance with applicable OSHA requirements.
2.4 Wash & Sanitization Standards	All reusable trays must be sanitized consistent with NSF/ANSI Standard 3 and FDA Food Code requirements for high-temperature warewashing machines. Wash temperatures must be monitored, verified, and documented in a daily sanitation log. The proposer must have documented corrective action procedures in place for instances when wash or rinse temperatures fall below required minimums. No trays processed at substandard temperatures may be returned to WPS without re-washing at correct temperatures. Titration testing must be performed regularly for all cleaners, detergents, and sanitizers to verify proper concentration levels. WPS reserves the right, with reasonable notice, to inspect the proposer's facility, warewashing operations, sanitation records, storage practices, and transportation vehicles during normal business hours throughout the contract term.
Section 3: Operational Process Requirements The following are mandatory minimum (PASS/FAIL) requirements. Proposers must demonstrate compliance with proposal-stage requirements and their ability to comply with the contract-	

performance requirements in this section, as applicable. Proposals that fail to satisfy these minimum requirements are ineligible for further evaluation or contract award.	
3.1 Process Flow	The proposer must provide a written operational flow document describing the complete process from tray collection at each school through return delivery, including all intermediate steps (transport, pre-rinse, wash, sanitize, dry, pack, storage, and delivery). The proposer must maintain an up-to-date list of management and emergency contact personnel. The proposer must have a documented recall/withdrawal program in place to address potential contamination events. If contamination occurs, the vendor will notify WPS immediately upon discovery and no later than four (4) hours after confirmation of a contamination event.
3.2 Post-Wash Handling & Storage	Trays must be dried using anti-contamination procedures that prevent recontamination after sanitization. Clean trays must be packaged or covered promptly after washing and must not be left exposed or unpacked. Clean tray-holding containers and transport equipment must be physically segregated from dirty tray containers at all times. The proposer must have methods in place to control condensation that could compromise tray cleanliness during storage and transport. Returned trays shall be visibly clean, free from food residue, grease, detergent residue, stains, odors, and foreign material.
3.3 Washing Capacity	The proposer must demonstrate available washing capacity sufficient to process a minimum of 350 trays per day. Proposers must state their facility's daily maximum capacity in their proposal. The proposer shall provide documentation demonstrating that employees involved in warewashing, sanitation, transportation, and handling of trays receive annual food safety and sanitation training.

	Vehicles and transport containers used for tray transportation shall be cleaned and sanitized on a documented routine schedule. Records shall be maintained and made available upon request.
Section 4: Logistics & Tracking	
4.1 Pickup & Delivery	The proposer shall provide daily pickup of soiled trays and return delivery of clean trays to Bates and Fiske Elementary Schools on each day lunch is served, following the WPS school calendar (approximately 141 meal days per year). All vehicles used for tray transport must be enclosed, food-safe, and designed to maintain separation of clean and soiled trays during transport. Vehicle inspection records must be available upon request. Background checks (CORI) are required for all drivers and personnel who enter school buildings. Documentation of completed CORI checks must be on file and available for review by WPS upon request.
4.2 Tray Tracking & Inventory	The proposer must track the count of trays collected and returned each day for each school location. Daily tray count reports must be available to WPS Director of Finance and Business Operations on a weekly basis. The proposer must maintain processes to measure and report inventory shrinkage over the contract period. The proposer shall immediately notify WPS if collected tray quantities differ by 15% or more from expected counts or if circumstances exist that may result in insufficient trays being available for meal service. If WPS-owned trays are lost or damaged due to the proposer’s handling, the proposer must replace the tray or reimburse WPS at current market value within 30 days of written notification. Current market valuation replacement will be based on the Ahimsa essentials compartment tray (https://ahimsahome.com/collections/all-products/products/essentials-stainless-steel-compartment-tray)

4.3 Communication & Service Continuity	A standard operating procedure must be established with the WPS Director of Finance and Business Operations for communicating delays, missed pickups, or other service disruptions. The proposer must notify WPS as early as possible – and no later than 6:30 a.m. – on any day when scheduled service cannot be performed. The proposer must have a documented contingency plan for equipment failures or facility issues that could disrupt service. Proposers must be reachable by phone and email during normal business hours (8:00 a.m. – 5:00 p.m., Monday through Friday) for service inquiries.
4.4 Program Implementation & Onsite Support	The proposer must provide onsite support during program launch to assist the WPS Director of Finance and Business Operations and building principals and custodians in implementing collection and return procedures at each school. The proposer must designate a primary point of contact for the WPS Director of Finance and Business Operations throughout the contract period.
Section 5: Performance Standards & Contract Compliance	
5.1 Service Failures	A service failure is defined as any of the following: • Missed scheduled pickup or delivery without advance notice. • Return of trays that have not been sanitized at required temperatures. • Failure to maintain required documentation (daily sanitation log, CORI records, MSDS sheets, temperature logs). • Failure to respond to WPS communications within one business day.
5.2 Remediation & Termination	WPS reserves the right to reject any shipment of trays that appear unsanitary, contaminated, improperly washed, damaged, or otherwise unsuitable for food service use. Rejected trays shall be rewashed and returned at no additional cost to WPS. Upon the occurrence of three (3) service failures within any 30-day period, WPS reserves the right to issue a written cure notice requiring the proposer to submit a corrective action plan within five (5) business days.

	Notwithstanding the foregoing, WPS reserves the right to terminate the contract for cause if service failures continue after a cure notice has been issued or if a single incident results in a food safety risk to students.
5.3 Subcontracting	The proposer may not subcontract any portion of the warewashing or delivery services without prior written approval from WPS. If subcontracting is approved, the proposer remains fully responsible for compliance with all requirements of this RFP and the resulting contract. Subcontractors are subject to the same CORI, insurance, and quality requirements as the primary proposer.
5.4 Transition: Program Set Up	WPS will coordinate delivery of district-owned trays to the proposer's facility prior to October 26, 2026, to allow time for the proposer to confirm tray inventory and prepare for service launch. The district and awarded vendor will collaboratively determine the date and time of the initial pickup prior to the start of the program. The proposer must participate in a pre-service kickoff meeting with WPS Director of Finance and Business Operations, building principals, custodians, and Chartwells staff no later than two weeks prior to the start of service.
5.5 Transition: End of Contract	Upon expiration or termination of the contract, the proposer must return all WPS-owned trays in clean, serviceable condition within five (5) business days. Any trays not returned or found to be damaged beyond normal wear will be subject to replacement or reimbursement per Section 4.2.

Comparative Evaluation Criteria

A. Proposer's Relevant Background/Service History

Proposer has worked with and provided warewashing services for school districts in similar size and scope of Wellesley Public Schools for the past 10 years or more.	Highly Advantageous
Proposer has worked with and provided warewashing	Advantageous

services for school districts in similar size and scope of Wellesley Public Schools between 5 to 9 years.	
Proposer has worked with and provided warewashing services for school districts in the past 5 years.	Not Advantageous
Proposer has never worked with and provided warewashing services for school districts.	Unacceptable

B. Proposer's Available Tray Washing/Delivery Capacity

Proposer has available capacity to wash and deliver in excess of 1,500 trays per day.	Highly Advantageous
Proposer has available capacity to wash and deliver between 501 and 1,500 trays per day.	Advantageous
Proposer has available capacity to wash and deliver between 350 and 500 trays per day.	Not Advantageous
Proposer has available capacity to wash and deliver less than 350 trays per day.	Unacceptable

C. Pass/Fail Requirements

-	Highly Advantageous
Proposer meets ALL pass/fail requirements.	Advantageous
-	Not Advantageous
Proposer does NOT meet all pass/fail requirements.	Unacceptable

Insurance

With the award of the Contract, the vendor shall submit Certificates of Insurance to the Town to prove that it has certain minimum coverages as more fully described in the Contract attached hereto.

Form A: Cover Sheet

Town of Wellesley/WELLESLEY PUBLIC SCHOOLS

Instructions to Proposers

WAREWASHING SERVICES FOR BATES AND FISKE ELEMENTARY SCHOOLS RFP

From: ____
(Name of Proposer)

(____) a corporation, organized and existing under the laws of the state of ________________ (____) a partnership
(____) a joint venture
(____) an individual

doing business as ____

By submitting this proposal, the undersigned represents to the Town that it has examined and understands the Request for Proposal, proposal forms, and all other documents in this proposal package. By submitting this proposal, the undersigned agrees that it shall be subject to the jurisdiction of the courts of the Commonwealth of Massachusetts with respect to any actions arising out of or related to this proposal or any contract that may be entered into based upon this proposal, and that any such actions commenced by the undersigned shall be commenced in the courts of the Commonwealth of Massachusetts. A proposer wishing to amend this proposal after transmittal to the Town may do so only by withdrawing this proposal and resubmitting another proposal prior to the time for opening proposals. The undersigned proposes to furnish all labor and materials required for the work of the Contract referred to above for the prices stated on the attached **Price Proposal**, which prices are incorporated by reference into this Proposal.

The undersigned agrees that, if selected, it will within ten (10) days, Saturdays, Sundays and legal holidays excluded, after presentation thereof by the Town, execute a Contract substantially in the form attached to the Request for Proposals (Form I) and in accordance with the terms of this proposal. The proposal includes the addenda as numbered below, which proposer acknowledges receipt of:

No.______________ Dated:____________________
No.______________ Dated:____________________
No.______________ Dated:____________________

____ ____________________
Authorized Signature Date

____
Print Authorized Name

Contact Name for Proposal Questions:

_________________________________ _________________________________
Contact Name Email of Contact Person

_________________________________ _________________________________
Company Name Contact Person Phone Number

_________________________________ _________________________________
Address State Zip Code

Form B: Plan of Services

Proposers must identify the proposed primary contract manager and backup contact and briefly describe the staffing structure that will be used to perform the services. Resumes may be attached for key management personnel.

Form C: Non-Price Proposal

Answers to the questions in this section must be in the order presented below and noted with Question Letter and Heading Name (e.g., Question I – Summary).

I. Summary: Each non-price proposal should include the following:
   A. Reference to the RFP title and submission due date.
   B. Name, address, phone number, and email address of the proposer.
   C. Names of the individuals authorized to negotiate on behalf of the firm.
   D. Confirm the validity of the proposal for 60 days and the availability of staff to commence work on the contract start date.

II. Proposer's relevant background and service history:
   A. Years of experience providing warewashing services and years of experience providing said services to public schools.
   B. A listing of districts served that are similar in size and scope to Wellesley Public Schools and the years served in those districts.

III. Mandatory Minimum Requirements: Certify compliance with the mandatory minimum requirements in the Scope of Service Delivery and Quality Control Plan. Submit the operational flow document required by Section 3.1 of the Scope and describe the quality control measures that will be used to satisfy the Scope.

Requirement	Compliant	Not Compliant	Notes
2.1.A. The proposer's facility must be audited by a recognized third-party food safety and quality assurance organization. Documentation of the most recent audit must be submitted with the proposal.			
2.1.B The proposer's facility must be licensed and in good standing with all applicable state and local health authorities. A copy of the current license must be submitted with the proposal.			
2.2.A. A Hazard Analysis and Critical Control Points (HACCP) program must be in place and actively followed. Documentation must be submitted with the proposal.			
2.2.B. Good Manufacturing Practices (GMPs) must be in place and adhered to at the facility.			
2.2.C. An insect and pest control program must be in place with current documentation from a licensed pest control provider.			
2.3.A. Material Safety Data Sheets (MSDS) for all chemicals, sanitizers, and cleaners in use must be maintained up-to-date at the facility and available for inspection upon request.			
2.3.B. All cleaners, detergents, and sanitizers used in the warewashing process must be eco-friendly and food-safe. The proposer must provide a list of all chemicals used, along with their MSDS sheets, with the proposal submission.			

2.3.C. Safety and health guidelines must be posted in the facility in accordance with applicable OSHA requirements.			
2.4.A. All reusable trays must be sanitized consistent with NSF/ANSI Standard 3 and FDA Food Code requirements for high-temperature warewashing machines.			
2.4.B. Wash temperatures must be monitored, verified, and documented in a daily sanitation log.			
2.4.C. The proposer must have documented corrective action procedures in place for instances when wash or rinse temperatures fall below required minimums. No trays processed at substandard temperatures may be returned to WPS without re-washing at correct temperatures.			
2.4.D. Titration testing must be performed regularly for all cleaners, detergents, and sanitizers to verify proper concentration levels.			
2.4.E. WPS reserves the right, with reasonable notice, to inspect the proposer's facility, warewashing operations, sanitation records, storage practices, and transportation vehicles during normal business hours throughout the contract term.			
3.1.A The proposer must provide a written operational flow document describing the complete process from tray collection at each school through return delivery, including all intermediate steps (transport, pre-rinse, wash, sanitize, dry, pack, storage, and delivery).			
3.1.B. The proposer must provide and maintain an up-to-date list of management and emergency contact personnel.			
3.1.C. The proposer must have a documented recall/withdrawal program in place to address potential contamination events. If contamination occurs, the vendor will notify WPS immediately upon discovery and no later than four (4) hours after confirmation of a contamination event.			
3.2.A. Trays must be dried using anti-contamination procedures that prevent recontamination after sanitization.			
3.2.B. Clean trays must be packaged or covered promptly after washing and must not be left exposed or unpacked.			
3.2.C. Clean tray-holding containers and transport equipment must be physically segregated from dirty tray containers at all times.			

3.2.D. The proposer must have methods in place to control condensation that could compromise tray cleanliness during storage and transport.			
3.2.E. Returned trays shall be visibly clean, free from food residue, grease, detergent residue, stains, odors, and foreign material.			
3.3.A. The proposer must demonstrate available washing capacity sufficient to process a minimum of 350 trays per day. Proposers must state their facility’s daily maximum capacity in their proposal.			
3.3.B. The proposer shall provide documentation demonstrating that employees involved in warewashing, sanitation, transportation, and handling of trays receive annual food safety and sanitation training.			
3.3.C. Vehicles and transport containers used for tray transportation shall be cleaned and sanitized on a documented routine schedule. Records shall be maintained and made available upon request.			

Form D: Price Proposal (Separate sealed envelope)

Price quote for Warewashing Services for Bates and Fiske Elementary Schools

- The total contract price will be calculated on a per-unit basis, based on the total number of trays and hinged containers washed and transported at the unit prices specified below. This price proposal is based on an estimated quantity of 350 trays and 6 hinged containers daily. The first (pilot) year of the program will consist of approximately 114 days equating to approximately 350*114=39,900 trays and 6*114=684 hinged containers. Successive years will include approximately 141 days equating to approximately 350*141=49,350 trays and 6*141=846 hinged containers.
- Quantities are estimates provided for proposal evaluation and contract purposes only. Actual quantities may vary depending on actual need. Proposer will invoice for actual quantities washed at the unit prices below.
- Proposed prices shall be written in both longhand and numerals. If there appears to be a discrepancy between these figures, the price in longhand shall prevail.

Proposer name: ____

Year 1 (November 2, 2026 to June 30, 2027) approximately 114 service days

39,900 (district owned) trays x $_________________/tray (unit price) = $____________________(Price A)
+
684 (district owned) hinged containers x $_________/container (unit price) = $________ (Price B)

= Total Price $____ (A + B)

Year 2 approximately 141 service days (optional extension year)

49,350 (district owned) trays x $_________________/tray (unit price) = $____________________(Price A)
+
846 (district owned) hinged containers x $_________/container (unit price) = $________ (Price B)

= Total Price $____ (A + B)

Year 3 approximately 141 service days (optional extension year)

49,350 (district owned) trays x $_________________/tray (unit price) = $____________________(Price A)
+
846 (district owned) hinged containers x $_________/container (unit price) = $________ (Price B)

= Total Price $____ (A + B)

Discounts: Please indicate any prompt pay discounts (and related conditions) and/or other cost-avoidance factors which the proposer offers as a means of reducing the overall unit price to Wellesley Public Schools.

Should the proposer require additional hours, employees, consultants, subcontractors or other assistance to complete the work required and/or meet the performance or quality requirements under this RFP, the proposer shall do so at no additional cost to Wellesley Public Schools

Signature of proposer: ____

Form E: References

Proposers must provide a list of at least three (3) references that are similar in size and scope to this project.

1. Contact Name: ______________________________

   School: ______________________________

   Address: ______________________________

   ____

   Email Address: ______________________________

   Phone Number: ______________________________

2. Contact Name: ______________________________

   School: ______________________________

   Address: ______________________________

   ____

   Email Address: ______________________________

   Phone Number: ______________________________

3. Contact Name: ______________________________

   School: ______________________________

   Address: ______________________________

   ____

   Email Address: ______________________________

   Phone Number: ______________________________

Form F: 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.

____
Signature of individual submitting bid or proposal

____
Name of business

____
Date

Form G: Tax Compliance Certification

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

____
*(Individual or Corporate Name) Signature of person submitting bid or proposal

____
Name of business

____
**Social Security Number or Federal Identification Number

____
Date

*Approval of a contract or other agreement will not be granted unless this certification clause is signed by the applicant, and separate forms completed by each subcontractor.

**Your Social Security Number and 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 M.G.L. c. 62C, § 49A.

Form H: Certificate of Authority

At a duly authorized meeting of the Board of Directors of ________________________________ (name of corporation) held on *______________ (date) at which all the Directors were present or waived notice, it was voted that ________________________________ (name), ________________________________ (office) of this corporation, be it he or she, hereby is authorized to execute proposal documents, contracts and bonds in the name and on behalf of said corporation, and affix its Corporate Seal thereto, and such execution of any proposal document or contract or obligation in this corporation's name on its behalf under seal of the corporation, shall be valid and binding upon this corporation.

ATTEST: _______________________________
(clerk or secretary)

Place of Business: ________________________________

I certify that I am the clerk/secretary of the _____________________________________ and that ________________________________ is the duly elected ________________________________ and that the above vote has not been amended or rescinded and remains in full force and effect as of the date set forth below.

ATTEST: _______________________________
(clerk or secretary)

Date:**________________________________

* This date must be on or before the date of the Contract.
** This date must be on or before the date of the Contract.

Form I: Contract for Services

CONTRACT FOR SERVICES

TOWN:

TOWN'S REPRESENTATIVE:

VENDOR:

PROJECT:

SITE:

DATE:

BUDGET:

The Town hereby accepts the Vendor's proposal to perform services ("Services") in connection with the Project in accordance with and subject to: (i) the Terms and Conditions attached hereto as **Exhibit A**; (ii) Scope of Service attached hereto as **Exhibit B;** and (iii) the salary or hourly rate attached hereto as **Exhibit C**. Collectively, these documents constitute this Agreement.

COMMENCEMENT OF WORK (check applicable box):

[ ] This Agreement constitutes a notice to proceed with services.
[ ] Services shall not be performed under this Agreement until the Town so advises the Vendor in writing.

INSURANCE:	**MINIMUM INSURANCE LIMITS**
General Liability (Bodily Injury & Property Damage):	$1,000,000.00
General Liability – Aggregate:	$2,000,000.00
Worker's Compensation:	$ (as required by law)
Builder's Risk Property Coverage:	N/A
Property Coverage (Materials in Transit)	N/A
Automobile Liability:	$1,000,000.00
Umbrella Liability:	N/A
Umbrella Liability – Aggregate:	N/A
Professional Liability (Errors & Omissions):	$1,000,000.00
Professional Liability – Aggregate:	$2,000,000.00

COMPLETION DATE:

PERSONNEL AND SUBCONTRACTORS:

Vendor's Team:	Subcontractors:
______________________	______________________
______________________	______________________
______________________	______________________

List of Attached Exhibits (check applicable boxes):

Exhibit	A	B	C
Attached	[ ]	[ ]	[ ]
Not Attached	[ ]	[ ]	[ ]

TOWN:	**VENDOR:**
______________________	______________________
By: ______________________	By: ______________________
Title: ______________________	Title:
Date Signed: ______________________	Date Signed: ______________________

Approved as to availability of funds:

____

By: ______________________

Title: ______________________

Exhibit A

TERMS AND CONDITIONS

1. PERFORMANCE OF SERVICES

All Services of the Vendor shall be performed by qualified personnel. The Vendor's Project team shall consist of those persons identified on page 2 of this Agreement and the Subcontractors identified on page 2 of this Agreement. The employment by the Vendor of additional Subcontractors for any of the Services shall be subject to the prior written approval of the Town. No member of the Project team shall be replaced without the consent of the Town. The Town shall have the right to require the Vendor to remove any personnel from the Project for reasonable cause. The Vendor shall perform its Services in accordance with the highest professional standards of skill, care, and diligence. Without limiting the foregoing, the Town shall have the right to require the Vendor to cease providing Services immediately upon written notice.

2. TIME

The Vendor shall perform its Services as expeditiously as is consistent with the standards of professional skill and care required hereby. The Vendor shall perform its Services in coordination with the operations of the Town at the Sites specified and with any party engaged by the Town in connection with the Project. It shall be the obligation of the Vendor to request any information necessary to be provided by the Town for the performance of the Vendor's Services. Time is of the essence of this Agreement.

3. REIMBURSABLE EXPENSES

If out-of-pocket expenses are not included in the Vendor's fee, the Town shall compensate the Vendor for reimbursable expenses actually incurred; provided, however, that reimbursable expenses shall only be eligible for reimbursement if they have been submitted in advance and approved in writing by the Town. The Vendor agrees to use reasonable efforts to minimize expenses which are reimbursable by the Town.

4. VENDOR'S COMPENSATION

a. Lump Sum. If Services are to be provided on a Lump Sum basis, the total amount of compensation due to the Vendor in consideration of the full performance of Services by the Vendor is the amount set forth on page one of this Agreement. The Town shall pay the Vendor as Services are performed by the Vendor based upon the portion of Services completed.

b. Upset Limit. If Services are to be provided subject to an Upset Limit, the total amount of compensation due to the Vendor in consideration of the full performance of Services by the Vendor shall in no event exceed the amount set forth on page one of this Agreement. Unless otherwise agreed, payments shall be made to the Vendor on a Time Card/Unit Price basis as provided in paragraph c. below, subject to the Upset Limit.

c. Time Card/Unit Price. If Services are to be provided on a Time Card/Unit Price basis, payments shall be made to the Vendor for Services performed based upon the salary or hourly rate or unit price schedule included in the Proposal or attached as **Exhibit C**. If the agreed rate schedule is not included in the

Proposal or attached as **Exhibit C**, the Vendor shall submit to the Town, before proceeding with Services, a rate schedule listing the maximum rates to be charged for the various employees or categories of employees performing Services or categories or services. Compensation for services performed by authorized Subcontractors shall be on the basis of the actual costs to the Vendor unless otherwise specified herein or in the Proposal. The Vendor shall use his best efforts to complete the performance of his Services within the Estimated Amount set forth on the first page of this Agreement. The Vendor shall advise the Town at such time as the Estimated Amount has been reached. The Town shall not be obligated to pay for any amount in excess of the Estimated Amount, unless the Town gives the Vendor a written notice authorizing the further performance of Services and the incurring of additional costs for such Services.

d. No Compensation for Certain Services. Neither the Vendor nor any of its Subcontractors shall be compensated for any services involved in preparing changes that are required for additional work that should have been anticipated by the Vendor in the preparation of construction documents or other work products, as reasonably determined by the executive head of the Town, nor for any services made necessary by the fault or negligence of the Vendor or its Subcontractors.

e. Subject to Appropriation. The obligations of the Town hereunder shall be subject to appropriation on a fiscal year basis. In the absence of appropriation, this agreement shall be terminated immediately without liability of the Town for damages, lost profits, penalties, or other charges arising from early termination.

5. PAYMENT

The Vendor shall submit, not more often than monthly, statements for fees for Services rendered and reimbursable expenses (stated separately) incurred. The Vendor's statements shall include a description of the Services performed for the period in question with a progress report, and shall be in such form and detail and with such supporting data as the Town may reasonably require to show the computational basis for all charges (including reimbursable expenses), including a statement explaining any substantial deviation from the Vendor's anticipated work schedule, staffing plan and costs. Payment shall be due within thirty (30) days after the Town receives a proper statement. In no event shall the Town be liable for interest, penalties, expenses or attorney's fees. No payment made hereunder shall constitute or be construed as final acceptance or approval of that part of the Services to which such payment relates or relieve the Vendor of any of its obligations hereunder with respect thereto.

6. VENDOR'S ACCOUNTING RECORDS

The Vendor shall keep records pertaining to Services performed (including complete and detailed time records) and reimbursable expenses incurred, employing sound bookkeeping practices and in accordance with generally accepted accounting principles. All records pertaining to Services performed on a time card or unit price basis and reimbursable expenses shall be available to the Town or its authorized representatives for review and audit during normal business hours.

7. REPORTS, DRAWINGS, ETC.

All reports, drawings, plans and other data and material, including computer programs and other material in electronic media (collectively, "Materials") furnished to the Town shall become the Town's property and may be used by the Town (or such parties as the Town may designate) thereafter in such manner and for such purposes as the Town (or such parties as the Town may designate) may deem advisable, without further employment of or additional compensation to the Vendor. The Vendor shall not release or disclose to any third party any Materials produced for the Town without obtaining the Town's prior written consent. At no time shall the Vendor release or disclose to any third party any Materials furnished to the Vendor by the Town in connection with the performance of the Vendor's Services. Upon the expiration or termination of this Agreement for any reason, all Materials and other work product that have been accumulated, developed or prepared by the Vendor (whether completed or in process) shall become property of the Town and the Vendor shall immediately deliver or otherwise make available such Materials to the Town.

8. INSURANCE

The Vendor shall obtain and maintain the following insurance in amounts not less than the Minimum Insurance Limits set forth on page one of this Agreement during all times that the Vendor is performing Services and for at least one year after termination of this Agreement in the case of Commercial General Liability, Worker's Compensation and Employer's Liability insurance, and for at least the applicable period of limitations on actions provided by law in the case of Professional Liability insurance:

a. Commercial General Liability insurance covering claims for injury to persons and damage to property. Such insurance shall include contractual liability.

b. Professional Liability insurance for protection from claims arising out of the performance of professional services, including contractual coverage.

c. Worker's Compensation Liability insurance in amounts not less than those required by law and Employer's Liability insurance.

d. Automobile Liability insurance applicable for any contractor who has an automobile operating exposure for protection against bodily injury and property damage.

e. Intentionally Omitted.

Certificates of insurance evidencing the coverage required hereunder and copies of the policies, together with evidence that all premiums for such insurance have been paid, shall be filed with the Town prior to the commencement of the Services to be rendered by the Vendor hereunder. All such policies and certificates shall be written through companies and in forms acceptable to the Town's lender or lenders, if any. In the event that any policy is cancelled or amended, the Vendor shall immediately provide notice to the Town and take all steps necessary to reinstate such policy to conform to the requirements of this Agreement. The insurance provided under clauses a and d, above, shall name the Town and such other parties as the Town shall require as "Additional Insured" parties. Insufficient insurance shall not release the Vendor from any liability for breach of its obligations under this Agreement.

At the request of the Town, a Subcontractor employed by the Vendor shall obtain and maintain a professional liability insurance policy covering negligent errors, omissions and acts of such Subcontractor or of any person or business entity for whose performance the Subcontractor is legally liable arising out of the performance of the contract for Subcontractor services. The Subcontractor shall furnish a certificate or certificates of such insurance coverage to the Town prior to the employment of such Subcontractor by the Vendor. A liability insurance policy maintained under this paragraph shall provide for coverage of such type and duration and in such amount as the Town shall require.

9. INDEMNIFICATION

To the maximum extent permitted by law, the Vendor agrees to indemnify, defend with counsel acceptable to the Town and save harmless the Town from all suits, actions, claims, demands, damages, losses, expenses and costs, including attorneys' fees, of every kind and description which the Town may incur or suffer resulting from, in connection with, or arising out of any act, error or omission of, or breach of contractual duties to the Town by, the Vendor, its agents, servants, employees or Subcontractors. The extent of the foregoing indemnification and hold harmless provisions shall not be limited by any provision of insurance required by this Agreement and shall survive the termination of this Agreement.

10. COMPLIANCE WITH LAW

It is the responsibility of the Vendor that the Project be conducted, and that all Services and other work performed by the Vendor hereunder be performed so as to comply with all applicable federal, state and municipal laws, regulations, codes, ordinances and orders, and any permit conditions as to which the Vendor has knowledge, as the same may be in effect as of the time of the performance of such work. In particular, without limitation, the Vendor agrees to comply with (a) all regulations pertaining to approvals for federal and state grants, and with all federal and state environmental laws and regulations, and assist in making any submissions with respect thereto and (b) all applicable requirements of the Massachusetts public construction and procurement laws, which are incorporated by reference herein.

11. TERMINATION OF AGREEMENT

The Town may terminate this Agreement as follows:

a. For its convenience, without cause, and/or for any reason, on ten days' prior written notice; or

b. Immediately, by written notice to the Vendor, if the Vendor violates any of the provisions of this Agreement, or fails to perform or observe any of the terms, covenants or conditions of this Agreement, or abandons in whole or in part its Services, or becomes unable to perform its Services, hereunder. For purposes of this Paragraph 11, it is acknowledged that the Vendor's Services under this Agreement are personal services and may not be assumed by or assigned by a trustee in bankruptcy.

In the event of termination, the Vendor shall promptly deliver to the Town all Materials, including all documents, work papers, studies, calculations, computer programs, data, drawings, plans, specifications and other tangible work product or materials pertaining to the Services performed under this Agreement to the time of termination, and thereupon the Town shall pay to the Vendor any unpaid and undisputed balance owing for Services rendered prior to the date of termination. Any termination of this Agreement shall not affect or impair the right of the Town to recover damages occasioned by any default of the Vendor or to set off such damages against amounts otherwise owed to the Vendor.

12. MISCELLANEOUS PROVISIONS

a. Successors and Assigns. Subject to the provisions of Subparagraph (b) below, the Town and the Vendor each binds itself, its partners, successors, assigns, and legal representatives to the other party.

b. Assignment by Vendor. The Vendor shall not assign, sublet or transfer any of its obligations, responsibilities, rights or interests (including, without limitation, its right to receive any moneys due hereunder) under this Agreement without the written consent of the Town. Any assignment, subletting, or transfer by the Vendor in violation of this Paragraph 12(b) shall be void and without force or effect.

c. Entire Agreement. This Agreement represents the entire and integrated agreement between the Town and the Vendor with respect to the subject matter hereof and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Town and the Vendor.

d. Confidentiality. The Vendor shall not, without the Town's prior written consent, release or disclose any information relating to the Project to anyone except as necessary to perform its duties hereunder.

e. Intentionally Omitted.

f. Additional Services. If the Town requests the Vendor to perform additional services beyond the scope of Services hereunder, the Vendor shall perform such additional services only upon obtaining written authorization from the Town including written agreement as to the method and amount of compensation for such additional services.

g. Disputes. All claims, disputes and other matters in question between the Town and the Vendor arising out of or relating to this Agreement or the breach thereof shall be submitted for resolution to a court of competent jurisdiction in Worcester County, Massachusetts, unless otherwise agreed by the parties. No such action shall be brought, however, until the completion of all Services under this Agreement or the earlier termination thereof as provided in Paragraph 11 above, the parties agreeing to negotiate in good faith any claims, disputes or other matters in question during the term of this Agreement before resorting to litigation.

h. Limited Liability. No officer, director, member, employee, or other principal, agent or representative (whether disclosed or undisclosed) of the Town, nor any participant with the Town, shall be personally liable to the Vendor hereunder, for the Town's payment obligations or otherwise, the Vendor hereby agreeing to look solely to the assets of the Town for the satisfaction of any liability of the Town hereunder. In no event shall the Town ever be liable to the Vendor for indirect, incidental or consequential damages.

i. Governing Law. This Agreement shall be governed by the law of the Commonwealth of Massachusetts.

j. No Waiver. The Town's review, approval, acceptance or payment for Services under this Agreement shall not operate as a waiver of any rights under this Agreement and the Vendor shall be and remain liable to the Town for all damages incurred by the Town as the result of the vendor's failure to perform in conformance with the terms and conditions of this Agreement. The rights and remedies of the Town provided for under this Agreement are in addition to any other rights or remedies provided by law. The Town may assert a right to recover damages by any appropriate means, including but not limited to set-off, suit, withholding, recoupment, or counter-claim either during or after performance of this Agreement.

k. Interpretation. If any provision of this Agreement shall to any extent be held invalid or unenforceable, the remainder of this Agreement shall not be deemed affected thereby. Paragraph headings are included herein for reference purposes only and in no way define, limit or describe the scope or intent of any of the provisions of this Agreement.

13. EQUAL EMPLOYMENT OPPORTUNITY

a. In connection with the performance of work under this Agreement, the Vendor shall not discriminate against any employee or applicant for employment because of race, color, religion, creed, national origin, ancestry, age, sex or handicap. The Vendor shall post in conspicuous places, available for employees and applicants for employment, notices to be provided by the Massachusetts Commission Against Discrimination (the “Commission”), setting forth the provisions of the Fair Employment Practices Law of the Commonwealth.

b. In connection with the performance of work under this Agreement, the Vendor shall not discriminate in its relationships with Subcontractors or suppliers on the basis of race, color, religion, creed, national origin, ancestry, age, sex or handicap.

c. The Vendor shall comply with all applicable laws and regulations pertaining to non-discrimination, equal opportunity and affirmative action, including without limitation executive orders and rules and regulations of federal and state agencies of competent jurisdiction.

14. CERTIFICATIONS BY VENDOR

By execution of this Agreement, the Vendor certifies:

a. The Vendor has not given, offered or agreed to give any person, corporation or other entity any gift, contribution or offer of employment as an inducement for, or in connection with, the award of this Agreement.

b. No Vendor to or subcontractor for the Vendor has given, offered or agreed to give any gift, contribution or offer of employment to the Vendor or to any other person, corporation, or entity as an inducement for, or in connection with, the award to the Vendor or subcontractor of a contract by the Vendor.

c. No person, corporation or other entity, other than a bona fide full time employee of the Vendor, has been retained or hired by the Vendor to solicit for or in any way assist the Vendor in obtaining this Agreement upon an agreement or understanding that such person, corporation or other entity be paid a fee or other consideration contingent upon the award of this Agreement to the Vendor.

d. Intentionally Omitted.

15. TAXES

a. By execution of this Agreement the vendor, pursuant to Section 49A of Chapter 62C of the Massachusetts General Laws, certifies under the penalties of perjury that it has, to the best knowledge and belief of the person(s) who signed this Agreement on the vendor's behalf, filed all state tax returns and paid all state taxes required under law.

b. The Town is exempt from payment of certain Sales and Use taxes applicable in the Commonwealth of Massachusetts. At the Vendor's request, Tax Exemption Certificates will be furnished by the Town to the Vendor with respect to such tax exempt articles as may be required under this Agreement. The Vendor shall not pay, and the Town shall not reimburse or pay the Vendor or any other party either directly or indirectly for any tax for which an exemption is provided under law.

16. CONFLICT OF INTEREST

The Vendor acknowledges that the Town is a municipality for the purposes of Chapter 268A of the Massachusetts General Laws (the Massachusetts conflict of interest statute), and the Vendor agrees, as circumstances require, to take actions and to forbear from taking actions so as to be in compliance at all times with obligations of the Vendor based on said statute.

Exhibit B

SCOPE OF SERVICES

The work under this contract shall consist of Warewashing Services for Bates and Fiske Elementary Schools in Wellesley, MA 02481. Wellesley Public Schools invites your industrial warewashing company to submit a written proposal to provide Warewashing Services for Bates and Fiske Elementary Schools. Prices shall remain firm for the entire period of the contract, as set forth in Form D. Wellesley Public Schools reserves the right to reject any or all proposals as permitted by law.

Section 1: Scope of Services	
1.1 Service Description	The awarded proposer shall provide industrial warewashing services to wash and sanitize reusable school lunch trays and transportation carts owned by the Wellesley Public Schools (WPS). Services shall include daily pickup and return delivery of clean trays to each school listed below. **Bates Elementary School:** 150 trays daily 116 Elmwood Road, Wellesley MA 02481 **Fiske Elementary School:** 200 trays daily 45 Hastings Street, Wellesley, MA 02481 The proposer shall participate in periodic contract review meetings with WPS, not less than quarterly, to review service levels, tray counts, sanitation records, operational issues, and program effectiveness.
1.2 Service Schedule	All trays and carts collected on a service day must be washed, sanitized, and returned no later than the next scheduled meal service day. All pickup and drop-off of trays and carts must occur between 7:00 a.m. and 1:00 p.m. on each day lunch is served (approximately 114 service days during the pilot period). The proposer shall adhere to the WPS school calendar. The Director of Finance and Business Operations will provide the vendor with advance written notice of scheduled closures, holidays, and early release days that affect service.

	There are no service days during school vacations, holidays, elementary half days, or emergency closures. The proposer must accommodate last-minute schedule changes due to weather or emergency closures.
1.3 Equipment: District-Owned Trays and wheeled carts	WPS will provide all reusable 5-compartment cafeteria trays to be cleaned by the proposer. Tray specifications: 13.5" (W) × 10" (L) × 1" (D), District-owned. WPS will also provide wheeled carts in which the trays will be transported. The proposer is responsible for the safe handling and return of all district-owned trays and wheeled carts.
Section 2: Facility Standards & Quality Assurances The following are mandatory minimum (PASS/FAIL) requirements. Proposers must demonstrate compliance with proposal-stage requirements and their ability to comply with contract-performance requirements in this section, as applicable. Proposals that fail to satisfy these minimum requirements are ineligible for further evaluation or contract award.	
2.1 Third-Party Auditing & Certifications	The proposer's facility must be audited by a recognized third-party food safety and quality assurance organization. Documentation of the most recent audit must be submitted with the proposal. The proposer's facility must be licensed and in good standing with all applicable state and local health authorities. A copy of the current license must be submitted with the proposal.
2.2 Food Safety Programs	A Hazard Analysis and Critical Control Points (HACCP) program must be in place and actively followed. Documentation must be submitted with the proposal. Good Manufacturing Practices (GMPs) must be in place and adhered to at the facility. An insect and pest control program must be in place with current documentation from a licensed pest control provider.
2.3 Chemical Safety	Material Safety Data Sheets (MSDS) for all chemicals, sanitizers, and cleaners in use must be maintained up-to-date at the facility and available for inspection upon request.

	All cleaners, detergents, and sanitizers used in the warewashing process must be eco-friendly and food-safe. The proposer must provide a list of all chemicals used, along with their MSDS sheets, with the proposal submission. Safety and health guidelines must be posted in the facility in accordance with applicable OSHA requirements.
2.4 Wash & Sanitization Standards	All reusable trays must be sanitized consistent with NSF/ANSI Standard 3 and FDA Food Code requirements for high-temperature warewashing machines. Wash temperatures must be monitored, verified, and documented in a daily sanitation log. The proposer must have documented corrective action procedures in place for instances when wash or rinse temperatures fall below required minimums. No trays processed at substandard temperatures may be returned to WPS without re-washing at correct temperatures. Titration testing must be performed regularly for all cleaners, detergents, and sanitizers to verify proper concentration levels. WPS reserves the right, with reasonable notice, to inspect the proposer's facility, warewashing operations, sanitation records, storage practices, and transportation vehicles during normal business hours throughout the contract term.
Section 3: Operational Process Requirements The following are mandatory minimum (PASS/FAIL) requirements. Proposers must demonstrate compliance with proposal-stage requirements and their ability to comply with the contract-performance requirements in this section, as applicable. Proposals that fail to satisfy these minimum requirements are ineligible for further evaluation or contract award.	
3.1 Process Flow	The proposer must provide a written operational flow document describing the complete process from tray collection at each school through return delivery, including all intermediate steps (transport, pre-rinse, wash, sanitize, dry, pack, storage, and delivery). The proposer must maintain an up-to-date list of management and emergency contact personnel.

	The proposer must have a documented recall/withdrawal program in place to address potential contamination events. If contamination occurs, the vendor will notify WPS immediately upon discovery and no later than four (4) hours after confirmation of a contamination event.
3.2 Post-Wash Handling & Storage	Trays must be dried using anti-contamination procedures that prevent recontamination after sanitization. Clean trays must be packaged or covered promptly after washing and must not be left exposed or unpacked. Clean tray-holding containers and transport equipment must be physically segregated from dirty tray containers at all times. The proposer must have methods in place to control condensation that could compromise tray cleanliness during storage and transport. Returned trays shall be visibly clean, free from food residue, grease, detergent residue, stains, odors, and foreign material.
3.3 Washing Capacity	The proposer must demonstrate available washing capacity sufficient to process a minimum of 350 trays per day. Proposers must state their facility's daily maximum capacity in their proposal. The proposer shall provide documentation demonstrating that employees involved in warewashing, sanitation, transportation, and handling of trays receive annual food safety and sanitation training. Vehicles and transport containers used for tray transportation shall be cleaned and sanitized on a documented routine schedule. Records shall be maintained and made available upon request.
Section 4: Logistics & Tracking	
4.1 Pickup & Delivery	The proposer shall provide daily pickup of soiled trays and return delivery of clean trays to Bates and Fiske Elementary Schools on each day lunch is served, following the WPS school calendar (approximately 141 meal days per year).

	All vehicles used for tray transport must be enclosed, food-safe, and designed to maintain separation of clean and soiled trays during transport. Vehicle inspection records must be available upon request. Background checks (CORI) are required for all drivers and personnel who enter school buildings. Documentation of completed CORI checks must be on file and available for review by WPS upon request.
4.2 Tray Tracking & Inventory	The proposer must track the count of trays collected and returned each day for each school location. Daily tray count reports must be available to WPS Director of Finance and Business Operations on a weekly basis. The proposer must maintain processes to measure and report inventory shrinkage over the contract period. The proposer shall immediately notify WPS if collected tray quantities differ by 20% or more from expected counts or if circumstances exist that may result in insufficient trays being available for meal service. If WPS-owned trays are lost or damaged due to the proposer's handling, the proposer must replace the tray or reimburse WPS at current market value within 30 days of written notification. Current market valuation replacement will be based on the Ahimsa essentials compartment tray (https://ahimsahome.com/collections/all-products/products/essentials-stainless-steel-compartment-tray)
4.3 Communication & Service Continuity	A standard operating procedure must be established with the WPS Director of Finance and Business Operations for communicating delays, missed pickups, or other service disruptions. The proposer must notify WPS as early as possible – and no later than 6:30 a.m. – on any day when scheduled service cannot be performed. The proposer must have a documented contingency plan for equipment failures or facility issues that could disrupt service. Proposers must be reachable by phone and email during normal business hours (8:00 a.m. – 5:00 p.m., Monday through Friday) for service inquiries.

4.4 Program Implementation & Onsite Support	The proposer must provide onsite support during program launch to assist the WPS Director of Finance and Business Operations and building principals and custodians in implementing collection and return procedures at each school. The proposer must designate a primary point of contact for the WPS Director of Finance and Business Operations throughout the contract period.
Section 5: Performance Standards & Contract Compliance	
5.1 Service Failures	A service failure is defined as any of the following: • Missed scheduled pickup or delivery without advance notice. • Return of trays that have not been sanitized at required temperatures. • Failure to maintain required documentation (daily sanitation log, CORI records, MSDS sheets, temperature logs). • Failure to respond to WPS communications within one business day.
5.2 Remediation & Termination	WPS reserves the right to reject any shipment of trays that appear unsanitary, contaminated, improperly washed, damaged, or otherwise unsuitable for food service use. Rejected trays shall be rewashed and returned at no additional cost to WPS. Upon the occurrence of three (3) service failures within any 30-day period, WPS reserves the right to issue a written cure notice requiring the proposer to submit a corrective action plan within five (5) business days. Notwithstanding the foregoing, WPS reserves the right to terminate the contract for cause if service failures continue after a cure notice has been issued or if a single incident results in a food safety risk to students.
5.3 Subcontracting	The proposer may not subcontract any portion of the warewashing or delivery services without prior written approval from WPS. If subcontracting is approved, the proposer remains fully responsible for compliance with all requirements of this RFP and the resulting contract. Subcontractors are subject to the same

	CORI, insurance, and quality requirements as the primary proposer.
5.4 Transition: Program Set Up	WPS will coordinate delivery of district-owned trays to the proposer's facility prior to October 26, 2026, to allow time for the proposer to confirm tray inventory and prepare for service launch. The district and awarded vendor will collaboratively determine the date and time of the initial pickup prior to the start of the program. The proposer must participate in a pre-service kickoff meeting with WPS Director of Finance and Business Operations, building principals, custodians, and Chartwells staff no later than two weeks prior to the start of service.
5.5 Transition: End of Contract	Upon expiration or termination of the contract, the proposer must return all WPS-owned trays in clean, serviceable condition within five (5) business days. Any trays not returned or found to be damaged beyond normal wear will be subject to replacement or reimbursement per Section 4.2.

Exhibit C

PRICING SCHEDULE

- The total invoice price will be calculated on a per-unit basis, based on the total number of trays and hinged containers washed and transported at the unit prices specified below. Figures below are based on an estimated quantity of 350 trays and 6 hinged containers daily. The first (pilot) year of the program will consist of approximately 114 days equating to approximately 350*114=39,900 trays and 6*114=684 hinged containers. Successive years will include approximately 141 days equating to approximately 350*141=49,350 trays and 6*141=846 hinged containers.
- Actual quantities may vary depending on actual need. Proposer will invoice for actual quantities washed at the unit prices below.

Year 1 (November 2, 2026 to June 30, 2027) approximately 114 service days

39,900 (district owned) trays x $__________________/tray (unit price) = $_____________________(Price A)
+
684 (district owned) hinged containers x $_________/container (unit price) = $________ (Price B)

= Total Price $____ (A + B)

Year 2 approximately 141 service days (optional extension year)

49,350 (district owned) trays x $__________________/tray (unit price) = $_____________________(Price A)
+
846 (district owned) hinged containers x $_________/container (unit price) = $________ (Price B)

= Total Price $____ (A + B)

Year 3 approximately 141 service days (optional extension year)

49,350 (district owned) trays x $__________________/tray (unit price) = $_____________________(Price A)
+
846 (district owned) hinged containers x $_________/container (unit price) = $________ (Price B)

= Total Price $____ (A + B)

Form J: Disclosure of Lobbying Activities

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

Approved by OMB
0348-0046

1. Type of Federal Action: a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	**2. Status of Federal Action:** a. bid/offer/application b. initial award c. post-award	**3. Report Type:** a. initial filing b. material change **For Material Change Only:** year ______ quarter ______ date of last report ______

4. Name and Address of Reporting Entity: ☐ Prime ☐ Subawardee Tier ______, *if known*: Congressional District, *if known*:	**5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:** Congressional District, *if known*:
6. Federal Department/Agency:	**7. Federal Program Name/Description:** CFDA Number, *if applicable*: ______
8. Federal Action Number, ***if known*****:**	**9. Award Amount,** ***if known*****:** $
10. a. Name and Address of Lobbying Entity (*if individual, last name, first name, MI*):	**b. Individuals Performing Services** (*including address if different from No. 10a*) (*last name, first name, MI*):

(attach Continuation Sheet(s) SF-LLLA, if necessary)

11. Amount of Payment (*check all that apply*): $ ______ ☐ actual ☐ planned	**13. Type of Payment** (*check all that apply*): ☐ a. retainer ☐ b. one-time fee ☐ c. commission ☐ d. contingent fee ☐ e. deferred ☐ f. other; specify: ______
12. Form of Payment (*check all that apply*): ☐ a. cash ☐ b. in-kind; specify: nature ______ value ______	

14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in Item 11:

(attach Continuation Sheet(s) SF-LLLA, if necessary)

15. Continuation Sheet(s) SF-LLLA attached: ☐ Yes ☐ No

16. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activites is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less that $10,000 and not more than $100,000 for each such failure.	Signature: ______ Print Name: ______ Title: ______ Telephone No.: ______ Date: ______
Federal Use Only:	Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

Form K: CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY & VOLUNTARY EXCLUSION

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled A Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions, and without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the Nonprocurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

* NAME OF APPLICANT

* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

Prefix: * First Name: Middle Name:

* Last Name: Suffix:

* Title:

SIGNATURE Completed on submission to Grants.gov DATE Completed on submission to Grants.gov

Optional - You may attach 1 file to this page.

Add Attachment | Delete Attachment | View Attachment

ED 80-0014, 9/90 (Replaces GCS-009 (REV.12/88), which is obsolete)

Form L: CORPORATE/PARTNERSHIP FORM

NOTE: If the proposer is a corporation, indicate state of incorporation; if a partnership, give full names and addresses of all partners; and if an individual, give residential address if different from business address. Use the following spaces:

If a Corporation:
Incorporated in what State: ____
President: ____
Treasurer: ____
Secretary: ____

If a foreign corporation (incorporated or organized under laws other than laws of the Commonwealth of Massachusetts), is the corporation registered with the Secretary of State of Massachusetts?

Yes ____ No ____

If a Partnership: (Name all Partners)
Name of Partner: ____
Residence: ____
Name of Partner: ____
Residence: ____
Name of Partner: ____
Residence: ____

If an Individual:
Name: ____

Residence: ____

If an Individual doing business under a firm name:

Name of Firm: ____

Name of Individual: ____

Business Address: ____

Residence: ____

Other form of business organization:

____

Form M: Fingerprinting Requirements

WELLESLEY PUBLIC SCHOOLS
FINGERPRINTING – QUICK REFERENCE
Statewide Applicant Fingerprint Identification Services (SAFIS) Program

Massachusetts law now requires fingerprint-based criminal history record checks for most individuals involved with Department of Early Education and Care (EEC) licensed, approved, or funded programs. EEC, the Massachusetts Department of Elementary and Secondary Education (ESE) and the Executive Office of Public Safety and Security (EOPSS) have partnered with MorphoTrust USA to implement the Statewide Applicant Fingerprint Identification Services (SAFIS) Program and are working to provide convenient applicant fingerprinting enrollment centers throughout the Commonwealth of Massachusetts. NOTE: This Registration Guide is intended to provide guidance to individuals who are licensed or employed by EEC, or seek licensing or employment with an EEC-licensed family, small or large group/school-age child care provider, residential care program or adoption/foster care placement agency, as well as in-home non-relative caregivers, adoptive or foster parents and their household members, and individuals who provide transportation services on behalf of any EEC-licensed or funded program. If you work for a Pre-K program run by a public or private K-12 school, please consult the ESE registration instructions for Pre-K-12th Grade Education entities.

Overview of the Fingerprinting Process

The following is an overview of the SAFIS fingerprinting process:

- An applicant/employee registers for a fingerprinting appointment via either the MorphoTrust USA IdentoGo™ registration website or the MorphoTrust Massachusetts Customer Service (telephone) Center at (866) 349-8130;
- Provide your Wellesley Public School District and ESE Organization Code: 03170000
- An applicant/employee goes to a MorphoTrust USA IdentoGo™ enrollment center on the date and time selected by him/her and has his/her fingerprints taken;
- Individuals will pay a fee to comply with this requirement of $35.00 for non-licensed employees and $55.00 for DESE Licensed Professionals (including those with pending applications/licenses).
- You will be provided with a fingerprint receipt. A copy of this receipt must be returned to the WPS Human Resources Department as a confirmation that the fingerprints were captured.
- The applicant's/employee's fingerprints are sent electronically to the Massachusetts State Police (MSP) for a statewide criminal history record check and to the Federal Bureau of Investigation (FBI) for a nationwide criminal record check;
- The results of both the State and National fingerprint-based criminal history record checks are returned to the MSP

For more information please visit: https://www.doe.mass.edu/chri/lawsregs.html

If you have any further questions, please feel free to contact Alvin Ruan, Human Resources Secretary at 781-446-6210 ext. 5622.

Form N: CORI

WELLESLEY PUBLIC SCHOOLS (WPS)
WELLESLEY, MA 02481

WPS School Location: ______________________________ **WELPS CH385 G**

CORI REQUEST FORM

Wellesley Public Schools has been certified by the Criminal History Systems Board for access to all criminal case data including conviction, non-conviction and pending. As an applicant/employee/ volunteer/intern/etc. (please indicate position) ________________, I understand that a criminal record check will be conducted for conviction, non-conviction, and pending criminal case information only and that it will not necessarily disqualify me. The information below is correct to the best of my knowledge.

____
Signature

REQUESTED INFORMATION (Please Print)

LAST NAME ____________ FIRST NAME ____________ MIDDLE NAME ____________

/ /
DATE OF BIRTH (MM/DD/YYYY)

XXX - -
LAST SIX DIGITS OF SSN

PHONE NUMBER ____________ EMAIL ADDRESS ____________

STREET ADDRESS ____________ APT # or SUITE ____________

CITY ____________ STATE ____________ ZIP ____________

FORMER LAST NAME 1 ____________ FORMER LAST NAME 2 ____________ FORMER LAST NAME 3 ____________ FORMER LAST NAME 4 ____________

FATHER'S NAME: LAST NAME ____________ FIRST NAME ____________

MOTHER'S NAME: LAST NAME ____________ FIRST NAME ____________ MAIDEN NAME ____________

RACE ______________________
(REQUESTED BUT NOT REQUIRED)

PLACE OF BIRTH ______________________

SEX: _______ HEIGHT: _____ ft. _____ in. WEIGHT: ________ EYE COLOR: __________

PLEASE ATTACH A COPY OF YOUR DRIVER'S LICENSE

The above information was verified by reviewing the following form of government issued photographic identification

REQUESTED BY: Director of Human Resources
SIGNATURE OF CORI AUTHORIZED EMPLOYEE

Revised 3/30/2017

THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY
Department of Criminal Justice Information Services 200 Arlington Street, Suite 2200, Chelsea, MA 02150
TEL: 617-660-4640 | TTY: 617-660-4606 | FAX: 617-660-5973
MASS.GOV/CJIS

This form is not to be faxed. Please return form to organization.

Criminal Offender Record Information (CORI) Acknowledgement Form

To be used by organizations using consumer reporting agencies to conduct CORI checks for employment, volunteer, subcontractor, licensing, and housing purposes.

________________________________ is registered under the
(Organization)
provisions of M.G.L. c.6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, license applicants, current licensees, and applicants for the rental or lease of housing. ________________________________ has authorized
(Organization)
________________________________ to submit CORI checks
(Consumer Reporting Agency)
to the Massachusetts Department of Criminal Justice Information Services (DCJIS) on its behalf.

As a prospective or current employee, subcontractor, volunteer, license applicant, current licensee, or applicant for the rental or lease of housing, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to ________________________________
(Consumer Reporting Agency)
to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing ________________________
(Organization)
with written notice of my intent to withdraw consent to a CORI check. I also understand that this form is a CORI acknowledgement form and I am entitled to additional consumer reporting disclosure forms under the Fair Credit Reporting Act. If I have not received those disclosures, I should contact ________________________
(Organization)
to request this information.

FOR EMPLOYMENT, VOLUNTEER, AND LICENSING PURPOSES ONLY:

I also undertand that the
________________________________, on behalf of
(Consumer Reporting Agency)
________________________________ may conduct
(Organization)
subsequent CORI checks within one year of the date this Form was signed by me.

By signing below, I provide my consent to a CORI check and affirm that the information provided on Page 2 of this Acknowledgement Form is true and accurate.

________________________________ ____________________
Signature of CORI Subject *Date*

1