

INVITATION FOR BID (IFB)

ATHLETIC TRAINER SERVICES



TOWN OF LONGMEADOW
MASSACHUSETTS

April 15, 2013

**Invitation for Bid
ATHLETIC TRAINING
Town of Longmeadow, Massachusetts**

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LEGAL NOTICE:

**Invitation for Bid
ATHLETIC TRAINER SERVICES**

The Town of Longmeadow is soliciting bids for athletic trainer services for Longmeadow Public Schools and Longmeadow Parks and Recreation Department. Bid packets are available from the Purchasing Department at the following address: Town of Longmeadow, Attn: Chad Thompson- Procurement Manager, 735 Longmeadow Street, Suite 101, Longmeadow, MA 01106. (Phone:413-565-4185). Bid packets are also available online at www.longmeadow.org , select 'Department' from the toolbar, then select 'Purchasing', then select 'Bid & RFP Finder' to view documents. Bidders that download documents online are encouraged to register with the Purchasing Department. Others are required to monitor the website prior to the bid deadline for additional information and issued addenda. Failure to acknowledge addenda may result in a bid rejection.

Sealed bids should be labeled "IFB: Athletic Trainer" and will be accepted at the Purchasing Department until the bid deadline of **Wednesday, May 1, 2013 at 2:30pm**. Late bids will be rejected. Following the bid deadline, bids received will be immediately opened in the auditorium located in the same building.

The bid will be awarded under the provisions of Massachusetts General Law 30B. The contract will be a one year contract with renewal option at the sole discretion of the Town for up to two additional one year terms. The Town of Longmeadow, acting through the Town Manager, the awarding authority reserves the right to reject any or all bids, waive minor informalities, and to award the contract in the best interest of the Town.

Invitation for Bid
ATHLETIC TRAINER FOR LONGMEADOW HIGH SCHOOL
Town of Longmeadow, Massachusetts

INSTRUCTIONS TO BIDDERS:

Objective:

Longmeadow Public Schools and Longmeadow Parks and Recreation Department are jointly soliciting bids for athletic trainer services. The athletic trainer will be responsible for all athletic training responsibilities for Longmeadow Public Schools including fall coverage, winter coverage and spring coverage, and for Longmeadow Parks and Recreation the athletic trainer will be responsible for summer camp programs. The contract will be a one year contract with renewal option at the discretion of the Town for up to two additional one year terms.

Questions:

Questions should be submitted in writing to the Purchasing Department, Attn: Chad Thompson by fax: 413-565-4370 or by email: cthompson@longmeadow.org. Any information or answers to questions that alter the Scope of Work documented in the original Invitation for Bid document must be in writing to be considered binding. All questions must be received no later than 120 hours (5 days) before the bid deadline.

Submission of bids:

Sealed bids should be labeled "IFB: Athletic Trainer" and will be accepted at the Purchasing Department at the following address: Town of Longmeadow, Attention: Chad Thompson- Procurement Manager, 735 Longmeadow Street, Suite 101, Longmeadow, MA 01106. Sealed bids should be delivered to the office of Chad Thompson by the bid deadline of [Wednesday, May 1, 2013 at 2:30pm](#). Late bids will be rejected. Following the bid deadline, bids received will be immediately opened in the auditorium located in the same building. In the event that the Town office is closed due to weather or other unforeseen circumstance on the day of the bid deadline, bids will be received on the next business day at the same time and location as originally scheduled with public bid opening to follow.

Bidders should submit with their bid completed 'Bid Submission Forms', and all documentation to support compliance with the 'Minimum Requirements'. All areas of the pricing section of the Bid Submission Forms should be completed as listed and specified. Bidders are required to submit bid pricing for both Longmeadow Public Schools and Longmeadow Parks and Recreation.

Contract Requirements:

The successful bidder will be required to complete and fulfill the terms and conditions of the contract contained in Attachment A. The IFB forms and the successful bidder's bid submission forms will become part of the contract document.

Contract Award:

The contract will be awarded to the responsive and responsible bidder offering the lowest 'Bid Total' based on a 3 year contract (annual contract plus two annual renewal options). However, in the event that bid(s) received result in a revenue generating contract, then the contract award will be awarded to the responsive and responsible bidder offering the highest price paid to the Town for the 'Bid Total'. If proposing a revenue generating contract with Contractor payment to the Town, the bid unit pricing should be entered on the Bid Submission Forms with brackets '()' around the dollar amount, for example: (\$1.00) would be a payment of \$1.00 to the Town from the Contractor. Bidders must be able to meet all Minimum Requirements in order for their bid to be evaluated as responsive. Bids received from bidders who do not meet all of the Minimum Requirements will be rejected. The Town reserves the right to contact any and all references. Any unfavorable reference may be grounds for the Town to reject a bid.

In the event that there is a discrepancy in the interpretation of bid pricing documented on the bid submission forms, the written words shall prevail in determining actual pricing. In the event of a bid tie between multiple responsive and responsible bidders providing the best pricing for the 'Bid Total', a coin toss will be utilized in determining the award and break of tie. In the event that a tie-breaker procedure is utilized, the coin toss will occur at the public bid

opening if representatives of each tied bidder are present at the public bid opening. Otherwise a time will be scheduled by the Purchasing Department for a tie-breaker coin toss which will be scheduled to occur within 48 hours of the bid deadline. This will allow the opportunity for all tied bidders to be present and participate in the coin toss event.

One contract will be awarded for both Longmeadow Public Schools and Longmeadow Parks and Recreation. Bidders are required to submit pricing for bid categories as requested on the Bid Submission Forms.

The bid will be awarded under the provisions of Massachusetts General Law 30B. All contracts are pending the availability of appropriated funds. The contract will be a one year contract with renewal option at the sole discretion of the Town for up to two additional one year terms. Longmeadow Public Schools and Longmeadow Parks and Recreation, acting through the Awarding Authority reserves the right to reject any or all bids, waive minor informalities, and to award the contract in the best interest of the Town.

SCOPE OF WORK:

Provide the following athletic trainer service for both Longmeadow Public Schools and Longmeadow Parks and Recreation Department.

Longmeadow Public Schools Scope of Work:

Longmeadow Public Schools is soliciting bids for athletic trainer services for Longmeadow High School athletic teams including cheerleading. There are approximately 1,050 students that participate in the Longmeadow athletic program during the three season sporting year. The athletic trainer will be responsible for 'Seasonal Coverage' during each of the sport seasons as follows:

Fall Coverage- Fall season athletic training coverage will begin on the first scheduled day of fall practice as established by the MIAA. Fall service will continue until all fall sports teams have completed their regular and post-season tournament schedules. The fall season includes four (5) hours per day, Monday through Friday and some Saturday or Sunday coverage when necessary. The athletic trainer is required to cover all home games as well as all away varsity football games.

Winter Coverage- The Winter athletic training coverage will begin the Monday after Thanksgiving. Winter service will continue until all winter sports teams have completed their regular and post-season tournament schedules. The winter season includes five (5) hours daily Monday through Friday and some Saturday or Sunday coverage when necessary. The athletic trainer is required to cover all home games.

Spring Coverage- The spring athletic training coverage will begin in March on the first day of spring practice as established by the MIAA. The spring season includes five (5) hours daily Monday through Friday with some Saturday or Sunday coverage when necessary. **The athletic trainer is required to cover all home games.**

Provided are duties of the athletic trainer:

- Coordinate the athletic training room at the high school and oversee high school athletic training needs. The athletic trainer is expected to recognize and access injuries and recommend a course of treatment, rehabilitation and refer if needed.
- The athletic trainer will be responsible for providing Seasonal Coverage as outlined above for each sporting seasons. The athletic trainer will be responsible for Seasonal Coverage of onsite athletic trainer duties as well as off site coverage at away games during the fall, winter and spring season.
- Advise on the needs and purchases of athletic trainer supplies.
- Assist the athletic director in the continuing education program for the schools coaching staff.
- Keep an accurate record of athletic injuries evaluated, treated and referred.
- Work with the assistant principal to provide accurate information for insurance purposes.
- Monitor athletic injuries and develop injury prevention training programs with advice and consent from the team physician.
- Coordinate and provide injury follow-up and evaluation.
- Communicate with parents, coaches, and other medical providers concerning athletic injuries.

Mileage, labor, supplies and other all expenses incurred by the athletic trainer in the performance of athletic training duties during the sporting season will be inclusive in the base bid on the bid submission form. The Town will not pay additional for these supplies and services.

Longmeadow Parks & Recreation Scope of Work:

Provide 6 weeks of summer camp athletic trainer services beginning on Tuesday, June 25, 2013. Camp hours of service are 9am-2pm Monday through Friday (a total of 150 service hours).

The sport camp programs including: field hockey, baseball, basketball, lacrosse, soccer, cheerleading. All these programs will be occurring simultaneously at two locations- Longmeadow High School (95 Grassy Gutter Road), and Williams Middle School (410 Williams Street).

Only one athletic trainer is required for the entire Longmeadow Parks & Recreation program. The athletic trainer will be required to disperse their time between the programs facilitated at both locations and must be accessible by phone for dispatch to programs as required. All programs must be checked on a daily basis.

Longmeadow Parks and Recreation also requires the following of the Athletic Trainer:

- Vendor will make every attempt to staff the same athletic trainer throughout our entire summer season.
- A copy of the athletic trainer's certification must be provided to Department prior to the start of summer.
- Vendor will furnish all supplies and equipment needed (including ice) to provide first aid and athletic training services to participants of sport camps.
- Athletic trainer will have a reliable car each day, in case an injury occurs at a Camp other than the one the athletic trainer is stationed at.
- Provide means of communicating with other camp locations (cell phone).
- Athletic trainer will introduce themselves to Coaches on the first day of each camp and discuss where athletic trainer will be located and how to communicate in case of emergency.
- Vendor will prepare a quality handout for parents, which outlines common athletic injuries and how to treat. Photocopying may be done at the Parks & Recreation Office. Athletic trainer will provide these handouts to Coaches at the beginning of each camp.
- Athletic Trainer will prepare a short, 10-15 minute talk for kids in each Camp covering how to treat common injuries and ways to prevent injury.
- AT will complete an accident report for any injury requiring treatment and turn into the Assistant Director on the day of the injury. In case of serious injury, the Parks and Recreation office at [413.565.4160](tel:413.565.4160) are to be contacted immediately.
- Mileage, labor, supplies and other all expenses incurred by the athletic trainer in the performance of athletic training duties during the sporting season will be inclusive in the base bid on the bid submission form. The Town will not pay additional for these supplies and services.

MINIMUM REQUIREMENTS:

Athletic trainers for both Longmeadow Public Schools and Longmeadow Parks and Recreation must meet the following minimum requirements in order to be considered a responsive bidder. Bidders that do not meet all of the following minimum requirements will be rejected. Provide documentation on following three minimum requirements with your bid submission:

1. At minimum the proposed athletic trainer must have three (3) years of experience as an athletic trainer in a school setting. Provide documentation of the athletic trainer's resume and provide references with complete contact information for the schools served including school name, school reference contact information, the name of the school athletic director, school address, phone number, description of services provided and time of service. The Town reserves the right to check these references. Any unfavorable references may be grounds for the Town to reject a bid.
2. The Athletic Trainer must have a Bachelor's Degree in Athletic Training or related field and must have Athletic Trainer certification.
3. Provide at minimum three letters of recommendation, one of which must be from employment as an athletic trainer. Again, the Town reserves the right to check these references. Any unfavorable references may be grounds for the Town to reject a bid.

CONTRACT TERMS AND CONDITIONS

AGREEMENT

The following provisions shall constitute an Agreement between the Town of Longmeadow, acting by and through its Town Manager and/or Select Board, hereinafter referred to as "Town", and VENDOR with an address of _____ hereinafter referred to as "Contractor", effective as of the twenty third day of June, 2013. In consideration of the mutual covenants contained herein, the parties agree as follows:

ARTICLE 1: SCOPE OF WORK:

The Contractor shall perform all work in accordance with the specifications contained in Attachment A: Town of Longmeadow, Invitation for Bid: Athletic Trainer Services dated April 15, 2013;& issued Addenda.

ARTICLE 2: TIME OF PERFORMANCE:

The contractor shall complete all work and services required on or before June 23, 2014 with renewal option at the sole discretion of the Town for up to two (2) additional one year terms. If completion is not achieved by said date, the Contractor shall be liable to the Town for damages.

ARTICLE 3: COMPENSATION:

The Town shall pay the Contractor for the performance of the work outlined in Article 1 above, the contract sum of \$ _____ for Longmeadow Public Schools, and \$ _____ for Longmeadow Parks and Recreation Department in accordance with the provisions of the specifications, or as set forth in an attachment hereto in Attachment B, the price proposal.

ARTICLE 4: CONTRACT DOCUMENTS:

The following documents form the Contract and all are as fully a part of the Contract as if attached to this Agreement herein:

1. This Agreement.
2. Amendments, or other changes mutually agreed upon between the parties.
3. All attachments to the Agreement.

In the event of conflicting provisions, those provisions most favorable to the Town shall govern.

ARTICLE 5: CONTRACT TERMINATION:

The Town may suspend or terminate this agreement by providing the Contractor with ten (10) days written notice for the reasons outlined as follows:

1. Failure of the Contractor, for any reason, to fulfill in a timely and proper manner its obligations under this Agreement
2. Violation of any of the provisions of this Agreement by the Contractor.
3. A determination by the Town that the Contractor has engaged in fraud, waste, mismanagement, misuse of funds,
or criminal activity with any funds provided by this Agreement.

ARTICLE 6: INDEMNIFICATION:

The Contractor shall, to the maximum extent permitted by law, indemnify and save harmless the Town of Longmeadow, its officers, agents and employees from and against any and all damages, liabilities, actions, suits, proceedings, claims, demands, losses, costs and expenses (including reasonable attorneys' fees) that may arise out of or in connection with the work and/or service being performed or to be performed by the Contractor, its employees, agents, or subcontractors. The existence of insurance shall in no way limit the scope of this indemnification. The Contractor further agrees to reimburse the Town of

Longmeadow for damage to its property caused by the contractor, its employees, agents, subcontractors or materials. Contractor shall be solely responsible for all local taxes or contributions imposed or required under the Social Security, Workers Compensation, and income tax laws. Further, the Contractor shall indemnify and hold harmless the Town with respect to any damages, expenses, or claims arising from or in connection with any of the work performed or to be performed under this Agreement.

ARTICLE 7: AVAILABILITY OF FUNDS:

The compensation provided by this Agreement is subject to the availability and appropriation of funds. The contractor shall be obligated to provide services hereunder, only to the extent that said funds are available.

ARTICLE 8: APPLICABLE LAW:

The Contractor agrees to comply with all applicable local, state and federal laws, regulations and orders relating to the completion of this Agreement. This Agreement shall be governed by and construed in accordance with the law of the Commonwealth of Massachusetts.

ARTICLE 9: ASSIGNMENT:

The Contractor shall not make any assignment of this Agreement without the prior written approval of the Town.

ARTICLE 10: AMENDMENTS:

All amendments or any changes to the provisions specified in this Contract can only occur when mutually agreed upon by the Town and Contractor. Further, such amendments or changes shall be in writing and signed by officials with authority to bind the Town. Additionally, all amendments and changes shall be approved by the Town Accountant prior to execution by the awarding authority. No amendment or change to the contract provisions shall be made until after the written execution of the amendment or change to the Contract by both parties.

ARTICLE 11: INSURANCE:

The Contractor shall be responsible to the Town or any third party for any property damage or bodily injury caused by it, any of its subcontractors, employees or agents in the performance of, or as a result of, the work under this Agreement. The Contractor and any subcontractors used hereby certify that they are insured for workers compensation, property damage, personal and product liability. The Contractor and any subcontractor it uses shall purchase, furnish copies of, and maintain in full force and effect insurance policies in the amounts here indicated.

General Liability

Bodily Injury Liability:	\$1,000,000 per occurrence
Property Damage Liability	\$1,000,000 per occurrence
(or combined single limit)	\$1,000,000 per occurrence

Automobile Liability

Bodily Injury Liability:	\$1,000,000 per occurrence
Property Damage Liability	\$1,000,000 per occurrence
(or combined single limit)	\$1,000,000 per occurrence

Workers' Compensation Insurance

Coverage for all employees in accordance with Massachusetts General Laws. Prior to commencement of any work under this Agreement, the Contractor shall provide the Town with Certificates of Insurance which include the Town as an additional named insured and which include a thirty day notice of cancellation to the Town.

BID SUBMISSION FORMS
IFB: ATHLETIC TRAINER
Town of Longmeadow, Massachusetts

COMPANY/ATHLETIC TRAINER: _____

BASE BID:

The undersigned declares that they have carefully and thoroughly read the Invitation for Bid documents and all related contract documents and that they understand and are familiar with all the requirements of same. The bidder agrees that they have familiarized themselves with the scope of work required; and that they propose and agree that if their proposal is accepted, to contract with the Town of Longmeadow, in the form of agreement hereto attached, to furnish and deliver athletic training services for both Longmeadow Public Schools and Longmeadow Parks and Recreation Department. The athletic trainer proposes the following annual bid for the following 3 years.

YEAR 1:

Annual Bid for Longmeadow Public Schools 2013-2014 School Year: \$ _____

(2013-2014 Annual Bid Amount for Longmeadow Public Schools, Written in Words)

Annual Bid for Longmeadow Parks & Recreation Department, 2013 summer camp: \$ _____

(Summer 2013 Annual Bid Amount for Longmeadow Parks and Recreation, Written in Words)

YEAR 1, BID TOTAL: \$ _____

YEAR 2:

Annual Bid for Longmeadow Public Schools 2014-2015 School Year: \$ _____

(2014-2015 Annual Bid Amount for Longmeadow Public Schools, Written in Words)

Annual Bid for Longmeadow Parks & Recreation Department, 2014 summer camp: \$ _____

(Summer 2014 Annual Bid Amount for Longmeadow Parks and Recreation, Written in Words)

YEAR 2, BID TOTAL: \$ _____

YEAR 3:

Annual Bid for Longmeadow Public Schools 2015-2016 School Year: \$ _____

(2015-2016 Annual Bid Amount for Longmeadow Public Schools, Written in Words)

Annual Bid for Longmeadow Parks & Recreation Department, 2015 summer camp: \$ _____

(Summer 2015 Annual Bid Amount for Longmeadow Parks and Recreation, Written in Words)

YEAR 3, BID TOTAL: \$ _____

BID TOTAL: \$ _____

(Sum of the Bid Total for Year 1, Year 2 and Year 3)

BID SUBMISSION FORMS
IFB: ATHLETIC TRAINER
Town of Longmeadow, Massachusetts

ADDENDA: If issued, the bidder acknowledges the receipt of the following addenda: ____, ____, ____

COMPANY INFORMATION:

Company Name: _____

Contact: _____ **Signature:** _____

Address: _____

Phone #: _____

Fax #: _____

Email: _____

Date: _____

Certificate of Non-Collusion (Mandatory Form)

The undersigned certified 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.

Name and Title of Person Signing Proposal

Date

Name of Business

Statement of Tax Compliance

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

*Countersignature of Individual or
Corporate Name (mandatory)*

If Corporation: Corporate Officer

Social Security No. or Federal Identification No.

Approval of a contract or other Agreement will not be granted unless this certification clause is signed by the applicant. Your social security 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. Chapter 62C, Section 49A.