

**BROADLINE FOOD DISTRIBUTION SERVICES
INVITATION FOR BID
BID #B27-01**

August 10, 2026

You are invited to submit a bid to provide broadline food distribution services as per the specifications below.

SECTION 1: Bid Submission Requirements

Please note the following:

1. The College is an agency of the Commonwealth of Massachusetts and is exempt from any State tax or Federal excise tax. Evidence thereof will be supplied upon request.
2. Proposal must be received on or before **12:00 pm, Friday, September 11, 2026**, at 444 Green Street, Gardner, MA 01440. Please specify any rebates and their respective terms that are included within the bid price.
3. Forms of submission will be accepted via regular mail, UPS, FedEx, or hand delivered.
4. Mount Wachusett Community College reserves the right to waive informalities and to reject any and all proposals; or to accept the proposal deemed best for the Commonwealth. Your bid must remain in effect and subject to acceptance by Mount Wachusett Community College for thirty (30) days after the due date.
5. Any objections to the above conditions must be clearly indicated in the proposals. No individual extension of this deadline will be granted for any reason.
6. If any changes are made to this IFB, an addendum will be issued. Addenda will be posted to the Commbuys website and emailed to all bidders on record as having received the IFB.
7. Questions concerning this invitation for bids must be submitted to: Matthew Ogonowski at mogonowski@mwcc.mass.edu or 444 Green St, Gardner, MA 01440 before 4:00p.m. on **Friday, August 28, 2026**. Responses will be posted to the Commbuys website and emailed to all bidders on record as having received the IFB.
8. A bidder may correct, modify, or withdraw a bid by written notice received by the College prior to the time and date set for the bid opening Monday September 14, 2026, at 10:00. Bid

modifications must be submitted in a sealed envelope clearly labeled "Modification No. ___." Each modification must be numbered in sequence and must reference the original IFB. After the bid opening, a bidder may not change any provision of the bid in a manner prejudicial to the interests of the College or fair competition. Minor informalities will be waived, or the bidder will be allowed to correct them. If a mistake and the intended bid are clearly evident on the face of the bid document, the mistake will be corrected to reflect the intended correct bid, and the bidder will be notified in writing; the bidder may not withdraw the bid. A bidder may withdraw a bid if a mistake is clearly evident on the face of the bid document, but the intended correct bid is not similarly evident.

9. The College may cancel this IFB or reject in whole or in part any and all bids, if the College determines that cancellation or rejection serves the best interests of the College.
10. If, at the time of the scheduled bid opening, Mount Wachusett Community College is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the bid opening will be postponed until 2:00 p.m. on the next normal business day. Bids will be accepted until that date and time.
11. For additional information contact:

Matt Ogonowski
978-630-9256
mogonowski@mwcc.mass.edu

12. Bids must be submitted to:

Mount Wachusett Community College
Attn: Matthew Ogonowski, Buyer
444 Green Street
Gardner, MA 01440

Please submit three (3) copies of your bid.

Outside envelope/subject line must be clearly marked: **MWCC Broadline Food Distribution Services B27-01**

Vendor Identification Required:

Company Name
Address
Telephone
E-mail address
Authorized Signature
Name
Title
Federal Employer ID Code (9 Digits)

IRS W-9 Form
Business Reference Form
Certificate of Non-Collusion/Tax Compliance Certification

A bid must be signed as follows: 1) if the bidder is an individual, by her/him personally; 2) if the bidder is a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the bidder 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.

13. Equal Opportunity
The contractor agrees not to discriminate against any employee or applicant for employment because of race, sex, sexual orientation, color, religious creed, national origin, and/or ancestry. The contractor agrees to post in conspicuous places notices to be provided by the Massachusetts Commission Against Discrimination with respect to the air Employment Practice laws of the Commonwealth which are herein made part of this contract reference.
14. Bidders must provide all items described in Section 2: Purchase Description and comply with all Bid Submission Requirements listed in Section I.
15. Bidders must have been in the business of selling the below-listed supplies for a minimum of three (3) years.
16. Bidders must have been a licensed retailer and servicer of the below-listed supplies for a minimum of three (3) years.

The contract will be awarded to the responsive and responsible bidder offering the lowest total price for all items. The contract will be for one (1) year. An option to extend for two (2) one-year contracts may be exercised by MWCC.

SECTION 2: Purchase Description

Food Supply, Delivery, and Quality Requirements

1. Products

Supplier shall provide food products as requested by Buyer, including but not limited to:

- Perishable foods
- Non-perishable foods
- Meat and poultry
- Fresh produce
- Dry goods
- Frozen foods
- HACCP-controlled products and any other temperature-controlled food items

2. Delivery Requirements

- **Delivery Window**
Supplier shall deliver all products between **6:30 a.m. and 3:00 p.m.**, Monday through Friday, unless otherwise agreed to in writing by Buyer.
- **Delivery Frequency**
Deliveries shall be made **two (2) days per week** in accordance with the mutually agreed delivery schedule.
- **Delivery Location**
All deliveries shall be made to Buyer's **loading dock located at the Mount Fitness entrance from Green Street**, unless Buyer provides written instructions for an alternate delivery location.

3. Delivery Failure and Supply Disruptions

- **Failure to Deliver and Cure Period**
If Supplier fails to deliver the quantities or specific items identified in a Purchase Order, Supplier shall immediately cure the shortage upon notification from Buyer.
At Buyer's sole discretion, Supplier shall dispatch a local representative to hand-deliver any missing critical product directly to Buyer's facility within **two (2) hours** after receiving notice of the shortage, at no additional cost to Buyer.
- **Cover Procurement and Reimbursement**
If Supplier fails to deliver the missing critical product within the required two-hour cure period, Buyer may immediately procure substitute goods from any retail, wholesale, or other commercially reasonable source.

Supplier shall reimburse Buyer for:

- The full purchase price of the substitute goods;
- Any applicable taxes;
- Transportation, mileage, delivery, or other reasonable procurement expenses incurred by Buyer.

Supplier shall reimburse Buyer within **fifteen (15) calendar days** after receipt of Buyer's invoice and supporting documentation.

If reimbursement is not made within the required period, Buyer may offset the unreimbursed amount against any invoices or other amounts owed to Supplier, including invoices payable under Net 30 terms.

- **Product Substitutions**

Supplier shall not substitute products without obtaining Buyer's prior written or verbal approval before shipment.

4. Quality Assurance

Supplier represents and warrants that all food products delivered shall:

- Be fresh and wholesome;
- Be free from adulteration, contamination, spoilage, or defects;
- Comply with all applicable federal, state, and local food safety laws and regulations, including FDA requirements;
- Be properly packaged and accurately labeled;
- Be suitable for human consumption and fit for their intended purpose.

- **Inspection and Acceptance**

Buyer shall have the right to inspect all products upon delivery before acceptance.

Buyer may reject any products that are:

- Damaged;
- Spoiled;
- Contaminated;
- Expired;
- Improperly labeled;
- Nonconforming to the Purchase Order or these specifications.

Supplier shall promptly issue a full credit or refund for all rejected or mislabeled products.

Title to and risk of loss for all goods shall remain with Supplier until Buyer completes inspection and accepts the products at the delivery location.

- **Shelf-Life Requirements**

All perishable products shall be delivered with **no less than eighty percent (80%) of their original manufacturer-established shelf life remaining**, unless Buyer expressly agrees otherwise in writing.

5. Food Safety, Recalls, and Supplier Responsibility

- Supplier shall maintain all licenses, permits, certifications, and food safety practices required by applicable law.

- Supplier shall immediately notify Buyer of any actual or suspected food recall, contamination event, or food safety issue affecting products supplied under this Agreement.
- Supplier shall be responsible for all reasonable costs, damages, claims, recalls, replacements, and losses arising from contaminated, adulterated, or otherwise unsafe food supplied by Supplier, including claims resulting from foodborne illness to the extent caused by Supplier's products or negligence.

Bid Due Date: September 11, 2026, at 12:00

Mount Wachusett Community College

IFB 27-01 Broadline Food Distribution

Bidder's Organization Name:	
Chief Executive – Name / Title:	
Telephone:	
Email:	
Headquarters Street Address:	
Headquarters City / State / Zip:	
<i>(Provide information request below if different from above)</i>	
Lead Point of contact for Proposal – Name / Title:	
Telephone:	
Email:	
Headquarters Street Address:	
Headquarters City / State / Zip:	

- This proposal and the pricing structure contained herein will remain firm for a period of 180 days from the date and time of the bid opening.
- No personnel currently employed by the College participated, either directly or indirectly, in any activities relating to the preparation of the Vendor's proposal.
- No attempt has been made, or will be made, by the Vendor to induce any other person or firm to submit or not to submit a proposal.
- The above-named organization is the legal entity entering into the resulting contract with the College if they are awarded the contract.
- The undersigned is authorized to enter contractual obligations on behalf of the above-named organization.

To the best of my knowledge, all information provided in the enclosed proposal is complete and accurate at the time of submission.

Name (Print):	Title:
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Authorized Signature:	Date:

Business Reference Form
(Attach additional sheets if needed)

A minimum of three (3) business references in the past five (5) years with the following information for each:

Reference Name:

Contact Person:

Address: _____

Phone:

Email:

Website:

Description and date(s) of commodities and services provided:

Reference Name:

Contact Person:

Address: _____

Phone:

Email:

Website:

Description and date(s) of commodities and services provided:

Reference Name:

Contact Person:

Address: _____

Phone:

Email:

Website:

Description and date(s) of commodities and services provided:

References will be contacted to confirm the bidder's abilities and qualifications as stated in the bidder's response. The department may deem the bidder's response unresponsive if a reference is not obtainable from a listed reference after reasonable attempts.

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: _____

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.

Signature of person
submitting bid or proposal: _____

Name of business: _____

