



# City of Cambridge

## PURCHASING DEPARTMENT

795 Massachusetts Ave. • Cambridge, Massachusetts 02139-3219

Amy L. Witts  
Purchasing Agent

**TO:** All Bidders

**FROM:** City of Cambridge

**DATE:** September 17, 2015

**RE:** File No. 6963 – Frazier Administrative Building HVAC Upgrades - Addendum No. 4

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**This bid has been modified in the following ways:**

1. Alternate #1 and Alternate #2 are now included in the base bid. Please disregard any mention of alternates in the plans and specifications.
2. All work performed pursuant to this contract must be performed off-hours. Off-hours means 5:00 PM to 7:00 AM Mondays through Fridays as well as all day Saturdays, Sundays and holidays.
3. Bidders must submit the revised Form For General Bid which is attached to this addendum.

All other details remain the same.

A handwritten signature in cursive script, reading 'Amy L. Witts', written over a horizontal line.

Amy L. Witts  
Purchasing Agent

**Addendum No. 4**

FORM FOR GENERAL BID

To the Awarding Authority:

A. The Undersigned proposes to furnish all labor and materials required for \_\_\_\_\_ (project) in \_\_\_\_\_, Massachusetts, in accordance with the accompanying plans and specifications prepared by \_\_\_\_\_ (name of architect or engineer) for the contract price specified below, subject to additions and deductions according to the terms of the specifications.

B. This bid includes addenda numbered \_\_\_\_\_

C. The proposed contract price is \_\_\_\_\_ dollars (\$\_\_\_\_\_).

For alternate No. \_\_\_\_\_ Add \$ \_\_\_\_\_; Subtract \$ \_\_\_\_\_

D. The subdivision of the proposed contract price is as follows:

Item 1. The work of the general contractor, being all work other than that covered by Item 2. \$ \_\_\_\_\_

Item 2. Sub-bids as follows: -

Sub-trade	Name of Sub-bidder	Amount	Bonds required, indicated by "Yes" or "No"
<u>Electrical</u>	_____	\$ _____	_____
<u>Ceilings</u>	_____	\$ _____	_____
	Total of Item 2	\$ _____	_____

The undersigned agrees that each of the above named sub-bidders will be used for the work indicated at the amount stated, unless a substitution is made. The undersigned further agrees to pay the premiums for the performance and payment bonds furnished by sub-bidders as requested herein and that all of the cost of all such premiums is included in the amount set forth in Item 1 of this bid. The undersigned agrees that if he is selected as general contractor, he will promptly confer with the awarding authority on the question of sub-bidders; and that the awarding authority may substitute for any sub-bid listed above a sub-bid filed with the awarding authority by another sub-bidder for the sub-trade against whose standing and ability the undersigned makes no objection; and that the undersigned will use all such finally selected sub-bidders at the amounts named in their respective sub-bids and be in every way as responsible for them and their work as if they had been originally named in this general bid, the total contract price being adjusted to conform thereto.

Name of Bidder: \_\_\_\_\_

**FORM FOR GENERAL BID – PAGE 2**

E. The undersigned agrees that, if he is selected as general contractor, he will within five days, Saturdays, Sundays and legal holidays excluded, after presentation thereof by the awarding authority, execute a contract in accordance with the terms of this bid and furnish a performance bond and also a labor and materials or payment bond, each of a surety company qualified to do business under the laws of the commonwealth and satisfactory to the awarding authority and each in the sum of the contract price, the premiums for which are to be paid by the general contractor and are included in the contract price.

The undersigned hereby certifies that he is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the work; that all employees to be employed at the worksite will have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration at the time the employee begins work and who shall furnish documentation of successful completion of said course with the first certified payroll report for each employee; and that he will comply fully with all laws and regulations applicable to awards made subject to section 44A.

The undersigned further certifies under the penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this subsection the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity. The undersigned further certifies under penalty of perjury that the said undersigned is not presently debarred from doing public construction work in the commonwealth under the provisions of section twenty-nine F of chapter twenty-nine, or any other applicable debarment provisions of any other chapter of the General Laws or any rule or regulation promulgated thereunder

"I certify under the penalties of perjury that I have complied with all of the laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support".

Date \_\_\_\_\_

\_\_\_\_\_  
(Name of General Bidder)

By \_\_\_\_\_  
(Name of Person Signing Bid and Title)

\_\_\_\_\_  
(Business Address)

Name of Bidder: \_\_\_\_\_

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(City and State)

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(Contact Phone Number)

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(Email)

Name of Bidder: \_\_\_\_\_

FORM FOR SUB-BID

To all General Bidders Except those Excluded:

A. The undersigned proposes to furnish all labor and materials required for completing, in accordance with the hereinafter described plans, specifications and addenda, all the work specified in Section No. \_\_\_\_\_ of the specifications and in any plans specified in such section, prepared by \_\_\_\_\_ (name of architect or engineer) for \_\_\_\_\_ (project) in \_\_\_\_\_ (city or town), Massachusetts, for the contract sum of \_\_\_\_\_ dollars (\$\_\_\_\_\_).

For Alternate No. \_\_\_\_\_; Add \$\_\_\_\_\_ Subtract \$\_\_\_\_\_

B. This sub-bid includes addenda numbered \_\_\_\_\_

C. This sub-bid

may be used by any general bidder except:

\_\_\_\_\_

may only be used by the following general bidders:

\_\_\_\_\_

[To exclude general bidders, insert "X" in one box only and fill in blank following that box. Do not answer C if no general bidders are excluded.]

D. The undersigned agrees that, if he is selected as a sub-bidder, he will, within 5 days, Saturdays, Sundays and legal holidays excluded, after presentation of a subcontract by the general bidder selected as the general contractor, execute with such general bidder a subcontract in accordance with the terms of this sub-bid, and contingent upon the execution of the general contract, and, if requested so to do in the general bid by the general bidder, who shall pay the premiums therefor, or if prequalification is required pursuant to section 44D 3/4, furnish a performance and payment bond of a surety company qualified to do business under the laws of the commonwealth and satisfactory to the awarding authority, in the full sum of the subcontract price.

Name of Sub-Bidder: \_\_\_\_\_

**FORM FOR SUB-BID – PAGE 2**

E. The names of all persons, firms and corporations furnishing to the undersigned labor or labor and materials for the class or classes or part thereof of work for which the provisions of the section of the specifications for this sub-trade require a listing in this paragraph, including the undersigned if customarily furnished by persons on his own payroll and in the absence of a contrary provision in the specifications, the name of each such class of work or part thereto and the bid price for such class of work or part thereof are:

Name	Class of Work	Bid price
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

[Do not give bid price for any class or part thereof furnished by undersigned.]

F. The undersigned agrees that the above list of bids to the undersigned represents bona fide bids based on the hereinbefore described plans, specifications and addenda and that, if the undersigned is awarded the contract, they will be used for the work indicated at the amounts stated, if satisfactory to the awarding authority.

G. The undersigned further agrees to be bound to the general contractor by the terms of the hereinbefore described plans, specifications, including all general conditions stated therein, and addenda, and to assume toward him all the obligations and responsibilities that he, by those documents, assumes toward the owner.

H. The undersigned offers the following information as evidence of his qualifications to perform the work as bid upon according to all the requirements of the plans and specifications: –

1. Have been in business under present business name \_\_\_\_\_ years.

2. Ever failed to complete any work awarded? \_\_\_\_\_

3. List one or more recent buildings with names of the general contractor and architect on which you served as a sub-contractor for work of similar character as required for the above-named building.

Building	Architect	General Contractor	Amount of Contract
(a) _____	_____	_____	_____
(b) _____	_____	_____	_____
(c) _____	_____	_____	_____

4. Bank reference \_\_\_\_\_

**FORM FOR SUB-BID – PAGE 3**

I. The undersigned hereby certifies that he is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the work; that all employees to be employed at the worksite will have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration at the time the employee begins work and who shall furnish documentation of successful completion of said course with the first certified payroll report for each employee; and that he will comply fully with all laws and regulations applicable to awards of subcontracts subject to section 44F

The undersigned further certifies under penalties of perjury that this sub-bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this subsection the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity. The undersigned further certifies under penalty of perjury that the said undersigned is not presently debarred from doing public construction work in the commonwealth under the provisions of section twenty-nine F of chapter twenty-nine, or any other applicable debarment provisions of any other chapter of the General Laws or any rule or regulation promulgated thereunder.

Date \_\_\_\_\_

\_\_\_\_\_  
(Name of Sub-bidder)

By \_\_\_\_\_  
(Name of Person Signing Bid and Title)

\_\_\_\_\_  
(Print Name and Title)

\_\_\_\_\_  
(Business Address)

\_\_\_\_\_  
(City and State)

\_\_\_\_\_  
(Contact Phone Number)

\_\_\_\_\_  
(Email)

Name of Sub-Bidder: \_\_\_\_\_

CITY OF CAMBRIDGE, MASSACHUSETTS

**BID BOND**

We, the undersigned, \_\_\_\_\_  
as Principal, and \_\_\_\_\_ as Surety, are hereby held and firmly  
bound unto the CITY OF CAMBRIDGE, a municipality in the County of Middlesex and  
Commonwealth of Massachusetts, in the penal sum of \_\_\_\_\_ Dollars  
(\$ \_\_\_\_\_), for the payment of which, well and truly to be made. We hereby jointly  
and severally bind ourselves, our heirs, executors, administrators, successors and assigns.

The condition of the above obligation is such that the Principal has submitted to the City of  
Cambridge, Massachusetts, a certain Bid attached hereto and hereby made a part hereof for the  
Project described as [Title]

If the Principal fails to perform his/her/its agreement to execute a contract and furnish a  
performance bond and a labor and materials or payment bond as stated in his/her/its bid in  
accordance with the applicable state statute or fails in all other respects to perform the agreement  
created by the acceptance of said bid, his/her/its bid deposit shall become and be the property of  
the City of Cambridge as liquidated damages.

If said Bid shall be rejected because of death, disability, bona fide clerical or mechanical error of a  
substantial nature, or other similar unforeseen circumstances affecting the Principal, his/her/its  
bid bond shall be returned to him/her/it.

The Surety, for value received, hereby agrees that its obligations and its bond shall in no way be  
impaired or affected by an extension of the time in which the City of Cambridge may accept such  
bid and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the Principal and the Surety have set their hands and seals, and such  
of them as are corporations have caused their corporate seals to be hereto affixed and have  
caused this bond to be signed by their proper officers on this \_\_\_\_\_ day of \_\_\_\_\_, 200\_.

CONTRACTOR AS PRINCIPAL

SURETY

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Name and Title:

\_\_\_\_\_  
Name and Title:

SEAL

SEAL

# MINORITY BUSINESS ENTERPRISE REQUIREMENTS

## GENERAL

On June 30, 1983 the City of Cambridge put into effect a city wide Minority Business Enterprise (MBE) Program. To comply with the requirements of this program, a general contractor must submit the appropriate MBE Forms with its bid. The process is explained below. Failure to meet the requirements may result in automatic disqualification of the bidder. Upon request or upon its own initiative, the City may grant an extension of time for submission of the appropriate MBE Forms. Extensions shall be granted only upon a finding by the City that the bidder's failure to submit the appropriate MBE forms was excusable.

## PROCEDURE

Steps you should take to comply with the City's MBE requirements are as follows:

1. Secure a copy of the State Office Minority and Women Business Assistance (SOMWBA) Certified Minority/Women Business Directory. Only MBE firms approved by SOMWBA will be accepted by the City of Cambridge.
2. Attempt to develop a bid that includes at least ten percent (10%) of your total bid price in the form of work subcontracted to (or materials purchased from) one or more Minority Businesses.
3. To make the attempt to secure at least 10% Minority business participation, you (the General Contractor) must contact as many of the subcontractors or suppliers in the SOMWBA directory as necessary. Please note that MBE FORM #3 - CONTRACT REQUEST-FOR-EXTENSION and MBE FORM #4 - INFORMATION ON UNSUCCESSFUL MBE CONTACT require you to provide a list of each firm contacted and other related information.
4. If you are successful in securing **10% or more** Minority Businesses participation, you must:
  - A. Complete and submit MBE FORM #1 CONTRACTOR CERTIFICATION OF COMPLIANCE.
  - B. Have your participating Minority Business each fill out MBE FORM #2 - LETTER OF INTENT TO PARTICIPATE, to be submitted with your bid.
5. If, after contacting all SOMWBA-approved firms in the trades or materials categories you should include in your bid, you have not been able to secure 10% Minority business participation, then complete and submit with your bid MBE FORM#3 - CONTRACTOR REQUEST FOR EXTENSION and MBE FORM #4 - INFORMATION ON UNSUCCESSFUL MBE CONTRACT.
6. If you have any questions about the above steps, please call Duane Brown, Minority Business Compliance Officer, at 349-4332.

**MINORITY BUSINESS ENTERPRISE PROGRAM**  
**COMPLIANCE DETAILS**

PERCENTAGE OF MBE PARTICIPATION - percentage of MBE participation shall be that percentage of the total bid price represented by the amount to be paid to MBE(s). The General Bidder's compliance with the percentage requirement shall continue to be determined by reference to the above-described method throughout the term of the contract, even though the actual may be greater or less than the bid price. The General Bidder shall submit to the Minority Business Compliance Officer signed copies of its subcontracts with all MBE's involved in meeting the percentage of Minority Business Enterprise Requirement.

ROLE of the MBE REVIEW COMMITTEE - The MBE Review Committee shall have referred to it by the Purchasing Agent and the Minority Business Compliance Officer all questions of interpretation of the MBE Program that arise during the Program's operation. The MBE Review Committee shall have the responsibility and authority to respond with binding answers to these questions. It also has the responsibility and authority to recommend to the City Manager whatever improvements it believes can be made in the program, based on operating experience.

CHANGES OF MBE STATUS - Any change or substitution of the officers or stockholders in a participating MBE company that reduces the minority ownership or control to less than the requisite percentage will immediately rescind the MBE designation previously given by SOMBWA. The General Bidder (Prime Contractor) shall immediately notify the Minority Business Compliance Officer upon learning of such a change in MBE status. In this event, the Prime Contractor shall submit to the Minority Business Compliance Officer a revised Contractor Certification of Compliance with MBE Requirements, showing how the lost MBE participation will be replaced.

SANCTIONS

- A. If the Prime Contractor does not comply with the terms of the Minority Business Enterprise requirements of the contract, the City may (1) suspend any payment for the activity that should have been performed by the MBE pursuant to the contract, or (2) require specific performance of the Prime Contractor's obligation by requiring the Prime Contractor to sub contract with any MBE for any contract or specialty item at the contract price established for that item in the proposal submitted by the Prime Contractor.
- B. To the extent that the Prime Contractor has not Complied with the MBE requirements of the contract, the City may retain an amount determined by multiplying the bid price of this contract by the required percentage of MBE participation, less the amount of paid to MBEs for work performed under the contract and any payments already suspended under "A" above.
- C. In addition, or as an alternative, to the remedies under "A" and "B" above, the City may suspend, terminate, or cancel this contract, in whole or in part, or may call upon the Prime Contractor's surety to perform all terms and conditions in the contract, unless the Prime Contractor is able to demonstrate its compliance with the MBE requirements, and may further deny to the Prime Contractor the right to participate in any future contracts awarded by the City for a period of up to three years.
- D. In any proceeding involving the imposition of sanctions by the City, no sanctions shall be imposed if the City finds that the Prime Contractor has taken every possible measure to comply with MBE requirements, or that some other justifiable reason exists for waiving the MBE requirements in whole or part.
- E. Any bidder or contractor shall provide such information as is necessary in the judgment of the City to ascertain its compliance with the MBE Requirements.
- F. No sanctions shall be imposed by the City except in an adjudicatory proceeding under Chapter 30A of the General Laws.
- G. Prime Contractor shall have the right to request suspension of any sanctions imposed by the City upon showing that it is once again in compliance with the MBE Requirements.

**CONTRACTOR CERTIFICATION OF COMPLIANCE  
Minority Business Enterprise Requirements**

**FORM  
1  
M.B.E.**

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Name & Address of Participating Minority Bus. Enterprises	Name of Participant	Dollar Value of Participation
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1.

2.

3.

4.

5.

6.

7. GRAND TOTAL FOR MINORITY BUSINESS COMMITMENT \$ \_\_\_\_\_

8. PERCENTAGE MBE PARTICIPATION (Line 7 Divided by tot. bid price) \_\_\_\_\_%

The below-signed bidder certifies that it will honor the above Minority Business Enterprise Commitment and that it understands that a breach of this commitment constitutes a breach of the contract.

\_\_\_\_\_  
Date

\_\_\_\_\_  
General Contractor

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Business Address

**LETTER OF INTENT TO PARTICIPATE**  
**Minority Business Enterprise Requirements**

**FORM**  
**2**  
**M.B.E.**

TO: \_\_\_\_\_  
 (Name of General Bidder)

1. My company intends to perform work under the above-identified contract as:  
 \_\_\_\_\_ an individual  
 \_\_\_\_\_ a partnership  
 \_\_\_\_\_ a corporation  
 \_\_\_\_\_ a joint venture with \_\_\_\_\_  
 \_\_\_\_\_ other (explain) \_\_\_\_\_

2. My company has been certified by the State Office of Minority and Woman Owned Business Assistance (SOMBWA) as a Minority Business Enterprise and is listed as such in the most recently issued SOMBWA Minority/Women Business Directory. I hereby certify that my company's qualification as a Minority Business Enterprise have not changed since its application was submitted to SOMBWA. I further certify that my company will give immediate notification in writing to both SOMBWA and your Company in the event that its minority ownership, control, or management should change.

3. My company understands that if your company is awarded the contract, your company intends to enter into an agreement with my company to perform the activity described below for the prices indicated. My firm also understands that your firm, as General Bidder, will make substitutions and quantity changes only as allowed or required by the provisions of the contract with the City of Cambridge.

ITEM NO	DESCRIPTION OF MY COMPANY'S ACTIVITY*	QUANTITY	UNIT PRICE	AMOUNT

TOTAL AMOUNT\$ \_\_\_\_\_

\* Description of Activity should include notations such as "Labor Only", "Material Only", etc.

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 General Contractor

\_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Business Address

**CONTRACTOR REQUEST FOR EXTENSION  
Minority Business Enterprise Requirements**

**FORM  
3  
M.B.E.**

CONTRACTOR REQUEST-FOR-EXTENSION OF MINORITY BUSINESS ENTERPRISE  
REQUIREMENTS

The below-signed General Bidder certifies that it made a good faith effort to develop the required **10 %** Minority Business Enterprise participation in this contract, but was able to develop only \_\_\_\_\_ %.

The below-signed General Bidder further certifies that it contacted the below-listed firms from the SOMBWA MINORITY/WOMEN BUSINESS DIRECTORY supplied by the City of Cambridge Purchasing Department with the Bidding Documents; that said contracts were bona fide efforts to develop the required Minority Business Enterprise participation in the above-identified contract but were unsuccessful due to circumstances beyond the control of the General Bidder; and that the information given on the following pages about each contract has made is accurate and complete.

MBE Companies Contacted

- |           |           |
|-----------|-----------|
| 1. _____  | 11. _____ |
| 2. _____  | 12. _____ |
| 3. _____  | 13. _____ |
| 4. _____  | 14. _____ |
| 5. _____  | 15. _____ |
| 6. _____  | 16. _____ |
| 7. _____  | 17. _____ |
| 8. _____  | 18. _____ |
| 9. _____  | 19. _____ |
| 10. _____ | 20. _____ |

The below-signed General Bidder therefore requests that the City of Cambridge grant an extension of ten working days in order to provide the General Bidder and opportunity to secure the required percentage of Minority Business participation.

\_\_\_\_\_  
Date

\_\_\_\_\_  
General Contractor

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_

\_\_\_\_\_  
Business Address

**INFORMATION ON UNSUCCESSFUL MBE CONTACT**  
**Minority Business Enterprise Requirements**

**FORM**  
**4**  
**M.B.E.**

Additional copies of this information form shall be prepared by the General Bidder in the quantity necessary to comply with bidding requirements.

ITEM NO. ON REQUEST-FOR-EXTENSION \_\_\_\_\_

NAME OF MBE COMPANY CONTACTED \_\_\_\_\_

ADDRESS OF " " \_\_\_\_\_

TELEPHONE NO. " " \_\_\_\_\_

DATE OF INITIAL CONTACT \_\_\_\_\_

HOW WAS CONTACT MADE? (Check appropriate answer) TELEPHONE \_\_\_\_\_ IN PERSON \_\_\_\_\_

SUB-CONTRACT WORK OFFERED TO THIS MBE COMPANY \_\_\_\_\_

RESULT OF CONTACT (Check appropriate answer) MBE FIRM DECLINED JOB \_\_\_\_\_;

MBE FIRM OFFERED TO DO JOB AT PRICE OF \$ \_\_\_\_\_, WHICH WAS DETERMINED BY OUR COMPANY TO BE TO HIGH \_\_\_\_\_; MBE COMPANY OFFERED TO DO THE JOB AT A PRICE OF \$ \_\_\_\_\_, WHICH WAS SATISFACTORY, BUT THE MBE COMPANY WAS JUDGED BY OUR COMPANY TO BE UNQUALIFIED FOR THE JOB \_\_\_\_\_.

NAME AND TITLE OF THE MBE COMPANY OFFICER WHO CAN VERIFY ABOVE INFORMATION AS TO MBE COMPANY'S RESPONSE \_\_\_\_\_

It is certified herewith by the below-signed officer of the General Bidder that the above information is accurate and complete.

\_\_\_\_\_  
Date

\_\_\_\_\_  
General Contractor

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Business Address

General Contractor's Certification

A contractor will not be eligible for award of a contract unless such contractor has submitted the following certification, which is deemed a part of the resulting contract:

**GENERAL CONTRACTOR'S  
CERTIFICATION**

\_\_\_\_\_ (General Contractor) certifies that:

1. it shall obtain from each of its subcontractors and submit to the contracting or administering agency prior to the performance of any work under said subcontract a certification by each subcontractor, regardless of tier, that it will comply with the Minority/Women/Resident workforce ratio;
2. it read, understands and shall comply with the Minority/Women/Resident hiring requirements set forth in the Cambridge Employment Plan, Cambridge Municipal Code §2.66.060, et seq.;
3. it is aware that failure to comply with the Cambridge Employment Plan will result in, at minimum, the following: 1) it will be ineligible to bid for future contracts with the City of Cambridge, and 2) the City of Cambridge will notify DCAM of such failure which may affect the contractor's future qualification to bid for public contracts throughout the Commonwealth;
4. it has read, understands and shall comply with all the pertinent provisions of the Americans with Disabilities Act and will be subject to sanctions for failure to do so;
5. it has read, understands and shall comply with all the provisions of the Supplemental Equal Employment Opportunity Anti-Discrimination and Affirmative Action Program and will be subject to sanctions for failure to do so.

Signed under the penalties of perjury.

\_\_\_\_\_  
Signature of authorized representative of contractor

\_\_\_\_\_  
Print name of authorized representative of contractor

\_\_\_\_\_  
Dated

**THIS FORM MUST BE SUBMITTED WITH YOUR BID**

**PROJECTED WORKFORCE CERTIFICATION**

I, \_\_\_\_\_ (general contractor) certify that the following is my projected workforce for this contract:

GENERAL CONTRACTOR	ESTIMATED # OF NEW HIRES
SUBTRADE	ESTIMATED # OF NEW HIRES

Signed under the penalties of perjury,

\_\_\_\_\_  
General Contractor

**CAMBRIDGE RESPONSIBLE EMPLOYER PLAN  
GENERAL CONTRACTOR'S CERTIFICATION - BID FORM**

\_\_\_\_\_ hereby certifies that it, (Name of General Bidder)  
and all its subcontractors who are not filed subbidders shall:

- (1) comply with the Cambridge Employment Plan as it currently exists and as it may be, from time to time, amended, and specifically shall comply with the worker hours requirements of §2.66.060(A);
- (2) comply with the obligations established under M.G.L. c.149 and G.L. c30§39M to pay the appropriate lawful prevailing wage rates to its employees;
- (3) maintain or participate in a bona fide apprentice training program as defined by c.23 §§ 11H and 11I for each apprenticeable trade or occupation represented in its workforce that is approved by the Division of Apprentice Training of the Department of Labor and Industries and shall abide by the apprentice to journeymen ratio for each trade prescribed therein in the performance of the contract;
- (4) furnish, at its expense, hospitalization and medical benefits for all its employees employed on the project and/or coverage at least comparable in value to the hospitalization and medical benefits provided by the health and welfare plans in the applicable craft recognized by M.G.L. c.149, §26 and G.L. c30§39M in establishing minimum wage rates;
- (5) maintain appropriate industrial accident insurance coverage for all its employees employed on the project in accordance with M.G.L. c.152;
- (6) properly classify employees as employees rather than independent contractors and treat them accordingly for purposes of workers' compensation insurance, unemployment taxes, social security taxes and income tax withholding; and
- (7) certify under oath and in writing on a weekly basis for the entire duration of its work on the project, that it is in compliance with the above obligations.

Signed under the penalties of perjury. \_\_\_\_\_ (date)

\_\_\_\_\_  
Signature of authorized representative of contractor

\_\_\_\_\_  
Print name of authorized representative of contractor

**THIS CERTIFICATE APPLIES ONLY TO GENERAL BIDS OVER \$100,000 INCLUDING ALL  
ALTERNATES, IF ANY.**

**RETURN THIS FORM WITH YOUR BID**

**CAMBRIDGE RESPONSIBLE EMPLOYER PLAN  
FILED SUB-CONTRACTOR'S CERTIFICATION - BID FORM**

\_\_\_\_\_ hereby certifies that it shall:  
(Name of Sub-Contractor)

(1) comply with the Cambridge Employment Plan as it currently exists and as it may be, from time to time, amended, and specifically shall comply with the worker hours requirements of §2.66.060(A);

(2) comply with the obligations established under M.G.L. c.149 and G.L. c30§39M to pay the appropriate lawful prevailing wage rates to its employees;

~~(3) maintain or participate in a bona fide apprentice training program as defined by c.23 §§ 11H and 11I for each apprenticeable trade or occupation represented in its workforce that is approved by the Division of Apprentice Training of the Department of Labor and Industries and shall abide by the apprentice to journeymen ratio for each trade prescribed therein in the performance of the contract;~~

(4) furnish, at its expense, hospitalization and medical benefits for all its employees employed on the project and/or coverage at least comparable in value to the hospitalization and medical benefits provided by the health and welfare plans in the applicable craft recognized by M.G.L. c.149, §26 and G.L. c30§39M in establishing minimum wage rates;

(5) maintain appropriate industrial accident insurance coverage for all its employees employed on the project in accordance with M.G.L. c.152;

(6) properly classify employees as employees rather than independent contractors and treat them accordingly for purposes of workers' compensation insurance, unemployment taxes, social security taxes and income tax withholding; and

(7) certify under oath and in writing on a weekly basis for the entire duration of its work on the project, that it is in compliance with the above obligations.

Signed under the penalties of perjury. \_\_\_\_\_(date)

\_\_\_\_\_  
Signature of authorized representative of contractor

\_\_\_\_\_  
Print name of authorized representative of contractor

THIS CERTIFICATE APPLIES ONLY TO FILED SUBBIDS \$25,000 AND OVER – INCLUDING ALL ALTERNATES, IF ANY.

**RETURN THIS FORM WITH YOUR BID**

**CAMBRIDGE RESPONSIBLE EMPLOYER PLAN  
NON-FILED SUB-CONTRACTOR'S CERTIFICATION - BID FORM**

\_\_\_\_\_ hereby certifies that it shall:  
(Name of Sub-Contractor)

(1) comply with the Cambridge Employment Plan as it currently exists and as it may be, from time to time, amended, and specifically shall comply with the worker hours requirements of §2.66.060(A);

(2) comply with the obligations established under M.G.L. c.149 and G.L. c30§39M to pay the appropriate lawful prevailing wage rates to its employees;

~~(3) maintain or participate in a bona fide apprentice training program as defined by c.23 §§ 11H and 11I for each apprenticeable trade or occupation represented in its workforce that is approved by the Division of Apprentice Training of the Department of Labor and Industries and shall abide by the apprentice to journeymen ratio for each trade prescribed therein in the performance of the contract;~~

(4) furnish, at its expense, hospitalization and medical benefits for all its employees employed on the project and/or coverage at least comparable in value to the hospitalization and medical benefits provided by the health and welfare plans in the applicable craft recognized by M.G.L. c.149, §26 and G.L. c30§39M in establishing minimum wage rates;

(5) maintain appropriate industrial accident insurance coverage for all its employees employed on the project in accordance with M.G.L. c.152;

(6) properly classify employees as employees rather than independent contractors and treat them accordingly for purposes of workers' compensation insurance, unemployment taxes, social security taxes and income tax withholding; and

(7) certify under oath and in writing on a weekly basis for the entire duration of its work on the project, that it is in compliance with the above obligations.

Signed under the penalties of perjury. \_\_\_\_\_ (date)

\_\_\_\_\_  
Signature of authorized representative of contractor

\_\_\_\_\_  
Print name of authorized representative of contractor

THIS CERTIFICATE APPLIES ONLY TO FILED SUBBIDS \$25,000 AND OVER – INCLUDING ALL ALTERNATES, IF ANY.

**RETURN THIS FORM WITH YOUR BID**

Project:  
Contract#:

**CAMBRIDGE RESPONSIBLE EMPLOYER PLAN  
GENERAL CONTRACTOR'S CERTIFICATION - WEEKLY CONTRACT FORM**

\_\_\_\_\_ hereby certifies that it, (Name of General Contractor)  
and all its subcontractors who are not filed subbidders:

(1) are complying with the Cambridge Employment Plan as it currently exists and as it may be, from time to time, amended, and specifically are complying with the worker hours requirements of §2.66.060(A);

(2) are complying with the obligations established under M.G.L. c.149 and G.L. c30§39M to pay the appropriate lawful prevailing wage rates to its employees;

~~(3) maintain or participate in a bona fide apprentice training program as defined by c.23 §§ 11H and 11I for each apprenticeable trade or occupation represented in its workforce that is approved by the Division of Apprentice Training of the Department of Labor and Industries and shall abide by the apprentice to journeymen ratio for each trade prescribed therein in the performance of the contract;~~

(4) are furnishing, at its expense, hospitalization and medical benefits for all its employees employed on the project and/or coverage at least comparable in value to the hospitalization and medical benefits provided by the health and welfare plans in the applicable craft recognized by M.G.L.c. 149, §26 and G.L. c30§39M in establishing minimum wage rates;

(5) are maintaining appropriate industrial accident insurance coverage for all its employees employed on the project in accordance with M.G.L. c.152; and

(6) are properly classifying employees as employees rather than independent contractors and treat them accordingly for purposes of workers' compensation insurance, unemployment taxes, social security taxes and income tax withholding.

The General Contractor certifies under oath that it is in compliance with the above obligations.

Signed under the penalties of perjury, week of: \_\_\_\_\_ (date)

\_\_\_\_\_  
Signature of authorized representative of contractor

\_\_\_\_\_  
Print name of authorized representative of contractor

**THIS FORM MUST BE SUBMITTED TO THE CITY OF CAMBRIDGE PURCHASING DEPARTMENT ON A  
WEEKLY BASIS FOR THE LIFE OF THE PROJECT**

Project:  
Contract #:

**CAMBRIDGE RESPONSIBLE EMPLOYER PLAN  
FILED SUBCONTRACTOR \$25,000 and OVER CERTIFICATION - WEEKLY CONTRACT FORM**

\_\_\_\_\_ hereby certifies that it:  
(Name of Filed Subcontractor)

(1) complies with the Cambridge Employment Plan as it currently exists and as it may be, from time to time, amended, and specifically shall comply with the worker hours requirements of §2.66.060(A);

(2) complies with the obligations established under M.G.L. c.149 and G.L. c30§39M to pay the appropriate lawful prevailing wage rates to its employees;

~~(3) maintain or participate in a bona fide apprentice training program as defined by c.23 §§ 11H and 11I for each apprenticeable trade or occupation represented in its workforce that is approved by the Division of Apprentice Training of the Department of Labor and Industries and shall abide by the apprentice to journeymen ratio for each trade prescribed therein in the performance of the contract;~~

(4) furnishes, at its expense, hospitalization and medical benefits for all its employees employed on the project and/or coverage at least comparable in value to the hospitalization and medical benefits provided by the health and welfare plans in the applicable craft recognized by M.G.L. c.149, §26 and G.L. c30§39M in establishing minimum wage rates;

(5) maintains appropriate industrial accident insurance coverage for all its employees employed on the project in accordance with M.G.L. c.152; and

(6) properly classifies employees as employees rather than independent contractors and treat them accordingly for purposes of workers' compensation insurance, unemployment taxes, social security taxes and income tax withholding.

The Filed Subcontractor certifies under oath that it is in compliance with the above obligations.

Signed under the penalties of perjury, week of: \_\_\_\_\_ (date)

\_\_\_\_\_  
Signature of authorized representative of subcontractor

\_\_\_\_\_  
Print name of authorized representative of subcontractor

**THIS FORM MUST BE SUBMITTED TO THE CITY OF CAMBRIDGE PURCHASING DEPARTMENT ON A WEEKLY BASIS FOR THE ENTIRE DURATION OF ITS WORK ON THE PROJECT**

Project:  
Contract #:

**CAMBRIDGE RESPONSIBLE EMPLOYER PLAN  
NON-FILED SUBCONTRACTOR CERTIFICATION - WEEKLY CONTRACT FORM**

\_\_\_\_\_ hereby certifies that it:  
(Name of Subcontractor)

(1) complies with the Cambridge Employment Plan as it currently exists and as it may be, from time to time, amended, and specifically shall comply with the worker hours requirements of §2.66.060(A);

(2) complies with the obligations established under M.G.L. c.149 and G.L. c30§39M to pay the appropriate lawful prevailing wage rates to its employees;

~~(3) maintain or participate in a bona fide apprentice training program as defined by c.23 §§ 11H and 11I for each apprenticeable trade or occupation represented in its workforce that is approved by the Division of Apprentice Training of the Department of Labor and Industries and shall abide by the apprentice to journeymen ratio for each trade prescribed therein in the performance of the contract;~~

(4) furnishes, at its expense, hospitalization and medical benefits for all its employees employed on the project and/or coverage at least comparable in value to the hospitalization and medical benefits provided by the health and welfare plans in the applicable craft recognized by M.G.L. c.149, §26 and G.L. c30§39M in establishing minimum wage rates;

(5) maintains appropriate industrial accident insurance coverage for all its employees employed on the project in accordance with M.G.L. c.152; and

(6) properly classifies employees as employees rather than independent contractors and treat them accordingly for purposes of workers' compensation insurance, unemployment taxes, social security taxes and income tax withholding.

The Subcontractor certifies under oath that it is in compliance with the above obligations.

Signed under the penalties of perjury, week of: \_\_\_\_\_ (date)

\_\_\_\_\_  
Signature of authorized representative of subcontractor

\_\_\_\_\_  
Print name of authorized representative of subcontractor

**THIS FORM MUST BE SUBMITTED TO THE CITY OF CAMBRIDGE PURCHASING DEPARTMENT ON A WEEKLY BASIS FOR THE ENTIRE DURATION OF ITS WORK ON THE CONTRACT**

**Chapter 306 of the Acts of 2004  
An Act Relative to the Health and Safety on Construction Projects**

**GENERAL CONTRACTOR'S CERTIFICATION - BID FORM**

\_\_\_\_\_ (Name of General Bidder) hereby certifies that it,  
and all its subcontractors who are not filed subbidders shall:

(1) who shall certify that all employees to be employed at the worksite will have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is a least 10 hours in duration at the time the employee begins work and who shall furnish documentation of successful completion of said course with the first certified payroll report for each employee.

Signed under the penalties of perjury. \_\_\_\_\_ (date)

\_\_\_\_\_  
Signature of authorized representative of contractor

\_\_\_\_\_  
Print name of authorized representative of contractor

**RETURN THIS FORM WITH YOUR BID**

**Chapter 306 of the Acts of 2004  
An Act Relative to the Health and Safety on Construction Projects**

NON-FILED SUBBIDDERS CERTIFICATION - BID FORM

\_\_\_\_\_ (Name of Sub Bidder) hereby certifies that it,  
and all its subcontractors who are not filed subbidders shall:

(1) who shall certify that all employees to be employed at the worksite will have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration at the time the employee begins work and who shall furnish documentation of successful completion of said course with the first certified payroll report each employee.

Signed under the penalties of perjury. \_\_\_\_\_ (date)

\_\_\_\_\_  
Signature of authorized representative of contractor

\_\_\_\_\_  
Print name of authorized representative of contractor

**RETURN THIS FORM WITH YOUR BID**

**CORI COMPLIANCE FORM**

Persons and businesses supplying goods and/or services to the City of Cambridge ("Vendors"), who are required by law to perform CORI checks, are further required by Section 2.112.060 of the Cambridge Municipal Code to employ fair policies, practices and standards relating to the screening and identification of persons with criminal backgrounds through the CORI system. Such Vendors, when entering into contracts with the City of Cambridge, must affirm that their policies, practices and standards regarding CORI information are consistent with the policies, practices and standards employed by the City of Cambridge as set forth in the City of Cambridge CORI Policy ("CORI Policy") attached hereto.

**CERTIFICATION**

The undersigned certifies under penalties of perjury that the Vendor employs CORI related policies, practices and standards that are consistent with the provisions of the attached CORI Policy. **All Vendors must check one of the three lines below.**

\_\_\_\_\_ CORI checks are not performed on any Applicants.

\_\_\_\_\_ CORI checks are performed on some or all Applicants. The Vendor, by affixing a signature below, affirms under penalties of perjury that its CORI policies, practices and standards are consistent with the policies, practices and standards set forth in the attached CORI Policy.

\_\_\_\_\_ CORI checks are performed on some or all Applicants. The Vendor's CORI policies, practices and standards are not consistent with the attached CORI Policy. Please explain on a separate sheet of paper.

\_\_\_\_\_  
(Typed or printed name of person  
signing quotation, bid or Proposal)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(Name of Business)

**NOTE:**

**The City Manager, in his sole discretion may grant a waiver to any Vendor on a contract by contract basis.**

**Instructions for Completing CORI Compliance Form:**

**A Vendor should not check Line 1 unless it performs NO CORI checks on ANY applicant. A Vendor who checks Line 2 certifies that the Vendor's CORI policy conforms to the policies, practices and standards set forth in the City's CORI Policy. A Vendor with a CORI policy that does NOT conform to the City's CORI Policy must check Line 3 and explain the reasons for its nonconformance in writing. Vendors, who check Line 3, will not be permitted to enter into contracts with the City, absent a waiver by the City Manager.**

**This form must be submitted with your bid**

**Americans With Disabilities Act (42 U.S.C. 12131)  
Section 504 of the Rehabilitation Act of 1973  
Tax Compliance/Anti-Collusion Statement  
Debarment Statement**

The Americans with Disabilities Act (the "Act") applies to all employers of fifteen or more employees. All vendors that are subject to the Act must comply with its provisions. In further compliance with the Act, all Contractors who enter into contracts with the City are prohibited from discrimination against the City's employees, regardless of the size of the Contractor.

The Act protects against discrimination on the basis of "disability", which is defined as a physical or mental impairment that substantially limits at least one "major life activity"; discrimination against a person having a history or record of such impairment; and discrimination against an individual regarded - even if inaccurately - as having such an impairment. The Act also expressly prohibits discrimination that is based on an individual's relationship or association with a disabled person.

The Contractor shall not discriminate against any qualified employee or job applicant with a disability and will make the activities, programs and services covered by any contract awarded through this procurement readily accessible to and usable by individuals with disabilities. To be qualified for a job, or to avail oneself of the Contractor's services, the individual with the disability must meet the essential eligibility requirements for receipt of the Contractor's services or participation in the Contractor's programs or activities with or without: 1) reasonable modifications to the Contractor's rules, policies and practices; 2) removal of architectural, communication, or transportation barriers; or, 3) provisions of auxiliary aids and services.

By submitting its contract, the Contractor certifies to the City of Cambridge that it understands and will comply with all applicable provisions of the Act, including compliance with applicable provisions of Section 504 of the Rehabilitation Act of 1973, if the Contractor is receiving federal funds.

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

As required by M.G.L. c. 62C, §49A, the undersigned certifies under the penalties of perjury that the Contractor has complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

The undersigned certifies that it is not currently subject to any State or Federal debarment order.

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

\_\_\_\_\_  
(Print Name of person signing bid)

\_\_\_\_\_  
(Signature & Title)

**This form must be submitted with your bid**

