

File No. 5286 Supply, Furnish, and Install Darkroom Photographic Equipment for the Cambridge Rindge and Latin High School, Thursday, August 26, 2010 @ 11:00 A.M.

FORMAL BID			
FILE NO: 5286	Item/Schedule		
COMMODITY: Supply, Furnish, and Install Darkroom Photographic Equipment for the Cambridge Rindge and Latin High School	Term of Contract		
NAME OF BIDDER:	Options		
BIDDER'S FED. ID.	Perf Bond Yes No	Payment Bond Yes No	Insurance Yes No

TO: Cynthia H. Griffin, Purchasing Agent PH: (617)349-4310 FX: (617)349-4008
 795 Massachusetts Avenue, Room 303
 Cambridge, MA 02139

The undersigned submits this sealed bid to provide the commodity or services identified above, described in the specifications herein and advertised in the **CAMBRIDGE CHRONICLE** on **THURSDAY, AUGUST 12, 2010**, which is to be opened and publicly read at the Office of the Purchasing Agent, City Hall, 795 Mass. Ave., Room 303, Cambridge, MA at 11:00 a.m. on **THURSDAY, AUGUST 26, 2010. Parking is limited at this location. It is strongly recommended that bids are mailed or delivered in advanced of the due date and time. Late proposals will not be accepted. This bid may be downloaded from the City's web site, www.CambridgeMA.gov, Online Services, Current Bid List, Formal, File No. 5284.**

The undersigned certifies that this bid is made without collusion with any other person, firm or corporation making any other bid or who otherwise would make a bid. The undersigned agrees to furnish the commodity or services in strict accordance with the bid documents, which consist of this Formal Bid and all attachments hereto. **"The submitted bid must be without conditions, exceptions or modifications to the bid document"**.

The envelope containing the bid must be labeled: **"This envelope contains a bid for Supply, Furnish, and Install Darkroom Photographic Equipment for the Cambridge Rindge and Latin High School opened at 11:00 a.m. on Thursday, August 26, 2010". The bid and all documents submitted with it are public records.** This bid process and the award of the contract are made in conformity with M.G.L. c. 30B, unless otherwise stated. See other side of this form for General Terms and Conditions that shall become part of any Contract awarded through this Formal Bid.

This bid includes addenda numbered: _____

SIGNATURE OF BIDDER: _____

TITLE OF SIGNATORY _____

ADDRESS OF BIDDER _____

TELEPHONE NUMBER _____ **FAX NUMBER:** _____

Please check one of the following and insert the requested information:

() Corporation, incorporated in the State of: _____

() Partnership. Names of partners: _____

() Individual: _____

Name of Bidder: _____

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GENERAL TERMS AND CONDITIONS

- LAWS:** All deliveries shall conform in every respect with all applicable laws of the Federal government, Commonwealth of Massachusetts and City of Cambridge.
- EQUAL OPPORTUNITY:** The Vendor in the performance of the contract shall not discriminate on the grounds of race, color, religious creed, national origin or ancestry, age, disability, sexual orientation, marital status, family status, military status, source of income, or sex in employment practices or in the selection or retention of subcontractors, and in the procurement of materials or rental of equipment. The City may cancel, terminate or suspend the contract in whole or in part for any violation of this paragraph
- TAXES:** Purchases made by the City are exempt from the payment of Federal excise tax and the payment of Commonwealth of Massachusetts sales tax (except for gasoline) and any such taxes must not be included in the bid prices.
- QUANTITIES:** Unless otherwise stated, the quantities set forth herein are ESTIMATES ONLY. The City reserves the right to purchase the commodity(ies) specified in any amount less than the estimated amount.
- BID PRICES:** Bid prices shall include transportation and delivery charges fully prepaid to the City of Cambridge destination. Where the unit price and the total price are at variance, the unit price will prevail.
- DELIVERY AND PACKAGING:** Deliveries must be made in such quantities as called for in the purchase order and in the manufacturer's original packages. All deliveries must be **"inside" delivery with no assistance from City personnel. Tailgate deliveries will not be accepted.** Rejected material will be returned to the vendor at the vendor's expense.
- MODIFICATION OF BIDS:** Prior to bid opening, a bidder may correct, modify or withdraw its bid by making the request in writing prior to the time and date for the bid opening. All corrections and modifications must be delivered to the Purchasing Department in a sealed envelope indicating that it contains a modification or correction of the original bid submitted for the particular commodity and indicating the time and date of the bid opening.
- REJECTION OF BIDS:** The City reserves the right to reject any and all bids if it is in best interest of the City to do so.
- AWARD OF CONTRACT:** Contract(s) will be awarded within forty-five days of the bid opening unless award date is extended by consent of all parties concerned.
- INDEMNITY:** Unless otherwise provided by law, the Vendor will indemnify and hold harmless the City against any and all liability, loss, damages, costs or expenses for personal injury or damage to real or tangible personal property which the City may sustain, incur or be required to pay, arising out of or in connection with the performance of the Contract by reason of any negligent action/inaction or willful misconduct by the Contractor, its agents, servants or employees
- TERMINATION OF CONTRACT:** Except as otherwise provided in the Articles of Agreement, the City may terminate the contract upon seven days notice.
- ASSIGNABILITY:** The Vendor shall not assign, sell, subcontract or otherwise transfer any interest in this contract without the prior written consent of the City.

MATERIAL SAFETY DATA SHEETS: Pursuant to M.G.L. c. 111F, ss. 8, 9, and 10, any vendor who receives a contract resulting from this invitation agrees to submit a Material Safety Data Sheet for each toxic or hazardous substance or mixture containing such substance when deliveries are made. The vendor agrees to comply with all requirements set forth in the pertinent laws above.

Name of Bidder: _____

File No. 5286 Supply, Furnish, and Install Darkroom Photographic Equipment for the Cambridge Rindge and Latin High School, Thursday, August 26, 2010 @ 11:00 A.M.

City of Cambridge
Purchasing Department

TO: Cynthia H. Griffin, Purchasing Agent
795 Massachusetts Ave
City Hall, Cambridge, Massachusetts 02139

The undersigned hereby proposes to **Supply, Furnish, and Install Darkroom Photographic Equipment for the Cambridge Rindge and Latin High School** as, all in accordance with the attached specifications and following proposal schedule.

Prices must remain FIRM during the entire contract period.

Contract will be awarded by within forty-five days, unless award date is extended by consent of all parties concerned. The contract will be awarded to the responsive and responsible bidder offering the lowest price including the options listed in the Price Proposal Section.

Prior to bid opening, a bidder may correct, modify or withdraw its bid by making the request in writing prior to the time and date for the bid opening. All corrections and modifications must be delivered to the Purchasing Department in a sealed envelope with a notation on the envelope indicating that it contains a modification or correction of the original bid submitted for the particular commodity and indicating the date and time of the bid opening.

PLEASE SUBMIT YOUR BID IN DUPLICATE.

A sample contract is attached hereto. The bidder must be willing to sign the City's contract. The City will not accept a bidder's terms & conditions.

Questions

Questions concerning this Invitation for Bid **including any exceptions to the specifications** must be submitted in writing and faxed to Cynthia H. Griffin, Fax # 617-349-4008. All questions must be submitted no later than **Thursday, August 19, 2010 by 4:00 p.m.** An addendum will be posted to the website to notify all bidders of the questions and answers.

If downloading this Invitation for Bid from the Purchasing Website please check back on the website for Addendums before submitting your bid to the City. Bidders will not be notified individually of Addendums.

Please check the bidders list on the website. If your firm is not listed on the bidders list please click on "Registry" and notify us that you have downloaded the bid document.

Bid Results

The tab sheet and the contract award information will not be mailed to the bidders individually. A tab sheet with the bid results will be posted to the website soon after the bid opening. The tab sheet will include the "contract award" information as soon as it is determined.

Confidentiality and Public Records Law

All bids or other materials submitted by the vendor in response to this Invitation to Bid will be open for inspection by any person and in accordance with the Massachusetts Public Records Law.

Name of Bidder: _____

File No. 5286 Supply, Furnish, and Install Darkroom Photographic Equipment for the Cambridge Rindge and Latin High School, Thursday, August 26, 2010 @ 11:00 A.M.

Scope of Services

The City of Cambridge is requesting bids from qualified companies to Supply, Furnish, and Install Darkroom Photographic Equipment for the Cambridge Rindge and Latin High School, 459 Broadway, Cambridge, MA 02138 all in accordance to the products listed herein and the time and place stipulated as herein set forth. The items are to be received by the City of Cambridge in perfect condition.

Manufactures Warranty

All products must have a warranty for the minimum yearly manufacturer's specification and shall meet the following warranty:

All Manufacturers: 1 year minimum.

The bidder must provide a guarantee for installation for a period of one year after completion of delivery and installation and acceptance by the City of Cambridge. This guarantee shall be included in the bidder's proposal. If longer guarantees are available, this shall be stated in the bidder's proposal.

Delivery

Deliveries must be made in such quantities as called for in the purchase order and in the manufacturer's original packages. All deliveries must be "inside and in place" delivery with no assistance from City personnel. The Bidder shall be required to have a person designated as a Project Manager who shall be responsible for coordinating all deliveries with Point Line Space, Inc. Tailgate deliveries **will not be accepted**. Rejected material will be returned to the vendor at the vendor's expense.

Installation

The installations may be performed earlier than as indicated if allowed by the City before each Phase of installation commences at no additional cost to the City. All installation dates per Phase must be maintained.

Delivery date: 23 September 2010

The installation of equipment shall be performed during normal business hours, Monday through Friday, 7:00 am to 3:30 pm. Any deviation must be at the expense of the contractor including the expense of City of Cambridge employees. The intent is to have all installations performed during normal business hours and should be bid accordingly with the appropriate number of installers. All equipment must be delivered, assembled and put in place for acceptance within 2 weeks of delivery.

Second Shift Installation Alternate: Bidder shall provide the added cost for performing installation on second shift. Second shift is defined as Monday through Friday 3:30 pm to 11:00 pm. The cost shall be a lump sum cost per day and included on the appropriate line of the Price Proposal. The City would exercise this option with a minimum of 5 business days notice. If no second shift option is used, the daily cost would be deducted from the contract total value

Name of Bidder: _____

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The Bidder shall be responsible for removing all packaging materials and self generated trash on a daily basis to a dumpster. The Bidder shall be responsible for providing all dumpster(s) for recycling each type of debris that will be generated (wood, plastic, metal, etc). The location of the dumpster(s) shall be coordinated with the City prior to delivery. The vendor shall be responsible for providing the City with all trucking manifests indicating the site and weight of each dumpster and type of recycled debris.

No eating or drinking shall be allowed in the building during the installation except on designated areas. Smoking is not allowed on any school property.

The bidder shall be responsible for broom cleaning all classrooms and hallways after installation is complete.

The Bidder shall be responsible for all costs associated with damage to the building. The Bidder shall be responsible to pay for any damages, dents, scuffs, no matter how minor, caused by the movement of its materials, labor and installation. If repairs are required, the general contractor shall be responsible for the repairs. The Bidder will be responsible for the cost of the repairs. Final payment shall not be made until all damages have been repaired by the general contractor to the satisfaction of the Designer/City.

Storage charges

In case of a delay of the project the bidder shall provide to the City the cost for monthly storage charges. (A month is defined as 4 weeks) Please reference the optional item (Storage) list in the price proposal section. The vendor shall be responsible to make arrangements for storage and for the delivery of product in storage. The responsibility of the equipment in storage remains with the bidder until the equipment has been received, in place and accepted by the City.

If the delay caused by the City of Cambridge is less than a month, the actual delay time shall be prorated (up) to the nearest week. If no storage option is used the monthly cost would be deducted from the total contract value.

The Contractor represents that the Project Manager named below will be assigned to the performance of the Contractor's obligations under this Contract. The service for the named individual shall be required unless the individual becomes unavailable to the Contractor for one of the following reasons: death, disability or termination of the underlying employment relationship. If the individual named in this section becomes unavailable for any of the above reasons the Contractor shall give the City the resume of a proposed replacement. If the City is not reasonably satisfied the proposed replacement has comparable ability and experience the City shall notify the Contractor. The Contractor shall then propose another replacement. The City shall have the right to require the Contractor to remove any key individual from his or her assignment to this Contract for cause.

<u>Name</u>	<u>Title</u>	<u>Phone</u>	<u>Email</u>
_____	_____	_____	_____

Name of Bidder: _____

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Product Specifications

It is the intent of these specifications to obtain products from the specified manufacturer or equal.

It shall be the City of Cambridge's sole discretion to determine if the bidder's submission of Darkroom Photographic Equipment is equal. The bidder must submit with its bid, detailed published factory specification and all other necessary data on the equipment proposed

Item 01: Beseler 23CIII – VC Enlarger The variable contrast enlarger shall feature:

- negative stage control, making alignment easier and more precise
- rack-and-pinion elevation providing exceptionally smooth magnification adjustments
- positive lock mechanism assures that the magnification settings do not shift during focus/exposure
- extra long, rigid twin girder construction reduces vibrations allowing prints larger than 16"x20" on the baseboard from 35mm format
- projection assembly can be tilted for wall projection while a tilting lens stage permits distortion correction
- below the lens filter holder shall accommodate variable contrast or special effect filters
- left or right hand controls for focusing
- 16"x25.5" white laminated baseboard
- swing-out filter holder shall accept special effect or variable contrast filters; accepts sturdy, spring-loaded, aluminum alloy negative carriers which can be rotated for precise image positioning

Item 02: Beslar Len Kit for 23C Enlarger - Kit shall include: 50mm f3.5 lens, 35mm negative carrier and lensboard

Item 03: GraLab Model 300 Electro-Mechanical Darkroom Timer - 120V/60/Hz

Item 04: GraLab Model 555 Electronic Digital Timer

Item 05: Paterson Tri-Color Photo Developing Tray, 8x10 (Set of 3)

Item 06: Paterson Tri-Color Photo Developing Tray, 12x16 (Set of 3)

Item 07: Paterson Tri-Color Photo Developing Tray, 20x24 (Set of 3)

Item 08: Ganz Speed-Ez-EI, 5"x7" Bordered Photographic Enlarging Easel

Item 09: Ganz Speed-Ez-EI, 8"x10" Bordered Photographic Enlarging Easel

Item 10: Ganz Speed-Ez-EI, 11"x14" Bordered Photographic Enlarging Easel

Item 11: Metal Graduate 128 oz – stainless steel

Item 12: Metal Graduate 64 oz – stainless steel

Item 13: Metal Graduate 32 oz – stainless steel

Item 14: Bamboo Print Tongs (Set of 3)

Item 15: Calumet 8" cylindrical film washer

Item 16: Nikon F10 35mm SLR Camera

Camera shall include: 35-70mm lens, case, strap and batteries

Name of Bidder: _____

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Quality Requirements

A “NO” response or a failure to respond to any of the following Quality Requirements will result in a rejection of your bid.

Circle “YES” or “NO” for each of the following Quality Requirements.

- | | | | |
|----|---|------------|-----------|
| 1. | The bidder has been selling and installing Darkroom Photographic Equipment for a period of five years.. | YES | NO |
| 2. | The vendor if awarded a contract must be able to Supply, Furnish and Install Darkroom Photographic Equipment ship within four to six weeks of written notice. | YES | NO |
| 3. | Bidder can provide, upon request, proof of financial solvency. | YES | NO |

Bid Submission Requirements

Failure to submit documents requested may result in the determination that your bid is non-responsive unless the City deems such failure to be a minor informality.

1. Please provide a list of three references where similar products have been sold and installed by the contractor. Include the name, contact person, his/her title, address and phone number. In addition, the City reserves the right to use itself as a reference. A bid maybe rejected on the basis of one or more references reporting less than excellent past performance by the contractor and/or that experience does not meet the Quality Requirements.
2. Please submit manufacturer’s product data.

Instructions for Price Proposal

The quantities specified are estimates only. The City reserves the right to order quantities less than the amounts indicated or eliminate from purchase any of the items listed, as deemed necessary. The total contract value maybe increased up to 25% by written agreement.

Bidders must fill in a price for all items or be subject to disqualification. One contract will be awarded to the responsive and responsible bidder offering the lowest total bid for Darkroom Photographic Equipment for the Cambridge Rindge and Latin School. The optional items (Storage and Second Shift Installation) listed on the Price Proposal will be considered when evaluating price proposals to determine the lowest bidder.

Please submit a manufacturer name, unit cost and total cost on the designated lines. The delivery and installation charges shall be added as a separate lump sum line item on the Price Proposal page.

The hardware and mounting for installation shall be included in the lump sum.

Name of Bidder:_____

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PRICE PROPOSAL

Qty	Item #	Item	Manufacturer	Unit Cost	Total Cost
26	Item 01	Beseler 23C III (Vari-Contrast Enlarger)			
26	Item 02	50mm Lens Kit			
26	Item 03	Gra-Lab 300 Enlarger Timers			
2	Item 04	Gra-Lab 555 Enlarger Timers			
5	Item 05	Paterson Tri-Color Trays 8x10 (Set of 3)			
1	Item 06	Paterson Tri-Color Trays 12x16 (Set of 3)			
13	Item 07	Paterson Tri-Color Trays 20x24 (Set of 3)			
40	Item 08	Ganz - 5x7 Speed EZ-EL			
40	Item 09	Ganz - 8x10 Speed EZ-EL			
26	Item 10	Ganz - 11x14 Speed EZ-EL			
10	Item 11	Metal Graduate - 128oz			
10	Item 12	Metal Graduate - 64oz			
10	Item 13	Metal Graduate 32oz.			
20	Item 14	Bamboo Print Tongs (Set of 3)			
32	Item 15	Nikon FM10 w/35-70 Lens, case, strap and batteries			
13	Item 16	Calumet 8" cylindrical film washers			

Total Items 1-16

\$ _____

Price Proposal Summary continued on next page.

Name of Bidder: _____

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PRICE PROPOSAL SUMMARY

Please submit a price for all items requested previously. Delivered, setup and installation by indicated Phase to:

Cambridge Rindge & Latin School
459 Broadway
Cambridge, MA 02138

Equipment Subtotal \$ _____

Lump Sum for Delivery and Installation Charges \$ _____

Storage per Month **(OPTIONAL)** \$ _____

Second Shift Installation Lump Sum **per Day (OPTIONAL)** \$ _____

Grand Total Bid Submitted including **OPTIONS:** \$ _____
BID AWARD SHALL BE BASED ON THIS NUMBER

Grand Total in Words:

Signature of Bidder:

Email Address:

Name of Bidder: _____

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**Americans with Disabilities Act (42 U.S.C. 12131)
Section 504 of the Rehabilitation Act of 1973
Tax Compliance/Anti-Collusion 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 bidder 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 bidder's services, the individual with the disability must meet the essential eligibility requirements for receipt of the bidder's services or participation in the bidder's programs or activities with or without: 1) reasonable modifications to the bidder's rules, policies and practices; 2) removal of architectural, communication, or transportation barriers; or, 3) provisions of auxiliary aids and services.

By submitting its bid, the bidder 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 bidder is receiving federal funds.

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 "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 bidder has complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Date: _____

(Print Name of person signing bid)

(Signature & Title)

Address

City

State

Zip Code

Name of Bidder: _____

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.**

1. _____ CORI checks are not performed on any Applicants.
2. _____ 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.
3. _____ 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

City of Cambridge CORI Policy

1. Where Criminal Offender Record Information (CORI) checks are part of a general background check for employment or volunteer work, the following practices and procedures will generally be followed.
2. CORI checks will only be conducted as authorized by Criminal History Systems Board (CHSB). All applicants will be notified that a CORI check will be conducted. If requested, the applicant will be provided with a copy of the CORI policy.
3. An informed review of a criminal record requires adequate training. Accordingly, all personnel authorized to review CORI in the decision-making process will be thoroughly familiar with the educational materials made available by the CHSB.
4. Prior to initiating a CORI check, the City will review the qualifications of the applicant to determine if the applicant is otherwise qualified for the relevant position. The City will not conduct a CORI check on an applicant that is not otherwise qualified for the relevant position.
5. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determination of suitability based on CORI checks will be made consistent with this policy and any applicable law or regulations.
6. If a criminal record is received from CHSB, the authorized individual will closely compare the record provided by CHSB with the information on the CORI request form and any other identifying information provided by the applicant, to ensure the record relates to the applicant.
7. If, in receiving a CORI report, the City receives information it is not authorized to receive (e.g. cases with dispositions such as not guilty or dismissal, in circumstances where the City is only authorized to receive convictions or case-pending information), the City will inform the applicant and provide the applicant with a copy of the report and a copy of CHSB's *Information Concerning the Process in Correcting a Criminal Record* so that the applicant may pursue correction with the CHSB.
8. If the City of Cambridge is planning to make an adverse decision based on the results of the CORI check, the applicant will be notified immediately. The applicant shall be provided with a copy of the criminal record and the City's CORI policy, advised of the part(s) of the record that make the individual unsuitable for the position and given an opportunity to dispute the accuracy and relevance of the CORI record.
9. Applicants challenging the accuracy of the criminal record shall be provided a copy of CHSB's *Information Concerning the Process in Correcting a Criminal Record*. If the CORI record provided does not exactly match the identification information provided by the applicant, the City of Cambridge will make a determination based on a comparison of the CORI record and documents provided by the applicant. The City of Cambridge may contact CHSB and request a detailed search consistent with CHSB policy.
10. If the City of Cambridge reasonably believes the record belongs to the applicant and is accurate, then the determination of suitability for the position will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to the following:
 - (a) Relevance of the crime to the position sought;
 - (b) The nature of the work to be performed;

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- (c) Time since the conviction;
 - (d) Age of the candidate at the time of offense;
 - (e) Seriousness and specific circumstances of the offense;
 - (f) The number of offenses;
 - (g) Whether the applicant has pending charges;
 - (h) Any relevant evidence of rehabilitation or lack thereof;
 - (i) Any other relevant information, including information submitted by the candidate or requested by the City.
11. The Personnel Department will assist affected departments, in assessing the suitability of candidates in accordance with paragraph 10 a through i above, to ensure consistency, fairness, and protection of employment opportunities and the public interest.
 12. The City of Cambridge will notify the applicant of the decision and the basis of the decision in a timely manner.
 13. CORI information shall not be disseminated or shared with any unauthorized employees or other, but shall be maintained in confidence consistent with the obligations of law.

Revised May 5, 2007

Name of Bidder: _____

ORDINANCE NUMBER 1312

Final Publication Number 3155. First Publication in the Chronicle on December 13, 2007.

City of Cambridge

In the Year Two Thousand and Eight

AN ORDINANCE

In amendment to the Ordinance entitled "Municipal Code of the City of Cambridge"

Be it ordained that Cambridge Municipal Code Chapter 2.112 is hereby amended by adding a new Section 2.112.060 entitled "CORI Screening by Vendors of the City of Cambridge" as follows:

Adding after Section 2.112.050 the following new sections:

SECTION 2.112.060

CORI SCREENING BY VENDORS OF THE CITY OF CAMBRIDGE

Sections:

2.112.061 Purpose

2.112.062 Definitions

2.112.063 CORI-Related Standards of the City of Cambridge

2.112.064 Waiver

2.112.065 Applicability

2.112.061 Purpose

These sections are intended to ensure that the persons and businesses supplying goods and/or services to the City of Cambridge deploy fair policies relating to the screening and identification of persons with criminal backgrounds through the CORI system.

2.112.062 Definitions

Unless specifically indicated otherwise, these definitions shall apply and control.

Awarding Authority means the City of Cambridge Purchasing Agent or designee.

Vendor means any vendor, contractor, or supplier of goods and/or services to the City of Cambridge.

2.112.063 CORI-Related Standards of the City of Cambridge

The City of Cambridge employs CORI-related policies, practices and standards that are fair to all persons involved and seeks to do business with vendors that have substantially similar policies, practices and standards. The City of Cambridge will do business only with vendors who, when required by law to perform CORI checks, employ CORI-related policies, practices, and standards that are consistent with policies, practices and standards employed by the City of Cambridge. The awarding authority shall consider any vendor's deviation from policies, practices

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and standards employed by the City of Cambridge as grounds for rejection, rescission, revocation, or any other termination of the contract.

2.112.064 Waiver

The City Manager may grant a waiver to anyone who or which has submitted a request for waiver if it is objectively reasonable; and the City Manager, or a delegate, shall report promptly in writing to the City Council all action taken with respect to every request for a waiver and the reasons for the decision.

2.112.065 Applicability

If any provision of these sections imposes greater restrictions or obligations than those imposed by any other general law, special law, regulation, rule, ordinance, order, or policy then the provisions of these sections shall control.

In City Council January 28, 2008.
Passed to be ordained by a yea and nay vote:-
Yeas 9; Nays 0; Absent 0.
Attest:- D. Margaret Drury, City Clerk.

A true copy;

ATTEST:-

D. Margaret Drury
City Clerk

City Of Cambridge
Articles of Agreement

Commodity:
File Number:

This agreement is made and entered into this _____, by and between the **City Of Cambridge** ("the CITY"), a municipal corporation organized and existing under the laws of the Commonwealth of Massachusetts, and _____ existing under the laws of the State of _____ ("the Contractor").

Address:
Telephone, Fax, E-mail:

Article I. Definition. "This Contract" as used herein shall mean these Articles of Agreement and "the bid documents," which include, but are not limited to, the instructions to bidders, the Contractor's bid or proposal, the specifications, the general conditions, the requirements, the applicable addenda, and all documents and forms submitted with the Contractor's bid or proposal that were accepted by the City.

Article II. Duration. The Contractor shall commence the performance of this contract for the period beginning on _____ and ending on _____.

Article III. Terms. The Contractor agrees to provide the services all in accordance with the bid documents of (bid opening date) or (proposal if appropriate).

Contract Value:

Article IV. Payment. The City agrees to pay to Contractor the sum set forth in the Contractor's bid or proposal. Contractor shall invoice department to which it provided the service, not the Purchasing Department.

Article V. Termination. The following shall constitute events of default under this Contract requiring immediate termination: a) any material misrepresentation made by the Contractor, b) any failure by the Contractor to perform any of its obligations under this Contract including, but not limited to, the following: (i) failure to commence performance of this Contract at the time specified in this Contract due to a reason or circumstance within the Contractor's reasonable control, (ii) failure to perform this Contract with sufficient personnel and equipment or with sufficient material to ensure the completion of this Contract within the specified time due to a reason or circumstance within the Contractor's reasonable control, (iii) failure to perform this Contract in a manner reasonably satisfactory to the City, (iv) failure to promptly re-perform within reasonable time the services that were rejected by the City as erroneous or unsatisfactory, (v) discontinuance of the services for reasons not beyond the Contractor's reasonable control, (vi) failure to comply with a material term of this Contract, including, but not limited to, the provision of insurance and nondiscrimination, and (vii) any other acts specifically and expressly stated in this Contract as constituting a basis for termination of this Contract.

Except as otherwise provided in the Articles of Agreement, the City may terminate the contract upon seven days notice.

Article VI. Damages. From any sums due to the Contractor for services, the City may keep for its own the whole or any part of the amount for expenses, losses and damages as directed by the

Name of Bidder: _____



File No. 5286 Supply, Furnish, and Install Darkroom Photographic Equipment for the Cambridge Rindge and Latin High School, Thursday, August 26, 2010 @ 11:00 A.M.

Purchasing Agent, incurred by the City as a consequence of procuring services as a result of any failure, omission or mistake of the Contractor in providing services as provided in this Contract.

Article VII. Conflict. In the event there is a conflict between these Articles and the bid documents, the bid documents shall supersede these articles.

Article VIII. Governing laws and ordinances. This Contract is made subject to all the laws of the Commonwealth and the Ordinances of the City and if any such clause thereof does not conform to such laws or ordinances, such clause shall be void (the remainder of the Contract shall not be affected) and the laws or ordinances shall be operative in lieu thereof.

Article IX. Performance Security. Upon execution of this Contract by the Contractor, the Contractor shall furnish to the City security for the faithful performance of this Contract in the amount of 0% of the value of the bid in the form of a performance bond issued by a surety satisfactory to the city or in the form of a certified check.

Article X. Equal Opportunity. the Contractor in the performance of all work under this contract will not discriminate on the grounds of race, color, sex, age, religious creed, disability, national origin or ancestry, sexual orientation, marital status, family status, military status, or source of income in the employment practices or in the selection or retention of subcontractors, and in the procurement of materials and rental of equipment. The city may cancel, terminate or suspend the contract in whole or in part for any violation of this article.

Article XI. Assignability. the Contractor shall not assign, sell, subcontract or transfer any interest in this contract without prior written consent of the city.

In witness whereof the parties have hereto and to three other identical instruments set their hands the day and year first above written.

Approved as to Form:

The Contractor:

Donald A Drisdell
City Solicitor

Signature And Title

Robert W. Healy
City Manager

Cynthia H. Griffin
Purchasing Agent

Name of Bidder: _____