FILE NO. 5880 International Periodicals. – Thursday, August 23, 2012 @ 11:00AM

FORMAL BID	
FILE NO: 5880	
COMMODITY: International Periodicals	
BIDDER'S FED. ID.	

TO: Cynthia H. Griffin, Purchasing Agent
795 Massachusetts Avenue, Room 303
Cambridge, MA 02139

PH: (617) 349-4310 FAX: (617) 349-4008

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 9, 2012** which is to be opened and publicly read at the Office of the Purchasing Agent, City Hall, 795 Mass. Ave., Room 303, Cambridge, MA by **11:00 A.M. on Thursday, August 23, 2012. This bid may be downloaded from the City's web site, www.CambridgeMa.gov, Online Services, Current Bid list, Formal, File No. 5880.**

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 **International Periodicals for the Library opened at 11:00 A.M. on Thursday, August 23, 2012. 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:_____

Email Address:_____

Name of Bidder:_____

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. 5880 International Periodicals. – Thursday, August 23, 2012 @ 11:00AM

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

The undersigned hereby proposes to furnish and deliver International Periodicals (published in languages other than English or outside of the United States). One award will be made as a result of this Invitation for Bid. Prices must remain FIRM during the entire contract period. A contract will be awarded to the responsive and responsible bidder offering the **highest percentage discount.** The contract will be for a period of three years. The payment and performance obligation for each succeeding year of the multi-year contract will be subject to the appropriation and other available funds.

Contract will be awarded within forty-five days of the bid opening unless award date is extended by consent of all parties concerned.

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.

A sample contract is attached hereto. The contract start date is 10/1/2012 and will be scheduled to end on 9/30/2014. The bidder must be willing to sign the City's contract. The City will not accept a bidder's terms & conditions.

Please submit your bid in duplicate (One original and one copy). Do not submit bids in hard binders.

Questions

Questions concerning this Invitation to Bid must be submitted in writing and Faxed to Cynthia H. Griffin, Purchasing Agent, Fax number 617-349-4008. **All questions must be submitted no later than Thursday, August 16, 2012.. An addendum will be posted to the website to notify all bidders of the questions and answers. Bidders will not be notified individually of Addendums.**

Please check the Purchasing website for Addendums before submitting your bid to the City.

Please check the bidders list on the website. If your firm in 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:_____

Scope of Services

This contract is for delivery of periodicals published outside of the United States or in languages other than English.

All bidders must certify the following:

The vendor must provide **10 positive** references from libraries of a similar size or larger.

The vendor is able to deal with multiple types of serials and publishers, e.g. irregular publications, memberships, non-profits, societies, and alternative presses.

The vendor is able to supply 95% of subscriptions, excepting cessations and suspensions.

The vendor is able to accept orders placed by webpage, mail, e-mail, fax, or telephone and customize invoices for multiple fund codes and **customers**.

The vendor will have an internet based claims module with "real-time" claiming, tracking, report generation, claims history, and online inventory. The vendor will also have direct contact via e-mail, fax, and phone. (Vendor will demonstrate the claims module before contract is signed).

The vendor is able to verify the accuracy & completeness of the library's order information (publication title, place of publication, ISSN, subscription start & end date) and will notify the library of any special inclusions or exclusions.

The vendor will supply confirmation and proof of pre-payment of each new subscription (order, start date, & duration) to the library.

The vendor will pre-pay publishers on behalf of the library.

The library will pay vendor on a quarterly basis in United States dollars (USD).

All weekly titles must be delivered within five (5) business days of the newsstand date.

All Semi- monthly, biweekly, monthly or quarterly titles must be delivered within ten(10) business days of the newsstand date.

Vendor will reimburse credit or refund (at the discretion of the library) for all items not delivered "on-time", or not delivered. Example, a weekly magazine 'Paris Match' is supposed to be received on Tuesday. If it is not received by Tuesday of the next week after a claim is made the CPL will receive a credit for the issue.

The vendor is able to follow publisher requirements for timely renewals and will provide uninterrupted service of renewed subscriptions and timely starts for new subscriptions.

The vendor will provide notice of publisher price increases greater than 10% sufficiently in advance of the effective date to allow the library to make a cancellation.

The vendor will provide full or pro-rated credit refunds for ceased or cancelled titles **when available from publishers.**

The vendor is able to arrange shipments to multiple addresses and bill to only one address.

The vendor will name a specific customer service representative for the library's accounts, and provide an address, toll-free number, fax number, and e-mail address for that individual.

The library reserves the right to withhold monies quarterly to cover un-recovered magazine title expenses. These credits will be applied to the next quarter invoice.

Name of Bidder:_____

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The vendor must offer electronic data interchange (EDI) for claims through the serials module of the library's current integrated library service (ILS).

The vendor must be a current member of the Association of Subscription Agents & Intermediaries (ASA).

To estimate the size & scope of the international periodicals order, please see the 2012 order (attached).

Quality Requirements:
A " NO" response, a failure to respond, or a failure to meet 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) Bidder has at least five years experience as a subscription agency.

Yes No

2) Bidder has at least one office (not just an agent) outside of the United States

Yes No

3) Bidder is able to supply 95% of the subscriptions, excepting cessations and suspensions.

Yes No

4) Bidder is able to meet the requirements listed in the Scope of Services.

Yes No

5) Bidder is a current member of the Association of Subscription Agents & Intermediaries (ASA).

Yes No

6) Bidder has electronic data interchange (EDI) for claims through the serials module of the library's current integrated library service (ILS).

Yes No

Bid Submission Requirements

1) Bidder shall provide the address and telephone number for at least one office (not just an agent) outside of the United States.

Contact Name	Address, City, State, Zip Code	Telephone number

2) Bidder shall provide contact names, addresses, & phone numbers for at least ten (10) references of customers similar in size to the Cambridge Public Library. The bidder's full name must also be provided, along with the name, address, phone, , and e-mail of its contact person for this contract. In addition, the City reserves the right to use itself as a reference.

Company Name	Contact Name	Address	Phone Number	Email Address
Company Name	Contact Name	Address	Phone Number	Email Address
Company Name	Contact Name	Address	Phone Number	Email Address

Name of Bidder:_____

Company Name	Contact Name	Address	Phone Number	Email Address
Company Name	Contact Name	Address	Phone Number	Email Address
Company Name	Contact Name	Address	Phone Number	Email Address
Company Name	Contact Name	Address	Phone Number	Email Address
Company Name	Contact Name	Address	Phone Number	Email Address
Company Name	Contact Name	Address	Phone Number	Email Address
Company Name	Contact Name	Address	Phone Number	Email Address

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PRICE PROPOSAL

Bids should be in the form of a percentage discount from retail prices. The discount must be applicable to all invoices. Vendors will not be required to supply free or gift periodicals. Percent discount from Publisher's list price for Periodicals for the Cambridge Public Library and its branches as per the attached specifications.

_____% Rate of discount to be FIRM for the entire contract period.

Percentage rate in words: _____

Signature of Bidder:_____

Email Address:_____

Name of Bidder:_____

Ship-To Addresses

Reference	Cambridge Public Library Reference Department 449 Broadway Cambridge, MA 02138
Children's	Cambridge Public Library Children's Room 449 Broadway Cambridge, MA 02138
Young Adults	Cambridge Public Library Young Adults 449 Broadway Cambridge, MA 02138
O'Neill	O'Neill Branch Library 70 Rindge Avenue Cambridge, MA 02140
Valente	Valente Memorial Branch Library 826 Cambridge Street Cambridge, MA 02141
Boudreau	Boudreau Branch Library 245 Concord Avenue Cambridge, MA 02138
Collins	Collins Branch Library 64 Aberdeen Avenue Cambridge, MA 02138
Central Square	Central Square Branch Library 45 Pearl Street Cambridge, MA 02139
O'Connell	O'Connell Branch Library 48 Sixth Street Cambridge, MA 02141

Name of Bidder:_____

Title	Quantity	Start	Expire	Order Reference	Recipient
CROWN (TAIWAN)	1	1/1/2013	12/31/2013	CENTRAL SQUARE	CENTRAL SQUARE BRANCH LIBRARY
ECONOMIST, THE (NORTH AMERICAN EDITION)	1	1/1/2013	12/31/2013	CENTRAL SQUARE	CENTRAL SQUARE BRANCH LIBRARY
HAITI EN MARCHE	1	1/1/2013	12/31/2013	CENTRAL SQUARE	CENTRAL SQUARE BRANCH LIBRARY
PEOPLE EN ESPANOL	1	1/1/2013	12/31/2013	CENTRAL SQUARE	CENTRAL SQUARE BRANCH LIBRARY
READERS DIGEST CHINESE EDITION	1	1/1/2013	12/31/2013	CENTRAL SQUARE	CENTRAL SQUARE BRANCH LIBRARY
WEEKLY GLEANER	1	1/1/2013	12/31/2013	CENTRAL SQUARE	CENTRAL SQUARE BRANCH LIBRARY
WORLD JOURNAL	1	5/1/2013	4/30/2014	CENTRAL SQUARE	CENTRAL SQUARE BRANCH LIBRARY
EL DIARIO: LA PRENSA	1	1/1/2013	12/31/2013	CENTRAL SQUARE	CENTRAL SQUARE BRANCH LIBRARY
PARIS MATCH	1	1/1/2013	12/31/2013	CENTRAL SQUARE	CENTRAL SQUARE BRANCH LIBRARY
IGUANA MAGAZINE	1	1/1/2013	12/31/2013	CHILDRENS	CAMBRIDGE PUBLIC LIBRARY
MARIE CLAIRE	1	1/1/2013	12/31/2013	COLLINS	COLLINS BRANCH LIBRARY
ECONOMIST, THE (NORTH AMERICAN EDITION)	1	1/1/2013	12/31/2013	OCONNELL	OCONNELL BRANCH LIBRARY
RENMIN WEN XUE	1	1/1/2013	12/31/2013	OCONNELL	OCONNELL BRANCH LIBRARY
WORLD JOURNAL	1	3/25/2013	3/24/2014	OCONNELL	OCONNELL BRANCH LIBRARY
ADBUSTERS	1	1/1/2013	12/31/2013	REFERENCE	CAMBRIDGE PUBLIC LIBRARY
BBC KNOWLEDGE	1	1/1/2013	12/31/2013	REFERENCE	CAMBRIDGE PUBLIC LIBRARY
BBC MUSIC MAGAZINE	1	1/1/2013	12/31/2013	REFERENCE	CAMBRIDGE PUBLIC LIBRARY
BUNTE	1	1/1/2013	12/31/2013	REFERENCE	CAMBRIDGE PUBLIC LIBRARY
DER SPIEGEL	1	1/1/2013	12/31/2013	REFERENCE	CAMBRIDGE PUBLIC LIBRARY
ECONOMIST, THE (NORTH AMERICAN EDITION)	1	1/1/2013	12/31/2013	REFERENCE	CAMBRIDGE PUBLIC LIBRARY
EL MUNDO NEWSPAPER (BOSTON)	1	1/1/2013	12/31/2013	REFERENCE	CAMBRIDGE PUBLIC LIBRARY
ELLE (FRENCH EDITION)	1	1/1/2013	12/31/2013	REFERENCE	CAMBRIDGE PUBLIC LIBRARY
ELLE	1	1/1/2013	12/31/2013	REFERENCE	CAMBRIDGE PUBLIC LIBRARY
FINANCIAL TIMES (NORTH AMERICAN EDITION)	1	5/14/2013	5/13/2014	REFERENCE	CAMBRIDGE PUBLIC LIBRARY
GRAMOPHONE (INCLUDES CD)	1	1/1/2013	12/31/2013	REFERENCE	CAMBRIDGE PUBLIC LIBRARY
GRANTA	1	1/1/2013	12/31/2013	REFERENCE	CAMBRIDGE PUBLIC LIBRARY
GUITAR PLAYER	1	4/1/2013	3/31/2014	REFERENCE	CAMBRIDGE PUBLIC LIBRARY
HAITI PROGRES	1	1/1/2013	12/31/2013	REFERENCE	CAMBRIDGE PUBLIC LIBRARY
HOCKEY NEWS, THE	1	11/2/2013	11/1/2014	REFERENCE	CAMBRIDGE PUBLIC LIBRARY
HOLA	1	1/1/2013	12/31/2013	REFERENCE	CAMBRIDGE PUBLIC LIBRARY
INDIA ABROAD	1	1/1/2013	12/31/2013	REFERENCE	CAMBRIDGE PUBLIC LIBRARY
INDIA TODAY	1	1/1/2013	12/31/2013	REFERENCE	CAMBRIDGE PUBLIC LIBRARY
INTERNATIONAL JERUSALEM POST	1	1/1/2013	12/31/2013	REFERENCE	CAMBRIDGE PUBLIC LIBRARY
IRELAND OF THE WELCOMES	1	1/1/2013	12/31/2013	REFERENCE	CAMBRIDGE PUBLIC LIBRARY
IRISH VOICE	1	2/1/2013	1/31/2014	REFERENCE	CAMBRIDGE PUBLIC LIBRARY
L'ESPRESSO	1	5/1/2013	4/30/2014	REFERENCE	CAMBRIDGE PUBLIC LIBRARY
L'EXPRESS INTERNATIONAL	1	1/1/2013	12/31/2013	REFERENCE	CAMBRIDGE PUBLIC LIBRARY
LATINA MAGAZINE	1	1/1/2013	12/31/2013	REFERENCE	CAMBRIDGE PUBLIC LIBRARY
LE MONDE SELECTION HEBDOMODAIRE	1	5/19/2013	5/18/2014	REFERENCE	CAMBRIDGE PUBLIC LIBRARY
LILITH (INDEPENDENT JEWISH WOMENS MAGAZINE)	1	1/1/2013	12/31/2013	REFERENCE	CAMBRIDGE PUBLIC LIBRARY
LONDON REVIEW OF BOOKS	1	3/2/2013	3/1/2014	REFERENCE	CAMBRIDGE PUBLIC LIBRARY
MAGAZINE OF LA CUCINA ITALIANA	1	1/1/2013	12/31/2013	REFERENCE	CAMBRIDGE PUBLIC LIBRARY
MARIE CLAIRE	1	5/1/2013	4/30/2014	REFERENCE	CAMBRIDGE PUBLIC LIBRARY
MODERN PAINTERS	1	1/1/2013	12/31/2013	REFERENCE	CAMBRIDGE PUBLIC LIBRARY
NEW SCIENTIST	1	1/1/2013	12/31/2013	REFERENCE	CAMBRIDGE PUBLIC LIBRARY
PARIS MATCH	1	1/1/2013	12/31/2013	REFERENCE	CAMBRIDGE PUBLIC LIBRARY
PHILOSOPHERS MAGAZINE, THE	1	1/1/2013	12/31/2013	REFERENCE	CAMBRIDGE PUBLIC LIBRARY
PORTUGUESE TIMES	1	1/1/2013	12/31/2013	REFERENCE	CAMBRIDGE PUBLIC LIBRARY
PROSPECT MAGAZINE (UK)	1	1/1/2013	12/31/2013	REFERENCE	CAMBRIDGE PUBLIC LIBRARY
RENMIN WEN XUE	1	1/1/2013	12/31/2013	REFERENCE	CAMBRIDGE PUBLIC LIBRARY
SCIENCE ILLUSTRATED	1	1/1/2013	12/31/2013	REFERENCE	CAMBRIDGE PUBLIC LIBRARY
SEMANA (COLOMBIA)	1	1/1/2013	12/31/2013	REFERENCE	CAMBRIDGE PUBLIC LIBRARY
SIERRA CLUB : MEMBERSHIP	1	1/1/2013	12/31/2013	REFERENCE	CAMBRIDGE PUBLIC LIBRARY
TIMES LITERARY SUPPLEMENT (TLS)	1	9/1/2013	8/31/2014	REFERENCE	CAMBRIDGE PUBLIC LIBRARY
WEATHERWISE	1	1/1/2013	12/31/2013	REFERENCE	CAMBRIDGE PUBLIC LIBRARY
WORLD JOURNAL	1	5/1/2013	4/30/2014	REFERENCE	CAMBRIDGE PUBLIC LIBRARY
WORLD OF INTERIORS	1	7/1/2013	6/30/2014	REFERENCE	CAMBRIDGE PUBLIC LIBRARY
ARTASIAPACIFIC	1	1/1/2013	12/31/2013	REFERENCE	CAMBRIDGE PUBLIC LIBRARY
FRANCE-AMERIQUE	1	1/1/2013	12/31/2013	REFERENCE	CAMBRIDGE PUBLIC LIBRARY
FRIEZE	1	1/1/2013	12/31/2013	REFERENCE	CAMBRIDGE PUBLIC LIBRARY
VIBE MAGAZINE	2	1/1/2013	12/31/2013	REFERENCE	CAMBRIDGE PUBLIC LIBRARY
ELLE	1	1/1/2013	12/31/2013	VALENTE	VALENTE MEMORIAL BRANCH LIBRARY
PARIS MATCH	1	1/1/2013	12/31/2013	VALENTE	VALENTE MEMORIAL BRANCH LIBRARY
PORTUGUESE TIMES	1	1/1/2013	12/31/2013	VALENTE	VALENTE MEMORIAL BRANCH LIBRARY
VEJA	1	1/1/2013	12/31/2013	VALENTE	VALENTE MEMORIAL BRANCH LIBRARY
MAGAZINE OF LA CUCINA ITALIANA	1	1/1/2013	12/31/2013	VALENTE	VALENTE MEMORIAL BRANCH LIBRARY
SHAMELESS	1	5/1/2013	4/30/2014	YOUNG ADULTS	CAMBRIDGE PUBLIC LIBRARY

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

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

Name of Bidder:_____

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;
    (c) Time since the conviction;
    (d) Age of the candidate at the time of offense;
    (e) Seriousness and specific circumstances of the offense;

Name of Bidder:_____

(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 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

Name of Bidder:_____

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

Name of Bidder:_____

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 **10/01/2012** and ending on **9/30/2014.**

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. **The 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 a 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 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.

Name of Bidder:_____

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:

Nancy E. Glowa
Acting City Solicitor

Robert W. Healy
City Manager

The Contractor:

Signature and Title

Cynthia H. Griffin
Purchasing Agent

Name of Bidder:_____