



City of Cambridge

Purchasing Department

Cynthia H. Griffin
Purchasing Agent

To: All bidders
From: City of Cambridge
Date: June 22, 2010
**Re: File No. 5231, Water Works Construction
Addendum No. 2**

Attached to this Addendum is the packet that you should submit.

The following question was submitted and answered:

Question

Did the City intend Items 49, 50, and 51 to be Square yards as opposed to Cubic Yards?

Answer

The intended units for items 49, 50 and 51 are correct and are cubic yards not square yards. The formula for asphalt estimates are as follows:

Cubic yards = length(ft)x width(ft)x thickness(ft = number of inches divided by 12)= cubic ft

Cubic ft divided by 27 gives you cubic yards

A cubic yard = approx. 1.5 tons of asphalt depending on the mix. Vendors can get the weight of the mix from their supplier.

All other details remain the same.



CYNTHIA H. GRIFFIN
PURCHASING AGENT

ADDENDUM NO: 2



FORM FOR GENERAL BID

To the Awarding Authority:

A. The undersigned proposes to furnish all labor and materials required for

FY 2010 WATER WORKS CONSTRUCTION

CAMBRIDGE, MA

in accordance with the accompanying plans and specifications including all Labor and Materials, for the contract price specified below, subject to additions and deductions according to the terms of the specifications.

B. QUALITY REQUIREMENTS

THE CITY OF CAMBRIDGE WILL REJECT ANY BID THAT DOES NOT MEET THE 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.

THE BIDDER MAY UTILIZE SUBCONTRACTOR'S QUALIFICATIONS FOR RESPONDING TO THE QUALITY REQUIREMENTS. HOWEVER, THE BIDDER IS SPECIFICALLY ADVISED THAT ANY PERSON, FIRM OR OTHER PARTY TO WHOM IT PROPOSES TO AWARD A SUBCONTRACT UNDER THE TERMS OF THIS CONTRACT MUST BE ACCEPTABLE TO THE OWNER AND TO THE COMMONWEALTH OF MASSACHUSETTS.

THE BIDDER MUST PROVIDE REFERENCES INCLUDING TELEPHONE NUMBER AND CONTACT NAMES FROM AT LEAST THREE LOCATIONS WHERE THEY ARE CURRENTLY PROVIDING THE SAME SERVICES. REFERENCES WILL BE USED IN DETERMINING THE RESPONSIBILITY OF THE BIDDER. THE CITY RESERVES THE RIGHT OT USE ITSELF AS A REFERENCE.

1. Bidder has been in the business of performing roadway reconstruction for YES NO
municipalities or public utilities for at least three (3) years.

C. This bid includes addenda numbered _____

D. The proposed contract price is _____ DOLLARS
(\$ _____)

E. The subdivision of the proposed contract price is as follows: **(All quantities are approximate)**

(SEE FOLLOWING PAGES)

F. The undersigned agrees if selected as General Contractor, within ten (10) working days after presentation thereof by the City, the Contractor will:

1. Execute a contract in accordance with the terms of this general bid;
2. Furnish a performance bond and a labor and materials or payment bond;
 - a. of a surety company qualified to do business under the laws of the Commonwealth and satisfactory to the City;
 - b. in the sum of one hundred percent of the contract price;
 - c. premiums for each are to be paid by the General Contractor.
3. provide an Insurance certificate specifying the City of Cambridge as **Additional Insured**, complying with the Insurance requirements set forth herein in the General Terms and Conditions of the contract, Article 8.

NAME OF BIDDER: _____

- G. Bidder understands that the Owner reserves the right to reject any or all bids and to waive any minor informalities in the bidding prices.
- H. Amounts are to be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.
- I. The bidder hereby certifies it shall comply with the minority workforce ratios and specific action contained in the Cambridge Employment Plan, the Supplemental Equal Employment Opportunity Program and the Americans with Disabilities Act. The contractor receiving the award of the contract shall be required to obtain from each of its subcontractors and submit to the contracting or administering agency prior to the performance of any work under said contract a certification by said subcontractor, regardless of tier, that it will comply with same.
- J. The bidder agrees that this bid shall be good and may not be withdrawn for a period of 90 days after the scheduled closing time for receiving bids.
- K. The bid security attached in the sum of _____ (\$ _____) is to become the property of the Owner in the event the contract and bond are not executed within the time above set forth, as liquidated damages for the delay and additional expense to the Owner caused thereby.

The undersigned hereby certifies that s/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.

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 or individuals.

NAME OF BIDDER: _____

"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".

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 provision of any other chapter of the General Laws or any rule or regulation promulgated thereunder.

Date _____

BY:

(Signature)

(Name of General Bidder)

(Title)

(Business Address)

(City and State)

BID FORM
City of Cambridge, Massachusetts
2010 Water Works Construction

Item No.	Estimated Quantity	Brief Description of Items with Unit Bid Price in Words	Unit Bid Price In Figures	Amount In Figures
1	20 linear feet	Furnish and install 30-in double cement lined, class 52, ductile iron water main including excavation and backfill		
		_____	\$ _____	\$ _____
		per linear foot		
2	20 linear feet	Furnish and install 24-in double cement lined, class 52, ductile iron water main including excavation and backfill		
		_____	\$ _____	\$ _____
		per linear foot		
3	20 linear feet	Furnish and install 16-in double cement lined, class 52, ductile iron water main including excavation and backfill		
		_____	\$ _____	\$ _____
		per linear foot		
4	500 linear feet	Furnish and install 12-in double cement lined, class 52, ductile iron water main including excavation and backfill		
		_____	\$ _____	\$ _____
		per linear foot		
5	500 linear feet	Furnish and install 10-in double cement lined, class 52, ductile iron water main including excavation and backfill		
		_____	\$ _____	\$ _____
		per linear foot		
6	1800 linear feet	Furnish and install 8-in double cement lined, class 52, ductile iron water main including excavation and backfill		
		_____	\$ _____	\$ _____

BID FORM
City of Cambridge, Massachusetts
2010 Water Works Construction

Item No.	Estimated Quantity	Brief Description of Items with Unit Bid Price in Words	Unit Bid Price In Figures	Amount In Figures
		per linear foot		
7	200 linear feet	Furnish and install 6-in double cement lined, class 52, ductile iron water main including excavation and backfill	\$ _____	\$ _____
		per linear foot		
8	50 linear feet	Furnish and install 4-in double cement lined, class 52, ductile iron water main including excavation and backfill	\$ _____	\$ _____
		per linear foot		
9	4200 pounds	Furnish Double Cement Lined Ductile Iron Fittings	\$ _____	\$ _____
		per pound		
10	1 each	Furnish and install 30-in gate valve and box	\$ _____	\$ _____
		each		
11	1 each	Furnish and install 24-in gate valve and box	\$ _____	\$ _____
		each		
12	2 each	Furnish and install 16-in gate valve and box	\$ _____	\$ _____
		each		
13	4 each	Furnish and install 12-in gate valve and box	\$ _____	\$ _____
		each		

BID FORM
City of Cambridge, Massachusetts
2010 Water Works Construction

Item No.	Estimated Quantity	Brief Description of Items with Unit Bid Price in Words	Unit Bid Price In Figures	Amount In Figures
14	1 each	Furnish and install 10-in gate valve and box <hr/> each	\$ <hr/>	\$ <hr/>
15	10 each	Furnish and install 8-in gate valve and box <hr/> each	\$ <hr/>	\$ <hr/>
16	8 each	Furnish and install 6-in gate valve and box <hr/> each	\$ <hr/>	\$ <hr/>
17	2 each	Furnish and install 4-in gate valve and box <hr/> each	\$ <hr/>	\$ <hr/>
18	1 each	Furnish and install 12-in x 6-in tapping sleeve and valve <hr/> each	\$ <hr/>	\$ <hr/>
19	1 each	Furnish and install 12-in x 8-in tapping sleeve and valve <hr/> each	\$ <hr/>	\$ <hr/>
20	1 each	Furnish and install 12-in x 10-in tapping sleeve and valve <hr/> each	\$ <hr/>	\$ <hr/>
21	1 each	Furnish and install 10-in x 8-in tapping sleeve and valve <hr/> each	\$ <hr/>	\$ <hr/>

BID FORM
City of Cambridge, Massachusetts
2010 Water Works Construction

Item No.	Estimated Quantity	Brief Description of Items with Unit Bid Price in Words	Unit Bid Price In Figures	Amount In Figures
22	1 each	Furnish and install 10-in x 6-in tapping sleeve and valve <hr/> each	\$ <hr/>	\$ <hr/>
23	1 each	Furnish and install 8-in x 6-in tapping sleeve and valve <hr/> each	\$ <hr/>	\$ <hr/>
24	1 each	Furnish and install 6-in x 6-in tapping sleeve and valve <hr/> each	\$ <hr/>	\$ <hr/>
25	4 each	Furnish and install new hydrants <hr/> each	\$ <hr/>	\$ <hr/>
26	1 each	Reconnect existing hydrants <hr/> each	\$ <hr/>	\$ <hr/>
27	1 each	Remove and salvage existing hydrants <hr/> each	\$ <hr/>	\$ <hr/>
28	400 linear feet	Furnish and install 1-in copper tubing from main to property line <hr/> per linear foot	\$ <hr/>	\$ <hr/>
29	60 linear feet	Furnish and install 1 1/2-in copper tubing from main to property line <hr/> per linear foot	\$ <hr/>	\$ <hr/>

BID FORM
City of Cambridge, Massachusetts
2010 Water Works Construction

Item No.	Estimated Quantity	Brief Description of Items with Unit Bid Price in Words	Unit Bid Price In Figures	Amount In Figures
30	60 linear feet	Furnish and install 2-in copper tubing from main to property line _____ per linear foot	\$ _____	\$ _____
31	100 linear feet	Furnish and install, from main to property line, PVC casing pipe _____ per linear foot	\$ _____	\$ _____
32	15 each	Furnish and install 1-in (No Lead) corporation stop _____ each	\$ _____	\$ _____
33	15 each	Furnish and install 1-1/2-in (No Lead) corporation stop _____ each	\$ _____	\$ _____
34	5 each	Furnish and install 2-in (No Lead) corporation stop _____ each	\$ _____	\$ _____
35	20 each	Furnish and install 1-in (No Lead) curb stop and box _____ each	\$ _____	\$ _____
36	1 each	Furnish and install 1-1/2-in (No Lead) curb stop and box _____ each	\$ _____	\$ _____
37	1 each	Furnish and install 2-in (No Lead) curb stop and box _____ each	\$ _____	\$ _____

BID FORM
City of Cambridge, Massachusetts
2010 Water Works Construction

Item No.	Estimated Quantity	Brief Description of Items with Unit Bid Price in Words	Unit Bid Price In Figures	Amount In Figures
38	2 each	Furnish and install 1-in (No Lead) shut-off valve	\$	\$
		each		
39	1 each	Furnish and install 1 1/2-in (No Lead) shut-off valve	\$	\$
		each		
40	1 each	Furnish and install 2-in (No Lead) shut-off valve	\$	\$
		each		
41	25 each	Reconnect existing water services	\$	\$
		each		
42	50 linear feet	Furnish and install 1-in copper tubing from property line to meter	\$	\$
		per linear foot		
43	30 linear feet	Furnish and install 1-1/2-in copper tubing from property line to meter	\$	\$
		per linear foot		
44	10 linear feet	Furnish and install 2-in copper tubing from property line to meter	\$	\$
		per linear foot		
45	200 cubic yds.	Bank-run gravel	\$	\$
		per cubic yard		

BID FORM
City of Cambridge, Massachusetts
2010 Water Works Construction

Item No.	Estimated Quantity	Brief Description of Items with Unit Bid Price in Words	Unit Bid Price In Figures	Amount In Figures
46	50 cubic yds.	Screened gravel _____	\$ _____	\$ _____
		per cubic yard		
47	20 cubic yds.	Flowable Fill _____	\$ _____	\$ _____
		per cubic yard		
48	10 cubic yds.	Excavation below normal grade _____	\$ _____	\$ _____
		per cubic yard		
49	25 cubic yds.	Temporary pavement 4-in thick binder course, in two lifts (2-in each) _____	\$ _____	\$ _____
		per cubic yard		
50	15 cubic yds.	Permanent trench pavement, bituminous concrete, 2-in thick wearing course _____	\$ _____	\$ _____
		per cubic yard		
51	15 cubic yds.	Permanent pavement, bituminous concrete, 2-in thick top course _____	\$ _____	\$ _____
		per cubic yard		
52	15 cubic yards	Miscellaneous concrete/Thrust blocks _____	\$ _____	\$ _____
		per cubic yards		
53	5 cubic yards	Cement concrete sidewalk _____	\$ _____	\$ _____
		per cubic yard		

BID FORM
City of Cambridge, Massachusetts
2010 Water Works Construction

Item No.	Estimated Quantity	Brief Description of Items with Unit Bid Price in Words	Unit Bid Price In Figures	Amount In Figures
54	30 square yds.	Brick Sidewalk <hr/> per square yard	<hr/> \$ <hr/>	<hr/> \$ <hr/>
55	10 each	Test Pits <hr/> each	<hr/> \$ <hr/>	<hr/> \$ <hr/>
56	1 each	Furnish and install catch basin <hr/> each	<hr/> \$ <hr/>	<hr/> \$ <hr/>
57	1 each	Rebuild drainage structure <hr/> each	<hr/> \$ <hr/>	<hr/> \$ <hr/>
58	20 linear feet	Furnish and install 6-in PVC sewer pipe <hr/> per linear foot	<hr/> \$ <hr/>	<hr/> \$ <hr/>
59	20 linear feet	Furnish and install 12-in PVC drain pipe <hr/> per linear foot	<hr/> \$ <hr/>	<hr/> \$ <hr/>
60	40 hours	Emergency Water Work Repair <hr/>	<hr/> \$ <hr/>	<hr/> \$ <hr/>
61	lump sum	Emergency Water Work Materials Markup <hr/> \$2,500 material cost plus markup	<hr/> % <hr/>	<hr/> \$ <hr/>
62	lump sum	Abandon Existing Water Main		

CONTRACTOR'S NAME

BID FORM
City of Cambridge, Massachusetts
2010 Water Works Construction

Item No.	Estimated Quantity	Brief Description of Items with Unit Bid Price in Words	Unit Bid Price In Figures	Amount In Figures
		lump sum	\$	\$

TOTAL BID PRICE \$

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 **2010 Water Works Construction**

If the Principal fails to perform their agreement to execute a contract and furnish a performance bond and a labor and materials or payment bond as stated in their 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, their 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, their bid bond shall be returned to their.

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 _____ 20__.

SEAL PRINCIPAL

00310

SEAL SURETY

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.**

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

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)

311. 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 TOO 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

STATEMENT OF BIDDER'S QUALIFICATIONS

All questions must be answered and the data given must be clear and comprehensive. This statement must be notarized. The Bidder may submit any additional information it desires.

1. The names, titles, residences of all persons and parties interested in this Proposal as principals are as follows:

Note: Give the first and last names in full. In the case of corporation, give names of officers and directors; in the case of a partnership, give names of all partners.

IMPORTANT: Be sure residences are listed below.

Name	Title	Home address

2. When organized.

3. If a corporation, where incorporated.

4. How many years have you been engaged in the **Water Works Construction** under your present firm or trade name?

5. What projects similar to this one is your organization currently performing? Provide the following information:

Name and address of Owner for Whom Work is Being Done	Whether Work Being Done as Contractor or Sub-contractor	Description of Work	Approximate Amount of Contract	Approximate Completion Date of Work

6. What is the general nature of work normally performed by your company?

7. Has your present organization ever failed to complete any work awarded to it? If so, state when, where, and why.

8. Has your present organization ever defaulted on a contract? If so, state when, where, and why.

9. What project has your present organization completed of character similar to that proposed? Provide the following information:

Name and address of Owner for Whom Work Was Done	State Whether Work Was Done as Contractor or Sub-contractor of Work	Description	Approximate Amount of Contract	Approximate Completion Date of Work

10. Background and experience of the principal member of your organization, including the officers.

11. Who will be the contractor's on site project manager? State such person's qualifications. Also list names of employees who will be participating in this contract and their qualifications (years of experience, etc.).

12. Give below the name and address of one or more banks which have information that would enable them to advise regarding the financial ability of your company.

Name of Bank	address

13. Employer Identification No. (Treasurer's No.)

14. Name, Signature, and Title of officer preparing this proposal.

Name _____

Signature _____

Title _____

15. The undersigned hereby authorizes and requests any person, firm or corporation to furnish any information requested by the Cambridge Department of Public Works in verification of the recitals comprising this Statement of Bidder's Qualifications.

Dated at _____ this _____ day of _____, 20____

(Signature)

Tel. No. _____

BY _____

Title _____

State of _____)

as:

County of _____)

_____, being duly sworn,

deposes and says that he is _____ of

(Name of Organization)

and that the answers to the foregoing questions and all statements therein contained are true and correct.

Subscribed and sworn to before me this _____ day of _____,
20____

(Notary Public)

My commission expires _____, 20____

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

certifies that:

(General Contractor)

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: _____

**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.**

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

AMERICANS WITH DISABILITIES ACT (42 U.S.C. 12131)

Section 504 of the Rehabilitation Act of 1973

The American with Disabilities Act ("the Act") applies to all employers of fifteen or more employees. All Contractors 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 has a record of such impairment; and discrimination against an individual regarded - even if inaccurately - as having such an impairment. The Act also expressly prohibits job 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 a 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 it's 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 penalty 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)