

**File No.7389A – Rebid Furnish & Deliver Two (2) year 2016 or year 2017, New, Toyota Rav4 Hybrid Vehicles due on Thursday, October 20, 2016 by 11:00 AM**

<b>INVITATION FOR BID</b>	<b>If, at the time of the scheduled bid opening, City Hall is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the bid opening will be postponed to the same time on the next normal business day. Bids will be accepted until that date and time.</b>
<b>FILE NO:7389A</b>	
<b>COMMODITY: Rebid Furnish and Deliver Two (2) year 2016 or 2017, New, Toyota Rav 4 Hybrid Vehicles</b>	
<b>NAME OF BIDDER:</b>	
<b>BIDDER'S FED. ID.</b>	

Amy L Witts, 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, October 6, 2016 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, October 20, 2016. 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](http://www.CambridgeMa.gov), Online Services, Purchasing Bid List, Invitation for Bid, 7389A.

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 Invitation for 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 Furnish & Delivery Two (2) year 2016 or 2017, New, Toyota Rav-4 Hybrid opened at 11:00 A.M. on Thursday, October 20, 2016. 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.**

The General Terms and Conditions and all specifications herein that shall become part of any Contract awarded through this Invitation for 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.7389A – Rebid Furnish & Deliver Two (2) year 2016 or year 2017, New, Toyota Rav4 Hybrid Vehicles due on Thursday, October 20, 2016 by 11:00 AM**

To: Amy L. Witts, Purchasing Agent  
City Hall, Cambridge, Massachusetts 02139

The undersigned hereby proposes Furnish and Deliver Two (2) Year 2016 or 2017, New, Toyota Rav-4 Hybrid Vehicles all in accordance with the attached specifications and following proposal The Contract will be awarded to the responsible and responsive bidder offering the lowest total price for all vehicles including the option equipment listed. Prices must remain FIRM during the entire contract period. One award will be made as a result of this Invitation for Bid.

Contract will be awarded within forty-five days, 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 bidder must be willing to sign the City's contract. The City will not accept a bidder's terms and conditions.**

Please submit your bid in duplicate. One original and one copy.

**Questions**

**Questions concerning this Invitation for Bid, including any exceptions to the specifications must be submitted in writing and either emailed to [purchasing@cambridgema.gov](mailto:purchasing@cambridgema.gov) or delivered to the Office of the Purchasing Agent, Amy L. Witts by Thursday, October 13, 2016 by 2:00pm. An addendum will be posted to the website to notify all bidders of questions and answers. Bidders will not be notified individually of Addendums**

Please check the website for Addendums before submitting your bid to the City. Bidders will not be notified individually of Addendums.

**Confidentiality and Public Records Law**

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

**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.

**Wage Theft Prevention Certification**

In Executive Order 2016-1, the City of Cambridge established requirements for City contracts in an effort to prevent wage theft. Prospective vendors must provide certifications or disclosures with their bids/proposals. Failure to provide the certifications or disclosures shall result in rejection of the bid/proposal. Please see the Wage Theft Prevention Certification form attached.

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**File No.7389A – Rebid Furnish & Deliver Two (2) year 2016 or year 2017, New, Toyota Rav4 Hybrid Vehicles due on Thursday, October 20, 2016 by 11:00 AM**

**Scope of Services**

The City of Cambridge is requesting bids to **Furnish and Deliver Two (2) Year 2016 or 2017, New, Toyota Rav-4 Hybrid vehicles.** The City of Cambridge is requesting bids to The Contractor shall be responsible for the delivery and off loading of the vehicle and for all shipping charges that may be incurred. The winning bidder shall be responsible for accidents and environmental hazards in connection with the delivery.

**Authorized Distributor:** Bidder must be a manufacturer or manufacturer’s authorized distributor for the equipment on which a response is being submitted.

**Delivery:** All bids shall be FOB destination. The term FOB destination shall mean delivered and unloaded in-house or on-site (at a location in Cambridge, MA to be determined by the City), at contractors risk, with all charges for transportation and unloading prepaid by the contractor.

**Delivery of the vehicle is requested within 60 days of the execution of the contract.** The City has the right to reject any late delivery. Vehicle delivery and liability remains with the Contractor until the products are properly delivered and signed for the City. Vehicle must be delivered “with a full tank of fuel.”

**Insurance & Workmen’s Compensation:** The City of Cambridge has the right to require certificate of insurance and proof of worker’s compensation insurance if the need be required.

**Omission of Specifications:** The apparent silence of specifications as to any detail, or the apparent omission from it of detail description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and only materials and workmanship of the first quality are to be used.

**Subcontracting Policies:** Prior approval of The City of Cambridge is required for any subcontracted service of the contract. Contractors are responsible for the satisfactory performance and adequate oversight of its subcontractors. Subcontractors are required to meet the same state and federal financial and program reporting requirements and are held to the same reimbursable cost standards as contractors.

**Warranty Toyota Standard Warranty**

**Owner Manuals:** The successful bidder shall provide 2 (two) sets of complete owner manuals and shop repair service manuals **CD/DVD version** at no additional cost. The City of Cambridge Police Department will also be placed on the mailing list for revisions in these manuals, also for receipt of Dealer Service Bulletins as they are published. The contractor shall replace a vehicle that does not conform to the specifications or is not in good condition upon receipt promptly. The vehicle must be delivered in new condition, “detail” cleaned, free of mileage (less than 100 miles) and must have no defects. The vehicle will be inspected before acceptance by an authorized City representative for workmanship, appearance and proper functioning of equipment. If any deficiencies are found, the contractor will have three (3) days to correct the problem.

The vehicle shall include, as a minimum, three (3) sets of operable keys and the vehicles shall be cleaned, serviced and ready for immediate use in accordance with the manufacturer’s pre-delivery services.

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

**File No.7389A – Rebid Furnish & Deliver Two (2) year 2016 or year 2017, New, Toyota Rav4 Hybrid Vehicles due on Thursday, October 20, 2016 by 11:00 AM**

**Specifications for Toyota Rav4 Hybrid Limited AWD SUV**

<b>Item</b>	<b>Description</b>	<b>Minimum requirements</b>	<b>CODE</b>	<b>PRICE</b>
1.0	<b>General</b>			
1.01	Year 2016 or 2017 Toyota Rav4 Hybrid Limited AWD	Year 2016 or 2017 Toyota Rav4 Hybrid Limited AWD		
1.02	WHEELBASE	104.7 Inches	_____	_____
1.03	OVERALL LENGTH	NLT (Not Less than) 183.5 Inches		
1.04	FABRICATION	Unitized construction,		
<b>2.00</b>	<b>ENGINE</b>			
2.01	TYPE	Hybrid Synergy Drive System		
2.02	FUEL SYSTEM	Super Ultra Low Emission Vehicle (SULEV)		
2.03	DISPLACEMENT	2.5 Liters 4 cylinder DOHC 16-valve with VVT-,		
2.04	NET HORSEPOWER	194 Net system HP		
2.05	IGNITION	Electronic, with Toyota Direct Ignition (TDI).		
2.06	EXHAUST	Standard		
2.07	COOLING	Heavy duty heater and cold weather coolant		
2.08	FUEL TANK	14.8-gallon capacity		
2.09	E.P.A. FUEL ECONOMY RATING	34/31/33		
<b>3.00</b>	<b>TRANSMISSION</b>			
3.01	TYPE	CVT		
3.02	SHIFTING	Electronic		
<b>4.00</b>	<b>COOLING SYSTEM</b>			
4.01	TYPE	Heavy Duty heater and cold weather coolant		
<b>5.00</b>	<b>BRAKING SYSTEM</b>			
5.01	TYPE	Power-assisted ventilated front disc brakes Solid rear disc brakes and Star Safety System		
5.02	ANTI-LOCK	ABS Standard		

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5.03	CONTROL	Electronic
5.04	VENTS	Front Vented rotors
<b>6.00</b>	<b>STEERING SYSTEM</b>	
6.01	TYPE	Electric Power Steering (EPS) power assisted rack and pinion
<b>7.00</b>	<b>SUSPENSION</b>	
7.01	TYPE	Independent MacPherson strut front suspension with stabilizer bar And hydraulic shock absorbers; double-wishbone rear suspension with coil Springs, trailing arm, stabilizer bar and hydraulic shock absorbers
<b>8.00</b>	<b>DRIVE TRAIN</b>	
8.01	TYPE	Electronic On-Demand AWD with intelligence (AWD-1)
8.02	DRIVE TYPE	All wheel drive
<b>9.00</b>	<b>TIRES AND WHEELS</b>	
9.01	QUANTITY	Five (5) including (1) Temporary spare
9.02	SIZE	P235/55R18 plus (1) temporary
9.03	WHEELS	18-inch 5-Spoke super chrome alloy wheels
<b>Item</b>	<b>Description</b>	<b>Minimum Requirement</b>
9.04	ACCESSORIES	Lug wrench and jack
<b>10.00</b>	<b>ELECTRICAL SYSTEM</b>	
10.01	ALTERNATOR	Standard
10.02	BATTERY	Standard
10.03	IGNITION	Electronic –
<b>11.00</b>	<b>EXTERIOR BODY</b>	
11.01	COLOR	(1) Classic Silver Metallic and (1) Magnetic Gray Metallic (to be confirmed upon award of IFB)
11.02	BUMPERS	Molded urethane over steel reinforcement Front and rear
11.03	MIRRORS	Color-keyed heated power outside mirrors with turn signal and blind spot Indicators and folding feature

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11.04 LOCKS Three OEM keys to be provided per vehicle

11.05 GLASS All glass shall be solar tinted

11.06 FRONT HEADLAMP LED projector-beam headlights with auto on/off  
Day time running lamps (DRL)

**12.00 INTERIOR**

12.01 COLOR Black Softex Trim

Item Description Minimum requirements

12.02 WINDOWS Electrically operated with driver's side  
Master control and lockout switch

12.03 LOCKS Ignition, trunk and doors keyed alike,  
To fleet key, power door lock system

12.04 TRUNK RELEASE Electrically operated trunk release

12.05 AIR CONDITIONING Dual zone automatic climate control with air filter

12.06 REAR DEFROSTER Rear window defogger with timer

12.07 HEATER Standard

12.08 WIPERS Washer-linked variable intermittent windshield wiper  
and intermittent rear wiper

12.09 INSULATION Maximum available sound insulation

12.10 LIGHTS Front dual map beam; engine compartment  
Trunk compartment; glove box

12.11 FLOOR COVERING All weather floor mats

12.12 CLOCK Digital type

12.13 STEERING COLUMN Adjustable tilt type

12.14 FRONT DIMENSIONS NLT Head room 38.9" shoulder room 57.3"  
Hip room 54.3"; leg room 42.6"

12.15 REAR DIMENSIONS NLT Head room 38.9"; shoulder room 55.4";  
Hip room 48.9"; Leg room 37.2"

12.16 PASSIVE RESTRAINTS Driver and front passenger Advanced Airbag System; driver  
Knee airbag; front passenger seat-cushion airbag; driver and  
Seat-mounted side airbags; and front- and second row roll sensing  
Side Curtain Airbags (RSCA)

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12.17 AUDIO Entune Premium Audio with navigation

12.18 WARRANTY 3/36,000 MILE WARRANTY  
Powertrain 5/60,000 MILE WARRANTY  
Hybrid 10/150,000 MILE WARRANTY  
Zero deductible \$ 0

**Option Equipment.**

Item	Description & Requirements	Code	Price
All weather floor mats		_____ -	\$: _____

**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 requirements:**

- |  |            |           |
|--|------------|-----------|
| 1. Bidder has been an authorized Toyota Dealer for 10 years or more.   | <b>Yes</b> | <b>No</b> |
| 2. Bidders Toyota dealership will provide onsite warranty repair.  | <b>Yes</b> | <b>No</b> |
| 3. Bidders Toyota dealership must be within 50 miles of the Cambridge City Hall, 795 Mass Avenue, Cambridge Massachusetts 02139. | <b>Yes</b> | <b>No</b> |

**Bid Submissions**

Bidder shall submit the location of the service facility within 50 miles of the Cambridge City Hall, 795 Mass Ave., Cambridge, Massachusetts 02139.

\_\_\_\_\_

Bidder shall provide three references. References shall be from a City, State or Government entity. Each reference should include the following details: Address, Contact person and telephone 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 poor past performance by the bidder.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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**PRICE PROPOSAL**

**Pricing submitted must include ALL items listed 1.01-12.18 and the option equipment (all weather floor mats).**

**Rule for Award:** The Contract will be awarded to the responsible and responsive bidder offering the lowest total price for all vehicles including the option equipment (all weather floor mats).

\$: \_\_\_\_\_ X Two (2) Toyota Rav4 Hybrid Limited, Year 2016 or 2017 = \$ \_\_\_\_\_  
Each **Total Price submitted**

**Total Bid in words:** \_\_\_\_\_

**Signature of Bidder:** \_\_\_\_\_

**Expected delivery date:** \_\_\_\_\_

**Year:** \_\_\_\_\_

**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  
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 proposal**

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



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**WAGE THEFT PREVENTION CERTIFICATION**

In Executive Order 2016-1, the City of Cambridge established requirements for City contracts in an effort to prevent wage theft. Prospective vendors must provide the following certifications or disclosures with their bids/proposals. Failure to provide the following shall result in rejection of the bid/proposal.

**Instructions for this form:**

A prospective vendor must check box 1 or box 2, as applicable, as well as boxes 3-5, and must sign this Form, certifying compliance with the requirements set out in this Form. This Form must be included with the bid or proposal, and for multi-year contracts must be completed annually on the contract anniversary and filed with the Purchasing Agent.

The undersigned certifies under the pains and penalties of perjury that the vendor is in compliance with the provisions of Executive Order 2016-1 as currently in effect.

**All vendors must certify that [check either box 1 or box 2, as applicable]:**

1.  Neither this firm nor any prospective subcontractor has been subject to a federal or state criminal or civil judgment, administrative citation, final administrative determination, order or debarment resulting from a violation of G.L. c. 149, G.L. c. 151, or 29 U.S.C. 201 *et seq.* within three (3) years prior to the date of this bid/proposal submission.

**OR**

2.  This firm, or a prospective subcontractor of this firm, has been subject to a federal or state criminal or civil judgment, administrative citation, final administrative determination, order or debarment resulting from a violation of G.L. c. 149, G.L. c. 151, or 29 U.S.C. 201 *et seq.* within three (3) years prior to the date of this bid/proposal submission and such documentation is included in the bid/proposal submission.

**In addition, all vendors must certify each of the following:**

3.  Any federal or state criminal or civil judgment, administrative citation, final administrative determination, order or debarment resulting from a violation of G.L. c. 149, G.L. c. 151, or 29 U.S.C. 201 *et seq.* imposed on this firm or on any prospective subcontractor while any bid/proposal to the City is pending and, if awarded a contract, during the term of the contract, will be reported to the Purchasing Agent or other City department within five (5) days of receiving notice.

**Continued on following page.**

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4.  Vendors awarded a contract that have disclosed a federal or state criminal or civil judgment, administrative citation, final administrative determination, or order resulting from a violation of G.L. c. 149, G.L. c. 151, or 29 U.S.C. 201 *et seq.* within three (3) years prior to the date of this bid/proposal, while the bid/proposal was pending, or during the term of the contract shall, upon request, furnish their monthly certified payrolls for their City contract to the Purchasing Agent for all employees working on such contract and are required to obtain a wage bond or other suitable insurance in an amount equal to the aggregate of one year's gross wages for all employees. Vendors subject to a state or federal debarment for violation of the above laws or prohibited from contracting with the Commonwealth are prohibited from contracting with the City, and upon a finding or order of debarment or prohibition, the City may terminate the contract.
5.  Notice provided by the City, informing employees of the protections of Executive Order 2016-1 and applicable local, state, and federal law will be posted by this firm in conspicuous places.

Attested hereto under the pains and penalties of perjury:

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

\_\_\_\_\_  
Signature

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

Pursuant to Executive Order 2016-1, vendors who have been awarded a contract with the City of Cambridge must post the Massachusetts Wage and Hour Laws notice informing employees of the protections of G.L. c. 149, G.L. c. 151, and 21 U.S.C. 201 *et seq.* in conspicuous places. This notice can be found at <http://www.mass.gov/ago/docs/workplace/wage/wagehourposter.pdf>

**This form shall be submitted with your proposal**

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

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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**

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 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:

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

**File No.7389A – Rebid Furnish & Deliver Two (2) year 2016 or year 2017, New, Toyota Rav4 Hybrid Vehicles due on Thursday, October 20, 2016 by 11:00 AM**

- (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;
- (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: \_\_\_\_\_

**City of Cambridge  
Articles of Agreement  
SAMPLE SAMPLE SAMPLE**

**Commodity:**

**File Number:**

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

**Address:**

**Telephone:**

**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 **xx/xx/xx** and ending on **xx/xx/xx**.

**Article III. Terms.** The Contractor agrees to provide the services all in accordance with the bid documents of **xx/xx/xx**.

**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 the 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 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.

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

**File No.7389A – Rebid Furnish & Deliver Two (2) year 2016 or year 2017, New, Toyota Rav4 Hybrid Vehicles due on Thursday, October 20, 2016 by 11:00 AM**

**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.

**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.

**The City:**

**The Contractor:**

\_\_\_\_\_  
**City Manager**

\_\_\_\_\_  
**Signature and Title**

\_\_\_\_\_  
**Amy L. Witts  
Purchasing Agent**

**Approved as to Form:**

\_\_\_\_\_  
**Nancy E. Glowa  
City Solicitor**

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