File No.7387B - Rebid Furnish & Deliver six year 2017 or current year Ford Police Interceptor Utility Vehicles for Police Department due Monday, November 21 2016 by 11:00 AM

INVITATION FOR BID	**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.**
FILE NO: 7387B	
COMMODITY: Rebid - Furnish and Deliver Six (6) Year 2017 or current year Ford Police Interceptor for Police Department	
NAME OF BIDDER:	
BIDDERS FID#	

TO: Amy L. Witts, Purchasing Agent PH: (617)349-4310 FX: (617)349-4008
795 Massachusetts Avenue, Room 303, Cambridge, MA 02139

The undersigned submits this sealed bid to provide the commodity or services identified above, described in the specifications herein and advertised in the CAMBRIDGE CHRONICLE on November 3, 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 at 11:00 a.m. on Monday, November 21, 2016. This bid may be downloaded from the City's web site, www.CambridgeMA.gov, Online Services, Purchasing Bid List, Invitation for Bid, File No. 7387B.

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 to Furnish and Deliver Six (6) Year 2017 or current year Ford Police Interceptor Utility Vehicles for the Police Department opened at 11:00 a.m. on Monday, November 21, 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

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 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:**_____

EAMIL ADDRRESS:_____

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: _____

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.7387B - Rebid Furnish & Deliver six year 2017 or current year Ford Police Interceptor Utility Vehicles for Police Department due Monday, November 21 2016 by 11:00 AM

City of Cambridge
Purchasing Department

Amy L. Witts, Purchasing Agent
795 Massachusetts Ave
City Hall, Cambridge, Massachusetts 02139

The undersigned hereby proposes to furnish and deliver a quantity of **Six, Year 2017 or current year Ford Police Interceptor Utility Vehicles** for the City of Cambridge Police Department, all in accordance with the attached specifications and following proposal schedule. The Contract will be awarded to the responsible and responsive bidder offering the lowest total price including optional equipment.

Prices must remain FIRM during the entire contract period

Contract will be awarded by within forty-five days, unless award date is extended by consent of all parties concerned.
The contract will be awarded to the responsive and responsible bidder offering the lowest price.
Prior to bid opening, a bidder may correct, modify or withdraw its bid by making the request in writing prior to the time and date for the bid opening. All corrections and modifications must be delivered to the Purchasing Department in a sealed envelope with a notation on the envelope indicating that it contains a modification or correction of the original bid submitted for the particular commodity and indicating the date and time of the bid opening.

PLEASE SUBMIT YOUR BID IN DUPLICATE.

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

Questions

Questions concerning this Invitation for Bid, including any exceptions to the specifications must be submitted in writing and either emailed to purchasing@cambridgema.gov or delivered to the Office of the Purchasing Agent, Amy L. Witts by Monday, November 14, 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 website for Addendums before submitting your bid to the City. Bidders will not be notified individually of Addendums.

Please check the bidders list on the website. If your firm 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.

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.

NAME OF BIDDER: _____

File No.7387B - Rebid Furnish & Deliver six year 2017 or current year Ford Police Interceptor Utility Vehicles for Police Department due Monday, November 21 2016 by 11:00 AM

Scope of Services

The City of Cambridge is requesting bids to furnish and deliver six 6) Year 2017 or current year Ford Police Interceptor Utility. The Contractor shall be responsible for the delivery and off loading of the vehicle and for all shipping charges that may be occurred. 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 dealer for which a response is being submitted.

Delivery: All quotes shall be FOB destination. The term FOB destination shall mean delivered and unloaded in-house or on-site (at a location of our choice in Massachusetts for installation work, determined by the City of Cambridge), at contractor risk, with all charges for transportation and unloading prepaid by the contractor.

Delivery of the vehicle must be complete within 90 days of the executed 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 by the City.

Insurance & Workers Compensation: The City of Cambridge has the right to require certificate of insurance and proof of workers 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 & Repair: Bidder agrees to a Three year 36,000 Mile warranty. Further, bidder agrees to a (5) year warranty on all bidder-supplied equipment and workmanship. Warranties will not begin until the vehicle is placed in service as evidenced by the vehicle registration. Any exception to these warranty clauses should be noted. Further, any warranty offered above and beyond that mentioned should be noted.

All bid prices shall include the following warranties: 3 years or 36,000 mile bumper to bumper, safety restraint coverage- 5 years or 50,000 miles. Powertrain warranty 5 years or 100,000 miles. Corrosion-5 years or 100,000 miles.

The vehicle shall be covered by a Roadside Assistance Program for a period of three years or 36,000 miles at no additional charge. The Roadside Assistance program shall include the following:

Towing to the nearest Ford (or Equal) Dealership, or towing to the selling dealership
Flat tire change
Fuel Delivery
Jump Starts
Lock- out Assistance

The successful bidder shall provide the Cambridge Police Department a toll free phone number for roadside assistance.

Bidder agrees to offer priority repair service during normal business hours to The City of Cambridge.

Bidder agrees to authorize all City of Cambridge Vehicle Maintenance & Radio Repair facilities to perform in-house warranty repairs. Equipment removed for warranty repairs will be shipped to and returned from the factory at no expense to The City of Cambridge Police Department.

NAME OF BIDDER: _____

File No.7387B - Rebid Furnish & Deliver six year 2017 or current year Ford Police Interceptor Utility Vehicles for Police Department due Monday, November 21 2016 by 11:00 AM

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.

A vehicle that does not conform to the specifications or is not in good condition upon receipt shall be replaced promptly by the contractor. **The vehicle must be delivered with a full tank of gas, in new condition, "detail" cleaned, free of mileage (less than 50 miles and/or low mileage with agreement of City) 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 with OEM remotes (when applicable) and be cleaned, serviced and ready for immediate use in accordance with the manufacturer's pre-delivery services.

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 been an authorized Ford Dealer for at least ten (10) years.

   YES **NO**

2. Bidders Ford Dealership will provide onsite warranty repair.

   YES **NO**

3. Bidders Ford Dealership must be within 35 miles of the City of Cambridge, City Hall Located at 795 Massachusetts Ave, Cambridge, MA 02139.

   YES **NO**

Bid Submission

Bidder shall submit the location address of the Ford Dealership and service facility within 35 miles of the City of Cambridge, City Hall, 795 Massachusetts Ave, Cambridge, MA 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 in the basis of one or more References reporting poor past performance by the bidder

_____

_____

_____

Delivery of Utility Vehicle shall be coordinated with following contact:

Rob Cooper: **Phone # 617-349-3399** RCooper@Cambridgepolice.org
65 Smith Place
Cambridge
Fleet Manager
Cambridge Police Department

NAME OF BIDDER: _____

File No.7387B - Rebid Furnish & Deliver six year 2017 or current year Ford Police Interceptor Utility Vehicles for Police Department due Monday, November 21 2016 by 11:00 AM

Specifications for Ford Utility Police Interceptor

Item	Description	Minimum requirements	CODE	PRICE
1.0	**General**			
1.01	Year 2017 Ford Utility Police Interceptor	Year 2017 Ford Utility Police Interceptor Error in Omission shall not preclude Vehicle being equipment with all standards Factory equipment supplied on Police Vehicle. Items 1.00-12.24		
1.02	WHEELBASE	112.6 Inches		
1.03	OVERALL LENGTH	NLT (Not Less than) 197 Inches		
1.04	FABRICATION	Heavy duty, uni-body construction, designed Specifically, for public safety severe service Applications		
2.00	**ENGINE**			
2.01	TYPE	Ti-VCT V6, Flex Fuel (E85) capable		
2.02	FUEL SYSTEM	Sequential multi-port fuel injector		
2.03	DISPLACEMENT	3.7 Liters		
2.04	NET HORSEPOWER	304 b.h.p. @ 6,500 r.p.m.		
2.05	NET TORQUES	397 lb-ft @ 4,000 r.p.m.		
2.06	FABRICATION	Heavy duty with upgrade components for severe service.		
2.07	COMPRESSION	10.5:1 nominal		
2.08	EXHAUST	Dual pipe stainless steel system		
2.09	COOLING	Heavy duty upgrade to police level service With oil cooler		
2.10	FUEL TANK	18.6-gallon capacity		
2.11	E.P.A. FUEL ECONOMY RATING	16mpg CITY / 21 mpg HIGHWAY		
3.00	**TRANSMISSION**			
3.01	TYPE	Electronic automatic, police tuned		
3.02	SPEEDS	Six including overdrive		
3.03	SHIFTING	Electronic with manual overdrive		
3.04	COOLING	Auxiliary oil cooler		

NAME OF BIDDER: _____

Item	description	Minimum Requirements
4.00	**COOLING SYSTEM**	
4.01	TYPE	Heavy duty police service
4.02	RADIATOR	Heavy duty with integral coolant recovery system
5.00	**BRAKING SYSTEM**	
5.01	TYPE	Heavy duty; power assisted; dual hydraulic; four-wheel disc, ABS
5.02	ANTI-LOCK	ABS Standard
5.03	DISC DIAMETER	13.0 inches' front and rear
5.04	CONTROL	Electronic brake force Distribution
5.05	VENTS	Front Vented rotor hats
6.00	**STEERING SYSTEM**	
6.01	TYPE	Power assisted; variable ratio; speed sensitive- rack and pinion
6.02	COOLING	External Auxiliary oil cooler
7.00	**SUSPENSION**	
7.01	TYPE	Heavy duty for police service; independent front and rear
7.02	SHOCK ABSORBERS	Heavy duty gas pressurized hydraulic; double acting
7.03	SPRINGS	Heavy duty high rated front and rear
7.04	STABILITY CONTROL	Electronic, with stability control
8.00	**DRIVE TRAIN**	
8.01	DRIVE SHAFT	Heavy duty police service
8.02	U-JOINTS	Heavy duty police service
8.03	AXLE RATIO	3.65 with Advance Trac w roll stability control
8.04	DRIVE TYPE	All wheel drive
9.00	**TIRES AND WHEELS**	
9.01	QUANTITY	Five (5) including full sized conventional spare

NAME OF BIDDER: _____

9.02	SIZE	P245/55R18 A/S BSW; all season pursuit type speed rated tires
9.03	WHEELS	heavy duty 18" X 8.0 5 spoke steel wheel (Black) w/ TPMS
Item	**Description**	**Minimum Requirements**
9.04	DRESS	OEM Center Caps
9.05	ACCESSORIES	Lug wrench and jack
9.06	RATINGS	Vehicle to be equipped with tires specifically intended to allow vehicle to achieve its maximum. Speed limiters or engine shall not be allowed
10.00	**ELECTRICAL SYSTEM**	
10.01	ALTERNATOR	Heavy Duty 220-amp design for severe service
10.02	BATTERY	Heavy duty 78-amp hour. 750 CCA
10.03	ACCESSORY FEEDS	Front Power Distribution Box: * Ignition feed (5 connectors, 30-amp fuse) * Direct feed (5 connectors, 50-amp fuse) * Four (4) ground terminals
10.04	IGNITION	Electronic – distributorless
10.05	REGULATOR	Heavy duty electronic
11.00	**EXTERIOR BODY**	
11.01	COLOR	Exterior color: Police Interceptor Vehicle G1 No Metallic, Black Clear Coat Body Color (to be confirmed upon award of IFB)
11.02	BUMPERS	Molded urethane over steel reinforcement Front and rear
11.03	MIRRORS	Power side view, manual foldaway. Heated, with integrated blind spot mirrors
11.04	LOCKS	Driver, front passenger and deck lid / tailgate. Two fleet Keys to be provided
11.05	GLASS	All glass shall be solar tinted
12.00	**INTERIOR**	
12.01	COLOR	Dark Charcoal

NAME OF BIDDER: _____

12.02	FRONT SEAT	Police grade cloth- 6-way power adjustable. Manual lumbar, seatback foam designed to comfortably accommodate a utility belt. Built in steel intrusion plates in both front seatbacks.
12.03	REAR SEAT	Police grade vinyl bench. 60/40 split
Item	Description	Minimum requirements
12.04	WINDOWS	Electrically operated with driver's side Master control and lockout switch
12.05	LOCKS	Ignition, trunk and doors keyed alike, To fleet key, power door lock system
12.06	DOME LIGHT	Dome light first row (RED/WHITE)
12.07	AIR CONDITIONING	Factory standard
12.08	REAR DEFROSTER	Electric grid type
12.09	HEATER	High output multi-speed electric With front and side window defrosters
12.10	WIPERS	Intermittent windshield
12.11	INSULATION	Maximum available sound insulation
12.12	LIGHTS	Front dual map beam; engine compartment Trunk compartment;
12.13	SWITCHES	Door jambs interior light switches Shall be disabled without cutting feed Wires
12.14	FLOOR COVERING	Heavy duty vinyl
12.15	GAUGE CLUSTER	4.2" color LCD display in police instrument cluster and center stack smart display
12.16	SPEEDOMETER	Certified and calibrated
12.17	CLOCK	Digital type
12.18	STEERING COLUMN	Adjustable tilt type
12.19	FRONT DIMENSIONS	NLT Head room 41.4" shoulder room 61.3" Hip room 53.3"; leg room 40.6"
12.20	REAR DIMENSIONS	NLT Head room 40.1"; shoulder room 60.9"; Hip room 56.8"; Leg room 41.6"
12.21	CARGO DIMENSIONS	NLT Capacity 48.1 cubic feet behind 2nd row

NAME OF BIDDER: _____

12.22	PASSIVE RETRAINTS	Airbags 2nd generation, front Driver and Passenger side Seat roll curtain airbags
12.23	AUDIO	Electronic AM/FM stereo/single CD player with MP3 capability, clock and 6 speakers
12.24	WARRANTY	3/36,000 MILE WARRANTY Powertrain 5/100,000 warranty Zero deductible $ 0

Option Equipment.

Item	Description & Requirements	Code	Price
2	SPOT LIGHT Driver side only (LED BULB	order code 51R	$_____
3	PREP PACKAGE Front headlamp / police interceptor housing only option	order code 86P	$_____
4	EQUIPMENT GROUP Keyed alike 1284x	order code 59B	$_____
5	CAMERA SYSTEM Back up camera system thru rearview mirror	order code 87R	$_____
5	FORD SYNC Ford SYNC system	order code 53M	$_____
7	BLIS Ford Blind Spot sensing system	order code 55B	$_____
8	BACK UP SENSORS Ford back up sensing system	order code 76R	$_____

PRICE PROPOSAL

Pricing submitted must include ALL items listed 1.01-12.24 including the option equipment. **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 listed,

1. $_____ each X Six (6) Ford Police Interceptors, = $:_____

Total Bid in words:_____

Signature of Bidder:_____

Expected delivery date: _____

Year:_____

NAME OF BIDDER: _____

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: _____

File No.7387B - Rebid Furnish & Deliver six year 2017 or current year Ford Police Interceptor Utility Vehicles for Police Department due Monday, November 21 2016 by 11:00 AM

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;
    (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.

NAME OF BIDDER: _____

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
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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

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.

NAME OF BIDDER: _____

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: _____

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.

NAME OF BIDDER: _____

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

NAME OF BIDDER: _____

City of Cambridge
Articles of Agreement
SAMPLE SAMPLE SAMPLE

Commodity:
File Number:

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

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

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

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

Contract Value:

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

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

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

Article VI. Damages. From any sums due to the Contractor for services, the City may keep for its own the whole or any part of the amount for expenses, losses and damages as directed by the Purchasing Agent, incurred by the City as a consequence of procuring services as a result of any failure, omission or mistake of the Contractor in providing services as provided in this Contract.

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

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

Article IX. Performance Security. Upon execution of this Contract by the Contractor, the Contractor shall furnish to the City security for the faithful performance of this Contract in the amount of _____ 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.

NAME OF BIDDER: _____

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.

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: _____