File No. 6393

INVITATION TO BID

The City of Cambridge, Massachusetts, the Awarding Authority, invites sealed bids for the project: **Cambridge Cemetery Staircase Restoration Project**

Nature and Scope of Work: **Restoration of small stone staircases in the Cemetery landscape. Work will include primarily cleaning and raising to grade and resetting, with occasional repairs and topical treatments. This project will be for 2 months.**

Bidding procedures shall be in accordance with M.G.L. c. 30, §39M, as mostly recently amended, and all other applicable laws.

The estimated project value is: **$ 40,000.00**

Plans and specifications will be available from Monday 8:30 a.m. to 8:00 p.m., Tuesday through Thursday, 8:30 a.m. to 5:00 p.m. and Friday 8:30 a.m. to 12:00 noon, at the Purchasing Department, City Hall, 795 Massachusetts Avenue, Room 303, Cambridge, MA 02139 beginning from **Thursday April 24, 2014** upon payment of a refundable fee of $25.00 for each set in the form of a check make payable to the City of Cambridge. **The deposit will be refunded after the return of the documents in good condition within and no later than the time period set forth in the Instruction to Bidders, whether or not a bid was submitted.** For the mailing of the plans and specifications, the bidder must prepay a mailing and handling fee of $5.00 per set.

The contract documents may be examined at the Office of the Purchasing Agent, Room 303, City Hall, 795 Massachusetts Avenue, Cambridge, MA 02139.

Sealed general bids will be received at the Purchasing Department, City Hall, 795 Massachusetts Avenue, Room 303, Cambridge, MA 02139, until **Thursday May 15, 2014 @ 2:00 pm** at which time all general bids will be publicly opened and read aloud.

An original and one copy of the bid forms must be submitted.

All questions must be faxed no later than 3:00 PM on Thursday May 8, 2014 to the City of Cambridge Purchasing Department, fax #617-349-4008.

All general bids shall be accompanied by a bid deposit in the form of a certified, cashier's or treasurer's check issued by a responsible bank or trust company made payable to the City of Cambridge or a bid bond, in an amount not less than five percent (5%) of the value of the bid.

The successful general bidder will be required to furnish a (Payment) Bond each in the amount of fifty percent (50%) of the contract sum. Bonds shall be obtained from a surety licensed to do business in the Commonwealth of Massachusetts and the form shall be satisfactory to the City of Cambridge.

The successful bidder will also be required to comply with the provisions of Chapter 306 of the Acts of 2004 in regard to required OSHA approved safety & health training.

The City of Cambridge reserves the right to reject any or all general bids if it is in the

public interest to do so. The City of Cambridge reserves the right to reject any sub-bid on any sub-trade if it determines that such sub-bid does not represent the sub-bid of a person competent to perform the work as specified or that less than three such sub-bids were received and that the prices are not reasonable for acceptance without further competition.

No less than the prevailing wage rates as set forth in the schedule contained in the Contract Documents must be paid on this project.

Attention is called to the following programs and ordinances of the City of Cambridge:

1. Supplemental Equal Employment Opportunity Anti-Discrimination and Affirmative Action Program;

2. Cambridge Employment Plan: minority/women/resident hiring ordinance.

3. Cambridge Living Wage Ordinance

4. OSHA Certification

5. CORI City Policy

Copies of the above are bound in the bid documents and are fully integral portions of the conditions of the contract with which each contractor and sub-contractor must comply.

A pre-bid conference for all bidders will be held as follows:

Date: **Wednesday April 30, 2014**

Time: **1:00 PM**

Place: **Cambridge Cemetery**
76 Coolidge Ave.
Cambridge, MA 02138

Michele A. Kincaid
Acting Purchasing Agent