

City of Cambridge

PURCHASING DEPARTMENT

795 Massachusetts Ave. • Cambridge, Massachusetts 02139-3219

Amy L. Witts
Purchasing Agent

TO: All Bidders
FROM: City of Cambridge
DATE: September 30, 2014
RE: File No. 6565 –Fresh Pond Golf Course Bunker Renovation - Addendum No. 1

This addendum is comprised of the following:

1. Sign in sheet from pre-bid meeting
2. Pre-bid Meeting Agenda
3. General Clarifications and Revisions from Pre-bid Meeting
4. Revised schedule of values page 300-06, revised bid package is attached
5. Answers to Questions that were submitted

The following questions were submitted and answered:

1. Wanted to confirm that the status of 25% Cambridge participation is being waived for this project.

This is not being waived. Please see general clarification #6

2. 10 % DBE/WBE [sic] is still enforced on this project?

The MBE requirement is being enforced.

3. Does everyone on site need to undergo a CORI check?

No. Bidders must complete the CORI from that is enclosed in the bid package.

4. Sections 19 and 20 in the spec book seem to be missing, is that intentional?

There are no missing pages in section 800-Technical specifications. It is complete.

5. The Club is responsible for maintaining seed and or sod once applied/laid?

Yes, the City will be responsible for maintaining approved grass areas (either sod or hydroseed). Partially sodded bunker complexes will still be the Contractor's responsibility.

6. All permits are in hand, save for the slit trench alt on Hole #5?

Yes, the City has approval to do all base bid scope and alternates, including the 5th fairway drainage as shown on the plans and specifications. This includes the note on Contractor's responsibility to have straw wattle available if needed for erosion control.

7. Just to confirm, all spoils will become the clubs property once delivered to the materials bins?

Yes, all soils placed in the material bins will become the City's property.

8. We will have full access to the storage bins for the duration of the project?

Yes, the Contractor will have access to the bins for storage of bunker sand, topsoil, spoils and rootzone mix.

9. Sod to be install [sic] is NOT low mow blue, but, penn trio for the fairways if needed?

Fairway sod will be Low Mow Bluegrass. A quantity of fairway sod will be needed as the 'flipped sod' quantity and quality is insufficient to cover new fairway areas.

10. Alternate 4 (for the green expansion) on the bid form references Sheet 6A of the Detailed Bunker Plans. The Detailed Bunker Plans were not included in the documents that were emailed to me on 9/15/14. Are these sheets available so we can calculate a quantity for this area of green expansion?

See Appendix A Detailed Bunker Plans at end of specifications.

11. Will the irrigation need to be relocated around this green?

Green loop/wire may need to be relocated outside of the collar and irrigation heads adjusted vertically with change in finished grade.

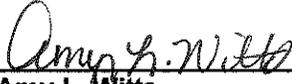
12. For the erosion control or straw waddles, will the owner be providing all erosion control necessary for construction as per Sheet L-1, Note 2.

Contractor is to furnish (and install/remove/re-install as necessary) 600 LF of 9" straw wattle.

13. Are the two trees to be removed both removed by the owner?

Owner removes tree and stumps.

All other details remain the same.



Amy L. Witts
Purchasing Agent

Addendum No. 1

Fresh Pond Golf Course

Cambridge, Massachusetts

Pre - Bid Meeting

23 September 2014

AGENDA

1. Introduction and Sign in
2. Project Introduction
3. Scope of Work Golf Course Contractor (Base Bid)
 - Sod stripping - stockpiling
 - Shaping and feature construction
 - EZ Flow drainage
 - Flipping fairway sod
 - Irrigation expansion
 - Cart path paving
 - Grassing
4. Contractor's Proposal
 - Alternate #1: 4th Fairway Bunker
 - Alternate #2: 1st Fairway Bunker
 - Alternate #3: 8 & 9 Isolation Valves Irrigation
 - Alternate #4: 6th Green Expansion
 - Alternate #5: 5th Fairway Drainage (permit)
4. Permits and Special Conditions: requirements/status
 - Course Operation
 - Order of Conditions
 - Local Requirements
5. Schedule
 - Bids Due Thursday 10/02/14
 - Start date approximately 10/14/14
 - Substantial Completion 12/19/14
 - Final Completion 5/15/15
 - Schedule of work required upon agreement
 - Architects visits of inspection
6. Questions

ADDENDUM # 1

The following clarifying information is provided as a result of the Pre-Bid Conference held on 23 September 2014 at the Fresh Pond Golf Course Pro Shop. Questions were also received via email between and after the Pre-Bid conference and the issuance of this addendum. The information in this addendum should be considered an official part of the Bid package for this project.

GENERAL CLARIFICATION:

1. There will be no weekend work until after November 8/9.
2. Storage bins will be open for disposing of stripped sod, storage of topsoil and bunker sand.
3. Existing rough sod may be used for bunker floors.
4. The City will establish temporary greens as necessary. The selected Contractor shall submit a project schedule.
5. Attached is the list of Bidders attending the Pre-Bid Conference.
6. Cambridge residency statement is a goal and not a requirement.
7. City has a tournament on October 18 and 19 and would like to delay bunker work until October 20. Contractor may mobilize and perform other work.

REVISE Alternate #5 scope items to include:

1. The existing sprinkler on the forward #5 tee shall be moved to irrigate the relocated forward tee. A two inch PVC pipe shall be installed from the existing sprinkler location to the new sprinkler location with a new one inch swing joint.
2. Before installation of the drainage remove the approximately sixteen existing sprinklers (eight laterals) in the area to be drained. Following drainage and regading, reinstall the sprinklers on the same spacing (approximately 70 foot x 70 foot) and the same approximate locations with new two inch PVC lateral lines, wire and one inch swing joints. Attach new laterals to existing mainline taps. All work for the alternate shall conform to the specifications and details. Drainage depth shall take precedent over irrigation lines.
3. 5th Fairway Drainage Scope:
 1. Install 9" straw wattle erosion protection
 2. Layout slit trench and collector drain lines
 3. Excavate trenches per detail (silt lines 8-12" deep, 4" wide – collector lines 12-18" deep, 12" wide)
 4. Install 2" perforated HDPE slit lines
 5. Install 4" perforated HDPE collector drains with tee connectors for slit lines
 6. Daylight collector lines just above normal pond elevation at pond edge
 7. Install sand/topsoil rootzone mix to finished grade in slit drain lines
 8. Install gravel, top with 6" sandy rootzone mix and sod collector drains
 9. Remove erosion protection

Rootzone mix shall be the same as tee mix and 6th green mix.

END OF ADDENDUM

File No. 6565

FORMS FOR GENERAL BID

To the Awarding Authority:

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

Fresh Pond Golf Course Bunker Renovation

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.

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

B. QUALITY REQUIREMENTS

A "No" response or a failure to respond to any of the following requirements will result in a rejection of your bid.

1. Bidder has at least at least five (5) years' experience in installation of golf course renovation with at least three (3) projects of similar size in the last ten years on established turf (not new construction), which meets the criteria required by this specification and which is acceptable to the City of Cambridge.

YES NO

2. Bidder has at least five (5) years' experience in installation of golf course irrigation systems on existing golf courses with at least three (3) projects of similar size in the last five years on established turf (not new construction), which meets the criteria required by this specification and which is acceptable to the City of Cambridge and the Owner's Representative.

YES NO

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)

NAME OF BIDDER: _____

00300-1

ALTERNATE ITEMS

There are 5 Bid Alternates. The basis of award will be on either the lowest responsible Base Bid, the lowest responsible Base bid plus Bid Alternate#1, the lowest responsible Base Bid plus Bid Alternate#1 &2, the lowest responsible Base Bid plus Bid Alternate#1,2, &3, the lowest responsible Base Bid plus Bid Alternate#1,2, 3 &4, or the lowest responsible Base Bid plus Bid Alternate#1, 2, 3, 4, &5. At the sole discretion of the City of Cambridge

ALTERNATE BID 1 – 4th Fairway Bunker

Alternate #1 shall be the addition of a new fairway bunker as indicated on Sheet L-1 Project Plan and Sheet 4A of the Detailed Bunker plans. Work includes to furnish and install stripping sod, erosion control, earthwork/shaping, drainage, sodding and installing bunker sand.

ADD \$ _____

Or

DEDUCT \$ _____

AMOUNT in words _____

ALTERNATE BID 2 – 1st Fairway Bunker

Alternate #2 shall be the addition of a new fairway bunker as indicated on Sheet L-1 Project Plan and Sheet 1A of the Detailed Bunker plans. Work includes to furnish and install stripping sod, erosion control, earthwork/shaping, drainage, drop in grate drain, sodding and installing bunker sand.

ADD \$ _____

Or

DEDUCT \$ _____

AMOUNT in words _____

ALTERNATE BID 3 – Isolation Valve/Holes #8 and #9

Alternate #3 shall be to furnish and install the specified new 3 inch mainline isolation valve and irrigation for holes #8 and #9 as outlined in the specifications and drawings in accordance with the Project Documents for the lump sum price of:

ADD \$ _____

Or

DEDUCT \$ _____

AMOUNT in words _____

NAME OF BIDDER: _____

ALTERNATE BID 4 – 6th Green Expansion

Alternate #4 shall be the addition of an expanded green collar as indicated on Sheet L-1 Project Plan and Sheet 6A of the Detailed Bunker plans. Work includes to furnish and install stripping sod, erosion control, earthwork/shaping, drainage, rootzone mix, and sodding.

ADD \$ _____

Or

DEDUCT \$ _____

AMOUNT in words _____

ALTERNATE BID 5 – 5th Hole Drainage

Alternate #5 shall be the addition of furnish and installation of erosion control, 2" slit drainage, 4" connector pipes, sand backfill and shifting forward tee as indicated on L-2, Project Plan and L-3, Detailed 5th Fairway Plan, plus associated details on sheet L-4, Details.

ADD \$ _____

Or

DEDUCT \$ _____

AMOUNT in words _____

NAME OF BIDDER: _____

F. The undersigned agrees if selected as General Contractor, within seven 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 Section 800, Article 8.

The City of Cambridge further requires that the General Contractor furnish the City with a copy of all insurance policies prior to or with the delivery of its signed Contract to the City.

- 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. Total 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, Cambridge Responsible Employer Plan, the Supplemental Equal Employment Opportunity Program, the Minority Business Enterprise Requirements, 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.

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.

NAME OF BIDDER: _____

00300-4

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.

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 _____

(Name of General Bidder)

By _____
(Name of Person Signing Bid and Title)

(Print Name of Person Signing Bid and Title)

(Business Address)

(City and State)

(Contact Phone Number)

(Email)

NAME OF BIDDER: _____

Fresh Pond Golf Course

Bunker Renovation

Schedule of Values

TASK	DESCRIPTION	Estimated Quantity	Unit	Unit Price	Estimated Quantity X Unit Price
1	Straw Wattle Installation (Allowance)	600	LF		
2	Strip Existing Turf	95,200	SF		
3	Strip 3" Topsoil	890	CY		
4	Excavate Existing 3" Bunker Sand	220	CY		
5	Earthwork / Shaping	32	EA		
6	3" EZ Flow Drainage System	1,555	LF		
7	4" Solid HDPE	1,900	LF		
8	8" Solid HDPE	355	LF		
9	4" 'Bubbler'	4	EA		
10	Bunker Sump	1	EA		
11	12" Drain Inlets	1	EA		
12	15" Drain Inlets	1	EA		
13	Trail Mix New Path - Parking(6')	75	LF		
14	Bituminous Asphalt Path (8')	1,650	LF		
15	Additional Offsite Topsoil (allowance)	1,350	CY		
16	Replace Topsoil (not bunker floor)	2,210	CY		
17	Fine Shape / Soil Preparation	119,200	SF		
18	Bunker Edging and Compaction Floor	23	EA		
19	Sod Bunker Floor	21,835	SF		
20	Bunker Sand	600	TN		
21	Rough Sod	97,450	SF		
22	Flipped' Fairway Sod (if suitable)	6,500	SF		
23	Fairway Low Mow Bluegrass Sod	21,750	SF		
24	Irrigation Materials	1	LS		
25	Irrigation Installation	1	LS		
26	Punch List & Haul Road	1	LS		
27	As-built	1	LS		
TOTAL					
GRAND TOTAL					

LEGEND

LS = Lump Sum
 CY = Cubic Yard
 SF = Square Feet
 TN = Ton

TN = Ton
 LF = Linear Feet
 AC = Acre
 EA = Each

HR = Per Hour
 AC = Acre
 PH = Per Head

SCHEDULE OF UNIT PRICES

The following Unit Prices will be used as the basis for any additional charge or deduction from the Lump Sum Bids submitted. This sheet shall be completed in full, and submitted with the Bid Form. The Owner reserves the right to reject the unit price proposals of any bidder. The Contractor should recognize that these unit prices shall be enforced for as long as the original contract is in force. **All prices are *installed price*.**

ITEM	UNIT	PRICE
1. Perimeter Erosion Control (9" straw wattle)	LF	\$ _____
2. Rock Removal (greater than 5 CY)	CY	\$ _____
3. Deleterious Material Disposal	CY	\$ _____
4. Saw Cut 2" Bituminous Concrete	LF	\$ _____
5. Sod Cut Existing Turf	SF	\$ _____
6. Sod Cut Fairway/green For Re-use	SF	\$ _____
7. Earth Excavation	CY	\$ _____
8. Relocate Gravel Path Subbase	CY	\$ _____
9. Fill Material (from off-site)	CY	\$ _____
10. Gravel Subbase Course	CY	\$ _____
11. Shape Bunker	EA	\$ _____
12. Compact Bunker Floor	EA	\$ _____
13. Cut Bunker Edge	LF	\$ _____
14. 4" HDPE N12 Smooth Inside Wall (with soil backfill)	LF	\$ _____
15. 4" Perforated HDPE N-12 underdrain (gravel backfill)	LF	\$ _____
16. 8" HDPE (soil backfill)	LF	\$ _____
17. 4" Bubbler outfall	EA	\$ _____
18. 8" Bubbler outfall	EA	\$ _____
19. 12" Drainage sump	EA	\$ _____
20. 3" EZ Flow Drainage System	LF	\$ _____
21. Sand for Backfill	CY	\$ _____

NAME OF BIDDER: _____

22.	12" Drain Inlet with grate	EA	\$ _____
23.	2" Bituminous Concrete Surface Course	SF	\$ _____
24.	½" Screened Topsoil (off site)	CY	\$ _____
25.	Fine Grading	SF	\$ _____
26.	6" Green Rootzone Mix	SF	\$ _____
27.	Rough Sod	SF	\$ _____
28.	'Flipped' Fairway Sod	SF	\$ _____
29.	Fairway Sod	SF	\$ _____
30.	Green Sod	SF	\$ _____
31.	6" Compacted Bunker Sand	TN	\$ _____
32.	Hyrdoseed "Black Beauty" Tall Fescue Turf Mix	SF	\$ _____

LEGEND

LF = Linear Feet
 CY = Cubic Yard
 S = Square Yard

SF = Square Feet
 EA = Each
 TN = Ton

PH = Per Head
 AC = Acres

LS = Lump Sum
 PO = Per Hour

NAME OF BIDDER: _____

00300-8

SUPPLEMENTAL UNIT PRICES

The following unit prices, to be filled out by all bidders, shall be used for additions or deletions to the irrigation work due to field changes. Prices shall include said material and installation labor and necessary equipment costs complete in place, along with any applicable supervision and delivery charges. Fitting prices shall be provided as a lump sum and shown as a percentage off of list price for future additions or deletions. A fitting list shall be required to be submitted by the successful bidder. All bidders are required to indicate the material quantities required for the irrigation work shown on the drawings and to bid the irrigation work as a lump sum, complete. Items with zero quantity shall be priced for field changes.

MATERIAL QUANTITIES AND UNIT PRICES

<u>No.</u>	<u>Quantity</u>	<u>Description</u>	<u>Unit Price</u>
1.	<u>0</u>	75' Full/Part Circle VIH Sprinkler, w/NPT swing joint	\$ _____/each
2.	<u> </u>	70' Full/Part Circle VIH Sprinkler, w/NPT swing joint	\$ _____/each
3.	<u> </u>	2 Inch Bronze Gate Valve Assembly	\$ _____/each
4.	<u> </u>	2-1/2 Inch Bronze Gate Valve Assembly	\$ _____/each
5.	<u> </u>	10 Inch Valve Box w/detection	\$ _____/each
6.	<u>0</u>	12 Inch Valve Box w/detection	\$ _____/each
7.	<u> </u>	5-1/4 Inch Polyiron Valve Box	\$ _____/each
8.	<u> </u>	3 Inch Extension for 10 Inch Valve Box	\$ _____/each
9.	<u> </u>	6 Inch Extension for 12 Inch Valve Box	\$ _____/each
10.	<u> </u>	#14 AWG Control Wire	\$ _____/1000'
11.	<u> </u>	#12 AWG Common Wire	\$ _____/1000'
12.	<u> </u>	DBR/Y-6 Wire Connector or approved equal	\$ _____/each
13.	<u> </u>	1 Inch PVC Swing Joint	\$ _____/each
14.	<u>Price</u>	PVC Schedule 80 Fittings (Attach List)	\$ _____% off list
15.	<u>Price</u>	Ductile Iron Fittings (Attach List)	\$ _____% off list

NAME OF BIDDER: _____

MATERIAL QUANTITIES AND UNIT PRICES (continued)

<u>No.</u>	<u>Quantity</u>	<u>Description</u>	<u>Unit Price</u>
16.	<u>Price</u>	Schedule 80 Nipples (Attach List)	\$ _____ % off list
17.	_____	3 Inch Ringite Gate Valve	\$ _____/each
18.	_____	4 Inch Ringite Gate Valve	\$ _____/each
19.	_____	2 Inch PVC, Class 200 Pipe	\$ _____/foot
20.	_____	2-1/2 Inch PVC, Class 200 Pipe	\$ _____/foot
21.	_____	3 Inch PVC, Class 200 Pipe	\$ _____/foot
22.	_____	4 Inch PVC, Class 200 Pipe	\$ _____/foot
23.		Pavement Cutting and Patching	\$ _____/sq ft
24.		Hammering, Rock Removal, Hauling, Bedding and Disposal	\$ _____/lf
25.		Rock Sawing including Teeth	\$ _____/lf
26.		Deleterious Material Removal, Hauling and Disposal	\$ _____/cy
27.		Supply and Installation of Sand Bedding (Deleterious Only)	\$ _____/cy
28.		Sod Replacement	\$ _____/sq yd
29.		Drainage Repair	\$ _____/hour
30.		Crew Supervisor	\$ _____/hour
31.		Laborer	\$ _____/hour
32.		Backhoe w/operator	\$ _____/hour
33.		Trencher w/operator	\$ _____/hour
34.		Puller w/operator	\$ _____/hour

NAME OF BIDDER: _____

00300-10

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 **Fresh Pond Golf Course Bunker Renovation**.

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

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 for Minority and Women Owned Business Assistance (SOMWBA) Certified Minority/Women Business Directory. Only MBE firms approved by SOMWBA will be accepted by the City of Cambridge. Copies of the directory are available at the City's Purchasing Department.
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 Business 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 CONTACT.
1. If you have any questions about the above steps, please call Duane Brown, Minority Business Compliance Officer, at (617) 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 SOMWBA. 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 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 judgement 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.
- E. A 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
Participation

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.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. GRAND TOTAL FOR MINORITY BUSINESS COMMITMENT

\$ _____

8. PERCENTAGE MBE PARTICIPATION (Line 7 divided by total bid price)

% _____

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)

1. 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 Women-Owned Business Assistance (SOMWBA) as a Minority Business Enterprise and is listed as such in the most recently issued SOMWBA 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 SOMWBA. I further certify that my company will give immediate notification in writing to both SOMWBA 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 MBE Name _____

_____ MBE 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 _____ % 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 SOMWBA MINORITY/WOMEN BUSINESS DIRECTORY available for viewing at 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

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

NOTARIZED STATEMENT OF BIDDER'S QUALIFICATIONS

All questions must be answered and the data given must be clear and comprehensive. This statement must be notarized. If necessary, responses may be submitted on attached sheets. Bidder may submit any additional supporting information if desired.

CONTRACTOR QUALIFICATIONS

A. Installer: A firm with at least five (5) years' experience in installation of golf course renovation with at least three (3) projects of similar size in the last ten years on established turf (not new construction), which meets the criteria required by this specification and which is acceptable to the City of Cambridge.

B. References: The Contractor must supply a minimum of three (3) references for renovation work of this type with their Bid Form using the outline below, including names and phone numbers of the Golf Course Manager and Superintendent, the scope of work, the year which it was installed, and cost.

C. Foreman: Except where the Contractor is an individual and gives his/her personal superintendence to the work he/she will employ and maintain on the work a qualified supervisor or superintendent who shall have been designated in writing by the Contractor as the Contractor's representative at the site. The supervisor shall have full authority to act on behalf of the Contractor and all communications given to the supervisor shall be as binding as if given to the Contractor. The supervisor shall be present on the site at all times to provide adequate supervision and coordination of the work. The foreman/supervisor shall have demonstrated experience with golf course renovation on an existing golf course. Contractor shall submit a Resume of such experience with their Bid Form. The Contractor shall maintain the same foreman for the duration of the installation of the work.

Names of Construction Foreman: _____ Years in Business: _____

Foreman Project Experience (three references):

Experience in Golf Course Renovation or Construction of similar scope and cost (five courses minimum): References must be within the last ten years.

1. _____
Project Address

Contact Phone number

Project Scope and Contract Amount

2. _____
Project Address

Contact Phone number

Project Scope and Contract Amount

3. _____
Project Address

Contact Phone number

Project Scope and Contract Amount

4. _____
Project Address

Contact Phone number

Project Scope and Contract Amount

5. _____
Project Address

Contact Phone number

Project Scope and Contract Amount

6. _____
Project Address

Contact Phone number

Project Scope and Contract Amount

7. _____
Project Address

Contact Phone number

Project Scope and Contract Amount

List subcontractors to be used on this project.

Contractor: _____ Item: _____

Contractor: _____ Item: _____

IRRIGATION CONTRACTOR QUALIFICATIONS

A. **Installer:** A firm with at least five (5) years' experience in installation of golf course irrigation systems on existing golf courses with at least three (3) projects of similar size in the last five years on established turf (not new construction), which meets the criteria required by this specification and which is acceptable to the City of Cambridge and the Owner's Representative.

B. **References:** The Irrigation Contractor must supply a minimum of five (5) references for irrigation work of this type with their Bid Form including names and phone numbers of the Golf Course Manager and Superintendent, the type equipment installed, the year which it was installed, cost and whether the course was new or existing.

C. **Foreman:** The Irrigation Contractor will supervise and direct the work. He will be solely responsible for the means, methods, techniques, sequences and procedures of construction. Except where the Irrigation Contractor is an individual and gives his/her personal superintendence to the work he/she will employ and maintain on the work a qualified supervisor or superintendent who shall have been designated in writing by the Irrigation Contractor as the Irrigation Contractor's representative at the site. The supervisor shall have full authority to act on behalf of the Irrigation Contractor and all communications given to the supervisor shall be as binding as if given to the Irrigation Contractor. The supervisor shall be present on the site at all times to provide adequate supervision and coordination of the work. Irrigation installation foreman/supervisor shall have demonstrated experience with installation of the selected equipment on an existing golf course. Irrigation Contractor shall submit a Resume of such experience with their Bid Form. The Irrigation Contractor shall make every attempt to maintain the same foreman for the duration of the installation of the work. The foreman shall represent the Irrigation Contractor, and all directions given to him in writing shall be as binding as if given to the Irrigation Contractor. There shall be no middleman. The Irrigation Contractor's foreman shall supervise construction and communicate with the Owner's Representative directly including approval of change orders and materials.

D. The foreman shall be responsible for all components of the work and to communicate with the Owner's Representative

IRRIGATION CONTRACTOR REFERENCES: References should be as geographically close to Cambridge, Massachusetts as possible. (References must be for the name of the installing the irrigation on the project.)

1. Course Name: _____
Address: _____
Club Manager: _____
Superintendent: _____
Phone: _____
Irrigation Equipment Manufacturer: _____ Cost: _____
Year Installed: _____ New/Existing _____

2. Course Name: _____
Address: _____
Club Manager: _____
Superintendent: _____
Phone: _____
Irrigation Equipment Manufacturer: _____ Cost: _____
Year Installed: _____ New/Existing _____

3. Course Name: _____
Address: _____
Club Manager: _____
Superintendent: _____
Phone: _____
Irrigation Equipment Manufacturer: _____ Cost: _____
Year Installed: _____ New/Existing _____

4. Course Name: _____
Address: _____
Club Manager: _____
Superintendent: _____
Phone: _____
Irrigation Equipment Manufacturer: _____ Cost: _____
Year Installed: _____ New/Existing _____

5. Course Name: _____
Address: _____
Club Manager: _____
Superintendent: _____
Phone: _____
Irrigation Equipment Manufacturer: _____ Cost: _____
Year Installed: _____ New/Existing _____

EQUIPMENT LIST: Please furnish a complete listing of anticipated equipment to be used on this project. Equipment information should include manufacture, model number, year manufactured and a true rating of the equipment's condition. The Irrigation Contractor's standard equipment list may be substituted for this form.

1. Trenches, Make and Model No.'s:

Year: _____ Condition: Excellent ___ Good ___ Fair ___ Poor ___
 Year: _____ Condition: Excellent ___ Good ___ Fair ___ Poor ___
 Year: _____ Condition: Excellent ___ Good ___ Fair ___ Poor ___

2. Backhoes, Make and Model No.'s:

Year: _____ Condition: Excellent ___ Good ___ Fair ___ Poor ___
 Year: _____ Condition: Excellent ___ Good ___ Fair ___ Poor ___

3. Pullers, Make and Model No.'s:

Year: _____ Condition: Excellent ___ Good ___ Fair ___ Poor ___
 Year: _____ Condition: Excellent ___ Good ___ Fair ___ Poor ___
 Year: _____ Condition: Excellent ___ Good ___ Fair ___ Poor ___

4. Trucks, Make and Model No.'s:

Year: _____ Condition: Excellent ___ Good ___ Fair ___ Poor ___
 Year: _____ Condition: Excellent ___ Good ___ Fair ___ Poor ___
 Year: _____ Condition: Excellent ___ Good ___ Fair ___ Poor ___

5. Compactors, Make and Model No.'s:

Year: _____ Condition: Excellent ___ Good ___ Fair ___ Poor ___
 Year: _____ Condition: Excellent ___ Good ___ Fair ___ Poor ___

6. Rollers, Make and Model No.'s:

Year: _____ Condition: Excellent ___ Good ___ Fair ___ Poor ___

7. Other Equipment, Make and Model No.'s:

Year: _____ Condition: Excellent ___ Good ___ Fair ___ Poor ___
 Year: _____ Condition: Excellent ___ Good ___ Fair ___ Poor ___
 Year: _____ Condition: Excellent ___ Good ___ Fair ___ Poor ___

Names of Irrigation Foreman: _____ Years in Business: _____

Project Experience (three references):

- List those subcontractors the bidder will consider for the provision of equipment and/or additional labor, if necessary, with respect to the "Technical Specifications" included in these bid documents. (List subcontractor name and contact information, along with the type of assistance anticipated.)

Subcontractor	Contact Info	Type of Assistance

- List those suppliers the bidder may consider for the provision of equipment, with respect to the "Item Specifications" included in these bid documents. (List supplier name and location, along with contact information.)

Supplier	Location	Contact Info

- List below the name(s) and address(es) of one or more banks that possess information enabling it to advise the City on the financial stability of the bidder.

Name of Institution	Contact Address/Phone

- The city reserves the right to contact other cities or towns not listed below for references. Poor or negative references will be used for contract award denial.

Name of City/Town	Contact Name/Phone

- State whether or not the bidder will, upon request by the City, submit a detailed financial statement and/or any other information as deemed necessary to determine the bidder's responsiveness and responsibility.

- Employer Identification Number (Treasurer's No.)

- Provide name, signature, and title of the officer preparing this bid proposal.

Name	Signature	Title
------	-----------	-------

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

Dated at _____ this _____ day

Of _____, 20__

(Signature)

Name _____ Title _____

Telephone _____

State of _____

As:

County of _____

_____, being duly sworn, deposes and says
that he/she

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

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 DCPO 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 sub-bidders 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

CAMBRIDGE RESPONSIBLE EMPLOYER PLAN
GENERAL CONTRACTOR'S CERTIFICATION - BID FORM

_____ hereby certifies that it, (Name of General Bidder)
and all its subcontractors who are not filed sub-bidders shall:

- (1) comply with the Cambridge Employment Plan as it currently exists and as it may be, from time to time, amended, and specifically shall comply with the worker hours requirements of §2.66.060(A);
- (2) comply with the obligations established under M.G.L. c.149 and G.L. c30§39M to pay the appropriate lawful prevailing wage rates to its employees;
- (3) ~~maintain or participate in a bona fide apprentice training program as defined by c.23 §§ 11H and 11I for each apprenticeship trade or occupation represented in its workforce that is approved by the Division of Apprentice Training of the Department of Labor and Industries and shall abide by the apprentice to journeymen ratio for each trade prescribed therein in the performance of the contract;~~
- (4) furnish, at its expense, hospitalization and medical benefits for all its employees employed on the project and/or coverage at least comparable in value to the hospitalization and medical benefits provided by the health and welfare plans in the applicable craft recognized by M.G.L. c.149, §26 and G.L. c30§39M in establishing minimum wage rates;
- (5) maintain appropriate industrial accident insurance coverage for all its employees employed on the project in accordance with M.G.L. c.152;
- (6) properly classify employees as employees rather than independent contractors and treat them accordingly for purposes of workers' compensation insurance, unemployment taxes, social security taxes and income tax withholding; and
- (7) certify under oath and in writing on a weekly basis for the entire duration of its work on the project, that it is in compliance with the above obligations.

Signed under the penalties of perjury _____ (date)

Signature of authorized representative of contractor

Print name of authorized representative of contractor

**THIS CERTIFICATE APPLIES ONLY TO GENERAL BIDS OVER \$100,000 INCLUDING ALL
ALTERNATES, IF ANY.**

RETURN THIS FORM WITH YOUR BID

**CAMBRIDGE RESPONSIBLE EMPLOYER PLAN
NON-FILED SUB-CONTRACTOR'S CERTIFICATION - BID FORM**

_____ hereby certifies that it shall:

(Name of Sub-Contractor)

(1) comply with the Cambridge Employment Plan as it currently exists and as it may be, from time to time, amended, and specifically shall comply with the worker hours requirements of §2.66.060(A);

(2) comply with the obligations established under M.G.L. c.149 and G.L. c30§39M to pay the appropriate lawful prevailing wage rates to its employees;

~~(3) maintain or participate in a bona fide apprentice training program as defined by c.23 §§ 11H and 11I for each apprenticeship trade or occupation represented in its workforce that is approved by the Division of Apprenticeship Training of the Department of Labor and Industries and shall abide by the apprentice to journeymen ratio for each trade prescribed therein in the performance of the contract;~~

(4) furnish, at its expense, hospitalization and medical benefits for all its employees employed on the project and/or coverage at least comparable in value to the hospitalization and medical benefits provided by the health and welfare plans in the applicable craft recognized by M.G.L. c.149, §26 and G.L. c30§39M in establishing minimum wage rates;

(5) maintain appropriate industrial accident insurance coverage for all its employees employed on the project in accordance with M.G.L. c. 152;

(6) properly classify employees as employees rather than independent contractors and treat them accordingly for purposes of workers' compensation insurance, unemployment taxes, social security taxes and income tax withholding; and

(7) certify under oath and in writing on a weekly basis for the entire duration of its work on the project, that it is in compliance with the above obligations.

Signed under the penalties of perjury. _____ (date)

Signature of authorized representative of contractor

Print name of authorized representative of contractor

THIS CERTIFICATE APPLIES ONLY TO SUB-BIDS OVER \$25,000 INCLUDING ALL ALTERNATES, IF ANY.

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
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