



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: January 21, 2016

RE: File No. 7109 – Masonry Repairs for City and School Buildings

This addendum is comprised of:

1. Questions and Answers
2. Revised Bid Form – Attached

The following questions were submitted and answered:

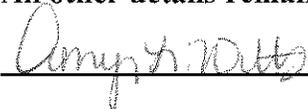
Question: On the form for General Bid provided, where would we get the price of Scheduled Maintenance for all City Buildings, 2 on page 35 under Proposed Contract Price?

Answer: *The Proposed Contract Price shall be total labor cost plus materials markup which is reflected in the revised bid form.*

Question: Does the Proposed Contract Price, on page 35, get inputted onto page 31, form for general bid?

Answer: *Yes, The Proposed Contract Price should be written on page 35 as well as on page 31.*

All other details remain the same.



Amy L. Witts
Purchasing Agent

Addendum No. 2

FORM FOR GENERAL BID

To the Awarding Authority:

A. The Undersigned proposes to furnish all labor and materials required for **Masonry Repairs for City and School Buildings** in Cambridge, Massachusetts, in accordance with the accompanying plans and specifications prepared by The City of Cambridge for the contract price specified below, subject to additions and deductions according to the terms of the specifications.

B. This bid includes addenda numbered _____

C. The proposed contract price is _____ dollars (\$_____).

For alternate No. _____ Add \$ _____; Subtract \$ _____

D. The subdivision of the proposed contract price is as follows:

Item 1. The work of the general contractor, being all work other than that covered by Item 2. \$ _____

Item 2. Sub-bids as follows: --

Sub-trade	Name of Sub-bidder	Amount	Bonds required, indicated by "Yes" or "No"
_____	_____	\$ _____	_____
_____	_____	\$ _____	_____
	Total of Item 2	\$ _____	_____

The undersigned agrees that each of the above named sub-bidders will be used for the work indicated at the amount stated, unless a substitution is made. The undersigned further agrees to pay the premiums for the performance and payment bonds furnished by sub-bidders as requested herein and that all of the cost of all such premiums is included in the amount set forth in Item 1 of this bid. The undersigned agrees that if he is selected as general contractor, he will promptly confer with the awarding authority on the question of sub-bidders; and that the awarding authority may substitute for any sub-bid listed above a sub-bid filed with the awarding authority by another sub-bidder for the sub-trade against whose standing and ability the undersigned makes no objection; and that the undersigned will use all such finally selected sub-bidders at the amounts named in their respective sub-bids and be in every way as responsible for them and their work as if they had been originally named in this general bid, the total contract price being adjusted to conform thereto.

Name of Bidder: _____

FORM FOR GENERAL BID – PAGE 2

E. The undersigned agrees that, if he is selected as general contractor, he will within five days, Saturdays, Sundays and legal holidays excluded, after presentation thereof by the awarding authority, execute a contract in accordance with the terms of this bid and furnish a performance bond and also a labor and materials or payment bond, each of a surety company qualified to do business under the laws of the commonwealth and satisfactory to the awarding authority and each in the sum of the contract price, the premiums for which are to be paid by the general contractor and are included in the contract price.

The undersigned hereby certifies that 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; that all employees to be employed at the worksite will have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is at least 10 hours in duration at the time the employee begins work and who shall furnish documentation of successful completion of said course with the first certified payroll report for each employee; and that he will comply fully with all laws and regulations applicable to awards made subject to section 44A.

The undersigned further certifies under the penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this subsection the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity. 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 provisions of any other chapter of the General Laws or any rule or regulation promulgated thereunder

"I certify under the penalties of perjury that I have complied with all of the laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support".

Date _____

(Name of General Bidder)

By _____
(Name of Person Signing Bid and Title)

(Business Address)

(City and State)

(Contact Phone Number)

(Email)

QUALITY REQUIREMENTS

THE CITY OF CAMBRIDGE WILL REJECT ANY BID THAT DOES NOT MEET THE QUALITY REQUIREMENTS. A "NO" RESPONSE OR A FAILURE TO RESPOND TO ANY OF THE FOLLOWING QUALITY REQUIREMENTS WILL RESULT IN A REJECTION OF YOUR BID.

1. Bidder has been in the business of performing **Masonry Repair work** for municipalities or public utilities for at least five (5) years.

YES NO

2. Bidder has ability, personnel, and equipment available to perform **Masonry Repair work**.

YES NO

PROJECT LOCATIONS

BUILDING	TYPE	LOCATION
<i>Schools</i>		
1. Amigos School	Elementary	100 Putnam Ave.
2. Baldwin School	Elementary	28 Sacramento St
3. Cambridgeport School	Elementary	89 Elm St.
4. Graham & Parks Alternative	Elementary	44 Linnaean St.
5. Haggerty School	Elementary	110 Cushing St.
6. Kennedy Long Fellow	Elementary	158 Spring St.
7. King School	Elementary	100 Putnam Ave.
8. King Open School	Elementary	850 Cambridge St.
9. Morse School	Elementary	40 Granite St.
10. Fletcher/Maynard Academy	Elementary	225 Windsor St.
11. Peabody School	Elementary	70 Rindge Ave.
12. Tobin School	Elementary	197 Vassal Lane
13. Cambridge Rindge and Latin	High School	459 Broadway
14. High School Extension Program	High School	359 Broad Way
15. Upton Street Building	High School	15 Upton Street
16. Field House @ Russell Field		359 Rindge Ave
17. War Memorial Recreation Center		1640 Cambridge St.

School Administrative Building

1. Cambridge Public School	Administrative Bldg	159 Thorndike Street
2. Plant Maintenance Office	Administrative Bldg.	456 Broadway

Fire Department

1. Fire Headquarters	Fire House	491 Broadway
2. Engine 2 Ladder 3	Fire House	378 Mass. Ave
3. Engine 3 Ladder 2	Fire House	175 Cambridge Street
4. Engine 4	Fire House	2029 Mass. Ave
5. Engine 5	Fire House	1384 Cambridge Street
6. Engine 6	Fire House	175 River Street
7. Engine 8 Ladder 4	Fire House	113 Garden Street
8. Engine 9	Fire House	167 Lexington Ave

NAME OF BIDDER: _____

BUILDING**TYPE****LOCATION*****Public Works Buildings***

1. DPW Frazier Building	Administrative Bldg.	147HampshireSt.
2. DPW Simard Building	Administrative Bldg.	147 Hampshire St.
3. DPW Ryan Building	Office/Garage Bldg.	147 Hampshire St.
4. Coffon Building	Administrative Bldg.	51 Inman Street
5. Lombardi Building	Administrative Bldg.	831 Mass. Ave.
6. City Hall	Administrative Bldg.	795 Mass. Ave.
6. City Wide Senior Center	Senior Center	806 Mass. Ave.
7. Area IV Youth Center	Youth Center	243Harvard Street
8. Frisoli Youth Center	Youth Center	61 Willow Street
9. Gately Youth Center	Youth Center	70R Rindge Ave
10. Moore Youth Center	Youth Center	11 Gilmore St.
11. Russell Youth Center	Youth Center	680 Huron Ave.
12. Police Headquarters	Police Dept.	125 Sixth Street
13. O'Neill Golf Course Clubhouse	Golf Course	691 Huron Avenue
14. City Hall Annex	Administrative Bldg.	344 Broadway
15. Wolfe Bldg	Administrative Bldg	5 Western Ave/362 Green St.

Traffic & Parking

1. First Street Garage	Garage	First Street
1. Green Street Garage	Garage	Green Street

Water Department Buildings

1. Sullivan Purification Facility	Administrative Bldg.	250 Fresh Pond Parkway
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Library Buildings

1. Main Library	Library	449 Broadway
2. Boudreau Library	Library	245 Concord Ave
3. Central Square Branch	Library	45 Pearl Street
4. Collins Branch Library	Library	64 Aberdeen Ave
5. O'Connell Branch Library	Library	48 Sixth Street
6. O'Neill Branch Library	Library	70 Rindge Ave
7. Valente Branch Library	Library	826 Cambridge Street

NAME OF BIDDER: _____

1) LABOR

Regular Time (Monday – Friday 7:00 AM – 5:00 PM)

\$ _____ x 800 hours = \$ _____

Overtime (Monday – Friday 5:00 PM – 7:00 AM, Saturdays, Sundays, Holidays)

\$ _____ x 50 hours = \$ _____

TOTAL LABOR COST

\$ _____

(Add Regular Time Total + Overtime Total)

2) MATERIALS MARKUP (%)

Supplier's actual cost plus _____ % x \$10,000 = \$ _____
(i.e., for a materials markup of 15%, multiply \$10,00 x 1.15 to equal \$11,500.)

PROPOSED CONTRACT PRICE

The Proposed Contract Price shall be calculated as the sum of 1) Total Labor Cost, and 2) Materials Markup.

PROPOSED CONTRACT PRICE \$ _____

NO TRAVEL EXPENSES OR ANY OTHER COSTS WILL BE PERMITTED. THEY MUST BE INCLUDED IN THE HOURLY RATE.

NAME OF BIDDER: _____

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

Masonry Repairs for City and School Buildings

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

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, questions may be answered on separate attached sheets. The Bidder may submit any additional information it desires.

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

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

IMPORTANT: Be sure residences are listed below.

Name	Title	Home Address

2. When organized.

3. If a corporation, where incorporated.

4. How many years have you been engaged in **Masonry Work** under your present firm or trade name?

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

Name, Address, Contact Information, of Owner for Whom Work is Being Done	Whether Work Being Done as Contractor or Sub-contractor	Description of Work	Approximate Amount of Contract	Approximate Completion Date of Work

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

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

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

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

Name, Address, Contact Information, of Owner for Whom Work is Being Done	Whether Work Being Done as Contractor or Sub-contractor	Description of Work	Approximate Amount of Contract	Approximate Completion Date of Work
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10. Background and experience of the principal member of your organization, including the officers.

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

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

Name of Bank

Address

13. Employer Identification No.

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

Name _____

Signature _____

Title _____

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

Dated at _____ this _____ day of _____, 20__

(Signature)

Tel. No. _____

BY _____

Title _____

State of _____

as:

County of _____

_____, being duly sworn,

deposes and says that he is

_____ of

(Name of Organization)

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

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

(Notary Public)

My commission expires _____, 20__

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 Supplier Diversity Office (SDO), Certified Minority/Women Business Directory. Only MBE firms approved by SDO 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 SDO 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 SDO-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.
6. If you have any questions about the above steps, please call Duane A. Brown, Minority Business Compliance Officer, at 349-4331.

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 SDO. The General Bidder (Prime Contractor) shall immediately notify the Minority Business Compliance Officer upon learning of such a change in MBE status. In this event, the Prime Contractor shall submit to the Minority Business Compliance Officer a revised Contractor Certification of Compliance with MBE Requirements, showing how the lost MBE participation will be replaced.

SANCTIONS

- A. If the Prime Contractor does not comply with the terms of the Minority Business Enterprise requirements of the contract, the City may (1) suspend any payment for the activity that should have been performed by the MBE pursuant to the contract, or (2) require specific performance of the Prime Contractor's obligation by requiring the Prime Contractor to sub contract with any MBE for any contract or specialty item at the contract price established for that item in the proposal submitted by the Prime Contractor.
- B. To the extent that the Prime Contractor has not Complied with the MBE requirements of the contract, the City may retain an amount determined by multiplying the bid price of this contract by the required percentage of MBE participation, less the amount of paid to MBEs for work performed under the contract and any payments already suspended under "A" above.
- C. In addition, or as an alternative, to the remedies under "A" and "B" above, the City may suspend, terminate, or cancel this contract, in whole or in part, or may call upon the Prime Contractor's surety to perform all terms and conditions in the contract, unless the Prime Contractor is able to demonstrate its compliance with the MBE requirements, and may further deny to the Prime Contractor the right to participate in any future contracts awarded by the City for a period of up to three years.
- D. In any proceeding involving the imposition of sanctions by the City, no sanctions shall be imposed if the City finds that the Prime Contractor has taken every possible measure to comply with MBE requirements, or that some other justifiable reason exists for waiving the MBE requirements in whole or part.
- E. Any bidder or contractor shall provide such information as is necessary in the judgment of the City to ascertain its compliance with the MBE Requirements.
- F. No sanctions shall be imposed by the City except in an adjudicatory proceeding under Chapter

30A of the General Laws.

- G. 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

FORM
LETTER OF INTENT TO PARTICIPATE
Minority Business Enterprise Requirements

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 Supplier Diversity Office (SDO) as a Minority Business Enterprise and is listed as such in the most recently issued SDO 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 SDO. I further certify that my company will give immediate notification in writing to both SDO 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 SDO
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

FORM

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 TO 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

FORM

General Contractor's Certification

A contractor will not be eligible for award of a contract unless such contractor has submitted the following certification, which is deemed a part of the resulting contract:

GENERAL CONTRACTOR'S CERTIFICATION

_____ certifies that:
(General Contractor)

1. it shall obtain from each of its subcontractors and submit to the contracting or administering agency prior to the performance of any work under said subcontract a certification by each subcontractor, regardless of tier, that it will comply with the minority/women/resident workforce ratio;

2. it read, understands and shall comply with the Minority/Women/Resident hiring requirements set forth in the Cambridge Employment Plan, Cambridge Municipal Code §2.66.060, et seq.;

3. it is aware that failure to comply with the Cambridge Employment Plan will result in, at minimum, the following: 1) it will be ineligible to bid for future contracts with the City of Cambridge and 2) the City of Cambridge will notify DCAM of such failure which may affect the contractor's future qualification to bid for public contracts throughout the commonwealth.

4. it has read, understands and shall comply with all the pertinent provisions of the Americans with Disabilities Act and will be subject to sanctions for failure to do so.

5. it has read, understands and shall comply with all the provisions of the Supplemental Equal Employment Opportunity Anti-Discrimination and Affirmative Action Program and will be subject to sanctions for failure to do so.

Signed under the penalties of perjury.

Signature of authorized representative of contractor

Print name of authorized representative of contractor

Dated: _____

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 S2.66.060(A);
- (2) comply with the obligations established under M.G.L. c. 149 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 SS 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, S26 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; and
- (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.
- (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 regulations.

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.

Project:
Contract #

**CAMBRIDGE RESPONSIBLE EMPLOYER PLAN
GENERAL CONTRACTOR'S CERTIFICATION
WEEKLY CONTRACT FORM**

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

- (1) are complying with the Cambridge Employment Plan as it currently exists and as it may be, from time to time, amended, and specifically are complying with the worker hours requirements of S2.66.060(A);
- (2) are complying with the obligations established under M.G.L. c. 149 to pay the appropriate lawful prevailing wage rates to its employees;
- (3) are maintaining or participating in a bona fide apprentice training program as defined by c. 23 SS 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 are abiding by the apprentice to journeymen ratio for each trade prescribed therein in the performance of the contract;
- (4) are furnishing, 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, S26 in establishing minimum wage rates;
- (5) are maintaining appropriate industrial accident insurance coverage for all its employees employed on the project in accordance with M.G.L. c.152; and
- (6) are promptly classifying 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.

The General Contractor certifies under oath that it is in compliance with the above obligations.

Signed under the penalties of perjury, week of: _____ (date)

Signature of authorized representative contractor

Print name of authorized representative of contractor

**THIS FORM MUST BE SUBMITTED TO THE CITY OF CAMBRIDGE PURCHASING DEPARTMENT
ON A WEEKLY BASIS FOR THE LIFE OF THE PROJECT.**

**Chapter 306 of the Acts of 2004
An Act Relative to the Health and Safety on Construction Projects**

GENERAL CONTRACTOR'S CERTIFICATION - BID FORM

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

(1) who shall certify that all employees to be employed at the worksite will have successfully completed a course in construction safety and health approved by the United States Occupational Safety and Health Administration that is a least 10 hours in duration at the time the employee begins work and who shall furnish documentation of successful completion of said course with the first certified payroll report for each employee.

Signed under the penalties of perjury. _____ (date)

Signature of authorized representative of contractor

Print name of authorized representative of contractor

RETURN THIS FORM WITH YOUR BID

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**

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 bidder shall not discriminate against any qualified employee or job applicant with a disability and will make the activities, programs and services covered by any contract awarded through this procurement readily accessible to and usable by individuals with disabilities. To be qualified for a job, or to avail oneself of the bidder's services, the individual with the disability must meet the essential eligibility requirements for receipt of the bidder's services or participation in the bidder's programs or activities with or without: 1) reasonable modifications to the bidder's rules, policies and practices; 2) removal of architectural, communication, or transportation barriers; or, 3) provisions of auxiliary aids and services.

By submitting its bid, the bidder certifies to the City of Cambridge that it understands and will comply with all applicable provisions of the Act, including compliance with applicable provisions of Section 504 of the Rehabilitation Act of 1973, if the bidder is receiving federal funds.

The undersigned certifies under 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 of individuals

As required by M.G.L. c. 62C, §49A, the undersigned certifies under the penalties of perjury that the bidder has complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Date: _____

(Print Name of person signing bid)

(Signature & Title)

Address

City

State

Zip Code

This form must be submitted with your bid

