

INVITATION FOR BID	If at the time of the scheduled bid opening, City Hall is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the bid opening will be postponed to the same time on the next normal business day. Bids will be accepted until that date and time.
FILE NO.: 8307	
COMMODITY: WATER DEPARTMENT CHEMICALS	
NAME OF BIDDER:	
BIDDER'S FED. ID.	

TO: Elizabeth Unger
Purchasing Agent
Cambridge City Hall
795 Massachusetts Avenue

PH: (617) 349-4310 FX: (617) 349-4008

The undersigned submits this sealed bid to provide the commodity or services identified above, described in the specifications herein and advertised in the CAMBRIDGE CHRONICLE on Thursday, November 8, 2018 which is to be opened and publicly read at the Office of the Purchasing Agent, City Hall, 795 Mass. Ave., Room 303, Cambridge, MA at 11:00 a.m. on Thursday, November 29, 2018. The bid may be downloaded from the City's web site; www.cambridgema.gov, Online Services, Purchasing bid list, Invitation for Bid, File No. 8307.

The undersigned certifies that this bid is made without collusion with any other person, firm or corporation making any other bid or who otherwise would make a bid. The undersigned agrees to furnish the commodity or services in strict accordance with the bid documents, which consist of this Invitation for Bid and all attachments hereto. **"The submitted bid must be without conditions, exceptions or modifications to the bid document"**.

The envelope containing the bid must be labeled: "This envelope contains a bid for **WATER DEPARTMENT CHEMICALS** opened at 11:00 a.m. on Thursday, November 29, 2018. The bid and all documents submitted with it are public records. Parking is limited at this location. It is strongly recommended that the bids are mailed or delivered in advanced of the due date and time. Late bids will not be accepted.

This bid process and the award of the contract are made in conformity with M.G.L. c. 30B, unless otherwise stated.

See other side of this form for General Terms and Conditions that shall become part of any Contract awarded through this Invitation for Bid.

This bid includes addenda numbered: _____

SIGNATURE OF BIDDER: _____

TITLE OF SIGNATORY _____

ADDRESS OF BIDDER _____

TELEPHONE NUMBER _____

EMAIL ADDRESS: _____

Please check one of the following and insert the requested information:

() Corporation, incorporated in the State of: _____

() Partnership: Names of partners: _____

() Individual: _____

NAME OF BIDDER: _____

MATERIAL SAFETY DATA SHEETS: Pursuant to M.G.L. c. 111F, ss. 8, 9, and 10, any vendor who receives a contract resulting

GENERAL TERMS AND CONDITIONS

LAWS: All deliveries shall conform in every respect with all applicable laws of the Federal government, Commonwealth of Massachusetts and City of Cambridge.

EQUAL OPPORTUNITY: The Vendor in the performance of the contract shall not discriminate on the grounds of race, color, religion, national origin, age or sex in employment practices or in the selection or retention of subcontractors, and in the procurement of materials or rental of equipment. The City may cancel, terminate or suspend the contract in whole or in part for any violation of this paragraph

TAXES: Purchases made by the City are exempt from the payment of Federal excise tax and the payment of Commonwealth of Massachusetts sales tax (except for gasoline) and any such taxes must not be included in the bid prices.

QUANTITIES: Unless otherwise stated, the quantities set forth herein are ESTIMATES ONLY. The City reserves the right to purchase the commodity(ies) specified in any amount less than the estimated amount.

BID PRICES: Bid prices shall include transportation and delivery charges fully prepaid to the City of Cambridge destination. Where the unit price and the total price are at variance, the unit price will prevail.

DELIVERY AND PACKAGING: Deliveries must be made in such quantities as called for in the purchase order and in the manufacturer's original packages. All deliveries must be **"inside" delivery with no assistance from City personnel. Tailgate deliveries will not be accepted.** Rejected material will be returned to the vendor at the vendor's expense.

MODIFICATION OF BIDS: Prior to bid opening, a bidder may correct, modify or withdraw its bid by making the request in writing prior to the time and date for the bid opening. All corrections and modifications must be delivered to the Purchasing Department in a sealed envelope indicating that it contains a modification or correction of the original bid submitted for the particular commodity and indicating the time and date of the bid opening.

REJECTION OF BIDS: The City reserves the right to reject any and all bids if it is in best interest of the City to do so.

AWARD OF CONTRACT: Contract(s) will be awarded within forty-five days of the bid opening unless award date is extended by consent of all parties concerned.

INDEMNITY: Unless otherwise provided by law, the Vendor will indemnify and hold harmless the City against any and all liability, loss, damages, costs or expenses for personal injury or damage to real or tangible personal property which the City may sustain, incur or be required to pay, arising out of or in connection with the performance of the Contract by reason of any negligent action/inaction or willful misconduct by the Contractor, its agents, servants or employees

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

ASSIGNABILITY: The Vendor shall not assign, sell, subcontract or otherwise transfer any interest in this contract without the prior written consent of the City.

from this invitation agrees to submit a Material Safety Data Sheet for each toxic or hazardous substance or mixture containing such substance when deliveries are made. The vendor agrees to comply with all requirements set forth in the pertinent laws above.

NAME OF BIDDER: _____

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*** These forms must be submitted with the bid.**

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FILE NO 8307 - WATER DEPARTMENT CHEMICALS – THURSDAY, NOVEMBER 29, 2018 @ 11:00 AM.

Elizabeth Unger, Purchasing Agent
City Hall, Cambridge MA 02139

The undersigned hereby proposes to furnish **WATER DEPARTMENT CHEMICALS** and deliver to the Cambridge Water Department, as needed in the following chemicals for a period of one year, in accordance with the attached specifications and following proposal schedule.

Multiple contracts will be awarded as a result of this Invitation for Bid. A contract will be awarded to the responsive and responsible bidder offering the lowest price for each chemical. Prices must remain FIRM during the entire contract period.

Contract will be awarded within forty-five days of the bid opening, unless award date is extended by consent of all parties concerned.

Prior to bid opening, a bidder may correct, modify, or withdraw its bid by making the request in writing prior to the time and date of the bid opening. All corrections and modifications must be delivered to the Purchasing Department in a sealed envelope with a notation on the envelope indicating that it contains a modification or correction of the original bid submitted for the particular commodity and indicating the date and time of the bid opening.

YOUR ATTENTION IS CALLED TO THE INSURANCE REQUIREMENTS LISTED HEREIN.

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

PLEASE SUBMIT YOUR BID IN DUPLICATE.

Questions

Questions concerning this Invitation for Bid, **including any exceptions to the specifications** must be submitted in writing and either emailed to purchasing@cambridgema.gov or delivered to the Office of the Purchasing Agent, Elizabeth Unger by Thursday, November 15, 2018 by 2:00pm. An addendum will be posted to the website to notify all bidders of questions and answers. Bidders will not be notified individually of Addendums

Please review the bidders list on the website. If your firm is not listed on the bidders list, please check on "Registry" and notify us that you have downloaded the bid document

Confidentiality and Public Record Law

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

Wage Theft Prevention Certification

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

NAME OF BIDDER: _____

QUALITY REQUIREMENTS

A “NO” response, a failure to respond, or a failure to meet any of the following Quality Requirements will result in a rejection of your bid.

Circle Yes or No for each of the following Quality Requirements.

1. All chemicals bids have National Sanitation Foundation Standard 60 Approval.

YES

NO

2. The Bidder has five years’ experience selling the proposed chemical to a municipal or private water facility for the production of potable water.

YES

NO

3. The Bidder’s manufacturing or transshipment point must be within Five (5) normal travel hours from 250 Fresh Pond Parkway.

YES

NO

BID SUBMISSION REQUIREMENTS

1. Bidder complete and submit all information requested in the Vendor Chemical Data Sheet attached and in the Technical Specifications.
2. Bidder shall submit a Manufacturer’s Specification sheet for each chemical.

NAME OF BIDDER: _____

INSURANCE REQUIRMENTS

Contractor's Insurance

The contractor shall provide the City of Cambridge with insurance policies as stated below at the expense of the Contractor. **The insurance certificate must be written in the name of the City of Cambridge as an Additional Named Insured in order to protect the interest of the City from any liability which might be incurred against it as the result of any operation of the contractor, its subcontractors, or their employees.**

The insurance required shall include all major divisions of coverage, and shall be on a comprehensive general basis including Premises and Operations, and Owned, Non-owned, and Hired Motor Vehicles. Such insurance shall be written for not less than any limits of liability required by law or the following limits, whichever are greater. Certificates must be presented to the City at the time the contract is signed by the Contractor.

The Contractor and all subcontractors waive subrogation rights against the City of Cambridge for all losses. EACH POLICY SHALL CONTAIN A 30-DAY NOTICE OF CANCELLATION, CHANGE OR NON- RENEWAL. NOTICE OF OCCURENCE is to be given to the City Manager, City of Cambridge, 795 Massachusetts Ave. Massachusetts Avenue, Cambridge, and Ma. 02139-3219.

INSURANCE POLICIES MUST COVER THE ENTIRE CONTRACT PERIOD INSURANCE POLICIES

INSURANCE POLICIES MUST COVER THE ENTIRE CONTRACT PERIOD

A.	Owner's Protective Liability	
	Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
B.	Commercial General Liability	
	General Aggregate	\$1,000,000
	Products Completed Operations	\$1,000,000
	Aggregate	
	Personal Injury and Advertising Limit	\$1,000,000
	Each Occurrence	\$1,000,000
C.	Automotive For all owned, non-owned, hired and Leased Vehicles	
	Each Occurrence Combined Single Limit	\$1,000,000
	- Or-	
	Bodily Injury- each person	\$1,000,000
	- each accident	\$1,000,000
	Property damage- each occurrence	\$ 500,000
D.	Umbrella	
	Combined single limit	\$1,000,000
	General Aggregate	\$1,000,000
E.	Worker's Compensation	
	Coverage A	STATUTORY
	Coverage B Each Accident	\$ 100,000
	Disease- Policy Limit	\$ 500,000
	Disease- Employee	\$ 100,000
F.	Full Replacement Valuation for Damaged	\$ 50,000
	or Missing Items No depreciation shall apply.	

The Contractor may purchase and maintain excess liability insurance in the umbrella form in order to satisfy the limits of liability required for the insurance to be purchased and maintained in accordance with the requirements set forth above (in addition to the umbrella limits required). Evidence of such excess liability shall be delivered to the City of Cambridge in the form of a certificate indicating the policy numbers and limits of liability of all underlying insurance. The City of Cambridge must be an additional insured on any such umbrella policy. The City of Cambridge reserves the right, at it's sole discretion, to amend the insurance requirements set forth above Failure of the contractor to provide and continue in force such insurance shall be deemed a material breach of contract and shall operate as an immediate termination thereof.

NAME OF BIDDER: _____

TECHNICAL SPECIFICATIONS FOR DRINKING WATER TREATMENT CHEMICALS

1. GENERAL

1.1 The intent and purpose of this specification document is to provide for the purchase and delivery of drinking water treatment chemicals to Cambridge Water Department (CWD) located at 250 Fresh Pond Parkway, Cambridge MA 02138.

2. CERTIFICATION

2.1 Products shall comply with the most recent AWWA Standard. Products shall be NSF Standard 60 certified for drinking water chemicals. The chemical shall have been tested and certified by a product certification organization accredited for this purpose by the American National Standards Institute.

2.2 A copy of the ANSI/NSF letter of acceptance for the vendor's chemical proposed to be supplied shall accompany the bid.

2.3 Failure to comply with these requirements or the loss of ANSI/NSF 60 certification shall be considered grounds for cancellation of the contract for the remainder of the contract period.

3. AFFIDAVIT OF COMPLIANCE

3.1 Along with the bid, the prospective vendor shall submit an *affidavit of compliance* that confirms that the chemical meets CWD specifications. Each company involved in supplying and transporting the chemical to the Cambridge WTP must sign the affidavit of compliance

4. CERTIFIED ANALYSIS TESTING for IMPURITIES AND ACCEPTANCE of DELIVERY PAPERWORK

4.1 Along with the bid, a certified analysis for impurities must be provided.

4.2 Additional Impurities of concern include: antimony, arsenic, boron, cadmium, copper, cyanide, lead, molybdenum, mercury, nickel, selenium, silver, zinc, chromium. Data (in milligrams per liter) on these impurities shall be provided at no cost upon request.

5. DELIVERY

5.1 Vendor shall make "normal" deliveries within 48 hours after receipt of order and make "emergency" deliveries within 24 hours. An emergency delivery is defined as a delivery which is necessary order to prevent CWD from running out of water treatment chemicals in less than 24 hours. CWD shall endeavor to minimize the number of emergencies. CWD reserves the right to change quantities and delivery dates at its discretion with a 24-hour notice.

5.2 Delivery time of day shall be arranged upon placement of order and shall be between the hours of 7:00 a.m. and 3:00 p.m. All delivery personnel must have a company cell phone to facilitate deliveries. The Driver/Vendor is responsible for knowing the route to the Cambridge WTP.

5.3 An assigned CWD employee will meet the driver at the delivery area and perform a visual inspection of the vehicle. The employee will verify that the UN# is correct on the outside of the vehicle. If no visible problems occur the employee will escort the driver to the appropriate location to commence CWD testing (if appropriate) and unloading.

5.4 The Driver shall provide the inspector with one (1) sample that is representative of the loaded chemical. This sample will be used for acceptance testing. The sample shall be a minimum of 250 milliliter's.(8.5 ounces). In the event of a discrepancy in the test results or a part of CWD random audits of chemical deliveries, a CWD Supervisor may request that a sample taken from the delivery truck. All such samples shall be taken by the driver. Samples taken from delivery trucks at CWD's site shall be taken from the top of the tank/truck. Samples shall not be taken from discharge valves or hose connections on the bottom of the tank

5.5 The driver will place blocks behind his wheels to ensure that the truck will not move during unloading. The driver can only hook up the delivery when an assigned CWD employee tells the driver where to make the necessary connections.

5.6 Any delivery not agreeing with either the temperature or concentration criteria established shall be returned at the contractor's expense.

5.7 While the truck is unloading, the driver must stay with the truck at all times in case problems occur with the unloading.

5.8 Hoses shall be clean and free of residue from previous deliveries. Hoses, couplings or adaptors found unclean shall be cleaned at the vendor's expense before unloading.

5.9 Where tank trucks are used, the truck tank pressure shall be regulated by Cambridge WTP while unloading and shall not exceed the tank truck manufacturer's specifications.

5.10 Tank trucks shall be equipped with tank-mounted valves to enable rapid shut-off if an emergency arises.

5.11 The vendor shall notify the CWD's authorized representative immediately of any delay en route.

- 5.12 Deliveries to CWD shall be made in single compartment tankers or in the case of smaller deliveries in a single compartment of a multi-compartment tanker. CWD's intent is to limit the number of hose hook-up per delivery (1 hook-up).
- 5.13 Tanker discharge valving shall include provisions (e.g. a three way fitting, one for the air line) for blowing off the hook-up line in the event that the delivery is interrupted before completion. Where chemicals are trans-loaded from a storage tank, rail car, or other container other than what is delivered to the CWD, the driver or trans-loader must initial that he/she has witnessed the trans-loading into the vehicle used for transport to the CWD facility. As evidence of this, the paperwork shall state the container identification such as the DOT UN# along with chemical name and an identification number of the tank truck used for transporting the chemical to the CWD facility. This assures CWD staff that the wrong chemical was not trans-loaded.

6. TRANSPORTATION PLAN

- 6.1 In order to fully comprehend the "chain-of-custody" before a chemical reaches its CWD destination, the CWD must be provided with a transportation plan along with the bid. Within this plan, a detailed explanation must be provided explaining all companies involved in the manufacturer, distribution, and transportation of the chemical to the CWD facility.
- 6.2 Any changes made to the transportation plan, during the contract, must be made known to the CWD two weeks prior to the proposed change. The proposed change must be sent certified mail to the following address: Jim Rita, Production Manager, 250 Fresh Pond Parkway, Cambridge MA 02138, where two weeks notice is not available, a fax shall be sent to Production Manager of Cambridge water treatment plant at the following number, (617) 349-4796(FAX). The fax shall be confirmed by a telephone call to the Production Manager. (617) 349-4789.
- 6.3 Included in this transportation plan shall be an emergency contact list for each company involved in the chemical manufacture, distribution, and transportation of the chemical. Included in this transportation plan shall also be a description of other chemicals manufactured, repackaged, trans-loaded and transported at each location affiliated with supplying the chemical to the CWD. Also include a description of how these chemicals are packaged.
- 6.4 Included in the transportation plan shall be a detailed description of the personal protective equipment required of the driver during the delivery process at the CWTP. List each piece of required personal protective equipment. Chemical offloading may not occur if the driver does not have the proper personal protective equipment.
- 6.5 All required bid submissions will be reviewed by CWD staff. Include in the transportation plan a contact person and phone number who is available to answer questions posed by CWD staff during the bid selection process.
- 6.6 The vendor (as well as its contractors affiliated with supplying the chemical to the CWD facility) must provide information on their accidental release history as part of the transportation plan.

7.0 CWD SITE VISIT/VENDOR SITE VISIT

- 7.1 If the vendor has not previously been contracted to supply chemical, a site visit by the vendor to Cambridge Water Treatment Plant (WTP) is required before the initiation of the contract.
- 7.2 Vendors intending to submit bids for the supply of Sodium Hypochlorite are encouraged to arrange to inspect the CWD Storage and Day tank. Inspection shall be arranged and coordinated through the Production Manager. Inspections shall be conducted at the bidders sole cost.
- 7.3 CWD reserves the right to inspect or visit any proposed vendor's chemical manufacturer's site along with any sites where the chemical will be trans-loaded, stored for distribution, or repackaged. CWD reserves the right to make such visits anytime during the bid evaluation process and at anytime during the life any chemical supply contract awarded.
- 7.4 The site visit will include a discussion of the transportation plan of the vendor. The vendor will attest to the fact that this transportation plan will not deviate and that any proposed changes would be provided to the CWD beforehand.
- 7.5 A site visit will also include a walk-through of the manufacturing process, what quality assurance and purity tests are performed on the product, possible contaminants along with mitigating measures, and how often quality assurance and purity tests are performed.
- 7.6 Should any concerns be raised by CWD personnel during the site visit, the vendor shall address those concerns. If possible changes are discussed and agreed upon they will be put in writing by the vendor and sent to the appropriate CWD personnel. The conditions will stand for the entire length of the contract unless otherwise noted.

8. SUBSTITUTIONS OR CHANGES IN MANUFACTURER

- 8.1 The vendor may not substitute another manufacturer's product or deliver any other chemical than what is agreed to at the time of award without prior written approval from CWD management. Failure to obtain such approval can result in forfeiture of the contract and the vendor removing any delivery made at the vendor's expense.
- 8.2 If the CWD agrees to a substitution in material, the vendor is still responsible for ensuring that the appropriate paperwork is produced and given to the CWD via the delivery driver. If the normal paperwork requirements are not fulfilled CWD reserves the right to reject the delivery.

9. VENDOR CONTRACT AGREEMENTS

- 9.1 The transportation plan will disclose any conditions and requirements the vendor has with its contractors to manufacture, supply, and/or transport the chemical to the CWD. Disclosure includes conditions of the contract, including provisions for pre-job safety meeting orientations for contractors, training, necessary personal protective equipment, and emergency response procedures that the vendor requires of its contractors.

10. CUSTOMER REFERENCES:

- 10.1 Provide three (3) possible water treatment plants that have been supplied the chemical in truckload quantities on an annual bid basis within the last three years.

11. POSSIBLE SUBMISSION OF ADDITIONAL DATA

- 11.1. Bidders may be required to submit some or all of the following during the bid evaluation process or during the life of any chemical supply contract that is awarded based on this bid:
 - 11.11 An audited financial statement
 - 11.12 Capacity of facilities
 - 11.13 List of current customer base for the last five years
 - 11.14 Security measures at all applicable facilities
 - 11.15 Age and/or maintenance performed on rail cars and tank trucks used for CWD chemicals

12. CONTAINERS AND APPURTANENCES

- 12.1 All containers and appurtenances shall be dedicated solely to that chemical. If the chemical containers or packaging are damaged, they will not be accepted. This minimizes any chance for possible contamination. The damaged products will be returned and proper replacement will be provided accordingly at the vendor's expense. All drums, totes, pails used for the delivery of any chemical to the Cambridge Water Department shall remain the property of the vendor and will be removed at the vendor's expense. All costs associated with this requirement are to be included in the bid price.
- 12.2 Any containers or tank trucks found leaking chemicals shall not be allowed to enter or depart from the CWD facility until the contractor or the designated representative makes appropriate repairs. Any cargo found to be leaking chemicals will be considered an emergency situation requiring immediate attention by the vendor and its contractors.

13. SAFETY AND PERSONAL PROTECTIVE EQUIPMENT

- 13.1 The vendor shall ensure that all parties involved in supplying the chemical to the CWD facility observe the applicable safety practices. This includes wearing the appropriate personal protective equipment during trans-loading and offloading operations. Such operations shall not begin unless the personal protective equipment is worn.
- 13.2 The driver shall always wear the appropriate protective face and body apparel when unloading the chemical. The driver shall also be fully educated (classroom & hands-on training) in Hazardous Communication regulations to ensure that they know what to do should an emergency occur on-site or while traveling to the facility.
- 13.3 In no case will a driver transport the chemical without being trained on the use of the specific truck used to transport the chemical to the CWD facility.

14. SAFETY REQUIREMENTS OF VENDORS

- 14.1 Vendors that deliver hazardous chemicals must assure that their employees are trained on performing the job safely, of the hazards related to the job, and applicable provisions in CWD emergency response plans. Upon request by the CWD, vendors must present information regarding the vendors' safety performance as highlighted below:
 - 14.11 Assure that their employees are trained in safe work practices;

14.12 Assure that their employees are instructed in the known potential fire, explosion, or toxic release hazards related to the job;

14.13 Document the required training and the means to verify that their employees have understood the training;

14.14 Assure that their employees follow the CWD's safety rules and work practices.

14.15 The training records shall contain the identity of the employees, the dates of training, and the means used to verify that the training was understood.

15. TRAINING AND TECHNICAL SERVICES

15.1 Upon request, the contractor shall provide at no additional cost to the CWD, a one-half day formal on-site classroom training session to CWD employees for each supplied chemical. The training classes shall be given within three months of the beginning of the contract period.

15.2 The training session shall include but not to be limited to the characteristics of the supplied chemical, safe operating and maintenance practices, emergency response, routine operational observations or maintenance tasks, and technical guidance to assure that the workforce is adequately acquainted with all aspects of handling and using the supplied chemical.

15.3 The instructor shall have sufficient experience and qualifications that will enable him/her to present a training session that is meaningful and complete.

15.4 The vendor shall coordinate the scheduling of training with CWD Production Manager.

16. MATERIAL SAFETY DATA SHEETS

16.1 The vendor must submit a manufacturer's Materials Safety Data Sheet (SDS) prior to CWD's first delivery. A new SDS must be submitted to the CWD if any revision or change occurs during the contract.

17. WEIGHT CERTIFICATE

17.1 Where applicable, all deliveries shall be accompanied by weight certificates or certificates issued by a certified scale operator.

17.2 Weight slips shall be the basis of vendor invoices for this (these) contracts. Invoices shall be corrected to reflect the specific gravity of each load. CWD specific gravity measures will be considered final. CWD stockpiles all delivery samples for a period of time to allow for vendor verification in the event of a question or dispute.

17.3 CWD measures each chemical delivery with various tank height gauges. If CWD finds a discrepancy between weight slips and CWD volume measurements, CWD will notify the vendor. The vendor shall work with CWD staff to resolve disputes. In the event of the failure to resolve delivery volume issues, CWD measurement will be considered final for billing purposes.

18. DEPARTURE

18.1 The driver must make sure that all of the cargo has been unloaded, the appropriate paperwork has been signed, and that all previously open outlets and valves are closed to ensure that nothing can leak out of the vehicle.

18.2 At the conclusion of each delivery, the driver shall remove all materials (chemicals) that are leaked or wasted as part of the delivery process. All materials deposited on the loading area floor shall be cleaned up and removed. This included all leakage from truck valves, vendor hoses and from the making and breaking of hose hook-up to CWD piping. All spill/drip buckets shall be emptied: all chemicals and spillage shall be removed from the CWD facility by the driver following vendor materials handling protocols.

18.3 In the event of a hazardous material spill event occurring during a chemical delivery to the CWD facility, CWD will follow standard operating procedures and call first responders, the Cambridge Fire Department. This will be followed by calls to the vendor involved, to Massachusetts Department of Environmental Protection (DEP) and a spill clean-up contractor.

18.4 Vendors are responsible for first response costs, clean-up costs, and disposal costs associated with failures of their equipment, personnel, or their operating procedures.

19. SECURITY

19.1 Upon Request by the Water Department, the driver will show their Driver's License to the Operator accepting the delivery.

19.2 Upon Request, by the Water Department, the Vendor will acknowledge Driver License information.

Item 1. Specifications Aluminum Sulfate 48% Iron Free Liquid Composition

Meets current AWWA Standard B403 and:

1. Liquid aluminum sulfate clarity. Liquid alum shall be of such clarity as to permit the reading of flow-measuring devices without difficulty and free from suspended material.
2. Liquid alum shall contain water-soluble aluminum of not less than 4.23 percent as Al or 8.0 percent as Al₂O₃, except by agreement between the supplier and purchaser.
3. Basic and acidic alum. The range of basicity or acidity of alum is subject to agreement between the supplier and purchaser.
4. In liquid alum, the water-insoluble matter shall not exceed 0.7 percent.
5. Specific impurity limits. The total water-soluble iron (expressed as Fe₂O₃) content of aluminum sulfate shall be no more than 25 ppm.
6. Where the ANSI/AWWA Standard has conflicting requirements with that of CWD, the CWD purchase specifications and delivery acceptance procedures shall take precedence over the ANSI/AWWA standard.

A. Aluminum Sulfate Delivery Requirements

The Cities estimated annual usage is 200,000 gallons. The City expects to order deliveries of 5,000 gallons for each delivery. The usage noted on this bid document is based on an estimate volume: the City may increase or decrease the actual usage as required. The delivery volumes are standard but CWD reserves the right to increase or decrease delivery volumes based on plant operations. Delivery made to CWD via dedicated tank truck that is only used to transport Aluminum Sulfate, and transferred to bulk storage tanks as directed by CWD delivery inspector. Storage Tank Volume: 3 x 11,000 gallons. Average Daily Use: 600 +/-100 gallons.

B. Delivery Documentation

Certificate of Analysis: At a minimum to include: Lot Number, Appearance, Al₂O₃ percent (8.1 – 8.4) and acceptable range, Specific Gravity @60° F and acceptable range of 1.318 – 1.335 Total Iron as Fe to be less than 25 mg/L (ppm). Pounds per gallon.

Item 2. Specifications Ammonium Sulfate 40%- Liquid

A. Composition

1. Ammonium Sulfate 40% - Technical. The liquid shall be of such clarity as to permit the reading of flow-measuring devices without difficulty and free from suspended material.
2. Iron, mg/L less than 100 mg/L
3. Specific Gravity: 1.23
4. pH 2 -7
5. Water Insoluble ≤0.01%
6. pH of solution: 6.3 range 2.5 – 7.0

B. Delivery Requirements

The Cities estimated annual usage is 24,000 gallons. The City expects to order deliveries of 2,000 gallons for each delivery. The usage noted on this bid document is based on an estimate volume: the City may increase or decrease the actual usage as required. The delivery volumes are standard but CWD reserves the right to increase or decrease delivery volumes based on plant operations. Tank Volume: 2,500 gallons Average Daily Use: 60 +/-10 gallons.

C. Delivery Documentation

Certificate of Analysis at a minimum to include: Date and Time of Manufacture, Appearance, Assay- Ammonium sulfate in percent, Water insoluble Matter less than 0.01%, Specific Gravity @60° F: 1.23 and acceptable range, pH of solution. Pounds per gallon.

Item 3. Specifications Hydrofluocyclic Acid 23-25% Liquid

Meets current AWWA Standard B703 and:

A. Composition

1. Liquid Hydrofluocyclic Acid 23%- Technical. The liquid shall be of such clarity as to permit the reading of flow-measuring devices without difficulty and free from suspended material.
2. Liquid Hydrofluocyclic Acid Assay shall be 23% ranging in concentration from 23.0 – 25.0 % except by agreement between the supplier and purchaser.
3. Liquid Hydrofluocyclic Acid shall contain less than 1% Hydrofluoric Acid (HF)
4. Specific Gravity @ 60°F of 1.22 and can range from 1.22 – 1.228.
5. Liquid Hydrofluocyclic Acid shall contain less than 20 mg/L Arsenic
6. Liquid Hydrofluocyclic Acid shall contain less than 1.00 mg/L Lead
7. Liquid Hydrofluocyclic Acid shall contain less than 0.02% Heavy Metals (as Pb)
8. Liquid Hydrofluocyclic Acid shall contain less than 0.02% Phosphorus Pentoxide P₂O₅

B. Delivery Requirements

The Cities estimated annual usage is 24,000 gallons. The City expects to order deliveries of 2,000 gallons for each delivery. The usage noted on this bid document is based on an estimate volume: the City may increase or decrease the actual usage as required. The delivery volumes are standard but CWD reserves the right to increase or decrease delivery volumes based on plant operations. Tank Volume: 2,500 gallons Average Daily Use: 55 +/-10 gallons.

C. Delivery Documentation

Certificate of Analysis: At a minimum to include: Lot or Batch Number, Railcar Number. Assay, Color, HF Content, Specific Gravity @ 60°F and acceptable range, Arsenic content. Lead content, Heavy Metals content in %, Phosphorus Pentoxide P₂O₅ content. Pounds per gallon.

Item 4. Specifications Sodium Hydroxide 25%- Liquid

Meets current AWWA Standard B501 and:

A. Composition

1. Sodium Hydroxide- Diaphragm: range in percent: 24.5 – 25.5%. The liquid shall be of such clarity as to permit the reading of flow-measuring devices without difficulty and free from suspended material.
2. Carbonate 1%,
3. Chloride as Sodium Chloride 0.6%,
4. Iron, mg/L 5 mg/L maximum
5. Specific Gravity: 1.27
6. Sodium Carbonate, % 0.20 maximum
7. Sodium Sulfate, % 0.05 maximum
8. Mercury, mg/L 0.1 maximum

B. Delivery Requirements

Normal Plant Operations

The Cities estimated annual usage is 200,000 gallons. The City expects to order deliveries of 5,000 gallons for each delivery. The usage noted on this bid document is based on an estimate volume: the City may increase or decrease the actual usage as required. The delivery volumes are standard but CWD reserves the right to increase or decrease delivery volumes based on plant operations. Tank Volume: 2 x 9,000 gallons Average Daily Use: 600 +/-100 gallons..

C. Delivery Documentation

Certificate of Analysis at a minimum to include: Lot or batch number, Concentration in Percent and acceptable range, Carbonate content, Chloride as Sodium Chloride in percent, Iron concentration not to exceed 5 mg/L, Specific Gravity @ 60°F and acceptable range. Clarity. Pounds per gallon.

Item 5. Specifications Sodium Hypochlorite 15%- Liquid

A. Composition

1. The sodium hypochlorite shall be clear to pale yellow in color with no visual evidence of particulates in the product.
2. The delivery time of the shipment shall not exceed 72 hours from the time of manufacture. The term manufacture does not include shipping hypochlorite that is manufactured outside of the 72 hour window nor does it include diluting higher strength sodium hypochlorite that is manufactured outside of the 72 hour window. The manufacture date must be listed on the Certificate of Analysis.
3. Upon observation of particulates in the product or material accumulation in the storage tanks or associated process piping, the vendor shall, at a cost to the vendor, clean the affected equipment and dispose of the material in accordance with applicable state and federal regulations. The cleaning of affected equipment shall be coordinated with CWD management.
4. Upon contract award the vendor may inspect an CWD storage tank to see the cleanliness of the tank. The CWD may only be able to allow an inspection one tank at a time.
5. The vendor shall perform a suspended solids test on sodium hypochlorite sample prior to shipment. The test shall have the same test methods as the “Suspended Solids Quality Test for Bleach using Vacuum Filtration”, developed by Dr. Bernard Bubnis of NovaChem. CWD reserves the right to perform this test on a tank truck sample as an acceptance criterion. Product not within the specifications may be grounds for rejecting the delivery or generations of a letter of nonconformance.
6. The suspended solids in the sodium hypochlorite shall have a filtration time of less than 3 minutes for 1000 milliliters when applying the test method referenced above.
7. Sodium hypochlorite shall conform to the specifications listed in Table 3 and the maximum concentrations listed in Table 4. The Independent Analysis for Impurities shall disclose the results of these parameters.

8.

Table 3		
Characteristic	Requirement	
Solution strength	14.5-16.5% trade (CWTP)	9.0-12.1% (WABWTF)
Excess sodium hydroxide	0.1-0.5% wt	
pH	11-13	

Table 4			
Contaminant	Concentration (mg/l)	Contaminant	Concentration (mg/l)
Arsenic	1.50	Lead	2.00
Barium	2.00	Mercury	0.02
Cadmium	2.00	Nickel	0.10
Chromium (total)	2.00	Selenium	2.00
Cobalt	0.50	Silver	2.00
Copper	0.20	Chlorate	1500
Iron	1.00	Bromate	70
Perchlorate	85 (CWTP); 150 (WABWTF)		

B. Certifications

1. Sodium Hypochlorite shall conform to the latest ANSI/AWWA B300 Standard for Hypochlorites. Where the ANSI/AWWA Standard has conflicting requirements with that of CWD, the CWD purchase specifications and delivery acceptance procedures shall take precedence over the ANSI/AWWA standard.
 - a. Sodium Hypochlorite shall be ANSI/NSF Standard 60 certified for drinking water chemicals. The chemical shall have been tested and certified by a product certification organization accredited for this purpose by the American National Standards Institute (ANSI).
 - b. Failure to comply with these requirements at manufacturing or trans load facilities (if applicable) or the loss of ANSI/NSF 60 certification shall be considered grounds for non-issuance of contract or cancellation of this contract.
2. If ANSI/NSF Standard 60 certification is lost, the vendor shall notify the CWD immediately.

C. Delivery Documentation

1. At a minimum, the following are required with every delivery to the CWD: Bill of Lading, Certificate of Analysis, and a machine generated weight slip. The cost for these documents shall be included in the vendor’s bid price.
2. The Vendor shall sample and test the chemical that is representative of the lot being delivered. The Vendor shall highlight on the Certificate of Analysis whether or not the tests are performed on a bulk storage tank or directly from the loaded tank truck.
3. The following results shall be disclosed on each Certificate of Analysis.

Table 5	
Available chlorine (trade percent)	Chemical Name
Date of Manufacture	Appearance
Specific Gravity	Suspended Solids Test Filtration Time
Temperature	Signature of chemist or lab technician
Test Date	

4. The Certificate of Analysis shall list the test methods or analyzers used for each of these tests.
5. The Certificate of Analysis shall be signed and dated as proof of testing.
6. The following shall be disclosed on delivery documentation.
 - a. Chemical name and grade
 - b. Location from where sample was taken for the test (trailer, storage tank)
 - c. The DOT UN number
 - d. Tank truck number
 - e. The initials and/or signatures of the driver and/or trans loader.
 - f. Ship to facility name and address
 - g. Company name(s)
 - h. Batch or Lot number
7. CWD shall not incur costs or demurrage charges for time needed to correct delivery documentation that is incorrect or absent.
8. When the product is trans loaded from a railcar to a tank truck the driver and/or trans load facility employee must perform a visual sample inspection of both the railcar and tank truck and record their findings on a Trans load Inspection Form.
9. Delivery documentation should clearly show product transfers that occur after manufacturing up to and including transfer into the vehicle that arrives at CWD.

D. Purity Testing & Independent Analysis for Impurities

1. CWD will conduct strength and purity testing of the product throughout the contract period. If test results are unsatisfactory, a letter of nonconformance will be sent to the vendor at which time the vendor will be required to institute corrective actions. Continued non-compliance (more than four times per year) can result in vendor contract dismissal.
2. Prior to contract start the vendor shall submit an Independent Analysis for Impurities. Multi-year contracts require an annual submission as well. The cost shall be included in the vendor's bid price.
3. The Independent Analysis shall disclose results of the parameters listed in Table 3 and 4.

E. Delivery Requirements

Normal Plant Operations

The Cities estimated annual usage is 150,000 gallons. The City expects to order deliveries of 6,000 gallons for each delivery. The usage noted on this bid document is based on an estimate volume; the City may increase or decrease the actual usage as required. The delivery volumes are standard but CWD reserves the right to increase or decrease delivery volumes based on plant operations. Tank Volume: 2 x 8,000 gallons Average Daily Use: 600 +/-100 gallons.

Drought Plant Operations

In the event of a drought CWD will operate the plant at a limited capacity". The usage noted on this bid document is based on an estimate volume; the City may increase or decrease the actual usage as required. The delivery volumes are standard but CWD reserves the right to increase or decrease delivery volumes based on plant operations.

PRICE PROPOSAL

The City will make one award to each chemical listed below. A contract will be awarded to the responsible, responsive bidder offering the lowest price for each chemical. The estimated quantities listed below are for reference purposes only. Items will be ordered on an “as needed basis. All prices are to remain firm. All bidders shall submit pricing in the format requested. Bidders may select to bid on one or more items.

Any bid listed as pounds will not be considered and will disqualify your bid.

		Column A	Column B	Column A x Column B =
<u>Liquid Chemical Name</u>	Delivery Quantity Gallons	Estimated Annual Usage in Gallons	Cost per gallon	Total Bid Value
Item 1. Aluminum Sulfate 48%.	5000	200,000		
Item 2 Ammonium Sulfate 40%	2000	24,000		
Item 3. Hydrofluocyclic Acid 25%	2000	24,000		
Item 4. Sodium Hydroxide 25%	5000	200,000		
Item 5. Sodium Hypochlorite 15%	6000	150,000		

Item 1 total written in words: _____

Item 2 total written in words: _____

Item 3 total written in words: _____

Item 4 total written in words: _____

Item 5 total written in words: _____

Bidder's Signature: _____

NAME OF BIDDER: _____

Vendor Chemical Bid Data Sheet must be submitted for each chemical.

Chemical Name: _____

Bidder: _____

Manufacture: Yes_____ No_____

If No:

Manufacturer's Representative: Yes_____ No_____

Specify location or locations the chemical supplied will be manufactured:

Address: _____

Contact person at point of manufacture:

Telephone number: _____

Specify the distribution point from which CWD will receive the chemical:

Address: _____

Detailed directions (attach if needed):

Contact Person at facility:

Name: _____

Telephone number: _____

Quantity of chemical routinely in storage: _____ (gal)

Customer References: three (3) potable water treatment plants that have been supplied the chemical in truckload quantities on an annual bid basis within the last three years. References must be from the New England/New Area. A bid may be rejected on the basis of one or more references reporting poor past performance by the bidder. The City reserves the right to use itself as a reference.

Minimum information required: (attach additional)

1. Water Company or Water Department

Name: _____

Address: _____

Contact person: _____

Address: _____

Phone number: _____

Delivery Address: _____

Quantity received annually: _____ (gal/lb)

NAME OF BIDDER: _____

2. Water Company or Water Department

Name: _____

Address: _____

Contact person: _____

Address: _____

Phone number: _____

Delivery Address: _____

Quantity received annually: _____ (gal/lb)

3. Water Company or Water Department

Name: _____

Address: _____

Contact person: _____

Address: _____

Phone number: _____

Delivery Address: _____

Quantity received annually: _____ (gal/lb)

**Americans with Disabilities Act (42 U.S.C. 12131)
Section 504 of the Rehabilitation Act of 1973
Tax Compliance/Anti-Collusion Statement
Debarment Statement**

The Americans with Disabilities Act (the "Act") applies to all employers of fifteen or more employees. All vendors that are subject to the Act must comply with its provisions. In further compliance with the Act, all Contractors who enter into contracts with the City are prohibited from discrimination against the City's employees, regardless of the size of the Contractor.

The Act protects against discrimination on the basis of "disability", which is defined as a physical or mental impairment that substantially limits at least one "major life activity"; discrimination against a person having a history or record of such impairment; and discrimination against an individual regarded - even if inaccurately - as having such an impairment. The Act also expressly prohibits discrimination that is based on an individual's relationship or association with a disabled person.

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

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

The undersigned certifies under penalties of perjury that this contract has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals

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

The undersigned certifies that it is not currently subject to any State or Federal debarment order.

Date: _____

(Print Name of person signing bid)

(Signature & Title)

This form must be submitted with your bid

NAME OF BIDDER: _____

City of Cambridge CORI Policy

Where Criminal Offender Record Information (CORI) checks are part of a general background check for employment or volunteer work, the following practices and procedures will generally be followed.

1. CORI checks will only be conducted as authorized by Criminal History Systems Board (CHSB). All applicants will be notified that a CORI check will be conducted. If requested, the applicant will be provided with a copy of the CORI policy.
2. An informed review of a criminal record requires adequate training. Accordingly, all personnel authorized to review CORI in the decision-making process will be thoroughly familiar with the educational materials made available by the CHSB.
3. Prior to initiating a CORI check, the City will review the qualifications of the applicant to determine if the applicant is otherwise qualified for the relevant position. The City will not conduct a CORI check on an applicant that is not otherwise qualified for the relevant position.
4. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determination of suitability based on CORI checks will be made consistent with this policy and any applicable law or regulations.
5. If a criminal record is received from CHSB, the authorized individual will closely compare the record provided by CHSB with the information on the CORI request form and any other identifying information provided by the applicant, to ensure the record relates to the applicant.
6. If, in receiving a CORI report, the City receives information it is not authorized to receive (e.g. cases with dispositions such as not guilty or dismissal, in circumstances where the City is only authorized to receive convictions or case-pending information), the City will inform the applicant and provide the applicant with a copy of the report and a copy of CHSB's *Information Concerning the Process in Correcting a Criminal Record* so that the applicant may pursue correction with the CHSB.
7. If the City of Cambridge is planning to make an adverse decision based on the results of the CORI check, the applicant will be notified immediately. The applicant shall be provided with a copy of the criminal record and the City's CORI policy, advised of the part(s) of the record that make the individual unsuitable for the position and given an opportunity to dispute the accuracy and relevance of the CORI record.
8. Applicants challenging the accuracy of the criminal record shall be provided a copy of CHSB's *Information Concerning the Process in Correcting a Criminal Record*. If the CORI record provided does not exactly match the identification information provided by the applicant, the City of Cambridge will make a determination based on a comparison of the CORI record and documents provided by the applicant. The City of Cambridge may contact CHSB and request a detailed search consistent with CHSB policy.
9. If the City of Cambridge reasonably believes the record belongs to the applicant and is accurate, then the determination of suitability for the position will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to the following:
 - (a) Relevance of the crime to the position sought;
 - (b) The nature of the work to be performed;
 - (c) Time since the conviction;
 - (d) Age of the candidate at the time of offense;
 - (e) Seriousness and specific circumstances of the offense;
 - (f) The number of offenses;
 - (g) Whether the applicant has pending charges;
 - (h) Any relevant evidence of rehabilitation or lack thereof;
 - (i) Any other relevant information, including information submitted by the candidate or requested by the City.

10. The Personnel Department will assist affected departments, in assessing the suitability of candidates in accordance with paragraph 10 a through i above, to ensure consistency, fairness, and protection of employment opportunities and the public interest.
11. The City of Cambridge will notify the applicant of the decision and the basis of the decision in a timely manner.
12. CORI information shall not be disseminated or shared with any unauthorized employees or other, but shall be maintained in confidence consistent with the obligations of law.

Revised May 5, 2007

WAGE THEFT PREVENTION CERTIFICATION

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

Instructions for this form:

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

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

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

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

OR

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

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

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

Continued on following page.

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

5. Notice provided by the City, informing employees of the protections of Executive Order 2016-1 and applicable local, state, and federal law will be posted by this firm in conspicuous places.

Attested hereto under the pains and penalties of perjury:

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

Signature

(Name of Business)

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

This form must be submitted with your bid

NAME OF BIDDER: _____

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

**ORDINANCE NUMBER 1312
Final Publication Number 3155. First Publication in the Chronicle on December 13, 2007.
City of Cambridge
In the Year Two Thousand and Eight**

AN ORDINANCE

In amendment to the Ordinance entitled “Municipal Code of the City of Cambridge”

Be it ordained that Cambridge Municipal Code Chapter 2.112 is hereby amended by adding a new Section 2.112.060 entitled “CORI Screening by Vendors of the City of Cambridge” as follows:

Adding after Section 2.112.050 the following new sections:

**SECTION 2.112.060
CORI SCREENING BY VENDORS OF THE CITY OF CAMBRIDGE**

Sections:

- 2.112.061 Purpose**
- 2.112.062 Definitions**
- 2.112.063 CORI-Related Standards of the City of Cambridge**
- 2.112.064 Waiver**
- 2.112.065 Applicability**
- 2.112.061 Purpose**

These sections are intended to ensure that the persons and businesses supplying goods and/or services to the City of Cambridge deploy fair policies relating to the screening and identification of persons with criminal backgrounds through the CORI system.

2.112.062 Definitions

Unless specifically indicated otherwise, these definitions shall apply and control.

Awarding Authority means the City of Cambridge Purchasing Agent or designee.

Vendor means any vendor, contractor, or supplier of goods and/or services to the City of Cambridge.

2.112.063 CORI-Related Standards of the City of Cambridge

The City of Cambridge employs CORI-related policies, practices and standards that are fair to all persons involved and seeks to do business with vendors that have substantially similar policies, practices and standards. The City of Cambridge will do business only with vendors who, when required by law to perform CORI checks, employ CORI-related policies, practices, and standards that are consistent with policies, practices and standards employed by the City of Cambridge. The awarding authority shall consider any vendor’s deviation from policies, practices and standards employed by the City of Cambridge as grounds for rejection, rescission, revocation, or any other termination of the contract.

2.112.064 Waiver

The City Manager may grant a waiver to anyone who or which has submitted a request for waiver if it is objectively reasonable; and the City Manager, or a delegate, shall report promptly in writing to the City Council all action taken with respect to every request for a waiver and the reasons for the decision.

2.112.065 Applicability

If any provision of these sections imposes greater restrictions or obligations than those imposed by any other general law, special law, regulation, rule, ordinance, order, or policy then the provisions of these sections shall control.

In City Council January 28, 2008.

Passed to be ordained by a yea and nay vote:-

Yeas 9; Nays 0; Absent 0.

Attest:- D. Margaret Drury, City Clerk.

A true copy;

ATTEST:-

D. Margaret Drury
City Clerk

**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 the bid

NAME OF BIDDER: _____

**City of Cambridge
Articles of Agreement**

Commodity-

File Number:

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

Address:

Telephone:

Fax:

Atten.

Email:

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

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

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

Contract Value:

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

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

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

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

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

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

NAME OF BIDDER: _____

Article IX. Performance Security. Upon execution of this Contract by the Contractor, the Contractor shall furnish to the City security for the faithful performance of this Contract in the amount of 0% of the value of the bid in the form of a performance bond issued by a surety satisfactory to the city or in the form of a certified check.

Article X. Equal Opportunity. the Contractor in the performance of all work under this contract will not discriminate on the grounds of race, color, sex, age, religious creed, disability, national origin or ancestry, sexual orientation, marital status, family status, military status, or source of income in the employment practices or in the selection or retention of subcontractors, and in the procurement of materials and rental of equipment. The city may cancel, terminate or suspend the contract in whole or in part for any violation of this article.

Article XI. Assignability. the Contractor shall not assign, sell, subcontract or transfer any interest in this contract without prior written consent of the city.

In witness whereof the parties have hereto and to three other identical instruments set their hands the day and year first above written.

The City:

The Contractor:

City Manager

Signature and Title

**Elizabeth Unger
Purchasing Agent**

Approved as to Form:

**Nancy E. Glowa
City Solicitor**