

**File No. 8389A - Sale of Surplus Law Books – February 21, 2019 @ 11:00 AM**

Elizabeth Unger, Purchasing Agent  
795 Massachusetts Ave.  
Cambridge, MA 02139

The undersigned submits this sealed bid to purchase from the City a **Sale of Surplus Law Books** as described in the specifications herein and advertised in the **CAMBRIDGE CHRONICLE** on **Thursday, February 7, 2019** 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, FEBURARY 21, 2019**. **The bid may be downloaded from the City’s web site: [www.cambridgema.gov](http://www.cambridgema.gov), Online Services, Purchasing Bid List, Invitation for Bid, File No. 8389A**

**Parking is limited at this location. It is strongly recommended that bids are mailed or delivered in advanced of the due date and time. Late proposals will not be accepted.**

The envelope containing the bid must be labeled: "This sealed envelope contains a bid for the **Sale of Surplus Law Books**, opened at 11:00 A.M. on Thursday, February 21, 2019. The bid and all documents submitted with it are public records.

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 submitted bid must be without conditions, exceptions or modifications to the bid document". The City will not accept a bidder’s terms & conditions.**

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

**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 in accordance with the Massachusetts Public Record Law.

**Scope**

The undersigned hereby purposes to purchase one or more of the Sale of Law books from the City of Cambridge in accordance with the following terms.

**An award will be made to the highest bidder for each item. Bidders may bid on one or more items. The City reserves the right to reject all bids if the City considers the bids received are unreasonably low.**

Upon notification of award, the successful bidder must forward a **certified check within ten days** made payable to the City of Cambridge for the award. Please mail checks to the following address:

City Hall  
Purchasing Department  
795 Massachusetts Ave  
Cambridge, 02139

The successful bidder must finalize the purchase and remove the item (or items) at the bidder’s own expense **within ten working days from the date of the notice of award**, excluding Saturdays, Sundays and Holidays. The Vehicle (or Vehicles) & title will be released to the successful bidder.

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- 1. Massachusetts Digest, 2nd Edition, Vols. 1-33A (2018) \$ \_\_\_\_\_
- 2. United States Supreme Court Reporter, Vols. 1- 100 \$ \_\_\_\_\_
- 3. United States Supreme Court Reporter Annotated (Lawyers Edition), Vols. 1 – 141 \$ \_\_\_\_\_
- 4. United States Supreme Court Reporter Index (Lawyers Edition) \$ \_\_\_\_\_
- 5. United States Supreme Court Later Case Service and Citatator (2 hardback; 2 softcover) \$ \_\_\_\_\_
- 6. Corpus Juris Secundum, Vols. 1 – 101A, including General Index, Table of Cases (last updated 2006) \$ \_\_\_\_\_

Item 1 written in words: \_\_\_\_\_

Item 2 written in words: \_\_\_\_\_

Item 3 written in words: \_\_\_\_\_

Item 4 written in words: \_\_\_\_\_

Item 5 written in words: \_\_\_\_\_

Item 6 written in words: \_\_\_\_\_

Signature of Bidder \_\_\_\_\_

**Please fill out the following information:**

Name of Bidder: \_\_\_\_\_

Individual/Company name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip code: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Fax number: \_\_\_\_\_ Email Address: \_\_\_\_\_