



Elizabeth Unger
Purchasing Agent

City of Cambridge

PURCHASING DEPARTMENT

SHUO WANG
Assistant Purchasing Agent for
Goods & Services

NATALIE SULLIVAN
Assistant Purchasing Agent for
Design & Construction

TO: All Bidders

FROM: City of Cambridge

DATE: August 16, 2023

RE: File No. 11105 – Little Fresh Pond Shoreline Reconstruction - Addendum No. 1

This addendum is comprised of the following:

- 1. General Bid Opening Postponed – New Bid Opening Date**
- 2. Revised bid package - Attached.**

General Bid Opening Postponed – New Bid Opening Date:

The General bid opening has been postponed. The new bid opening date is August 24, 2023 at 2:00pm

Revised bid package

The quantity for item 3300.1 Cast-in-place Concrete is changed from 11 to 1.

All other details remain the same.

Elizabeth Unger
Purchasing Agent

Addendum No. 1



FILE NO. 11105

FORM FOR GENERAL BID

To the Awarding Authority:

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

Little Fresh Pond Shoreline Reconstruction

in accordance with the accompanying plans and specifications including all Labor and Materials, for the contract price specified below, subject to additions and deductions according to the terms of the specifications.

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

B. 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. The Bidder and/or its subcontractor has experience on at least three (3) public projects in the past three (3) years of similar size and complexity, with a similar number of subcontractors. | YES | NO |
| 2. The Bidder and/or its subcontractor shall have successful experience on at least two (2) successful paving projects utilizing flexible porous paving. | YES | NO |
| 3. The Bidder and/or its subcontractor has successful experience working within and adjacent to sensitive resource areas. | YES | NO |
| 4. The Bidder and/or its subcontractor has successful experience working with granite curb installation. | YES | NO |
| 5. The Bidder and/or its subcontractor has worked under contract with the Commonwealth of Massachusetts or with a municipality within the past five (5) years. | YES | NO |
| 6. Bidder has evaluated its current project workload and determined that it has the capacity, through its current professional and labor workforce, to begin the contract within ten days following within ten days following the date set forth in the Notice to Proceed. | YES | NO |
| 7. Bidder has reviewed the labor, equipment, and capacity requirements for its projected workload and has determined that the Bidder has the resources to perform the work proposed within the two month construction period, to be completed before November 17, 2023. | YES | NO |

Name of Bidder: _____

00300-01

C. This bid includes addenda numbered _____

D. . The proposed contract price for the **BASE BID**

is _____ DOLLARS
(Amount in Words)

(\$ _____)
(Amount in Figures)

The proposed contract price for the **Alternate No. 1 Kingsley Park Curb Repair**

is _____ DOLLARS
(Amount in Words)

(\$ _____)
(Amount in Figures)

E. The subdivision of the proposed contract price is as follows: (All quantities are approximate)

F. The undersigned agrees if selected as General Contractor, within seven working days after presentation thereof by the City, the Contractor will:

1. execute a contract in accordance with the terms of this general bid;
2. furnish a performance bond and a labor and materials or payment bond;
 - a. of a surety company qualified to do business under the laws of the Commonwealth and satisfactory to the City;
 - b. in the sum of one hundred percent of the contract price;
 - c. premiums for each are to be paid by the General Contractor.
3. provide an Insurance certificate specifying the City of Cambridge as **Additional Insured**, complying with the Insurance requirements set forth herein in the General Terms and Conditions of the contract, Article 8.

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

G. Bidder understands that the Owner reserves the right to reject any or all bids and to waive any minor informalities in the bidding prices.

H. Total bid amounts are to be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.

I. The bidder hereby certifies it shall comply with the minority workforce ratios and specific action contained in the Cambridge Employment Plan, the Supplemental Equal Employment Opportunity Program and the Americans with Disabilities Act. The contractor receiving the award of the contract shall be required to obtain from each of its subcontractors and submit to the contracting or administering agency prior to the performance of any work under said

Name of Bidder: _____

00300-2

Revised per addendum no. 1

contract a certification by said subcontractor, regardless of tier, that it will comply with same.

- J. The bidder agrees that this bid shall be good and may not be withdrawn for a period of 90 days after the scheduled closing time for receiving bids.
- K. The bid security attached in the sum of _____ (\$ _____) is to become the property of the Owner in the event the contract and bond are not executed within the time above set forth, as liquidated damages for the delay and additional expense to the Owner caused thereby.
- L. The undersigned certifies that it possesses the skill, ability and integrity necessary for the faithful performance of the work; that he is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed in 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 who, where the provisions of section 8B of chapter 29 apply, shall have been determined to be qualified thereunder; and who obtains within 10 days of the notification of contract award the security by bond required under section 29 of chapter 149; provided that for the purposes of this section the term "security by bond" shall mean the bond of a surety company qualified to do business under the laws of the commonwealth and satisfactory to the awarding authority.

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, joint venture, business, partnership, corporation, or other business or legal entity.

"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".

The undersigned further certifies under penalty of perjury that the said undersigned is not presently debarred from doing public construction work in the Commonwealth under the provisions of section twenty-nine F of chapter twenty-nine, or any other applicable debarment provision of any other chapter of the General Laws or any rule or regulation promulgated thereunder.

Date _____

(Name of General Bidder)

By _____
(Name of Person Signing Bid and Title)

(Print Name of Person Signing Bid and Title)

Name of Bidder: _____

00300-3

Revised per addendum no. 1

(Business Address)

(City and State)

(Contact Phone Number)

(Contact Email)

Name of Bidder: _____
Revised per addendum no. 1

00300-4

BID ITEMS

Item #	Spec. Section Ref.	Estimated Quantity	Units	Description of the Work and Unit Price Bid Written in Words and Numbers	Amount
1505.1	01505	1	Lump Sum	Mobilization (Maximum 5% of Contract Value) _____ Dollars (\$ _____) Per Lump Sum	\$ _____
1568.1	01568	75	Linear Feet	Compost Filter Sock _____ Dollars (\$ _____) Per Linear Foot	\$ _____
2100.1	02100	1	Each	4' Ht. Tree Protection Fence _____ Dollars (\$ _____) Per Each	\$ _____
2100.2	02100	235	Linear Feet	6' Ht. Chain Link Construction Fence _____ Dollars (\$ _____) Per Linear Foot	\$ _____
2100.3	02100	1	Cubic Yard	Remove and Dispose Crushed Stone and Stone Dust Material _____ Dollars (\$ _____) Per Cubic Yard	\$ _____
2100.4	02100	5	Cubic Yard	Remove and Dispose Flexible Porous Surfacing (2" Avg Depth) _____ Dollars (\$ _____) Per Cubic Yard	\$ _____

Name of Bidder: _____

00300-5

Revised per addendum no. 1

Item #	Spec. Section Ref.	Estimated Quantity	Units	Description of the Work and Unit Price Bid Written in Words and Numbers	Amount
2100.5	02100	120	Lump Sum	Remove and Dispose Cedar Logs _____ Dollars (\$ _____) Per Lump Sum	\$ _____
2100.6	02100	20	Each	Remove and Stockpile Granite Boulders _____ Dollars (\$ _____) Per Each	\$ _____
2100.7	02100	128	Linear Feet	Remove and Dispose Metal Edging _____ Dollars (\$ _____) Per Linear Foot	\$ _____
2100.8	02100	210	Linear Feet	Remove and Dispose Plant Establishment Fence (4' Height) _____ Dollars (\$ _____) Linear Foot	\$ _____
2100.9	02100	265	Linear Feet	Remove and Dispose Timber and Mesh Fence (2' Height) _____ Dollars (\$ _____) Per Linear Foot	\$ _____
2100.10	02100	1	Each	Air Spading, Tree Root Protection and Pruning _____ Dollars (\$ _____) Per Each	\$ _____

Name of Bidder: _____

00300-6

Revised per addendum no. 1

Item #	Spec. Section Ref.	Estimated Quantity	Units	Description of the Work and Unit Price Bid Written in Words and Numbers	Amount
					\$ _____
2500.1	02500	95	Square Yard	Flexible Porous Surfacing (1.5" Depth) _____ Dollars (\$ _____) Per Square Yard	\$ _____
2500.2	02500	130	Linear Feet	Metal Edge Restraint _____ Dollars (\$ _____) Per Linear Foot	\$ _____
2800.1	02800	55	Linear Feet	Black Locust Timber Step _____ Dollars (\$ _____) Per Linear Foot	\$ _____
2800.2	02800	22	Linear Feet	Black Locust Timber Curb _____ Dollars (\$ _____) Per Linear Foot	\$ _____
2800.3	02800	256	Linear Feet	Black Locust Timber and PVC-Coated Mesh Fence (3' HT.) _____ Dollars (\$ _____) Per Linear Foot	\$ _____

Name of Bidder: _____
Revised per addendum no. 1

00300-7

Item #	Spec. Section Ref.	Estimated Quantity	Units	Description of the Work and Unit Price Bid Written in Words and Numbers	Amount
2800.4	02800	1	Lump Sum	Fence Gate (3'HT.) _____ Dollars (\$ _____) Lump Sum	\$ _____
2800.5	02800	1	Each	Granite Slab Ramp with Black Locust Timber Edge _____ Dollars (\$ _____) Per Each	\$ _____
2800.6	02800	20	Each	Reset Existing Granite Boulder _____ Dollars (\$ _____) Per Each	\$ _____
2800.7	02800	7	Each	Granite Boulder (New) _____ Dollars (\$ _____) Per Each	
2900.1	02900	1	Lump Sum	Landscaping _____ Dollars (\$ _____) Per Lump Sum	\$ _____
3300.1	03300	1	Lump Sum	Cast-in-Place Concrete _____ Dollars (\$ _____) Per Lump Sum	\$ _____

Name of Bidder: _____
Revised per addendum no. 1

00300-8

Item #	Spec. Section Ref.	Estimated Quantity	Units	Description of the Work and Unit Price Bid Written in Words and Numbers	Amount
3300.2	03300	1	Lump Sum	Temporary Sandbag Cofferdam _____ Dollars (\$ _____) Per Lump Sum	\$ _____
3300.3	03300	1	Lump Sum	Dewatering _____ Dollars (\$ _____) Per Lump Sum	\$ _____

Alternate No 1: Kingsley Park Curb Repair

Item #	Spec. Section Ref.	Estimated Quantity	Units	Description of the Work and Unit Price Bid Written in Words and Numbers	Amount
1230.1	01230	1	Lump Sum	Kingsley Park Curb Repair – Add Alternate _____ Dollars (\$ _____) Per Lump Sum	\$ _____

Total amount of Base Bid based on Engineer's estimate of quantities for Items 1505.1 through 3300.3.

_____ \$ _____
 (Amount in Words) (Amount in Figures)

Name of Bidder: _____
 Revised per addendum no. 1

00300-9

Total amount of Alternate No 1 Kingsley Park Curb Repair

(Amount in Words)

\$ _____
(Amount in Figures)

Total amount of BASE Bid plus Alternate No 1

(Amount in Words)

\$ _____
(Amount in Figures)

Write the amount of the BASE BID and ALTERNATE No 1, in words and numbers, in the spaces provided for the Proposed Contract Price on Page 00300-2 of the Form for General Bid.

Bidder's Signature: _____

Name of Bidder: _____
Revised per addendum no. 1

00300-10

CITY OF CAMBRIDGE, MASSACHUSETTS

BID BOND

We, the undersigned _____ as Principal, and _____, as Surety, are hereby held and firmly bound unto the CITY OF CAMBRIDGE, a municipality in the County of Middlesex and Commonwealth of Massachusetts, in the penal sum of Dollars (\$_____), for the payment of which, well and truly to be made. We hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors and assigns.

The condition of the above obligation is such that the Principal has submitted to the City of Cambridge, Massachusetts, a certain Bid attached hereto and hereby made a part hereof for the Project described as Little Fresh Pond Shoreline Reconstruction

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 them.

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__.

CONTRACTOR AS PRINCIPAL

SURETY

(Signature)

(Signature)

Name and Title:

Name and Title:

SEAL

SEAL

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.
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 Businesses 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 CONTRACT.
6. During the bid period if you have any questions please email them to purchasing@cambridgema.gov. After the bid opening date, if you have any questions about the above steps, please call Betsy M. Allen, Director of Equity and Inclusion, at (617) 349-4331

MINORITY BUSINESS ENTERPRISE PROGRAM
COMPLIANCE DETAILS

PERCENTAGE OF MBE PARTICIPATION - percentage of MBE participation shall be that percentage of the total bid price represented by the amount to be paid to MBE(s). The General Bidder's compliance with the percentage requirement shall continue to be determined by reference to the above-described method throughout the term of the contract, even though the actual may be greater or less than the bid price. The General Bidder shall submit to the Minority Business Compliance Officer signed copies of its subcontracts with all MBE's involved in meeting the percentage of Minority Business Enterprise Requirement.

ROLE of the MBE REVIEW COMMITTEE - The MBE Review Committee shall have referred to it by the Purchasing Agent and the Minority Business Compliance Officer all questions of interpretation of the MBE Program that arise during the Program's operation. The MBE Review Committee shall have the responsibility and authority to respond with binding answers to these questions. It also has the responsibility and authority to recommend to the City Manager whatever improvements it believes can be made in the program, based on operating experience.

CHANGES OF MBE STATUS - Any change or substitution of the officers or stockholders in a participating MBE company that reduces the minority ownership or control to less than the requisite percentage will immediately rescind the MBE designation previously given by 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. 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 of Participation
--	---------------------	-------------------------------

1.

2.

3.

4.

5.

6.

7. GRAND TOTAL FOR MINORITY BUSINESS COMMITMENT \$ _____

8. PERCENTAGE MBE PARTICIPATION (Line 7 Divided by tot. bid price) _____%

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.

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*	QUANTIT Y	UNIT PRICE	AMOUNT

TOTAL AMOUNTS _____

* Description of Activity should include notations such as "Labor Only", "Material Only", etc.

Date

MBE Contractor

MBE Authorized Signature

Business Address

**FORM
CONTRACTOR REQUEST FOR EXTENSION
Minority Business Enterprise Requirements**

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 **10 %** 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 supplied by the City of Cambridge Purchasing Department with the Bidding Documents; that said contracts were bona fide efforts to develop the required Minority Business Enterprise participation in the above-identified contract but were unsuccessful due to circumstances beyond the control of the General Bidder; and that the information given on the following pages about each contract has made is accurate and complete.

MBE Companies Contacted

- | | |
|-----------|-----------|
| 1. _____ | 11. _____ |
| 2. _____ | 12. _____ |
| 3. _____ | 13. _____ |
| 4. _____ | 14. _____ |
| 5. _____ | 15. _____ |
| 6. _____ | 16. _____ |
| 7. _____ | 17. _____ |
| 8. _____ | 18. _____ |
| 9. _____ | 19. _____ |
| 10. _____ | 20. _____ |

The below-signed General Bidder therefore requests that the City of Cambridge grant an extension of ten working days in order to provide the General Bidder and opportunity to secure the required percentage of Minority Business participation.

Date

General Contractor

Authorized Signature

Business Address

INFORMATION ON UNSUCCESSFUL MBE CONTACT
Minority Business Enterprise Requirements

FORM

4
M.B.E.

Additional copies of this information form shall be prepared by the General Bidder in the quantity necessary to comply with bidding requirements.

ITEM NO. ON REQUEST-FOR-EXTENSION _____

NAME OF MBE COMPANY CONTACTED _____

ADDRESS OF " " _____

TELEPHONE NO. " " _____

DATE OF INITIAL CONTACT _____

HOW WAS CONTACT MADE? (Check appropriate answer) TELEPHONE _____ IN PERSON _____

SUB-CONTRACT WORK OFFERED TO THIS MBE COMPANY _____

RESULT OF CONTACT (Check appropriate answer) MBE FIRM DECLINED JOB _____;
MBE FIRM OFFERED TO DO JOB AT PRICE OF \$ _____, WHICH WAS DETERMINED
BY OUR COMPANY TO BE TOO HIGH _____; MBE COMPANY OFFERED TO DO THE JOB AT A
PRICE OF \$ _____, WHICH WAS SATISFACTORY, BUT THE MBE COMPANY WAS
JUDGED BY OUR COMPANY TO BE UNQUALIFIED FOR THE JOB _____.

NAME AND TITLE OF THE MBE COMPANY OFFICER WHO CAN VERIFY ABOVE
INFORMATION AS TO MBE COMPANY'S RESPONSE

It is certified herewith by the below-signed officer of the General Bidder that the above information is accurate and complete.

Date

General Contractor

Authorized Signature

Business Address

NOTARIZED STATEMENT OF BIDDER'S QUALIFICATIONS

All questions must be answered and the data given must be clear and comprehensive. **This statement must be notarized.** If necessary, 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. What projects similar to this one is your organization currently performing? Provide the following information:

Name and Address 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

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

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

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

8. Qualification Requirements – As a minimum, the Bidder must demonstrate that it is qualified to bid on this Contract by adequately providing responses to the following qualification requirements:

8A Qualification Requirement for Flexible Porous Surfacing Installation:

Within the last 5 years, The Contractor must have successfully completed at least 2 projects involving the construction of flexible porous surfacing. Provide the following details:

Project Name: _____

Start Date: _____ Completion Date: _____

Name and Address of Owner for whom the work was done: _____

Name of Owner's Representative (for Reference): _____

Owner's Representative's Current Telephone Number: _____

Description of work performed that demonstrates that the above requirements have been fulfilled:

8B Qualification Requirement for Dewatering:

Within the last 10 years, The Contractor must have successfully completed at least 1 project involving, as a minimum, the construction of a facility at a pond or lake shoreline edge that involved dewatering. Provide the following details:

Project Name: _____

Start Date: _____ Completion Date: _____

Name and Address of Owner for whom the work was done: _____

Name of Owner's Representative (for Reference): _____

Owner's Representative's Current Telephone Number: _____

Description of work performed that demonstrates that the above requirements have been fulfilled:

9. Describe equipment available for the performance of this contract by setting forth make, model and year, size, number, and type for each such piece of equipment (a) owned, (b) currently rented or (c) to be rented. Bidder must set forth description of all equipment it plans to use whether rented or owned.

(a) Owned

(b) Rented

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 which have information that would enable them to advise regarding the financial ability of your company.

Name of Bank

Address

13. Indicate Name of all Subcontractors that will be working on this project.

14. Employer Identification No. (Treasurer's No.)

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

Name _____

Signature _____

Title _____

16. 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____

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: _____

THIS FORM MUST BE SUBMITTED WITH YOUR BID

PROJECTED WORKFORCE CERTIFICATION

I, _____,
(General Contractor)

certify that the following is my projected workforce for this contract:

Little Fresh Pond Shoreline Reconstruction

GENERAL CONTRACTOR

ESTIMATED # OF NEW HIRES

SUBTRADE

ESTIMATED # OF NEW HIRES

Signed under penalties of perjury. _____

Bidder's Name _____

00315-01

**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

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 subbidders shall:

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

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

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

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

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

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

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

Signed under the penalties of perjury. _____(date)

Signature of authorized representative of contractor

Print name of authorized representative of contractor

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

RETURN THIS FORM WITH YOUR BID

CAMBRIDGE RESPONSIBLE EMPLOYER PLAN

NON-FILED SUB-CONTRACTOR'S CERTIFICATION - BID FORM

_____ hereby certifies that it shall:
(Name of Sub-Contractor)

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

Signed under the penalties of perjury. _____(date)

Signature of authorized representative of contractor

Print name of authorized representative of contractor

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

RETURN THIS FORM WITH YOUR BID

CORI COMPLIANCE FORM

Persons and businesses supplying goods and/or services to the City of Cambridge (“Vendors”), who are required by law to perform CORI checks, are further required by Section 2.112.060 of the Cambridge Municipal Code to employ fair policies, practices and standards relating to the screening and identification of persons with criminal backgrounds through the CORI system. Such Vendors, when entering into contracts with the City of Cambridge, must affirm that their policies, practices and standards regarding CORI information are consistent with the policies, practices and standards employed by the City of Cambridge as set forth in the City of Cambridge CORI Policy (“CORI Policy”) attached hereto.

CERTIFICATION

The undersigned certifies under penalties of perjury that the Vendor employs CORI related policies, practices and standards that are consistent with the provisions of the attached CORI Policy. **All Vendors must check one of the three lines below.**

1. _____ CORI checks are not performed on any Applicants.
2. _____ CORI checks are performed on some or all Applicants. The Vendor, by affixing a signature below, affirms under penalties of perjury that its CORI policies, practices and standards are consistent with the policies, practices and standards set forth in the attached CORI Policy.
3. _____ CORI checks are performed on some or all Applicants. The Vendor’s CORI policies, practices and standards are not consistent with the attached CORI Policy. Please explain on a separate sheet of paper.

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

Signature

(Name of Business)

NOTE:

The City Manager, in his sole discretion may grant a waiver to any Vendor on a contract by contract basis.

Instructions for Completing CORI Compliance Form:

A Vendor should not check Line 1 unless it performs NO CORI checks on ANY applicant. A Vendor who checks Line 2 certifies that the Vendor’s CORI policy conforms to the policies, practices and standards set forth in the City’s CORI Policy. A Vendor with a CORI policy that does NOT conform to the City’s CORI Policy must check Line 3 and explain the reasons for its nonconformance in writing. Vendors, who check Line 3, will not be permitted to enter into contracts with the City, absent a waiver by the City Manager.

**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

CITY OF CAMBRIDGE
WRITTEN INFORMATION SECURITY POLICY (WISP) AFFIRMATION

I, _____ the undersigned, hereby confirm and acknowledge to the City of Cambridge that I am aware of and understand the City of Cambridge's Written Information Security Policy (WISP) as outlined in the link below; and shall comply with the requirements of the City of Cambridge's WISP policy to the extent the policy applies to this contract.

<https://www.cambridgema.gov/-/media/Files/informationtechnologydepartment/WISP.pdf>

Date: _____

Signature of bidder/Contractor

Printed Name of bidder/Contractor

Title

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.

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>