

**File No. 11507**

**INVITATION TO BID**

The City of Cambridge, Massachusetts, the Awarding Authority, invites sealed bids for the project: **Repair and Installation of Windows for City and School Buildings**

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

The estimated project value is: **\$60,000.00.**

**Plans and specifications** will be available beginning from **Thursday April 11, 2024.**

Please email [purchasing@cambridgema.gov](mailto:purchasing@cambridgema.gov) for an electronic copy.

The contract documents may be examined by appointment at the Office of the Purchasing Agent, 5 Bigelow Street, Cambridge, MA 02139.

**Sealed general bids** will be received at the Purchasing Department, 5 Bigelow Street, Cambridge, MA 02139 during normal business hours prior to **2:00 pm on Thursday, April 25, 2024.** All general bids will be publicly opened and read aloud at City Hall, 795 Massachusetts Ave., Ground floor Conference room, Cambridge, MA 02139.

**Sealed general bids being delivered via USPS** may be mailed to: City Hall 795 Massachusetts Ave, Cambridge MA 02139 Attn: Purchasing.

**Bids not delivered directly to the Purchasing Department** may be dropped off to a grey locked drop box labeled "Purchasing" located at the rear entrance of City Hall. The box will be checked at the scheduled submission deadline.

All **questions** must be submitted in writing and either emailed to [purchasing@cambridgema.gov](mailto:purchasing@cambridgema.gov) or delivered to the Office of the Purchasing Agent, Elizabeth Unger, during normal business hours to 5 Bigelow Street, Cambridge, MA 02139 not later than **2:00 PM on Wednesday, April 17, 2024.**

All general bids shall be accompanied by a bid deposit in the form of a certified, cashier's or treasurer's check issued by a responsible bank or trust company made payable to the City of Cambridge or a bid bond, in an amount not less than five percent (5%) of the value of the bid.

The successful general bidder will be required to furnish a (Payment) Bond in the amount of fifty percent (50%) of the contract sum. Bonds shall be obtained from a surety licensed to do business in the Commonwealth of Massachusetts and the form shall be satisfactory to the City of Cambridge.

The successful bidder will also be required to comply with the provisions of Chapter 306 of the Acts of 2004 in regard to required OSHA approved safety & health training.

The City of Cambridge reserves the right to reject any or all general bids if it is in the public

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interest to do so.

No less than the prevailing wage rates as set forth in the schedule contained in the Contract Documents must be paid on this project.

Attention is called to the following programs and ordinances of the City of Cambridge:

1. Cambridge Living Wage Ordinance
2. OSHA Certification
3. CORI City Policy
4. Truck Ordinance and Regulations
5. Written Information Security policy (WISP) Affirmation

Copies of the above are bound in the bid documents and are fully integral portions of the conditions of the contract with which each contractor and sub-contractor must comply.

Elizabeth Unger  
Purchasing Agent