

File No. 11538

INVITATION TO BID

The City of Cambridge, Massachusetts, the Awarding Authority, invites sealed bids for the project:

City of Cambridge Parks, Cemetery, and Water Department Tree Pruning

Nature and scope of work: The scope of work consists of pruning park, cemetery and Water Department trees in Cambridge. The work includes cycle tree pruning with an emphasis on structural pruning, responses to service requests, emergency responses to storm or other damages and related services. The scope of work to be performed under this contract shall consist of furnishing all labor, equipment, materials and transportation required unless otherwise stated by the City.

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

The estimated project value is: **\$220,000.00.**

Specifications will be available beginning from **Thursday, April 25, 2024.** Please contact purchasing@cambridgema.gov for an electronic copy.

All questions must be submitted in writing and either emailed to 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 Friday, May 03, 2024 by 12:00pm. An Addendum will be issued to notify all bidders of the questions and answers.

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, May 09, 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 general bids shall be accompanied by a bid deposit in the form of a certified, cashier's or treasurer's check (**NO CASH**) 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 Performance Bond, a Labor and Material (Payment) bond each for one hundred percent (100%) 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 City of Cambridge reserves the right to reject any or all bids if it is in the public 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 Employment Plan: minority/women/resident-hiring ordinance.
2. Cambridge Responsible Employer Plan
3. Living Wage Ordinance.
4. OSHA Certification
5. CORI City Policy
6. Truck Ordinance and Regulations
7. 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 must comply.

A pre-bid conference for all bidders will be held as follows:

Date: **May 02, 2024**

Time: **10:00 AM**

Place: **Department of Public Works
147 Hampshire Street
Cambridge, MA 02139**

Elizabeth Unger
Purchasing Agent