

| | |
|---------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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:7312 | |
| COMMODITY: Sale of surplus vehicles and equipment for Public Works | |
| NAME OF BIDDER: | |
| BIDDER'S FED. ID. | |

TO: Amy L. Witts, Purchasing Agent PH: (617)349-4310 FX: (617)349-4008
795 Massachusetts Avenue, Room 303
Cambridge, MA 02139

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, July 7, 2016** 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, July 21, 2016. 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. This bid may be downloaded from the City's web site, www.CambridgeMA.gov, Online Services, Purchasing Bid List, Invitation for Bid, File No. 7312.**

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 **Sale of surplus vehicles and equipment for Public Works**. The bid and all documents submitted with it are public records. 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 _____ FAX NUMBER: _____

EMAIL _____

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 _____

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, religious creed, national origin or ancestry, age, disability, sexual orientation, marital status, family status, military status, source of income, 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.
- MATERIAL SAFETY DATA SHEETS:** Pursuant to M.G.L. c. 111F, ss. 8, 9, and 10, any vendor who receives a contract resulting 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.

City of Cambridge
Purchasing Department

TO: Amy L. Witts
Purchasing Agent

The undersigned hereby submits this Invitation for Bid to purchase a Surplus Vehicles and equipment from **the City of Cambridge**, a described in the specifications herein, which is to be opened at the Office of the Purchasing Agent, City Hall, 795 Mass Ave, Room 303 Cambridge, MA **Thursday, July 21, 2016 at 11:00 AM. This bid may be downloaded from the City's web site, www.Cambridgema.gov, Online services, Current Bid List, Invitations for Bid File No. 7312. Parking is limited at this location. It is strongly recommended that bids are mailed or delivered in advance of the due date and time. Late proposals will not be accepted.**

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 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.

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, Amy L. Witts no later than Wednesday, July 20, 2016 by 1:00 PM. An Addendum will be posted the website to notify bidders of the questions and answers.**

Viewing of Vehicles

Interested bidders may view vehicles and equipment on July 19th at 9:00 AM at rear of Public Works 147 Hampshire Street, Cambridge, MA 02139. Contact Sydney Cox at 617-349-4850 to view vehicles.

Please check the website for Addendums before submitting your bid to the City. Bidders will not be notified individually of Addendums.

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

Bid Results

The tab sheet and the contract award information will not be mailed to the bidders individually. A tab sheet with the bid results will be posted to the website soon after the bid opening. The tab sheet will include ent

Confidentiality and Public Records Law

All bids or other materials submitted by the vendor in response to this Invitation for Bid will be open for inspection by any person and in accordance with the Massachusetts Public Records Laws.

Name of Bidder _____

File No 7312 Sale of Surplus Vehicles and Equipment for Public Works opens Thursday, July 21, 2016 @ 11:00 AM

Scope

The undersigned hereby purposes to purchase used vehicles from the City of Cambridge in accordance with the following terms.

Award

One award will be made to the highest bidder for each vehicle listed in the price proposal. The City reserves the right to reject all bids if the City considers the bids received are unreasonably low. Vehicles are sold as is with no warranties.

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

**Cambridge City Hall
Purchasing Department Room 303
795 Massachusetts Ave
Cambridge, MA 02139**

At the time the Purchasing Department receives the certified check the successful bidder will receive a written release and the Cambridge Fire Department will be notified that the vehicles can be released to the bidder.

The successful bidder must finalize the purchase and remove the vehicles and equipment located at the Public Works Department, 147 Hampshire Street, Cambridge, MA 021391 at the bidders own expense **within ten working days from the date of the notice of award**, excluding Saturdays, Sundays and Holidays.

All vehicles and equipment are being sold "as is" without express warranties and with no implied warranties of merchantability. All prices are to remain firm.

The City will not accept incomplete price proposals. The bidder submitting the highest bid price for each item will be awarded the sale. Bidders may submit a bid on one or more vehicles.

Name of Bidder _____

| Price Proposal | | | | | | | | | | |
|----------------|---------------------|----------------|----------------------------|------------|--------------------|--------|-----------------------|-----------|----------------|--|
| YEAR | Make | Model | Attachments | Mileage | VIN | Engine | Condition | Est Value | Bidder's Price | |
| 1987 | International | S1900 6W | Asphalt warmer, plan-frame | 82,479 | 1HTLOTUNGH487230 | Diesel | Good/ Running | \$ 6,200 | | |
| 1994 | Bombardier | Bombardier 124 | Plow Blade | 391/hrs | 1490018 | Diesel | Running | \$ 1,500 | | |
| 1994 | Bombardier | Bombardier 123 | Plow Blade | 492/hrs | 1490011 | Diesel | Running | \$ 1,500 | | |
| 1987 | Bombardier | Bombardier | | 1,500/hrs | 1871023 | Diesel | Running | \$ 1,500 | | |
| 1985 | International | S1900 | 5 Yard dump truck | 48,867 | 1HTLDTVNDGHA31824 | Diesel | Good/ Running | \$ 4,000 | | |
| 1988 | International | S 1954 | 5 Yard dump truck | 48,866 | 1HTLDTVNDH582016 | Diesel | Good/ Running | \$ 4,000 | | |
| 1998 | Rubber Tire Backhoe | JCB212 | Excavation Bucket | 32,694/hrs | SLP212AS1E0497178 | Diesel | Engine Runs | \$ 3,000 | | |
| 2006 | Chevrolet | CK2500 | Pick up body | 79,527 | 1GCHK24U76E158773 | Gas | Running | \$ 1,500 | | |
| 1999 | Chevrolet | 4x4 | Pick up body | 105,000 | 1GCHK24U84E175515 | Gas | Running | \$ 1,500 | | |
| 2002 | Chevrolet | S 110 | Small Pickup body | 58,488 | 1GCCS1446XK161543 | Gas | Running | \$ 1,200 | | |
| 2002 | Chevrolet | CK2500 | Crew Cab Pickup body | 98,200 | 1GCHK23U02F150505 | Gas | Running | \$ 5,000 | | |
| 2002 | Chevrolet | TK2500 | Crew Cab Pickup body | 81,736 | 1GCHK23U62F150010 | Gas | Running | \$ 5,000 | | |
| 2001 | Chevrolet | Silver 2500 | Utility Body | 76,480 | 1GBHK24U31E274940 | Gas | Running | \$ 5,000 | | |
| 2001 | Chevrolet | Silverado | Utility Body | 61,581 | 1GBHK24U11E277223 | Gas | needs engine/body rot | \$ 150 | | |
| 2001 | International | 4900 | Rubbish Packer | 47,259 | 1HTSDAAXX1H4401562 | Diesel | Running | \$ 3,000 | | |

Total in words _____

Signature of Bidder _____

**American 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 _____

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.

Name of Bidder _____

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>

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 proposal

Name of Bidder _____