

**CITY OF SOMERVILLE, MASSACHUSETTS
SCHOOL COMMITTEE
8 BONAIR STREET
SOMERVILLE, MA 02145
BIDDING INSTRUCTIONS FOR
BID #S2017-04**

*******Contact Leah Arredondo, LArredondo@k12.somerville.ma.us, to register as a bid holder and receive the complete bid package*******

Enclosed you will find an invitation to bid for: Furnishing of Chartered Transportation Services for the Somerville Public Schools on an as needed basis for a three (3) year contract from August 29, 2017 – August 28, 2020.

When submitting bid, please identify bid clearly. "Bid #S2017-04, Date – April 13, 2017, Time – 10:30 a.m. on the outside of your sealed Bid and deliver to Somerville School Department, Finance Office, 8 Bonair Street, Somerville, MA 02145.

BID SUBMITTED MUST BE AN ORIGINAL.

The completion of the following forms is necessary for consideration of a potential bid award. When submitting bid documents, please retain the order of documents as originally provided.

- 1) "Notice to Bidders" signed by person submitting bid.
- 2) "Signature Form" complete when submitting your bid.
- 3) Non Collusion Form and Tax Compliance Certification
- 4) Certificate of Authority Form
- 5) Somerville Living Wage Form

NOTE: If Vendor is incorporated an updated "CERTIFICATE OF GOOD STANDING" from the Commonwealth of Massachusetts will be needed for the awarded vendor only.

Please review and return with your sealed bids as sent. Also, insure that all forms are completed and your bid response is submitted as requested.

NOTE: THERE WILL BE A PRE-BIDDERS CONFERENCE ON WEDNESDAY, APRIL 5, 2017, 10:30 A.M. AT: SOMERVILLE PUBLIC SCHOOLS, 8 BONAIR STREET, SOMERVILLE, MA 02145. ALL BIDDERS ARE WELCOME AND URGED TO ATTEND. PLEASE BE ON TIME.