

**NOTICE TO BIDDERS**  
**BID NO. S2017-07**

All bids must be in accordance with terms and conditions set forth herein as stated.

SECTION A. Sealed bids for: **Staff and Student Mediation Services** will be received at the office of the Finance Director, Somerville School Department, 8 Bonair Street, Somerville, Middlesex County, MA 02145 no later than **10:00 am on Wednesday, May 17, 2017** at which time and place they will be publicly opened and read.

SECTION B. Forms of price bid, specifications and terms of contract can be obtained at the above office on or after **Wednesday, April 19, 2017**.

SECTION C. Bid envelopes shall be clearly marked as follows: **“Bid No. #S2017-07” “Staff and Student Mediation Services”, “10:00 am on Wednesday, May 17, 2017”**.

SECTION D. If awarded vendor is incorporated in Massachusetts, vendor will be required to supply with contract a current copy of “Certificate of Good Standing” or copy of application for same and copy of check for filing application fee. If awarded vendor is incorporated outside of Massachusetts, vendor must supply with contract, either a copy of Massachusetts “Certificate of Registration” form, or a copy of the “Certificate of Good Standing” from the state of incorporation, or a copy of application for same and copy of check for filing application fee. **FAILURE TO SUPPLY CERTIFICATE OR EVIDENCE OF APPLICATION OF SAME WITH CONTRACT WILL CAUSE THE BID TO BE DISQUALIFIED.**

SECTION E. The copy of the bid deposited with the Finance Director will be accompanied by a bid guarantee in the amount of: **N/A.**

Bid guarantees will be returned within 10 days to all unsuccessful bidders. Bid Bond, Certified Treasurer’s or Cashier’s Check is to be payable to become the property of the City of Somerville if the bid is accepted and the successful bidder either neglects or refuses to comply with the terms of the bid.

SECTION F. A Performance Bond in the amount of **\$ N/A.**  
A Payment Bond in the amount of **\$ N/A.**

**INSURANCE:**

Worker’s Compensation.	<b>See Form 19A.</b>
Professional Liability – Errors & Omissions	<b>See Form 19A.</b>
Automobile Liability Insurance.	<b>See Form 19A.</b>
General Liability Insurance.	<b>See Form 19A.</b>

- SECTION G. The requirement in Section E or F will be waived if the words “Non-Applicable” (N/A) are inserted in the space designated.
- SECTION H. Deliveries are to be made upon receipt of a signed Purchase Order to the address specified.
- SECTION I. The Finance Director reserves the right to accept or reject any or all bids, to waive any informalities, to divide the award, to amend any specifications or to accept any portion of a bid, if in her sole judgment, the best interest of the City of Somerville would be served by so doing.
- SECTION J. The City reserves the right to cancel a contract if awarded bidder does not respond to all necessary documents and required signature forms within twenty (20) working days or receipt of contract.
- SECTION K. Contract will run from **July 1, 2017** until **June 30, 2020 (three (3) year contract)**.
- SECTION L. Questions concerning this invitation for bid must be in writing to: Patricia Durette, Finance Director, School Department, 42 Cross Street, Somerville, MA 02145 not less than ten (10) working days prior to scheduled bid opening date.
- SECTION M. If any changes are made to this IFB, an addendum will be issued. Addenda will be mailed or faxed to all bidders on record as having picked up the IFB.

NOTE

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Firm: \_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

Tel. No. \_\_\_\_\_ Fax: \_\_\_\_\_