

**NOTICE TO BIDDERS**  
**BID NO. S2017-08**

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

SECTION A. Sealed bids for: **School Based Pregnant and Parenting Teen Program** will be received at the office of the Finance Director, Somerville School Department, 8 Bonair Street, Somerville, Middlesex County, MA 02145 no later than **Wednesday, May 17, 2017 at 10:00 a.m.** 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 26, 2017.**

SECTION C. Bid envelopes shall be clearly marked as follows: **“Bid No. #S2017-08”**  
**“School Based Pregnant and Parenting Teen Program”, “10:00 a.m.**  
**on Wednesday, April 26, 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 or 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.**

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>
Automobile Liability Insurance.	<b>See Form 19A</b>
General Liability Insurance.	<b>See Form 19A</b>
Errors & Omissions with Child Molestation	<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 to be made to: **Somerville High School**  
**81 Highland Avenue**  
**Somerville, MA 02143**

SECTION I. The Finance Director reserves the right to accept or reject any or all bids, to waive any informality, 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**.  
**The maximum amount of money available per fiscal year is \$29,500.00**

SECTION L. Questions concerning this invitation for bid must be in writing to:  
David Gordon, Finance Director, School Department, 8 Bonair 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.

Company:\_\_\_\_\_

Authorized Signature:\_\_\_\_\_

Printed Name:\_\_\_\_\_ Title:\_\_\_\_\_

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

Phone:\_\_\_\_\_ Fax:\_\_\_\_\_