

**CITY OF SOMERVILLE MASSACHUSETTS  
SOMERVILLE CITY HALL  
93 HIGHLAND AVENUE  
SOMERVILLE MA. 02143  
BIDDING INSTRUCTIONS FOR  
LEAD -FREE COMMERCIAL WATER METERS, SINGLE JET TYPE  
WITH ABSOLUTE ENCODER REGISTER  
Bid No. 14-44**

**Enclosed you will find an invitation to bid for:** Furnish all materials, equipment, and incidentals necessary to supply commercial water meters and encoder registers, including meters and encoder registers for pit applications. Contract is for 1 year, from December 1, 2013 through November 30, 2014, with two (2), one-year options to renew.

When submitting bid, please identify the bid item and number clearly. All bids must be sealed and delivered to Purchasing Department, City of Somerville, 93 Highland Ave., Somerville, MA 02143. Please mark the outside of all bid envelopes with the Bid number above and write **"Commercial Water Meters"** on the bid envelope.

**BIDS SUBMITTED MUST BE AN ORIGINAL.**

The completion of the following forms is necessary for consideration of a potential contract 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) Tax Compliance/Non Collusion Form
- 4) Certificate of Signature Authority
- 5) Somerville Living Wage Form
- 6) Quality Requirements
- 7) Bid Pricing Page

**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.

Your cooperation is greatly appreciated.

**NOTICE TO BIDDERS**  
**BID #14-44**

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

- SECTION A.        Sealed bids for: **Lead – Free Commercial Water Meters & Registers** from **January 1, 2014 through December 31, 2014**. With two (2), one year options to renew. The bids will be received at the office of the Purchasing Director, Somerville City Hall, 93 Highland Avenue, Somerville, MA. 02143 no later than **Friday, December 6, 2013 at 11:00 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 **Monday, November 18, 2013.**
- SECTION C.        Bid envelopes shall be clearly marked as follows: **"Bid No: 14-44, Commercial Water Meters"**.
- SECTION D.        If **awarded** vendor is a Corporation, vendor must comply with request for "Certificate of Good Standing". See attached instructions.
- SECTION E.        **INSURANCE: Awarded Vendor** must comply with insurance requirements as stated in the bid package.
- SECTION F.        Living Wage - see specifications
- SECTION G.        The requirements in Section **E or F** will be waived if the words "Non-Applicable" (**N/A**) are inserted in the space designated.
- SECTION H.        The Purchasing Director reserves the right to accept or reject any or all bids, to waive any minor 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 I.        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 (10) working days of receipt of contract.

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

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

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

Date: \_\_\_\_\_ Tel. No: \_\_\_\_\_ Fax #: \_\_\_\_\_

## City of Somerville

### Invitation for Bids for

### LEAD FREE Commercial Water Meters & Registers

#### **Bid No. 14-44**

#### **I. General Information and Bid Submission Requirements**

##### Bid Delivery

All bids must be delivered to City of Somerville, Purchasing Department, 93 Highland Avenue, Somerville, MA 02143.

Bids must be delivered by **11:00 A.M. on Friday, December 6, 2013.**

1 copy of the bid should be submitted. Bids must be sealed and marked as follows:  
**"Bid for Commercial Water Meters, Bid No. 14-44."**

All bids must include a non-collusion form, tax compliance certificate, bid pricing sheet, and reference form as provided in this IFB.

##### Bid Signature

A bid must be signed as follows: 1) if the bidder is an individual, by her/him personally; 2) if the bidder is a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the bidder is a corporation, by the authorized officer, whose signature must be attested to by the clerk/secretary of the corporation, and with the corporate seal affixed.

##### Time for Bid Acceptance

The contract will be awarded within 60 days after the bid opening. The time for award may be extended for up to 45 additional days by mutual agreement between the City of Somerville and the apparent lowest responsive and responsible bidder (or, for a contract requiring payment, the apparent highest responsive and responsible bidder.)

### Changes and Addenda

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. No changes may be made to the bid documents, by the Bidders; without written authorization and/or an addendum from the Purchasing Department.

### Questions about the IFB

Questions concerning this invitation for bids must be submitted in writing to: Orazio DeLuca, City of Somerville, Purchasing Department, 93 Highland Avenue, Somerville, MA 02143 before **4:30 P.M. on Wednesday, November 27, 2013**. Questions may be delivered, mailed, faxed to 617-625-1344, or e-mailed to odeluca@somervillema.gov. Written responses will be mailed or faxed to all bidders on record as having picked up the IFB.

If any Bidders or proposers contact anyone outside of Purchasing, for information about this proposal, the bid/proposal will be disqualified from the bidding process.

### Modification or Withdrawal of Bids, Mistakes, and Minor Informalities

A bidder may correct, modify, or withdraw a bid by written notice received by the City of Somerville prior to the time and date set for the bid opening. Bid modifications must be submitted in a sealed envelope clearly labeled "Modification No. \_\_\_" to the address listed in part one of this section. Each modification must be numbered in sequence, and must reference the original IFB.

After the bid opening, a bidder may not change any provision of the bid in a manner prejudicial to the interests of the City or fair competition. Minor informalities will be waived or the bidder will be allowed to correct them. If a mistake and the intended bid are clearly evident on the face of the bid document, the mistake will be corrected to reflect the intended correct bid, and the bidder will be notified in writing; the bidder may not withdraw the bid. A bidder may withdraw a bid if a mistake is clearly evident on the face of the bid document, but the intended correct bid is not similarly evident.

### Right to Cancel/Reject Bids

The City of Somerville may cancel this IFB, or reject in whole or in part any and all bids, if the City determines that cancellation or rejection serves the best interests of the City.

### Unbalanced Bids

The City reserves the right to reject unbalanced, front loaded, and conditional bids.

### Bid Prices to Remain Firm

All bid prices submitted in response to this IFB must remain firm for 60 days following the bid opening.

### Unforeseen Office Closure

If, at the time of the scheduled bid opening, Purchasing Department is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the bid opening will be postponed until 2:00 p.m. on the next normal business day. Bids will be accepted until that date and time.

## II. Purchase Description/Scope of Services

### Contract Term Length and Renewal Options

The contract will remain in effect from January 1, 2014 through December 31, 2014, with two (2) one-year options to renew.

### Price Submission

All prices must be specified, as requested on the price submission page.

### Estimated Quantities

The Lead – Free Meters listed are estimated quantities only.

### Brand Name "Or Equal"

Any references to any brand name or proprietary product in the specifications shall require the acceptance of an equal or better brand. Samples may be requested before a final decision is made. The City has the right to make the final determination as to whether an alternate brand is equal to the brand specified.

### Warranty

The bidder warrants that (1) the Supplies sold are merchantable, (2) that they are fit for the purpose for which they are being purchased, (3) that they are absent any latent defects and (4) that they are in conformity with any sample which may have been presented to the City.

The bidder guarantees that upon inspection, any defective or inferior Supplies shall be replaced without additional cost to the City. The Vendor will assume any additional cost accrued by the City due to the defective or inferior Supplies.

The bidder guarantees all Supplies for a period of one (1) year, or as otherwise specified herein.

#### Invoicing

Vendor will mail an invoice to the Water Department after completion and delivery of the order. All Invoice submissions must include a delivery slip which was signed by the Water Department Superintendent, or her designee, accepting delivery. Any Invoices that are presented for payment, that do not have the delivery slip backup, by a City designee, will not be paid by the City.

#### Cancellation

The City reserves the right to cancel this contract at any time on any grounds, including the vendor's failure to comply with the specifications provided herein.

#### Service Delivery

Products must be delivered by 10 working days to the appropriate site inside the building as designated by a Water Department employee. All prices must be F.O.B., freight prepaid. Items shall be ordered on an as needed basis.

#### **SPECIFICATIONS FOR 1", 1 ½", 2", 3", 4", 6", and 8" COMMERCIAL WATER METERS – SINGLE JET TYPE MAGNETICALLY DRIVEN, WITH ABSOLUTE ENCODER REGISTER**

##### **Work Includes:**

Furnish all materials, equipment, and incidentals necessary to supply commercial water meters and encoder registers, including meters and encoder registers for pit applications.

The City of Somerville currently has the fixed based KP Electronics Mega-Net AMR system deployed on virtually all commercial and residential meters. The City has already invested in the infrastructure needed to read the meters. The registers supplied under this contract shall utilize generic Sensus protocol for compatibility with the fixed base KP AMR system.

##### **Quality Assurance:**

All meters and encoder systems shall be the products of the same manufacturer. The encoder system shall have been in service in the United States for at least five (5) years. Meter manufacturers must have been manufacturing meters for at least ten (10) years and shall have a minimum of five (5) years production experience with all sizes of the model quoted for model standardization.

All meters and meter encoder registers shall allow for and be compatible with future upgrades of the manufacturer's product and be the manufacturer's most recent model for the meter and registers specified herein.

All meters and meter encoder registers shall be compatible with the fixed based KP Electronics Mega-Net AMR System.

Bidders must submit an affidavit of compliance from the manufacturer that the meters furnished comply with all applicable requirements of this specification. Failure to meet any part of the specification shall be sufficient cause for rejection.

##### **Products:**

This specification covers commercial water meters in sizes 1", 1 ½", 2", 3", 4", 6", and 8" along with the materials and workmanship employed in their fabrication. The inferential meters must be of the type known as single-jet type meters, which perform and measure accurately with sand and debris in the water. Meters shall conform to AWWA C712 standard or latest revision.

**Size:**

The operating and physical characteristics shown in Table 1 and Table 2 shall determine the nominal size of meters.

**Capacity:**

The nominal capacity ratings and the related pressure loss limits shall be those shown in Table 1 for the safe maximum operating capacities.

**Length:**

The lengths of the meters shall be the face-to-face dimensions of the spuds shown in Table 2.

**Cases:**

All meters shall have an outer case with separate, removable measuring element. Casings shall not be repaired in any manner. The inlet and outlet shall have a common axis. Connection flanges shall be parallel.

**Connections for 1", 1 1/2", 2", 3", 4", 6", and 8" Meters:****Main-Case Connections**

Main-case connections for meters 1" size shall be meter casing spuds having external straight threads conforming to American National Standard Institute (ANSI) B2.1 as far as the specifications apply.

Main-case connection for meters larger than 1" shall be flanged. Flanges for the 1-1/2" and 2" size meter assemblies shall be of the 2-bolt oval flange configuration.

The 3" and 4" size meter assemblies shall have flanges of the Class 125 round type, flat faced and shall conform to ANSI B16.1 for specified diameter, drilling and thickness.

**Registration Accuracy:**

The meters shall meet the following requirements for accuracy:

At any flow rate within normal test flow limits specified in Table 1, the meter shall register not less than 98.5% and not more than 101.5% of the water actually passed through the meter.

At the minimum test flow rate specified in Table 1, the 1", 1 1/2", 2", 3", 4", 6", and 8" meter shall register not less than 95% and not more than 101.5% of the water actually passed through the meter.

**Pressure Requirement:**

Meters supplied under this specification shall operate without leakage or damage to any part at a working pressure of 150 psi.

**Workmanship and Materials:**

All meters shall carry, at a minimum, the following published guarantees. All meters shall be guaranteed for one (1) year on workmanship and materials. The meters shall be guaranteed to meet AWWA New Meter Accuracy Standards for a period of five (5) years. At the expiration of this period, the meters shall be guaranteed to meet AWWA Repaired Meter Accuracy Standards for fifteen (15) years. Registers and encoders shall be guaranteed for at least ten (10) years from the date of installation. All guarantees are the responsibility of the manufacturer.

## **GENERAL REQUIREMENTS**

### **1. Standardization:**

With proven ability to pass sand and debris and maintain accuracy, the City of Somerville has standardized on magnetic drive single jet water meters, 1" through 8", as furnished under this standard, which shall be manufactured in strict accordance with the latest edition of American Water Works Association Standard C712, with the following listed characteristics.

### **2. Main Cases:**

Main cases shall be of a copper alloy containing not less than 75 percent copper as stated in American Water Works Association Standard C700 or may be of non-corrosive composite material. Both considerations must be in full compliance with NSF-61 Standards as in place January 2014.

### **3. Registers:**

The registers shall utilize generic Sensus protocol for compatibility with the fixed based KP radio read system. Registers shall comply with American Water Works Association Standard C707 and shall be electronic digital encoder with a three terminal screw connection or a three lead "potted" wire connection for attachment to various manufacturers radio frequency (RF) Meter Transmitter Unit (MTU). All meters intended for pit installation shall be factory wired and potted. Register shall not require any pre-programming for immediate connection to the OWNER RF system.

Registers shall be straight-reading, magnetic drive, Cubic Feet, dry, and permanently sealed against the elements at the factory. All registers shall comply with appropriate American Water Works Association Standard and provide a test mode for onsite or shop accuracy testing. A metal ring shall be placed around the register to deflect any external magnetic interference. Register must provide resolution to each single Cubic Foot of water measured, or greater. Register shall be attached to the meter with a tamper-resistant feature to prevent easy removal.

### **4. Register Boxes:**

All register boxes shall be equipped with a register cap that shall completely cover the register lens. The magnetic drive register and gear train shall be encased by the register housing and permanently sealed at the factory.

### **5. Meter Numbers:**

The meter serial number shall be plainly stamped on the meter register or meter main case and shall be easily visible from above the meter. Dimpled type stamping methods on the main case are not acceptable. Paper or plastic number labels affixed to the register are not acceptable. Manufacturer's serial numbers shall run consecutively for each meter in the group ordered and shall be stamped on the top of the register or register cap.

### **6. Bottom Plates:**

Not applicable.

### **7. Chambers:**

Chambers shall be made of copper alloy containing not less than 85 percent copper or of a suitable synthetic polymer. The impeller shall rotate on a vertical axis and permit minor sand, silt, or debris to pass through the meter without stopping the meter or interfering with the meter accuracy.

### **8. Measuring Chamber Impeller:**

Measuring chamber impeller shall be of a hardened polymer and resistant to abrasion or breakage.

### **9. Drive Spindle:**

Upshaft or drive spindle shall be made of tungsten carbide and pivot on a sapphire type bearing. The driving magnet shall be securely fastened to drive spindle in a manner preventing loss of magnetic connection during normal operation of the water meter.



**10. External Fasteners:**

All external fasteners, if applicable, shall be stainless steel as described in American Water Works Association standard C700.

**11. Tests:**

All meters shall comply with American Water Works Association test requirements for new cold water inferential type water meters. Each meter shall be furnished with a tag, attached to the meter, identifying the meter by manufacturer's serial number and, preferably, a bar code representation of the meter serial number. A test record shall accompany each new meter.

**12. Acceptable Manufacturer(s) and Models:**

Metron Spectrum

- 1" Spectrum 30D
- 1 ½" Spectrum 88
- 2" Spectrum 130
- 3" Spectrum 260
- 4" Spectrum 440
- 6" Spectrum 440
- 6" Enduro 1100
- 8" Enduro 2000
- 6" Enduro FS Assembly 2000
- 8" Enduro FS Assembly 2800
- Or equal

TABLE 1 - METER PERFORMANCE CHARACTERISTICS

Meter Size Inches / mm	Required Safe Maximum Operating Capacity (GPM)	Maximum Pressure Loss At AWWA Safe Maximum Operating Capacity (PSI)	Recommended Maximum Rate For Continuous Operations (GPM)	Minimum Test Flow (GPM) 95% - 101.5%	Normal Test Flow Limits (GPM) 98.5% - 101.5%
1" Bronze	50	7.25 @ 50 GPM	50	.25	1/2 - 70
1 1/2" Bronze	88	7.25 @ 88 GPM	88	.50	3/4 - 105
2" Bronze	130	7.25 @ 130 GPM	130	.50	3/4 - 165
3" Bronze	260	7.25 @ 260 GPM	260	.75	3/4 - 245
4" Bronze	440	7.25 @ 440 GPM	440	1.0	3/4 - 365
6" Bronze - [Low]	440	7.25 @ 440 GPM	440	1.0	3/4 - 365
6" Bronze - [Hi]	1100	6.4 @ 1100 GPM	1100	10.0	12 - 1100
8" Bronze - [Std]	2000	8.0 @ 2000 GPM	2000	12.0	14 - 1800
6" FS Bronze/Steel*	2000	6.5 @ 1500 GPM	2000	5	6 - 2000
8" FS Bronze/Steel*	2800	5.8 @ 2000 GPM	2800	8	10 - 2800

\* - Requires protective finish.

TABLE 2 - DIMENSIONAL DESIGN LIMITS FOR METERS AND EXTERNAL CONNECTIONS

<u>METER SIZE</u>	<u>LAYING LENGTH</u>
1"	10 3/4" (1 1/4" Threads)
1 1/2"	13" Flanged
2"	17" Flanged
3"	11 3/4" Flanged
4"	13 3/4" Flanged
6" - S	17 3/4" Flanged
6" - E	23 3/4" Flanged
8" - E	33" Flanged
6" - FS	45" Flanged
8" - FS	53" Flanged

## **DELIVERY**

- A. All products shall be transferred and handled in accordance with the manufacturer's instructions.
- B. Shipment of products shall be promptly inspected to ensure that products comply with requirements, quantities are correct, and products are undamaged.
- C. All products shall be delivered to a location determined by the City, (DPW Water Dept.) and unloaded into a designated storage area.
- D. Delivery schedule and shipping methods shall be appropriate for quantities and time frame of the project. Delivery of meters and registers shall be within 30 calendar days of issuing a purchase order.
- E. All manufacturer warranties for the products shall be transferred to the City upon final acceptance by the City.

## **Insurance**

The contractor must provide the following insurance certificates before the contract can be fully executed:

General Liability:	\$1,000,000
Automobile:	\$1,000,000
Workers' Compensation:	as required by General Law

The Certificates of Insurance must show the City of Somerville as the Certificate Holder and as Additional Insured. Should any policies be cancelled before the expiration date, the issuing company must send written notice to the City 30 days prior to cancellation.

## **References**

Please include on a separate sheet a minimum of three references for whom similar manufactured Water Meters have been provided. Include contact person and telephone number along with company name and address.

All prices must include, fuel costs, delivery, and any other additional costs not provided for on the bid price sheet.

## **Laws and Regulations**

The Bidding procedures shall be in accordance with M.G.L. c. 30B, as most recently amended and all other applicable laws. The contractor shall comply with all Federal, State and Local laws regulations and ordinances governing this type of work.

## **Sales Tax Exemption**

Materials, equipment, and supplies for this project are exempt from sales tax in accordance with M.G.L. Chapter 64H, Section 6 (d). The City will furnish the successful bidder with its sales tax exemption number.

### **III. Quality Requirements**

*Please respond to the following questions. A negative response to any of the following questions will automatically disqualify the vendor:*

	Yes	No
Have you been in the business of manufacturing Commercial Cold Water Meters (as detailed) for at least ten (10) years?		
Do you have a minimum of (10) years production experience with the proposed lead – free meters, that have been in service in U.S. water utilities?		
Are you able to deliver the ordered Water Meters and encoders within 7-10 days? (Please confirm delivery time frame).		
Are the meters and meter encoders, you will provide, compatible with all popular AMR Systems available in the area, as specified?		
Are you able to supply <u>all</u> required meter sizes, as described, available upon order?		
Have you supplied, with your bid documents, a reference list of at least 10 U.S. utility references that have had at least 100 of the single-jet meters proposed installed for at least 10 years?		
Optional: Vendor: Are you a State Office for Minority and Women Owned Business Assistance (SOMWBA) certified minority or woman owned business?		

**IV. References**  
**REFERENCE FORM**

Bidder: \_\_\_\_\_

**IFB Title: Lead - Free Commercial Water Meters**

Bidder must provide references, from other contracts (Municipalities), that similar products have been provided: (Massachusetts preferred)

Reference: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Description and date(s) of supplies or services provided: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Reference: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Description and date(s) of supplies or services provided: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Reference: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Description and date(s) of supplies or services provided: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## V. Rule for Award

One contract will be awarded to the responsible and eligible bidder offering the lowest prices.

## VI. Bid Pricing Sheet

Please quote on the following items. Prices are to include delivery, the cost of fuel, the cost of labor and all other charges related to the services listed below. Prices are to remain the same for the entire contract period.

### IV. BID FORM

Unit and total prices bid will be firm for the duration of the Project, and are F.O.B. City of Somerville. Quantities listed are approximate; the City may increase or decrease the quantities shown.

### **BID: WATER METERS WITH ENCODER REGISTER**

Est Qty	Description	01/01/2014-12/31/2014	01/01/2014-12/31/2014	Year 2 01/01/2015-12/31/2015	Year 2 01/01/2015-12/31/2015	Year 3 01/01/2016-12/31/2016	Year 3 01/01/2016-12/31/2016
		Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost
50	1" Single Jet Meter	\$	\$	\$	\$	\$	\$
10	1 1/2" Single Jet Meter	\$	\$	\$	\$	\$	\$
8	2" Single Jet Meter	\$	\$	\$	\$	\$	\$
5	3" Single Jet Meter	\$	\$	\$	\$	\$	\$
2	4" Single Jet Meter	\$	\$	\$	\$	\$	\$
1	6" Single Jet Meter – [Low Range]	\$	\$	\$	\$	\$	\$
1	6" Single Jet Meter – [High Range]	\$	\$	\$	\$	\$	\$
1	8" Single Jet Meter – [Standard]	\$	\$	\$	\$	\$	\$
1	6" FS Meter Assembly	\$	\$	\$	\$	\$	\$
1	8" FS Meter Assembly	\$	\$	\$	\$	\$	\$
	<b>TOTAL COST, WATER METERS WITH ENCODER REGISTER</b>		\$	\$	\$	\$	\$
	<b>TOTAL COST, WATER METERS WITH ENCODER REGISTER &gt;</b>						

Name of Company: \_\_\_\_\_

Submitted By: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

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

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

ADDENDA #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_ #4 \_\_\_\_\_ ACKNOWLEDGED

Failure to acknowledge receipt of addenda may result in your bid being rejected.



**EXCEPTIONS**

Please list any and all exceptions to the Water Meters with Encoder Register Bid. Failure to fully detail all exceptions will have your Bid considered non-responsive and, as such, it will be rejected from consideration.

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## CERTIFICATE OF GOOD STANDING

TO: Vendor

FROM: Purchasing Department

RE: **CERTIFICATE OF GOOD STANDING**

The **Awarded Vendor** must comply with our request for a **CURRENT "Certificate of Good Standing"**.

If you require information on how to obtain the "Certificate of Good Standing" or Certificate of Registration (Foreign Corporations) from the Commonwealth of Massachusetts, please call the Secretary of State's Office at (617) 727-2850 (Press #1) located at One (1) Ashburton Place, 17<sup>th</sup> Floor, Boston, MA 02133 or you may access their web site at:  
[www.sec.state.ma.us/corp/certificates/certificate\\_request.asp](http://www.sec.state.ma.us/corp/certificates/certificate_request.asp)

If your company is incorporated outside of Massachusetts and therefore is a "foreign corporation", but is registered to do business in Massachusetts, please comply with our request for the Certificate of Registration from the Commonwealth of Massachusetts. If your company is a foreign corporation, but is not registered to do business in Massachusetts, please provide the Certificate of Good Standing from your state of incorporation.

Please note that without the above certificate (s), the City of Somerville cannot execute your contract.

### IMPORTANT NOTICE

Requests for Certificates in Good Standing by mail may take a substantial amount of time. A certificate may be obtained immediately in person at the Secretary's Office at the address above. Also, at this time, the Secretary of State's Office may not have your current annual report recorded. If this is the case, and you are therefore unable to obtain the Certificate of Good Standing, please forward a copy of your annual report filing fee check with your signed contracts. Please forward your original Certificate of Good Standing to the Purchasing Department upon receipt.

Thank You,  
Purchasing Director

## TERMS AND CONDITIONS

1. FREIGHT ON BOARD (F.O.B.)

All prices are to be firm, F.O.B. delivered destination (Somerville), to the address specified on the "Notice to Bidders" (Form #2) or any other department location doing business for the City of Somerville in need of such services.

2. UNIT PRICE

In case of error in extension of prices quoted herein, the unit price will govern.

3. PRICE REDUCTION

It is understood and agreed that should any price reductions occur between the opening of this bid and completion of this delivery, the benefit of all such reductions will be extended.

4. CANCELLATION OF BID

To withdraw, cancel, correct or modify a bid at any time prior to the bid opening date, a bidder must submit such request in writing to the Purchasing Director. Correction or modifications must be sealed when submitted.

5. SAMPLES

All bidders are required to submit technical documentation as well as a meter sample of each size to the City of Somerville, Water Dept. for flow tests to support performance claims. All meters must be received by the Water Dept. at least ten days prior to the bid opening. Acceptable samples will be a determining factor in the vendor selection process.

6. FINANCIAL AND OPERATIONAL INFORMATION

By submitting a bid, the bidder authorizes the City of Somerville to contact any and all parties referenced by the bidder regarding financial and operational information.

7. PAYMENT

The City of Somerville shall make no payment for a supply or service rendered prior to the execution of this contract.

8. DOCUMENTATION

Please find attached exhibit copies of contract forms which the successful bidder will be required to sign.

10. EXTENSION OF CONTRACT

The City reserves the right to extend the time of any contract resulting from the bid as needed and/or to increase the value by 25% at the sole discretion of the Purchasing Director.

Form: \_\_\_\_\_  
Contract Number: \_\_\_\_\_

CITY OF SOMERVILLE

Rev. 08/01/12



## **Non-Collusion Form and Tax Compliance Certification**

**Instructions:** Complete each part of this two-part form and sign and date where indicated below.

### **A. NON-COLLUSION FORM**

I, the undersigned, hereby certify under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person.

As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature: \_\_\_\_\_  
(Individual Submitted Bid or Proposal)  
Duly Authorized

Name of Business or Entity: \_\_\_\_\_

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

### **B. TAX COMPLIANCE CERTIFICATION**

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support, as well as paid all contributions and payments in lieu of contributions pursuant to MGL 151A, §19A(b).

Signature: \_\_\_\_\_  
(Duly Authorized Representative of Vendor)

Name of Business or Entity: \_\_\_\_\_

Social Security Number or Federal Tax ID#: \_\_\_\_\_

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

**CITY OF SOMERVILLE  
SIGNATURE FORM**

NAME OF COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_ Fax #: \_\_\_\_\_

DATE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

SIGNATURE OF AUTHORIZED CONTRACTING OFFICIAL:

\_\_\_\_\_

TITLE: \_\_\_\_\_

RESIDENCE: \_\_\_\_\_

IF COMPANY IS A PARTNERSHIP:

FULL NAME AND RESIDENCE OF EACH PARTNER:

\_\_\_\_\_

\_\_\_\_\_

IF COMPANY IS A CORPORATION:

THE CORPORATE NAME IS: \_\_\_\_\_

THE CORPORATION IS ORGANIZED UNDER THE LAWS OF: \_\_\_\_\_

THE PRESIDENT IS: \_\_\_\_\_

THE TREASURER IS: \_\_\_\_\_

THE CLERK/SECRETARY IS: \_\_\_\_\_

NAME OF CORPORATION THAT WILL APPEAR ON A POTENTIAL CONTRACTUAL  
AGREEMENT IF DIFFERS FROM ABOVE: \_\_\_\_\_

NAME AND TITLE OF PERSON WHO WILL BE RESPONSIBLE FOR THE SIGNING OF A  
POTENTIAL CONTRACTUAL AGREEMENT IF DIFFERS FROM ABOVE:

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

NAME OF CLERK/SECRETARY WHO WILL ALSO BE SIGNING FOR A POTENTIAL  
CONTRACTUAL AGREEMENT IF DIFFERS FROM ABOVE: \_\_\_\_\_

\_\_\_\_\_

Form: \_\_\_\_\_  
Contract Number: \_\_\_\_\_

CITY OF SOMERVILLE

Rev. 08/01/12



**Certificate of Authority  
(Limited Liability Companies Only)**

**Instructions:** Complete this form and sign and date where indicated below.

1. I, the undersigned, being a member or manager of

\_\_\_\_\_  
(Complete Name of Limited Liability Company)

a limited liability company (LLC) hereby certify as to the contents of this form for the purpose of contracting with the City of Somerville.

2. The LLC is organized under the laws of the state of: \_\_\_\_\_.

3. The LLC is managed by (check one) a ☐ Manager or by its ☐ Members.

4. I hereby certify that each of the following individual(s) is:

- a member/manager of the LLC;
- duly authorized to execute and deliver this contract, agreement, and/or other legally binding documents relating to any contract and/or agreement on behalf of the LLC;
- duly authorized to do and perform all acts and things necessary or appropriate to carry out the terms of this contract or agreement on behalf of the LLC; and
- that no resolution, vote, or other document or action is necessary to establish such authority.

Name	Title

5. Signature: \_\_\_\_\_

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

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

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

Form: \_\_\_\_\_  
Contract Number: \_\_\_\_\_

CITY OF SOMERVILLE

Rev. 08/01/12



**Certificate of Authority  
(Corporations Only)**

**Instructions:** Complete this form and sign and date where indicated below.

1. I hereby certify that I, the undersigned, am the duly elected Clerk/Secretary of

\_\_\_\_\_  
(Insert Full Name of Corporation)

2. I hereby certify that the following individual \_\_\_\_\_  
(Insert the Name of Officer who Signed the Contract and Bonds)

is the duly elected \_\_\_\_\_ of said Corporation.  
(Insert the Title of the Officer in Line 2)

3. I hereby certify that on \_\_\_\_\_  
(Insert Date: Must be *on or before* Date Officer Signed Contract/Bonds)

at a duly authorized meeting of the Board of Directors of said corporation, at which a quorum was present, it was voted that

\_\_\_\_\_  
(Insert Name of Officer from Line 2) (Insert Title of Officer from Line 2)

of this corporation be and hereby is authorized to make, enter into, execute, and deliver contracts and bonds in the name and on behalf of said corporation, and affix its Corporate Seal thereto, and such execution of any contract of obligation in this corporation's name and on its behalf, with or without the Corporate Seal, shall be valid and binding upon this corporation; and that the above vote has not been amended or rescinded and remains in full force and effect as of the date set forth below.

4. **ATTEST:**

Signature: \_\_\_\_\_  
(Clerk or Secretary)

**AFFIX CORPORATE SEAL HERE**

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

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

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

(Date Must Be *on or after* Date Officer Signed Contract/Bonds)



CITY OF SOMERVILLE, MASSACHUSETTS

JOSEPH A. CURTATONE  
MAYOR

Vendor Certification

The vendor certifies that it has provided the City of Somerville with an accurate tax identification number (TIN). In the event that the City is fined by the IRS for an incorrect TIN provided by the vendor, the vendor agrees to reimburse the City for the amount of the fine.

\_\_\_\_\_  
TIN

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name of Person signing

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date



Somerville City Hall • 93 Highland Avenue • Somerville, Massachusetts 02143  
(617) 625-6600, Ext. 3400 • TTY: (617) 666-0001 • Fax: (617) 625-1344  
[www.somervillema.gov](http://www.somervillema.gov)





**Request for Taxpayer  
Identification Number and Certification**

Give Form to the  
requester. Do not  
send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.) City, state, and ZIP code List account number(s) here (optional)	
Requester's name and address (optional)		

<b>Part I</b> Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.
<b>Social security number</b> [ ][ ]-[ ][ ]-[ ][ ][ ][ ][ ][ ][ ]
<b>Employer identification number</b> [ ][ ]-[ ][ ][ ][ ][ ][ ][ ][ ]
<b>Note.</b> If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

<b>Part II</b> Certification
Under penalties of perjury, I certify that:
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).
<b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.
<b>Sign Here</b> Signature of U.S. person ▶    Date ▶

**General Instructions**  
Section references are to the Internal Revenue Code unless otherwise noted.

**Purpose of Form**  
A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.  
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:  
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),  
2. Certify that you are not subject to backup withholding, or  
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.  
**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:  
• An individual who is a U.S. citizen or U.S. resident alien,  
• A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,  
• An estate (other than a foreign estate), or  
• A domestic trust (as defined in Regulations section 301.7701-7).  
**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

## INSURANCE SPECIFICATIONS

### INSURANCE REQUIREMENTS FOR AWARDED VENDOR ONLY:

I. Prior to commencing performance of any work or supplying materials or equipment covered by these specifications, the contractor shall furnish to the Office of the Purchasing Director a Certificate of Insurance evidencing the following:

A. GENERAL LIABILITY - Comprehensive Form

Bodily Injury Liability..... \$ One Million  
Property Damage Liability.....\$ One Million

B. COVERAGE FOR PAYMENT OF WORKER'S COMPENSATION BENEFITS PURSUANT TO CHAPTER 152 OF THE MASSACHUSETTS GENERAL LAWS IN THE AMOUNT AS LISTED BELOW:

WORKER'S COMPENSATION.....\$ Statutory  
EMPLOYERS' LIABILITY..... \$ Statutory

C. AUTOMOBILE LIABILITY INSURANCE AS LISTED BELOW:

BODILY INJURY LIABILITY.....\$ STATUTORY

1. A contract will not be executed unless a certificate (s) of insurance evidencing above described coverage is attached.
2. Failure to have the above-described coverage in effect during the entire period of the contract shall be deemed to be a breach of the contract.
3. All applicable insurance policies shall read:  
**"CITY OF SOMERVILLE" AS A CERTIFICATE HOLDER AS  
ADDITIONAL INSURED FOR GENERAL LIABILITY ONLY ALONG  
WITH DESCRIPTION OF OPERATIONS IN SPACE PROVIDED ON  
CERTIFICATE.**
4. Please comply with our requirement of a notice of cancellation and note on certificate.

CERTIFICATE SHOULD BE MADE OUT TO:  
CITY OF SOMERVILLE  
PURCHASING DEPARTMENT  
93 HIGHLAND AVENUE  
SOMERVILLE, MA. 02143

**NOTE: IF DURING THE LIFE OF THIS CONTRACT YOUR INSURANCE EXPIRES, YOU SHALL BE RESPONSIBLE TO SUBMIT A NEW CERTIFICATE(S) COVERING THE PERIOD OF THE CONTRACT. NO PAYMENT WILL BE MADE ON A CONTRACT WITH EXPIRED INSURANCE CERTIFICATE.**

## **Appendix A**

### **Sample Contract**

CONTRACT  
BY AND BETWEEN  
THE CITY OF SOMERVILLE ACTING THROUGH  
THE PURCHASING DEPARTMENT  
AND  
VENDOR NAME

Contract No.: \_\_\_\_\_

Contract Amount: \$ \_\_\_\_\_

P.O. No.:

P.O. Amount: \$ \_\_\_\_\_

Bid No.:

Contract Period: Start date to End Date

Contract For: Goods and/or Supplies Furnished

Vendor: Vendor Name  
Address  
City, State, Zip Code  
Phone #

**ACCORDING TO THE SPECIFICATIONS CONTAINED HEREIN.**

**SUPPLY AND SERVICES CONTRACT  
BY AND BETWEEN  
THE CITY OF SOMERVILLE  
AND  
VENDOR NAME  
ADDRESS  
CITY, STATE, ZIP CODE  
PHONE #**

This Contract made this st day of, 2009, by the City of Somerville, acting through its Purchasing Department (hereinafter, the "City") and Vendor Name (hereinafter, the "Vendor").

**WHEREAS**, the City seeks the following supplies/services: \_\_\_\_\_;

(hereinafter, the "supplies/services"); and

**WHEREAS**, the City has followed an formal sealed bid procedure to solicit competition pursuant to G.L. c. 30B, §5, (See Appendix A – Notice to Bidders/Copy of Ad attached and made a part hereto); and

**WHEREAS**, the Vendor was found to be the lowest responsive and responsible Vendor (See Appendix B – Proposal Page attached and made a part hereto); and

**NOW THEREFORE**, the City and the Vendor in consideration of mutual covenants herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, agree as follows:

## **ARTICLE I. VENDOR'S SERVICES/SUPPLIES**

The Vendor shall provide the Services and/or Supplies described in **Appendix C**, Scope of Services/Specifications, attached and made part hereof.

## **ARTICLE II. TERM AND/OR DELIVERY**

### **A. Term.**

1. The term of this Contract shall commence on the day and year first written above.
2. The Vendor shall complete the Services and/or furnish the supplies, by                      (the "Completion Date"). If this Contract is for Supplies, the Vendor agrees to deliver the Supplies upon receipt of an approved Purchase Order.
3. The term of this Contract may be extended at the sole discretion of the City, through written notice to the Vendor.

### **B. Delivery (Applicable to Supplies Only).**

1. The Supplies are to be delivered F.O.B. to:
2. If this Contract is for Supplies, the City may at its sole discretion amend this Contract for a maximum of twenty five percent (25%) of the original Contract amount in the event that the awarding authority finds that it is in the best interests of the City. Any additional Supplies must be billed at the same unit price as the original proposal. (Quoted or Non-Exempt Sole Source Agreements may not exceed \$24,999, including amendments and extensions).

## **ARTICLE III. PRICE AND/OR COMPENSATION**

### **A. Price (Applicable To Supplies Only).**

1. In case of an error in extension prices quoted herein, the unit price will govern.
2. The Supplies and the unit price for the Supplies are listed in **Appendix B**, attached and made a part hereto.

**B. Payments.**

1. During the initial term of this Contract, the City agrees to pay the Vendor a total not to exceed \$                      for Services rendered and/or Supplies received as specified in **Appendix C**.
2. The City reserves the right to increase the quantity of Services and or Supplies in accordance with G.L. c. 30B.
3. The City shall make no payment for a Supply or Service prior to the execution of this Contract.
4. Payments to the Vendor will be made within sixty (60) days from receipt of a detailed invoice.

**C. Invoicing.**

1. Final invoices from the Vendor are due no later than ninety (90) days from the Completion Date. Any invoice received past the ninety (90) day date will not be paid.
2. If this Contract is extended, invoices related to the extension period are due no later than ninety (90) days from the Extended Completion Date. (Quoted or Sole Source Contracts may not exceed \$24,999, including any amendments or extensions.)

**ARTICLE IV. DEFAULT; TERMINATION; REMEDIES**

**A. Events of Default.**

The following shall constitute events of default under this Contract:

1. The Vendor has made any material misrepresentation to the City; or
2. A judgment or decree is entered against the Vendor approving a petition for an arrangement, liquidation, dissolution or similar relief relating to bankruptcy or insolvency; or
3. The Vendor files a voluntary petition in bankruptcy or any petition or answer seeking any arrangement, liquidation or dissolution relating to bankruptcy, insolvency or other relief for debtors; or

4. The Vendor seeks or consents or acquiesces in the appointment of any trustee or receiver, or is the subject of any other proceeding under which a court assumes custody or control over the Vendor or of any of the Vendor's property; or
5. The Vendor becomes the defendant in a levy of an attachment or execution, or a debtor in an assignment for the benefit of creditors; or
6. The Vendor is involved in a winding up or dissolution of its corporate structure; or
7. Any failure by the Vendor to perform any of its obligations under this Contract, including, but not limited to, the following:
  - (i) failure to commence performance of this Contract at the time specified in this Contract due to a reason or circumstance within the Vendor's reasonable control,
  - (ii) failure to perform this Contract with sufficient personnel and equipment or with sufficient material to ensure the completion of this Contract within the specified time due to a reason or circumstance within the Vendor's reasonable control,
  - (iii) failure to perform this Contract in a manner reasonably satisfactory to the City,
  - (iv) failure to promptly re-perform within reasonable time the Services or Supplies that were properly rejected by the City as erroneous or unsatisfactory,
  - (v) discontinuance of the Services or Supplies for reasons not beyond the Vendor's reasonable control,
  - (vi) failure to comply with a material term of this Contract, including, but not limited to, the provision of insurance and nondiscrimination; or
8. Any other acts specifically and expressly stated in this Contract as constituting a basis for termination of this Contract.



**B. Termination Upon Default.**

In the event of a default by the Vendor, the City, acting through its Chief Procurement Officer, may, at its option, terminate this Contract immediately by written notice of termination. Notwithstanding the above, in the event of a default by the Vendor, the City, acting through its Chief Procurement Officer, may give notice in writing of a default, which notice shall set forth the nature of the default and shall set a date, by which the Vendor shall cure the default. If the Vendor fails to cure the default within the time as may be required by the notice, the City, acting through its Chief Procurement Officer, may, at its option terminate the Contract.

**C. Termination For Convenience.**

1. Notwithstanding any language to the contrary within the body of this Contract, the City may terminate this Contract, without cause at any time, effective upon the termination date stated in the notice of termination.
2. If the Contract is terminated under this subsection, the Vendor shall be entitled to be paid for Supplies and/or Services delivered and accepted prior to notice of termination at the prices stated in the Contract or bid documents. Any Supplies and/or Services delivered after notification of termination but prior to the effective termination date must be approved in writing in advance by the City in order to be eligible for payment. In no event shall the Vendor be entitled to be paid for any Supplies and/or Services delivered after the effective date of termination.

**D. Obligations Upon Termination.**

Upon termination of this Contract with or without cause, the Vendor shall immediately, unless otherwise directed by the City:

1. Cease performance upon the stated termination date;
2. Surrender to the City the Vendor's work product, which is deliverable under the Contract, whatever its state of completion; and

3. Return all tools, equipment, documents, correspondence, drawings, plans, models, or any other items whatsoever belonging to or supplied by the City;

**E. Rights and Remedies.**

1. The City shall have the right to:
  - a) disallow all or any part of the Vendor's invoices not in material compliance with this Contract; and
  - b) temporarily withhold payment pending correction by the Vendor of any deficiency; and
  - c) sue for specific performance or money damages or both, including reasonable attorneys' fees incurred in enforcing any Vendor obligations hereunder; and
  - d) pursue remedies under any bond provided; and
  - e) pursue such other local, state and federal actions and remedies as may be available to the City.
2. Any termination shall not effect or terminate any of the rights or remedies of the City as against the Vendor then existing, or which may accrue because of any default.
3. No remedy referred to in this subsection is intended to be exclusive, but shall be cumulative, and in addition to any other remedy referred to above or otherwise available to the City or Vendor at law or in equity.
4. The Vendor shall not gain nor assert any right, title or interest in any product produced by the Vendor under this Contract.

## **ARTICLE V. INSURANCE**

The Vendor shall deposit with the City certificates of insurance issued by companies qualified to do business in the Commonwealth of Massachusetts in form and substance satisfactory to the City, with limits equal to or greater than those set forth in **Appendix D** attached hereto and made a part of this Contract. Such certificates shall name the City of Somerville as an additional insured and shall contain an endorsement requiring ninety (90) calendar days written notice to the City and the City's approval prior to cancellation or change in amounts, types or scope of coverage. The Vendor shall deliver to the City new certificates of insurance at least ten (10) calendar days prior to expiration of the prior insurance and shall furnish the City with the name, business address and telephone number of the insurance agent. Vendors who are sole proprietors and who do not carry workers' compensation coverage shall certify in writing that they do not have any employees.

## **ARTICLE VI. GENERAL PROVISIONS**

- A. Governing Law.** This Contract shall be governed by the laws of the Commonwealth of Massachusetts.
- B. Complete Agreement.** This Contract supersedes all prior agreements and understandings between the parties and may not be changed unless mutually agreed upon in writing by both parties.
- C. Condition of Enforceability Against the City.** This Contract is only binding upon, and enforceable against, the City if: (1) the Contract is signed by the Mayor; (2) endorsed with approval by the City Auditor as to appropriation or availability of funds; (3) endorsed with approval by the City Solicitor as to form; and (4) funding is appropriated for this Contract or otherwise made available to the City.
- D. Taxes.** Purchases incurred by the City are exempt from Federal Excise Taxes and Massachusetts Sales Tax, and prices must exclude any such taxes. Tax

Exemption Certificates will be furnished upon request. The City of Somerville's Massachusetts Tax Exempt Number is: **MO46 001 414**.

- E. Indemnification.** The Vendor agrees to take all reasonably necessary precautions to prevent injury to any persons or damage to property during the term of this Contract and shall indemnify and save the City harmless against all damages, loss or expense, including judgments, costs, attorneys' fees and interest resulting in any way, from any negligent or willful act or omission on the part of the Vendor, its agents, employees or sub-contractors or resulting directly or indirectly from the Vendor's performance under this Contract.
- F. Independent Contractor.** The Vendor is an independent contractor and is not an employee, agent or representative of the City.
- G. Assignment.** The Vendor shall not assign this Contract or any interest herein, without the prior written consent of the City.
- H. Sub-Contractors.** The Vendor shall not engage any other company, sub-contractor or individual to perform any obligation hereunder, without the prior written consent of the City.
- I. Discrimination.** It is understood and agreed that it shall be a material breach of this Contract for the Vendor to engage in any practice which shall violate any provision of G.L. c. 151B, relative to discrimination in hiring, discharge, compensation or terms, conditions or privileges of employment because of race, color, religious creed, national origin, sex, sexual orientation, age, or ancestry.
- J. Severability.** In the event that any paragraph or provision of this Contract shall be held to be illegal or unenforceable, such paragraph or provision shall be severed from this Contract and the entire Contract shall not fail on account thereof, but shall otherwise remain in full force and effect.
- K. Notice.** The parties shall give notice in writing by one of the following methods: (i) hand-delivery; (ii) telegram; (iii) telecopier; (iv) certified mail, return receipt requested; or (v) federal express, express mail, or any other nationally recognized overnight delivery service,

1. To the Vendor at the address set forth herein or the following

Fax Number: \_\_\_\_\_

2. To the City addressed to:

Name: Purchasing Director

Address: Somerville City Hall

93 Highland Avenue

Somerville, MA 02143

Fax No.: 1-617-625-1344

with a copy to: City Solicitor, City Hall, 93 Highland Avenue, Somerville, MA 02143; Fax No. (617) 776-8847.

Notice shall be effective on the earlier of (i) the day of actual receipt, or (ii) one day after tender of delivery.

**L. Captions.** The captions of the sections in this Contract are for convenience and reference only and in no way define, limit or affect the scope or substance of any section of this Contract.

**M. Additional Provisions.** Other conditions governing this Contract are set forth in the following appendices:

Appendix A – Notice to Proposers/Copy of Advertisement

Appendix B – Price Proposal Page

Appendix C – Scope of Services

Appendix D – Insurance

Appendix E – Additional Terms & Conditions

Appendix F – Somerville Living Wage Ordinance

The above-described appendices are, by this clause, made an integral part of this Contract.

The Contract documents are to be read collectively and complementary to one another; any requirement under one shall be as binding as if required by all. In the event of any conflict or inconsistency between the provisions of this Contract and any of this Contract's documents, the provisions of this Contract shall

prevail. In the event of any conflict or inconsistency between this Contract, the Contract's documents and any applicable state law, the applicable state law shall prevail.

#### **ARTICLE VII. REPRESENTATIONS AND CERTIFICATIONS OF THE VENDOR**

The Vendor hereby represents and certifies under the penalties of perjury:

- A. Organization.** The Vendor is a duly organized and validly existing corporation/ partnership/trust/sole proprietorship, other: Corporation, (select one) and is qualified to do business and is in good standing in the Commonwealth of Massachusetts, with full power and authority to consummate the transactions contemplated hereby.
- B. Authority.** (Not applicable to Sole Proprietorship). This Contract has been duly executed and delivered on behalf of the Vendor by its president/ treasurer/ general partner/trustee/other: President (select one) to and in full compliance with the authority granted by its organizational documents and its votes or resolutions, which authority has not been amended, modified or rescinded as of the date hereof.
- C. Non-Collusion.** This Contract was made without collusion or fraud with any other person and was in all respects bona fide and fair. As used in this paragraph, the word, "person," shall mean any natural person, joint venture, partnership, corporation, or other business or legal entity.
- D. Tax and Contributions Compliance.** The Vendor is in full compliance with all laws of the Commonwealth of Massachusetts relating to taxes and to contributions and payments in lieu of taxes. The Vendor's federal tax identification number is: #                     . The vendor certifies that it has provided the City with an accurate tax identification number (TIN). In the event that the City is fined by the IRS for an incorrect TIN provided by the vendor, the vendor agrees to reimburse the City for the amount of the fine.

- E. Municipal Taxes and Liens.** The Vendor has paid all outstanding real estate, personal property or excise tax, water charges, fines and or any other municipal lien charges due to the City of Somerville.
- F. Conflict of Interest.** The Vendor certifies that no official or employee of the City has a financial interest in this Contract or in the expected profits to arise therefrom, unless there has been compliance with the provisions of G. L. c. 43, § 27 (Interest in Public Contracts by Public Employees), and G. L. c. 268A, § 20 (Conflict of Interest).
- G. Licenses and Permits:** The Vendor shall be in possession of all required licenses and permits for any activity which may occur from the Vendor's operations under this Contract. The Vendor shall submit copies of such licenses and/or permits upon request.
- H. Debarment or Suspension.** The Vendor certifies that it has not been debarred or suspended under G. L. c. 29, § 29F, nor will it contract with a debarred or suspended subcontractor on any public contract.

#### **ARTICLE VIII. WARRANTIES (APPLICABLE TO SUPPLIES ONLY)**

- A.** The Vendor warrants that (1) the Supplies sold are merchantable, (2) that they are fit for the purpose for which they are being purchased, (3) that they are absent any latent defects and (4) that they are in conformity with any sample which may have been presented to the City.
- B.** The Vendor guarantees that upon inspection, any defective or inferior Supplies shall be replaced without additional cost to the City. The Vendor will assume any additional cost accrued by the City due to the defective or inferior Supplies.
- C.** The Vendor guarantees all Supplies for a period of one (1) year, or as otherwise specified in Appendix \_\_\_\_.

**ARTICLE IX. LIVING WAGE (APPLICABLE TO SERVICES ONLY)**

If this Contract is for Services in the amount of ten thousand dollars (\$10,000.00) or more, the Vendor must execute a "Living Wage Ordinance Compliance Form" (**Appendix E**) and hereby represents and certifies under the penalties of perjury that it complies with the provisions of the Somerville Living Wage Ordinance.



**IN WITNESS WHEREOF**, the City and the Vendor have executed this Contract as a sealed instrument as of the date first written above.

**CITY OF SOMERVILLE**

I hereby certify that the total contract amount is \$\_\_\_\_\_, and that an unencumbered balance of \$\_\_\_\_\_ is available for the first fiscal year of this contract. I further certify that a sum of \$\_\_\_\_\_ is hereby encumbered against the appropriate account for the purposes of this contract. Further, I certify that as funds become available, I will encumber additional sums as are required under this contract.

\_\_\_\_\_  
Edward Bean  
City Auditor

\_\_\_\_\_  
Joseph A. Curtatone  
Mayor

\_\_\_\_\_  
Angela M. Allen  
Purchasing Director

\_\_\_\_\_  
Department Head

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Francis X. Wright, Jr.  
City Solicitor

**VENDOR**

**Vendor Name**

X\_\_\_\_\_  
Signature of Authorized Agent\_\_\_\_\_

\_\_\_\_\_  
Printed Name of Authorized Agent of

\_\_\_\_\_  
Title of Authorized Agent of Vendor

\_\_\_\_\_  
Street Address of Vendor

\_\_\_\_\_  
City, State and Zip

\_\_\_\_\_  
Tax ID #

**FOR CORPORATIONS ONLY:**

I certify that the individual signing on behalf of the corporation has the authority to bind the corporation.

\_\_\_\_\_  
Clerk's Signature

\_\_\_\_\_  
Print or Type Clerk's Name