

**SOLICITATION FOR:**  
**STREET SWEEPING SERVICES**  
**IFB #14-67**



**CITY OF SOMERVILLE, MASSACHUSETTS**

**RELEASED:**  
**February 12, 2014**

**DUE BY:**  
**February 26, 2014 at 11:30 EST**

**DELIVER TO:**  
  
**City of Somerville**  
**Purchasing Department**  
**Attn: Angela M. Allen**  
**93 Highland Avenue**  
**Somerville, MA 02143**

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**CITY OF SOMERVILLE MASSACHUSETTS  
SOMERVILLE CITY HALL  
93 HIGHLAND AVENUE  
SOMERVILLE, MA 02143**

**BIDDING INSTRUCTIONS FOR  
STREET SWEEPING SERVICES  
Bid No. IFB 14-67**

**Enclosed you will find an invitation to bid for:** Furnishing Mechanical Street Sweeping Services for the purpose of supplementing the DPW forces and equipment. The Contract is for three years commencing April 1, 2014 and expiring March 31, 2017.

**SECTION 1.0  
GENERAL INFORMATION ON BID PROCESS**

**1.1 General**

- When submitting a bid, please identify the solicitation title and number clearly on the submitted envelope. All responses must be sealed and delivered to:

**Purchasing Department  
City of Somerville  
93 Highland Avenue  
Somerville, MA 02143**

- Bids submitted must be an original.
- **A complete bid submission will consist of all pages and forms in Sections 4.0 and 5.0, including acknowledgement of any addenda on the bid price form.** Bidders shall keep all other sections as a reference.
- When submitting bid documents, please retain the order of documents as originally provided in the Bidders Checklist.
- Please review and return your sealed bids to Somerville City Hall. Be sure that all forms are complete and that your bid response is submitted as requested. Use the attached Bidders Checklist to ensure bid documents are complete.

***NOTE: A complete bid consists of all documents listed in Sections 4.0 and 5.0 and all forms listed on the Bidder's Checklist as required. Bids will be considered non-compliant and may be rejected if all required documents are not present.***

## 1.2 Bidding Schedule

### Key dates for this Invitation for Bid:

IFB Issued	February 12, 2014
Deadline for Submitting Questions to IFB	February 19, 2014 at 4:30 p.m.
<b>Bids Due and Opened</b>	<b>February 26, 2014 at 11:30 a.m.</b>
Anticipated Contract Award	March 2014
Anticipated Contract Start	April 1, 2014
Anticipated Contract Completion	March 31, 2017

Responses must be delivered in original, hard copy form and on one CD/DVD by **Wednesday, February 26 at 11:30 a.m. EST** to City of Somerville, Purchasing Department, Attn: Purchasing Director, 93 Highland Avenue, Somerville, MA 02143.

## 1.3 Pre-Bid Conference / Meeting

There will be no pre-bid conference for this IFB.

## 1.4 Questions About the Solicitation

Questions concerning this solicitation must be submitted in writing to: Angela M. Allen, City of Somerville, Purchasing Department, 93 Highland Avenue, Somerville, MA 02143 **by 4:30 p.m. on February 19, 2014.** Questions may be submitted via e-mail (preferred method) to [amallen@somervillema.gov](mailto:amallen@somervillema.gov). They may otherwise be delivered, mailed, or faxed to 617-625-1344. Written responses will be provided via addenda that will be posted online at <http://www.somervillema.gov/departments/finance/purchasing/bids>. When an addendum is posted, all bidders on record as having registered as prospective bidders for this IFB will be notified by Purchasing. **All prospective bidders are strongly encouraged to check the above-referenced website routinely to ensure that they have accessed any and all addenda that may have been issued.**

**If any bidders contact any Somerville employee outside of the Purchasing Department regarding this bid/proposal, that bidder/proposer is subject to disqualification.**

## **1.5 Bond Requirements**

A five percent (5%) bid bond is required. See Notice to Bidders in Section 5.0 for instructions.

A Performance Bond in the amount of 100% of the contract price will be required from the successful bidder.

## **1.6 Prevailing Wage Requirements**

Bidders will be required to comply with the prevailing wage law, M.G.L. c. 149, §§ 26 - 27. Every bidder will be required to submit a certified payroll to the City every week. The City will take an active role in reviewing and monitoring these payrolls weekly. If the City suspects any violations, the City will report them to the Attorney General's Fair Labor and Business Practices Division. The Attorney General's Office, after conducting an investigation and a hearing, may order the Vendor to halt work if it finds prevailing wage violations. Within fifteen days after completion of its portion of the work the Vendor must submit a Statement of Compliance with the prevailing wage law. The City reserves the right to conduct hearings on proposals that are significantly below the average proposal price for the corresponding service, to make findings of fact and determinations. Weekly payrolls are public records and the Vendor shall make them available upon request. The Vendor is required to keep these records for a period of three years from the date of the completion of this contract.

The City may at its sole discretion withhold payment from the Vendor with respect to a given application for payment unless the City has in its possession payroll records that are complete, accurate, and current as of the date of said application for payment. Payment by the City on one or more occasions in the absence of the Vendor's compliance with this section shall not constitute a waiver of the City's right to withhold payment for noncompliance on other occasions.

The Vendor shall submit payroll information on a weekly basis in a format approved by DPW, numbered in numerical sequence and signed by the Vendor. The Vendor shall submit these forms to: DPW, Attention: Highway Superintendent, One Franey Road, Somerville, MA 02145.

## **SECTION 2.0 SPECIFICATIONS/SCOPE OF SERVICES**

### **2.1 Background**

The City of Somerville intends to retain the services of a qualified vendor to provide street sweeping services that will supplement the Department of Public Works' forces and equipment in connection with the work of keeping the streets clean. It is the City of Somerville's desire to comply with the U.S. Environmental Protection Agency (EPA) guidelines for storm water quality and air quality. The equipment used for cleaning shall be of sufficient type, capacity and quantity to safely and efficiently perform the cleaning work as specified.

## **2.2 Scope of Work**

### **General Description of Work**

- Furnish street sweepers with operators. The equipment used for cleaning shall be of sufficient type, capacity and quantity to safely and efficiently perform the cleaning work as specified.
- The work performed under this contract consists of furnishing labor, materials, fuel, equipment, and equipment maintenance for the specified work at various locations.
- Street sweeping must occur between April 1<sup>st</sup> and December 31<sup>st</sup> within the operating hours of 8:00 a.m. – 12:00 noon Monday through Friday excluding City of Somerville Holidays.
- Additional seasonal debris in Spring and Fall should be anticipated.
- In order to qualify for a contract, at the time of proposal submission, the Vendor must furnish evidence of ownership (or approved lease) of equipment and provide a proposed equipment list that is satisfactory to the Commissioner of DPW. (See Forms in Section 5.0 for a table, or attach a list with the essential information about the equipment.)
- The Purchasing Director reserves the right to accept or reject any and all bids should she deem it to be in the best interests of the City to do so.
- A listing of the daily routes is included with this proposal in Attachment A, following Section 7.0 below.

## **2.3 Specifications / Requirements**

### **Equipment**

- Any and all sweepers are to be less than one (1) year old, determined by model year, as of the due date for this proposal (February 26, 2014). All sweepers to be used on this contract must be listed on the equipment sheet (see form following Bidder's Checklist in Section 5). Equipment sheet must include a complete listing of all equipment to be used under this contract and should include Year, Make, Model, Serial Number, and Registration.
- If any of the machines listed to be used on this contract are replaced temporarily or permanently during the life of this contract, the machine must be approved by DPW Commissioner or his representative.
- All street sweepers must have a minimum capacity of three (3) cubic yards. All sweepers must be equipped with dual steering and dual brooms.



- Main brooms and gutter brooms will not be less than six inches in length. The Contractor will be required to change brooms of less than six inches in length for main or gutter broom, or at the discretion of the DPW Commissioner or his representative.
- All equipment (including support equipment) to be used by the Contractor is subject to the inspection and final approval of the DPW Commissioner or his representative. Such approval may require an on-site demonstration of the capability of any proposed equipment.
- All vehicles used by the Contractor must be performance worthy by visual and operational inspection and maintain a clean appearance. The DPW Commissioner or his representative shall have the option to perform a complete inspection of all equipment at any time throughout the term of the contract. Should any equipment, when inspected, and in the determination of the DPW Commissioner or his representative, fail to meet performance, visual, or operational standards, DPW may require such vehicle to be brought to standard before being placed back in service. It will be the Contractor's responsibility to ensure street sweeping services are still completed within the operational hours of 8:00 a.m. to 12:00 noon on the days when any needed equipment is out of service.
- All equipment must be properly registered and insured according to the Motor Vehicle Laws of the Commonwealth of Massachusetts.

### **Operations**

- The operators are to be fully qualified and properly licensed to operate sweeping equipment. Operators should also be able to make minor repairs and adjustments. Contractor personnel shall exhibit polite and professional behavior during all sweeping operations in dealing with City personnel and the public.
- In the event of heavy rain or snow, no sweeping will be done. The decision to sweep or not to sweep is at the sole discretion of the DPW Commissioner or his representative, and the Contractor will be properly notified. If the snow or rain develops after the sweeper has started work, payment will be prorated for the time period worked.
- All cleaning, greasing, and oiling of the sweeper must be done outside of the regular sweeping hours of 8:00 a.m. to 12:00 noon. Maintenance should be performed at the Contractor's facility and expense.
- Contractor is responsible for cleanup or property damage for any repairs performed within the City of Somerville.
- Sweepings will be dumped by the sweeper as directed by the DPW Commissioner or his representative.

- The Contractor will be responsible for all water costs (please refer to the City of Somerville Water and Sewer requirements for use of a City Hydrant **below**).
- The operator must keep the sweeper moving at a reasonable speed when working, and sweep from the center of the roadway, as part of regular duties. Where vehicles are parked, every effort shall be made to clean the gutter as close to the parked vehicle as possible. Brooms must remain on the ground at all times during the regular sweeping work day of 8:00 a.m. to 12:00 noon.
- If the sweeper becomes disabled, no deduction will be made if the repairs are completed and the sweeper is working again within one hour. For longer periods of time, a replacement sweeper meeting existing requirements must be provided. There will be a maximum of three allowable disabilities per month.
- The City of Somerville shall be entitled to assess liquidated damages against the Contractor for failure to perform specific obligations. The City of Somerville shall assess liquidated damages after providing a written warning to the Contractor regarding its failure to perform and indicating the method of correction. The City of Somerville shall deduct liquidated damages assessed from any payment owed to the Contractor as a credit or offset of such amount. Liquidated Damages can be assessed as follows:
  - Use of equipment more than 3 years old      \$200 per machine, per day
  - Failure to repair or replace disabled machine within one hour      \$200 per machine, per hour
  - Failure to maintain 6 inch broom length      \$200 per occurrence
  - Violation of traffic laws or regulations during operations      \$250 per occurrence
  - Four or more disabilities per month      \$200 per occurrence, per month
- Established street routes will be provided to Contractor, and the sweepers will work only on the streets indicated in these instructions, unless directed otherwise by the DPW Commissioner or his representative during the course of the work day.
- Daily routes must be completed during the hours of 8:00 a.m. to 12:00 noon.

#### **City of Somerville Water And Sewer Requirements for Use of a City Hydrant**

- The awarded Contractor must come to the Water Department, 17 Franey Road, Somerville, MA, 02145 to file a Hydrant Use Permit application before the start of work. The Water Department's hours of operation are 8:00 a.m. to 4:00 p.m. Monday through Friday.
- Each Street Sweeper requires a separate Hydrant Use Permit and is required to pay an annual permit fee.

- A Hydrant Permit is valid for one year and will commence with the start of the contract.
- The cost of water will be calculated at the current rates as set forth on July 1st of each year.
- The non-refundable fee of the Hydrant Permit is \$200.00 per year. The refundable deposit for the supply of the water meter and backflow device is \$1,000.00 per year, if the Water Superintendent determines there is no damage to the hydrant or the related equipment. If at any time there is damage to the hydrant and/or the related equipment, the Contractor will be responsible and the City will not refund the annual \$1,000.00 deposit. The Contractor will file a new application and a new \$1,000.00 deposit will be required.
- Note: The Water Department only accepts money orders or certified bank checks.
- Only designated hydrants may be used.
- If the designated hydrant is defective, it must be reported to the Water Department the same day. The Water Department will determine an alternative hydrant.
- The hydrant must be operated with a hydrant wrench only. The hydrant must be slowly opened, taking approximately nine (9) turns of the wrench.
- When finished filling the Sweeper's water tank, the hydrant must be slowly shut off, and the barrel completely drained or pumped out by the Operator. If the water does not drain, the Water Department must be notified.
- Hydrant caps must be replaced when the Operator is finished draining the barrel.
- No connection is to be made to a fire hydrant if the temperature is 32 degrees or below.
- Hydrants are not to be used to wash Street Sweepers.
- A copy of the Hydrant Use Permit and instructions for Street Sweeper Operators must be in the Sweeper at all times.

## **2.4 Quality Requirements**

Quality requirements, or basic business requirements, are the minimum set of standards that an entity must meet and certify to be considered responsible and responsive. Please complete the Quality Requirements form in Section 5.0 and submit it with your completed bid. The City of Somerville will disqualify any response that does not meet the minimum quality requirements. A "No Response" to items 1, 2 or 3, or a failure to respond to any of the following minimum standards will result in disqualification of your bid.

In order to provide verification of affirmative responses to items 1, 2 and 3 under the quality requirements listed in the Quality Requirements Form, proposers must submit written information that details the general background, experience, and qualifications of the organization. Subcontractors, if applicable, must be also included.

## **2.5 Period of Performance**

The period of performance for this contract is three (3) years beginning on April 1, 2014 and ending on March 31, 2017.

## **2.6 Place of Performance**

All services, delivery and other required support shall be conducted at City of Somerville and other locations designated by the Department POC. Meetings between the Vendor and City personnel shall be held at the City of Somerville, Massachusetts.

## **2.7 Vendor Conduct**

The Vendor's employees shall comply with all City regulations, policies and procedures. The vendor shall ensure that their employees present professional work attire at all times. The authorized contracting body of the City may, at his/her sole discretion, direct the vendor to remove any vendor employee from city facilities for misconduct or safety reasons. Such rule does not relieve the vendor of their responsibility to provide sufficient and timely service. The City will provide the vendor with immediate written rationale notice for removal of employee through the Purchasing Department. Vendors must be knowledgeable of the conflict of interest law found on the Commonwealth's website <http://www.mass.gov/ethics/laws-and-regulations-/conflict-of-interest-information/conflict-of-interest-law.html>. Vendors may be required to take the Conflict of Interest exam.

## **2.8 Vendor Personnel**

Refer to section 2.3 above, Operations. All operators must be fully licensed to drive and operate the equipment. Copies of current licenses for all drivers working on the awarded contract shall be furnished upon request by the City.

## **2.9 Confidentiality**

The Vendor agrees that it will ensure that its employees and others performing services under this contract will not use or disclose any non-public information unless authorized by the Purchasing Department. That includes confidential reports, information, discussions, procedures, and any other data that are collected, generated or results from the performance of this SOW.

All documents, photocopies, computer data and any other information of any kind collected or received by the Vendor in connection with the contract work shall be provided to the Purchasing Department upon request at the termination of the contract (i.e., the date on which final payment is made on the contract or at such other time as may be requested by the Purchasing Director or as otherwise agreed by Purchasing Director and the Vendor).

The Contractor may not discuss the contract work in progress with any outside party, including responding to media and press inquiries, without the prior written permission of the Purchasing Department. In addition, the Vendor may not issue news releases or similar items regarding contract award, any subsequent contract modifications, or any other contract-related matter without the prior written approval of the Purchasing Director. Requests to make such disclosure should be addressed in writing to the Purchasing Director.

## **2.10 Government Furnished Materials**

Refer to previous sections regarding hydrants.

## **2.11 Contractor Furnished Materials**

Refer to previous sections regarding equipment and other materials related to this scope of services.

## **2.12 Quality Control**

The Vendor shall establish, implement, and maintain a complete Quality Control Plan (QCP) to ensure the deliverables of the contract are provided as specified.

**2.12.1** The Vendor's QCP shall be provided to the Purchasing Department as part of the Vendor's bid response. The plan must be made completely acceptable to the Purchasing Director prior to the contract start date.

**2.12.2** The plan shall include, as a minimum, the following:

- An inspection system covering all the services must specify the areas to be inspected on either a scheduled or unscheduled basis, how often inspections will be accomplished, or the title of the individual (s) who will perform the inspection.
- The methods for identifying and preventing defects, in the quality of service performed, before the level of performance becomes unacceptable.
- The procedures for maintaining on-site records of all inspections conducted by the Vendor and necessary corrective action taken. Upon request this documentation shall be made available to the Purchasing Director and the Department Technical Point of Contact, or designated representative during the term of the contract.

**SECTION 3.0**  
**RULE FOR AWARD**

The contract shall be awarded to the responsible and eligible bidder submitting the lowest combined daily rate per year. The combined daily rate for purposes of this bid will be calculated by adding the daily rate for mechanical sweepers and for vacuum sweepers for up to three (3) years. The contract will be awarded within ninety (90) days after the bid opening. The time for award may be extended for up to 45 additional days by mutual agreement between the City and the apparent lowest responsive and responsible bidder (or, for a contract requiring payment to the City, the apparent highest responsive and responsible bidder).

## SECTION 4.0 PRICING

The undersigned proposes to supply and deliver the materials and services specified below in full accordance with the Contract Documents supplied by the City of Somerville entitled:

### STREET SWEEPING SERVICES

All Prices are to include: delivery, personnel, the cost of fuel, the cost of labor and maintenance, and all other charges related to the services provided including hydrant use permits if proposed equipment requires them. Prices are to reflect any additional labor and equipment that may be needed during the high-volume sweeping season in the spring in fall. Prices are to remain the same for the entire contract period. No travel time of equipment will be allowed.

<b>STREET SWEEPING SERVICES</b> <b>Daily Rate<sup>1</sup>: Monday through Friday</b> <b>between 8:00 a.m. - 12:00 noon</b>	<b>Year 1</b> <b>4/1/2014 - 3/31/2015</b>	<b>Optional Yr 2</b> <b>4/1/2015 – 3/31/2016</b>	<b>Optional Yr 3</b> <b>4/1/2016 – 3/31/2017</b>
mechanical sweepers			
vacuum sweepers			

<b>STREET SWEEPING SERVICES</b> <b>Hourly Rate<sup>2</sup>: On-Call (as needed)</b>	<b>Year 1</b> <b>4/1/2014 - 3/31/2015</b>	<b>Optional Yr 2</b> <b>4/1/2015 – 3/31/2016</b>	<b>Optional Yr 3</b> <b>4/1/2016 – 3/31/2017</b>
<b>Monday through Friday</b> <b>between 7:00 a.m. – 7:00 p.m.</b>			
mechanical sweepers			
vacuum sweepers			
<b>Monday through Friday</b> <b>between 7:00 p.m. – 7:00 a.m.</b>			
mechanical sweepers			
vacuum sweepers			
<b>Saturday and Sunday</b>			

<sup>1</sup> **Daily rate is based on a four-hour day of actively sweeping streets.** The daily rate amount is for the total number of sweepers the vendor proposes to sweep the routes (see Attachment A) from 8:00-noon on weekdays.

<sup>2</sup> Hourly rates for on-call sweeping services are per sweeper, outside of the standard four-hour day above. Indicate any hourly minimums, if applicable.

<b>between 7:00 a.m. – 7:00 p.m.</b>			
mechanical sweepers			
vacuum sweepers			

<b>One Dump Truck Monday through Friday between 8:00 a.m. and 12:00 noon</b>	<b>Year 1 4/1/2014 - 3/31/2015</b>	<b>Optional Yr 2 4/1/2015 – 3/31/2016</b>	<b>Optional Yr 3 4/1/2016 – 3/31/2017</b>

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

Print Name of Person Submitting Proposal: \_\_\_\_\_

Signature of Person Submitting Proposal: \_\_\_\_\_

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

Tel #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Date: \_\_\_\_\_

ADDENDA #1\_\_\_\_\_ #2\_\_\_\_\_ #3\_\_\_\_\_ #4\_\_\_\_\_ ACKNOWLEDGED  
Failure to acknowledge receipt of addenda may result in your proposal being rejected.



## **SECTION 5.0 FORMS**

### **5.1 Required Submissions (included with response)**

**5.1.1** Bidders Checklist

**5.1.2** Notice to Bidders

**5.1.3** Quality Requirements Form

**5.1.4** Reference Sheet

**5.1.5** Non-Collusion & Tax Compliance Form

**5.1.6** Certificate of Signature Authority

**5.1.7** Somerville Living Wage Ordinance Form

**5.1.8** Vendor TIN Certification Form

**5.1.9** Other forms: Refer to Bidder Checklist

### **5.2 Required Submissions (to be provided post award)**

**5.2.1** Certificate of Good Standing

**5.2.2** Insurance Certificate

**STREET SWEEPING SERVICES  
INVITATION FOR BID (IFB) 14-67  
BIDDERS CHECKLIST**

**Please ensure all documents listed on this checklist are included with your bid. Failure to do so may subject the proposer to disqualification.**

- \_\_\_\_\_ Cover Letter
- \_\_\_\_\_ Bidder's Checklist
- \_\_\_\_\_ Notice to Bidders
- \_\_\_\_\_ Quality Requirements Form/Minimum Selection Criteria
- \_\_\_\_\_ Prevailing Wage Compliance Form
- \_\_\_\_\_ Somerville Living Wage Form
- \_\_\_\_\_ Certificate of Non-Collusion and Tax Compliance
- \_\_\_\_\_ Certificate of Signature Authority
- \_\_\_\_\_ Certificate of Good Standing (will be required of awarded Vendor; please furnish with bid if available)
- \_\_\_\_\_ Insurance Specifications (bidders to review and include in bid package; furnish sample certificate with bid if possible)
- \_\_\_\_\_ Sub-Vendor / Sub-Contractor Form (if applicable)
- \_\_\_\_\_ Reference Form (or equivalent may be attached)
- \_\_\_\_\_ Responsible Employer Ordinance Certification (included in IFB if applicable)
- \_\_\_\_\_ Documentation of OSHA compliance
- \_\_\_\_\_ Equipment List
- \_\_\_\_\_ Plan of Services, Including Quality Control Plan (bidder to insert own plan, detailing how it will implement the scope of work and ensure quality control)
- \_\_\_\_\_ 5% Statutory Bid Bond or Guaranty  
(place-holder – bidders to insert document here)

**NOTICE TO BIDDERS**  
**BID #14-67**

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

- SECTION A.            Sealed bids for: **Street Sweeping Services**. The bids will be received at the office of the Purchasing Director, Somerville City Hall, 93 Highland Avenue, Somerville, MA 02143 no later than **Wednesday, February 26, 2014 at 11:30 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 online or at the above office on or after **Wednesday, February 12, 2014.**
- SECTION C.            Bid envelopes shall be clearly marked as follows: **"Bid No: 14-67, Bid for Street Sweeping"**.
- 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    - Applies  
Prevailing Wage Rates - Applies
- 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 copy of the bid deposited with the City will be accompanied by a bid guarantee in the amount of 5% of the proposed bid amount. A Bid bond, Certified Check, Treasurer's Check, or Cashier's Check made payable to the City must be submitted with each bid. Said bid guarantee will become the property of the City of Somerville if the proposal is accepted and the bidder either neglects or refuses to comply with the terms of the proposal. Bid guarantee will be returned within 30 days to all unsuccessful bidders.
- SECTION I.            A Performance Bond in the amount of 100% of the total contract price will be required by the City.
- SECTION J.            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 K. 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 of receipt of contract.

SECTION L. The Vendor must certify that all employees to be provided have successfully completed at least ten (10) hours of OSHA approved training in Construction Safety and Health.

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

Signature Name & Title: \_\_\_\_\_

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

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

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

<b>QUALITY REQUIREMENTS</b>	<b>YES</b>	<b>NO</b>
Has the Vendor been established in providing Street Sweeping Services for at least five (5) years?		
Is the Vendor able to provide all labor, materials and equipment necessary to perform the required Street Sweeping Services according to the specifications and by April 1?		
Has the Vendor provided a detailed plan of services describing how Vendor will provide the Street Sweeping Services, according to the specifications provided?		
Has the Vendor provided a detailed list of the equipment that will be used to provide the Street Sweeping Services, according to the specifications provided?		
Is the Vendor able to provide qualified personnel that will consist of a full crew?		
Is the Vendor is able to comply with the Water and Sewer requirements for use of a City hydrant?		
Can the Vendor certify that all employees to be provided have successfully completed at least 10 hours of OSHA approved training in Construction Safety and Health?		
Optional: Vendor: Are you a State Office for Minority and Women Owned Business Assistance (SOMWBA) certified minority or woman owned business?		

## WEEKLY PAYROLL RECORDS REPORT & STATEMENT OF COMPLIANCE

In accordance with Massachusetts General Law c. 149, §27B, a true and accurate record must be kept of all persons employed on the public works project for which the enclosed rates have been provided. A Payroll Form has been printed on the reverse of this page and includes all the information required to be kept by law. Every contractor or subcontractor is required to keep these records and preserve them for a period of three years from the date of completion of the contract.

In addition, every contractor and subcontractor is required to submit a copy of their weekly payroll records to the awarding authority. For every week in which an apprentice is employed, a photocopy of the apprentice's identification card must be attached to the payroll report. Once collected, the awarding authority is also required to preserve those records for three years.

In addition, each such contractor, subcontractor, or public body shall furnish to the awarding authority directly, within fifteen days after completion of its portion of the work a statement, executed by the contractor, subcontractor or public body who supervises the payment of wages, in the following form:

### STATEMENT OF COMPLIANCE

\_\_\_\_\_, 20\_\_\_\_

I, \_\_\_\_\_,  
(Name of signatory party) (Title)

do hereby state:

That I pay or supervise the payment of the persons employed by  
\_\_\_\_\_ on the \_\_\_\_\_

(Contractor, subcontractor or public body)

(Building or project)

and that all mechanics and apprentices, teamsters, chauffeurs and laborers employed on said project have been paid in accordance with wages determined under the provisions of sections twenty-six and twenty-seven of chapter one hundred and forty nine of the General Laws.

Signature \_\_\_\_\_

Title \_\_\_\_\_

# MASSACHUSETTS WEEKLY CERTIFIED PAYROLL REPORT FORM



Company's Name:		Address:		Phone No.:		Payroll No.:																	
Employer's Signature:		Title:		Contract No.:		Tax Payer ID No.																	
Awarding Authority's Name:		Public Works Project Name:		Public Works Project Location:		Min. Wage Rate Sheet No.																	
General / Prime Contractor's Name:		Subcontractor's Name:		"Employer" Hourly Fringe Benefit Contributions																			
Employee Name & Complete Address	Employee is OSHA 10 Certified (?)	Work Classification	Appr. Rate (%)	Worked							Hours		Project Hours (A)	Hourly Base Wage (B)	Health & Welfare Insurance (C)	ERISA Pension Plan (D)	Supp. Unemp. (E)	Total Hourly Prev. Wage (F)	(A x F)		Check No. (H)		
				Su.	Mo.	Tu.	We.	Th.	Fr.	Sa.	All Other Hours	Total Gross Wages (G)							Project Gross Wages				
	<input type="checkbox"/>																						
	<input type="checkbox"/>																						
	<input type="checkbox"/>																						
	<input type="checkbox"/>																						
	<input type="checkbox"/>																						
	<input type="checkbox"/>																						
	<input type="checkbox"/>																						

**NOTE:** Pursuant to MGL Ch. 149 s.27B, every contractor and subcontractor is required to submit a "true and accurate" copy of their weekly payroll records directly to the awarding authority. Failure to comply may result in the commencement of a criminal action or the issuance of a civil citation.



**SOMERVILLE LIVING WAGE ORDINANCE CERTIFICATION FORM**  
**CITY OF SOMERVILLE CODE OF ORDINANCES SECTION 2-397 et seq.\***

**Instructions:** This form shall be included in all Invitations for Bids and Requests for Proposals which involve the furnishing of labor, time or effort (with no end product other than reports) by vendors contracting or subcontracting with the City of Somerville, where the contract price meets or exceeds the following dollar threshold: \$10,000. If the undersigned is selected, this form will be attached to the contract or subcontract and the certifications made herein shall be incorporated as part of such contract or subcontract. **Complete this form and sign and date where indicated below on page 2.**

**Purpose:** The purpose of this form is to ensure that such vendors pay a "Living Wage" (defined below) to all covered employees (i.e., all employees except individuals in a city, state or federally funded youth program). In the case of bids, the City will award the contract to the lowest responsive and responsible bidder paying a Living Wage. In the case of RFP's, the City will select the most advantageous proposal from a responsive and responsible offeror paying a Living Wage. In neither case, however, shall the City be under any obligation to select a bid or proposal that exceeds the funds available for the contract.

**Definition of "Living Wage":** For this contract or subcontract, as of **7/1/2013** "Living Wage" shall be deemed to be an hourly wage of no less than **\$11.89** per hour. From time to time, the Living Wage may be upwardly adjusted and amendments, if any, to the contract or subcontract may require the payment of a higher hourly rate if a higher rate is then in effect.

**CERTIFICATIONS**

1. The undersigned shall pay no less than the Living Wage to all covered employees who directly expend their time on the contract or subcontract with the City of Somerville.
2. The undersigned shall post a notice, (copy enclosed), to be furnished by the contracting City Department, informing covered employees of the protections and obligations provided for in the Somerville Living Wage Ordinance, and that for assistance and information, including copies of the Ordinance, employees should contact the contracting City Department. Such notice shall be posted in each location where services are performed by covered employees, in a conspicuous place where notices to employees are customarily posted.
3. The undersigned shall maintain payrolls for all covered employees and basic records relating hereto and shall preserve them for a period of three years. The records shall contain the name and address of each employee, the number of hours worked, the gross wages, a copy of the social

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\* Copies of the Ordinance are available upon request to the Purchasing Department.



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

CITY OF SOMERVILLE

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security returns, and evidence of payment thereof and such other data as may be required by the contracting City Department from time to time.

4. The undersigned shall submit payroll records to the City upon request and, if the City receives information of possible noncompliance with the provisions the Somerville Living Wage Ordinance, the undersigned shall permit City representatives to observe work being performed at the work site, to interview employees, and to examine the books and records relating to the payrolls being investigated to determine payment of wages.

5. The undersigned shall not fund wage increases required by the Somerville Living Wage Ordinance by reducing the health insurance benefits of any of its employees.

6. The undersigned agrees that the penalties and relief set forth in the Somerville Living Wage Ordinance shall be in addition to the rights and remedies set forth in the contract and/or subcontract.

**CERTIFIED BY:**

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

**Title:** \_\_\_\_\_

**Name of Vendor:** \_\_\_\_\_

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

**INSTRUCTIONS: PLEASE POST**

**NOTICE TO ALL EMPLOYEES  
REGARDING PAYMENT OF LIVING WAGE**

Under the Somerville, Massachusetts' Living Wage Ordinance (Ordinance No. 1999-1), any person or entity who has entered into a contract with the City of Somerville is required to pay its employees who are involved in providing services to the City of Somerville no less than a "Living Wage".

The Living Wage as of **7/1/2013** is **\$11.89** per hour. The only employees who are not covered by the Living Wage Ordinance are individuals in a Youth Program. "Youth Program" as defined in the Ordinance, "means any city, state or federally funded program which employs youth, as defined by city, state or federal guidelines, during the summer, or as part of a school to work program, or in any other related seasonal or part-time program."

For assistance and information regarding the protections and obligations provided for in the Living Wage Ordinance and/or a copy of the Living Wage Ordinance, all employees should contact the City of Somerville's Purchasing Department directly.

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

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## **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:** \_\_\_\_\_



## 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)



## **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.

<u>Name</u>	<u>Title</u>

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

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

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

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

## **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 of 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

## INSURANCE SPECIFICATIONS

### INSURANCE REQUIREMENTS FOR AWARDED VENDOR ONLY:

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 BENEFIT 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 and as an additional insured** for general liability only along with a description of operation in the space provided on the certificate.

#### Certificate Should Be Made Out To:

**City Of Somerville  
Purchasing Department  
93 Highland Avenue  
Somerville, Ma. 02143**

**Note: If your insurance expires during the life of this contract, 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 an expired insurance certificate.**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No. Ext):	FAX (A/C, No):
INSURED	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
	INSURER A :	
	INSURER B :	
	INSURER C :	
INSURER D :		
INSURER E :		
INSURER F :		

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b>						EACH OCCURRENCE \$
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
							GENERAL AGGREGATE \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						\$
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
							\$
	<b>UMBRELLA LIAB</b>						EACH OCCURRENCE \$
	<input type="checkbox"/> EXCESS LIAB						AGGREGATE \$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N <input type="checkbox"/> N / A						E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

DESCRIPTION OF PROJECT, SOLICITATION NUMBER AND THAT THE CITY OF SOMERVILLE IS A CERTIFICATE HOLDER AND ADDITIONAL INSURED

**CERTIFICATE HOLDER****CANCELLATION**

CERTIFICATES SHOULD BE MADE OUT TO:

CITY OF SOMERVILLE  
PURCHASING DEPARTMENT  
93 HIGHLAND AVE  
SOMERVILLE, MA 02143

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



## **SUB-CONTRACTOR FORM**

**Please list below any sub-contractors that will be involved with this project.**

1. Company Name: \_\_\_\_\_

Service Provided: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone # \_\_\_\_\_

2. Company Name: \_\_\_\_\_

Service Provided: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone # \_\_\_\_\_

3. Company Name: \_\_\_\_\_

Service Provided: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone # \_\_\_\_\_

## PAST PERFORMANCE / REFERENCE SHEET

The City requires that the Contractor demonstrate experience providing similar services for a minimum of three (3) projects similar in Scope. **Three (3) references** shall be provided for past performance.

Please use the below format for all references submitted and provide as much detail as possible in the Summary section.

Past Performance / Reference Title:	
Period of Performance	
POC Name & Title	
Telephone	
Fax	
Email	
Summary of supplies or services provided	

**Documentation of OSHA compliance  
(to be inserted by bidder)**

## EQUIPMENT LIST

<b>STREET SWEEPING EQUIPMENT LIST AND MAINTENANCE PLAN</b>			
<b>Year</b>	<b>Model #</b>	<b>Manufacturer</b>	<b>Registration #</b>

Please list all Street Sweepers and any other equipment to be used for debris removal that will be used to perform these services exclusively for the City of Somerville.

Please remember to include in your proposal whether this equipment is leased or owned by your company. Also please include your plan for maintenance of this equipment (you may attach your equipment maintenance plan to Attachment B or include in plan of service).

**PLAN OF SERVICES  
AND QUALITY CONTROL PLAN**

(Bidder to insert details of how Scope of Work will be accomplished,  
and how quality control will be maintained)

## **Bid Bond**

5% Statutory Bid Bond or Guaranty  
(place-holder – bidders to insert document here)

## **SECTION 6.0 INSTRUCTIONS TO OFFEROR**

### **6.1 General Information & Submission Instructions**

#### **6.1.1 Bid Delivery**

Responses must be delivered by **February 26 at 11:30 AM EST** to City of Somerville, Purchasing Department, Attn: Angela M. Allen, 93 Highland Avenue, Somerville, MA 02143. One (1) copy of the response should be submitted. Responses must be sealed and marked with the solicitation tile and number. All bids must include a forms listed in Section 1.1.

#### **6.1.2 Bid Signature**

A response must be signed as follows: 1) if the Offeror is an individual, by her/him personally; 2) if the Offeror is a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the Offeror 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.

#### **6.1.3 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.)

The Offeror's submission will remain in effect for a period of 90 days from the response deadline or until it is formally withdrawn, a contract is executed or this solicitation is canceled, whichever occurs first.

### **6.2 Hours of Operation**

The awarded Vendor shall schedule his working hours to coincide with the working hours of the City. The normal working hours are 8:30 a.m. and 4:30 p.m. Monday – Wednesday, 8:30 a.m. to 7:30 p.m. on Thursdays and 8:30 a.m. to 12:30 p.m. on Fridays.

#### **6.2.1 Holidays**

Holidays are as followed:

New Year's Day	Memorial Day	Columbus Day
Martin Luther King Day	Bunker Hill Day	Veterans' Day
Presidents' Day	Independence Day	Thanksgiving Day
Patriots' Day	Labor Day	Thanksgiving Friday
	Christmas Eve (half day)	Christmas Day

Please visit <http://www.somervillema.gov/> for the City's most recent calendar.

\*Under State Law, all holidays falling on Sunday must be observed on Monday.

If the awarded Vendor for their convenience desires to perform work during other than normal working hours or on other than normal work days, or if the Vendor is required to perform work at such times, the Vendor shall reimburse the City for any additional expense occasioned the City, thereby, such as, but not limited to, overtime pay for City employees, utilities service, etc.

UNLESS otherwise specified in these provisions, services will be performed during normal work hours. When required services occur on holidays, work will be performed on either the previous or following work day, unless specified otherwise.

#### **6.2.2 Inclement Weather Days**

In the event of inclement weather, the Vendor is responsible for listening to the public media to determine if the City has been closed because of the weather. The Vendor is encouraged to coordinate work schedules with the City POC to accommodate support requirements, other personnel availability, meeting schedules and vacation schedules.

#### **6.3 Changes & Addenda**

If any changes are made to this solicitation, an addendum will be issued. Addenda will be emailed or faxed to all bidders on record as having picked up the solicitation. The City will also post addendums on its website (<http://www.somervillema.gov/departments/finance/purchasing/bids>). No changes may be made to the solicitation documents by the Offerors without written authorization and/or an addendum from the Purchasing Department.

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

An Offeror 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 solicitation.

After the bid opening, an Offeror 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.

#### **6.5 Right to Cancel/Reject Bids**

The City of Somerville may cancel this solicitation, 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.



## **6.6 Bid Prices to Remain Firm**

All bid prices submitted in response to this solicitation must remain firm for 90 days following the bid opening.

## **6.7 Unbalanced Bids**

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

## **6.8 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.

## **6.9 Price Submission**

All prices must contain the unit rate as requested on the bid price form in this solicitation. All prices are to include delivery, the cost of fuel, the cost of labor and all other charges related to the products or services listed. Prices are to remain fixed for the contract period of performance.

## **6.10 Estimated Quantities**

The City of Somerville has provided estimated quantities for services over the course of the contract period. These estimates are estimates only and not guaranteed.

## **6.11 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. The City has the right to make the final determination as to whether an alternate brand is equal to the brand specified.

## **6.12 Warranty**

The Offeror 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.

## **6.13 Contract Term Length**

The contract will remain in effect for **three (3) years**, from **on /about 4/1/2014 to on/ about 3/31/2017** with a project start date of on or about **4/1/2014** and an estimated **substantial completion date** of **3/31/2017**.

## **6.14 Invoicing**

The Vendor will mail an invoice to the ordering Department after completion of the service and be authorized by a work order. All invoice submissions must include a Vendor Work Order which was signed by the Department Head, or his/her designee authorizing the work to be performed on a City

Building. Any Invoices that are presented for payment, that do not have a signed work order backup, by a City designee, will not be paid by the City.

#### **6.15 Electronic Funds Transfer (EFT)**

For Electronic Funds Transfer payment, the following information shall be submitted with invoices to the office / individuals address to the ordering Department:

- Contract/Order number.
- Contractor's name & address as stated in the contract/order number.
- The signature (manual or electronic, as appropriate) title, and telephone number of the Vendor's representative authorized to provide sensitive information.
- Name of financial institution.
- Financial institution nine (9) digit routing transit number.
- Vendor's account number.
- Type of account, i.e., checking or saving.

#### **6.16 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 Scope of Work (SOW) provided herein.

## **SECTION 7.0 GENERAL TERMS & CONDITIONS**

### **7.1 Taxes**

Purchases incurred by the City are exempt from Federal Excise Taxes, Massachusetts Sales Tax, and solicitation prices must exclude any such taxes. Tax Exemption Certificates will be furnished upon request. City of Somerville's Massachusetts Tax Exempt Number is M046 001 414.

### **7.2 Freight on Board (FOB)**

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

### **7.3 Unit Price**

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

### **7.4 Price Reduction**

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

### **7.5 Guarantees**

The proposer to whom a contract is awarded, guarantees to the City of Somerville all supplies, equipment, related services/maintenance, and labor for a period of at least one (1) year. Upon inspection, any defective or inferior equipment, supplies/materials shall be replaced without additional cost to the City. The contractor will assume any additional cost accrued by the City.

### **7.6 Indemnification**

The vendor agrees to take all necessary precautions to prevent injury to any persons or damage to property during the term of this agreement and shall indemnify and save the City of Somerville harmless against all loss and expense resulting in any way, from any negligent or willful act or omission on the part of the Vendor, it's agents, employees, or sub-contractors or resulting directly or indirectly from Vendor's performance under this Agreement.

### **7.7 Insurance**

Vendor's liability insurance shall be purchased and maintained by the Vendor to protect him from claims under Worker's Compensation Acts and other employee benefits acts, claims from damages because of bodily injury, including death, and from claims for damages, other than to the work itself, to property which may arise out of or result from the Vendor's operation under this agreement, whether such operation by himself or anyone employed by them. This insurance shall be written for not less than any limits of law, whichever is the greater and shall include contractual liability applicable to Vendor's obligations. The Vendor shall deposit with the City of Somerville standard certificates of insurance thereof for any insurance about to expire at least

ten (10) days before such expiration. All such insurance policies shall contain an endorsement or provision requiring thirty (30) days written notice to the City of Somerville prior to cancellations or material change in coverage, scope, or amount of any such policy or policies. Compliance by Vendor with the insurance requirement, however, shall not relieve Vendor from liability under the indemnity provisions. Vendor shall require subcontractors to provide and maintain the required insurance at subcontractors' expense. Subcontractors shall list the City of Somerville and Contractor as additional insured where applicable.

#### **7.8 Independent Contractor**

Vendor is not an agent or employee of the City of Somerville and is not authorized to act on behalf of the City of Somerville.

#### **7.9 Complete Agreement**

This agreement supersedes all prior agreements and understandings between the parties and may not be changed unless mutually agreed upon in writing by both parties.

#### **7.10 Assignment**

Vendor shall not assign the Agreement, or any interest therein, without prior written consent of the City of Somerville.

#### **7.11 Subcontractors**

Vendor shall not engage any other company, sub-contractor or individual to perform any obligation hereunder, without the prior written consent of the City of Somerville.

#### **7.12 Governing Law**

This Agreement shall be governed by the laws of the Commonwealth of Massachusetts.

#### **7.13 Enforceability**

In the event any provision of this Agreement is found to be legally unenforceable, such unenforceability shall not prevent enforcement of any other provision of the Agreement.

#### **7.14 Conflict of Interest**

The Proposer certifies that no official or employee of the City of Somerville has a financial interest in this bid or in the contract which the proposer offers to execute or in the expected profits to arise there from, unless there has been compliance with provisions of Massachusetts General Laws Chapter 43, sec. 27 (Interest in Public Contract by Public Employees), and Massachusetts General Laws, Chapter 268A, sec. 20 (Conflict of Interest), and that this bid is made in good faith without fraud or collusion or connection with any other person submitting a bid.

## **7.15 Termination**

### **7.15.1 For Cause**

The City of Somerville shall have the right to terminate this agreement if (i) Vendor neglects or fails to perform or observe any of these obligations hereunder and a cure is not effected by Vendor within fifteen (15) days next following its receipt of a termination notice issued by the City of Somerville, or (ii) if a judgment or decree is entered against Vendor approving a petition for any arrangement, liquidations, dissolution or similar relief relating to bankruptcy or insolvency and such judgment or decree remains unvacated for thirty (30) days; or (iii) immediately if Vendor shall file a voluntary petition in bankruptcy or any petition or answer seeking any arrangement, liquidation or dissolution relating to bankruptcy, insolvency or other relief or debtors shall seek or consent or acquiesce an appointment of any trustee, receiver of liquidation of any of Vendor's property; or (iv) funds are not appropriated or otherwise made available to support continuation of performance in any fiscal year succeeding the first year of this Agreement. The City of Somerville shall pay all reasonable and supportable costs incurred prior to termination, which payment shall not exceed the value of service provided.

### **7.15.2 Termination for Convenience**

The City may terminate this Contract without cause, at any time, effective upon the date of termination specified by written notice to the Contractor, in which case, the Contractor shall be compensated for: (1) sums due under this Contract incurred up to the date of termination for all Work performed and accepted by the City up to the termination date, calculated on a percentage completion basis covering the period of time between the last approved application for payment and the date of termination using the progress schedule and schedule of values. The Contractor shall use its best efforts to mitigate any expenses and shall in no event incur any new obligations after the date of termination.

### **7.15.3 Payment by the City**

Payment by the City as provided in this section shall be deemed to fully compensate the Contractor for all expenses and those of any consultants, subcontractors and suppliers, directly or indirectly attributable to the termination. Lost profits shall not be payable. Any such termination shall not give rise to any cause of action for damages against the City.

### **7.15.4 Contractor's Duties Upon Termination For Convenience**

Upon termination of this Contract without cause, the Contractor shall: (1) immediately stop the Work; (2) stop placing orders and Subcontracts in connection with this Contract; (3) cancel all existing orders and Subcontracts; (4) surrender the site to City in a safe condition; and (5) promptly transfer to City all materials, supplies, work in process, appliances, facilities, equipment and machinery of this Contract, and all work product, plans, drawings, specifications and other information and documents used in connection with Services performed under this Contract.

Failure by the Contractor to comply with said duties shall relieve the City of its obligation to compensate the Contractor, as provided for under this section.

#### **7.16 Discrimination**

It is understood and agreed that it shall be a material breach of any contract resulting from this IFB for the contractor to engage in any practice which shall violate any provision of Massachusetts General Laws, Chapter 151B, relative to discrimination in hiring, discharge, compensation, or terms, conditions or privileges of employment because of race, color, religion, creed, national origin, sex, or ancestry.

#### **7.17 Interpretation of Specification / Terms**

All interpretations of the IFB and supplemental instructions will be in the form of written addenda to the IFB specifications. Requests for clarification or any questions about information contained in the IFB should be addressed in writing to Angela M. Allen, Director, Purchasing Department, 93 Highland Avenue, Somerville, MA 02143, or emailed to: [amallen@somervillema.gov](mailto:amallen@somervillema.gov). Questions and answers will be compiled and sent to all proposers who requested a copy of the IFB, before the bid deadline. No requests or questions will be accepted after **February 19, 2014 5:00 PM EST**.

#### **7.18 Withdrawal or Modification of Bid Response**

To withdraw, cancel or modify a response at any time prior to the solicitation opening date, an Offeror must submit such request in writing to the Purchasing Director. Correction or modifications must be sealed when submitted and must indicate on the outside of the envelope whether the correction or modification pertains to the response.

#### **7.19 Samples**

All qualified proposers may be requested to submit samples.

#### **7.20 Financial and Operational Information**

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

#### **7.21 Payment**

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

#### **7.22 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 up to 25% at the sole discretion of the Purchasing Director.

The Procurement Officer shall cancel the contract if funds are not appropriated or otherwise made available to support continuation of performance in any fiscal year succeeding the first year.

**7.23 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.

**7.24 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.

**ATTACHMENT A**  
**STREET SWEEPING ROUTES**  
**Monday thru Friday**  
**8:00AM to 12 Noon**



DEPARTMENT OF PUBLIC WORKS  
STREET CLEANING

HIGHWAY DIVISION  
CHECK OFF LIST

1 ST & 3 RD MONDAY ODD SIDE  
2 ND & 4 TH TUESDAY EVEN SIDE

Columbia Street  
Webster Avenue  
Tremont St. & Norfolk St.

Linden Street

NAME

Allen Street

Merrian Street

SWEEPER ROUTE

Mansfield Street

Rossmore Street

DAY OF WEEK

Sanborn Avenue

Warren Avenue

DATE

Stone Avenue

Columbus Avenue

SIDE OF STREET

Bonner Avenue

Prospect Hill Avenue

SWEEPER USED

Munroe Street

Prospect Hill Ave. to Boston St.

Boston Street

Prospect Hill Ave. to Washington St.

Joy Street

Chestnut Street

Linwood Street

NOTE PROBLEM STREETS:

Poplar Street

Emerson Street

Everett Street.

Ward Street

South Street

Horace Street

Hunting Street

Harding Street

Bedford Street

McGrath

Greenville to Somerville Ave.

DEPARTMENT OF PUBLIC WORKS  
STREET CLEANING

HIGHWAY DIVISION  
CHECK OFF LIST

1 ST & 3 RD    MONDAY    ODD SIDE  
2 ND & 4 TH    TUESDAY    EVEN SIDE

Garfield Avenue  
    Broadway to Blakeley  
Kensington Avenue  
    Broadway to Blakeley

Cross Street East

Pennsylvania Avenue

Minnesota Avenue

Connecticut Avenue

Rhode Island Avenue

Wisconsin Avenue

Michigan Avenue

Vermont Avenue

New Hampshire Avenue

Illinois Avenue

Indiana Avenue

Maine Avenue

Maine Terrace

Austin Street

Benedict Street

Mt. Vernon Street

Wheeler Street

Perkins Street

Mt. Pleasant Street

Lincoln Street

Lincoln Avenue

Arlington Street

Hawthorn Street

George Street

Franklin Street

Pearl Street

    Franklin to Mt. Vernon

Short Pearl Street

Crescent Street

Pinckney Street

Florence Street

Myrtle Street

Franklin Avenue

Putnam Road

Puritan Road

NAME

SWEEPER ROUTE

DAY OF WEEK

DATE

SIDE OF STREET

SWEEPER USED

NOTE PROBLEM STREETS:

Governor Winthrop Road  
Bailey Road

DEPARTMENT OF PUBLIC WORKS  
STREET CLEANING

HIGHWAY DIVISION  
CHECK OFF LIST

1 ST & 3 RD MONDAY ODD SIDE  
2 ND & 4 TH TUESDAY EVEN SIDE

Pearl Street  
Franklin St. to McGrath Highway

Glen Street  
Broadway to Pearl Street

Webster Street

Cutter Street NAME

Ellsworth Street

Rush Street SWEEPER ROUTE

Broadway to Comm School

Brook Street DAY OF WEEK

Bonair Street

Cross St to McGrath Hwy DATE

Autumn St. (No Parking Anytime)

McArthur Street SIDE OF STREET

Otis Street

Cross St to McGrath Hwy SWEEPER USED

Everett Avenue

Cross Street

Delaware Street NOTE PROBLEM STREETS:

Flint Street

Flint Avenue

Gilman Street from Cross St. to Aldrich St.

Auburn Avenue

Chester Avenue

Alston Street

Tufts Street

Dell Street

Fountain Avenue

Oliver Street

Rush Street

Knowlton Street

Morton Street

Glen Street

Tufts St. to Pearl St.

Temple Road

Ten Hills Road

Melville Road

Crest Hill Road

Assembly Row

Foley Street

New Street

DEPARTMENT OF PUBLIC WORKS  
STREET CLEANING

HIGHWAY DIVISION  
CHECK OFF LIST

1 ST & 3 RD    TUESDAY    ODD SIDE  
2 ND & 4 TH    WEDNESDAY    EVEN SIDE

Liberty Avenue  
    Hall Ave. to Broadway  
Powder House Terrace  
Kidder Avenue  
    College Ave to Willow Ave  
Francesca Avenue  
Hall Avenue  
Bay State Avenue  
Lowden Avenue  
Mallet Street  
Foskett Street  
Thorndike Street  
Howard Street  
Jay Street  
Gorham Street  
Elmwood Street  
Cameron Avenue  
Malvern Avenue  
Yorktown Street  
Glendale Avenue  
Mead Street  
Claremon Street  
Moore Street  
Newbury Street  
Clarendon Avenue  
Endicott Avenue  
Farragut Avenue  
Garrison Avenue  
Hooker Avenue  
Victoria Street  
Woodstock Street  
Waterhouse Street

NAME \_\_\_\_\_

SWEEPER ROUTE \_\_\_\_\_

DAY OF WEEK \_\_\_\_\_

DATE \_\_\_\_\_

SIDE OF STREET \_\_\_\_\_

SWEEPER USED \_\_\_\_\_

NOTE PROBLEM STREETS:

DEPARTMENT OF PUBLIC WORKS  
STREET CLEANING

HIGHWAY DIVISION  
CHECK OFF LIST

1 ST & 3 RD      TUESDAY      ODD SIDE  
2 ND & 4 TH      WEDNESDAY      EVEN SIDE

Hamilton Road and North St.  
Broadway to Boulevard

Barton Street

Belknap Street

Russell Road

Watson Street

Dickson Street

NAME

Hill Street

Fairmount Avenue

SWEEPER ROUTE

Curtis Street

Broadway to P.H. Blvd

DAY OF WEEK

Ware Street

Dow Street

DATE

Ossipee Road

Electric Avenue

SIDE OF STREET

Westminster Street

Lovell Street

SWEEPER USED

Packard Avenue

Broadway to P.H. Blvd

Whitman Street

Mason Street

NOTE PROBLEM STREETS:

Burnham Street

Leonard Street

Walker Street

Paulina Street

Corinthian Road

Cady Avenue

Simpson Avenue

Irving Street

Wallace Street

Chandler Street

Park Avenue

Chapel Street

William Street

Summit Street

Kenwood Street

Billingham Street

Winter Street

DEPARTMENT OF PUBLIC WORKS  
STREET CLEANING

HIGHWAY DIVISION  
CHECK OFF LIST

1 ST & 3 RD      TUESDAY      ODD SIDE  
2 ND & 4 TH      WEDNESDAY      EVEN SIDE

Boston Avenue  
    At Medford City Line  
Irvington Road  
Gordon Street  
Woods Avenue  
Fairfax Street  
Sterling Street  
High Street  
North Street  
    P.H. Blvd to Medford City Line  
College Hill Road  
Bailey Street  
West Quincy Street  
West Adams Street  
Hillsdale Road  
Upland Road  
Sunset Road  
Chetwynd Road  
Curtis Avenue  
Conwell Avenue  
Raymond Avenue  
Curtis Street  
    P.H. Blvd to Medford City Line  
Teele Avenue  
Whitfield Road  
Packard Avenue  
    P.H. Blvd to Tufts College  
Powder House Boulevard  
College Avenue  
    Dearborn Rd to P.H. Circle  
Warner Street  
Bromfield Road  
Pearson Road  
Dearborn Road

NAME \_\_\_\_\_  
SWEEPER ROUTE \_\_\_\_\_  
DAY OF WEEK \_\_\_\_\_  
DATE \_\_\_\_\_  
SIDE OF STREET \_\_\_\_\_  
SWEEPER USED \_\_\_\_\_

NOTE PROBLEM STREETS:

DEPARTMENT OF PUBLIC WORKS  
STREET CLEANING

HIGHWAY DIVISION  
CHECK OFF LIST

1 ST & 3 RD      WEDNESDAY      ODD SIDE  
2 ND & 4 TH      THURSDAY      EVEN SIDE

Meacham Road  
Kingston Street  
Campbell Park  
Dover Street (excluding Meters)  
Day Street (excluding Meters)  
Chester Street (excluding Meters)  
Orchard Street  
Milton Street  
Cottage Avenue  
Russell Street  
Windom Street  
Elston Street  
St. James Avenue  
    from Summer to Elm  
Banks Street  
Burnside Avenue  
Hancock Street  
    From Summer to Elm  
Cherry Street  
    From Summer to Elm  
Holyoke Road  
Sartwell Avenue  
Ashland Street  
Cedar Street  
    From Summer to Elm  
Linden Avenue  
    From Summer to Elm  
Porter Street  
    From Summer to Elm  
Craigie Street  
Ibbetson Street

NAME \_\_\_\_\_

SWEEPER ROUTE \_\_\_\_\_

DAY OF WEEK \_\_\_\_\_

DATE \_\_\_\_\_

SIDE OF STREET \_\_\_\_\_

SWEEPER USED \_\_\_\_\_

NOTE PROBLEM STREETS:

DEPARTMENT OF PUBLIC WORKS  
STREET CLEANING

HIGHWAY DIVISION  
CHECK OFF LIST

1 ST & 3 RD      WEDNESDAY      ODD SIDE  
2 ND & 4 TH      THURSDAY      EVEN SIDE

Cutter Avenue (ONE SIDE)

Summer Street from Cutter Ave to Lowell St

Hawthorne Street

West Street

Willow Avenue

From Summer to Highland

Charnwood Street

Windsor Road

Hancock Street

From Highland to Summer

Cherry Street

From Highland to Summer

Hall Street

Aberdeen Road

Cedar Street

From Highland to Summer

Linden Avenue

From Summer to Cedar St

Brastow Avenue

Porter Street

From Summer to Highland

Francis Street

Conwell Street

Eastman Road

Willow Avenue From Highland to Morrison

Lexington Avenue

Henry Avenue

Lesley Avenue

Hancock Street from Highland to Lexington

Spencer Avenue

Hudson Street

From Cedar to Lowell

Albion Street

From Cedar to Lowell

Cedar Street

From Alpine to Highland

NAME

SWEEPER ROUTE

DAY OF WEEK

DATE

SIDE OF STREET

SWEEPER USED

NOTE PROBLEM STREETS:

Princeton Street

Alpine Street

Crown Street

Crocker Street

Tower Street



DEPARTMENT OF PUBLIC WORKS  
STREET CLEANING

HIGHWAY DIVISION  
CHECK OFF LIST

1 ST & 3 RD      WEDNESDAY      ODD SIDE  
2 ND & 4 TH      THURSDAY      EVEN SIDE

Morrison Avenue

Appleton Street

Newberne Street

Clifton Street

Winslow Avenue

Grove Street

Willow Avenue

From Morrison to Broadway

Kidder Avenue

From Boston Ave to Willow

Josephine Avenue

Rogers Avenue

Highland Road

Pearson Avenue

Prichard Avenue

Boston Avenue

Cedar Street

From Broadway to Morrison

Clyde Street

Warwick Street

Mossland Street

Acadia Park

Forest St. to City Line

Miller Street

Sacramento Street to City Line

Eustis Street to City Line

Kent Street

From Beacon to Harrison

Museum Street

Harrison Street

Ivaloo Street

Morgan Street

Roseland Street

Murdock Street

NAME

SWEEPER ROUTE

DAY OF WEEK

DATE

SIDE OF STREET

SWEEPER USED

NOTE PROBLEM STREETS:

DEPARTMENT OF PUBLIC WORKS  
STREET CLEANING

HIGHWAY DIVISION  
CHECK OFF LIST

1 ST & 3 RD THURSDAY ODD SIDE  
2 ND & 4 TH FRIDAY EVEN SIDE

Calvin Street  
Magnus Avenue  
Rose Street  
Lewis Street  
Parkdale Street

Leland Street

NAME

Dane Avenue

Dane Street

SWEEPER ROUTE

Skehan Street

Hanson Street

DAY OF WEEK

Druham Street

Properzi Way Beacon St end

DATE

Eliot Street

Park Street

SIDE OF STREET

Properzi Way Taylor St End (ODD SIDE)

Tyler Street (ODD SIDE)

SWEEPER USED

Knapp Street

Granite Street

Landers Street

Preston Road

NOTE PROBLEM STREETS:

Greene Street

Laurel Street

Loring Street

Central Street

From Somerville Ave to Summer St

Cleveland Street

Monmouth Street

Cypress Street

Pitman Street (paved street)

Beech Street

Harvard Street

Atherton Street

Spring Street

Belmont Street

From Somerville Ave to Summer St

Lowell Street

From Somerville Ave to Summer St

DEPARTMENT OF PUBLIC WORKS  
STREET CLEANING

HIGHWAY DIVISION  
CHECK OFF LIST

1 ST & 3 RD THURSDAY ODD SIDE  
2 ND & 4 TH FRIDAY EVEN SIDE

Albion Street

From Lowell St to Central St

Hudson Street

From Lowell St to Central St

Benton Road

From Highland Ave to Hudson St NAME

Waldo Street

Sycamore Street

SWEEPER ROUTE

From Highland Ave to R.R. Bridge

Central Road

DAY OF WEEK

Willoughby Street

Montrose Street

DATE

Madison Street

Oxford Street

SIDE OF STREET

Berkeley Street

Avon Street

SWEEPER USED

Central Street

From Summer St to R.R. Bridge

Westwood Road

Cambria Street

NOTE PROBLEM STREETS:

Gibbens Street

Benton Road

From Summer Street to Highland Avenue

Summer Street

From Lowell St to School St

Lowell Street

From Summer St to R.R. Bridge

Belmont Street

From Summer St to Highland Ave.

DEPARTMENT OF PUBLIC WORKS  
STREET CLEANING

HIGHWAY DIVISION  
CHECK OFF LIST

1 ST & 3 RD THURSDAY ODD SIDE  
2 ND & 4 TH FRIDAY EVEN SIDE

Central Street  
From Broadway to R.R. Bridge

Browning Road

Forster Street

Tennyson Street

NAME

Pembroke Street

Sycamore Street

SWEEPER ROUTE

From Broadway to R.R. Bridge

Evergreen Avenue

DAY OF WEEK

From Sycamore St to School St

Thurston Street

DATE

From Broadway to Medford St

Dartmouth Street

SIDE OF STREET

Richdale Avenue

Essex Street

SWEEPER USED

Thurston Street

From Medford St to Richdale Ave

Lee Street

Miner Street

NOTE PROBLEM STREETS:

Ames Street

Robinson Street

Adams Street

Bartlett Street

Glenwood Road

Partridge Avenue

Norwood Avenue

Trull Street

Vernon Street

Lowell Street

From Medford St to R.R. Bridge

Wilton Street

Henderson Street

Nashua Street

Richardson Street

Fiske Avenue

Hinckley Street

DEPARTMENT OF PUBLIC WORKS  
STREET CLEANING

HIGHWAY DIVISION  
CHECK OFF LIST

1 ST & 3 RD FRIDAY ODD SIDE  
2 ND & 4 TH MONDAY EVEN SIDE

Newton Street  
From Webster Ave to Concord Ave

Concord Avenue

Marion Street

Wyatt Street

NAME

Harold Street

Dimick Street

SWEEPER ROUTE

Waldo Avenue

Buckingham Street

DAY OF WEEK

Leon Street

Hammond Street

DATE

Dickinson Street

Springfield Street

SIDE OF STREET

Houghton Street

Oak Street

SWEEPER USED

Bolton Street

Line Street

Somerville Side of Street

Cooney Street

NOTE PROBLEM STREETS:

Smith Avenue

N.P. either side

Clark Street

Joseph Street

Lincoln Parkway

Adrian Street

Perry Street

Bowdoin Street

Fremont Avenue

Parker Street

Hawkins Street

Carlton Street

Lake Street

Church Street

Quincy Street

Bow Street

From Summer St to Somerville Ave

Prospect Street ODD Side no Parking Anytime

Even Side 2<sup>nd</sup> and 4<sup>th</sup> Monday

School Street

From Summer to Somerville Ave

Summer Street

From Quincy St to Bow St

Wesley Park

DEPARTMENT OF PUBLIC WORKS  
STREET CLEANING

HIGHWAY DIVISION  
CHECK OFF LIST

1 ST & 3 RD FRIDAY ODD SIDE  
2 ND & 4 TH MONDAY EVEN SIDE

Walnut Street

From Medford St to Broadway

Wellington Avenue

Montgomery Avenue

Bonair Street

NAME

From Walnut St to Dana St

Melvin Street

SWEEPER ROUTE

Edmands Street (Do Not Tag)

Dana Street (Do Not Tag)

DAY OF WEEK

Otis Street

From Wigglesworth to Dana

DATE

Wesley Street

Wigglesworth Street

SIDE OF STREET

Sunnyside Avenue

Pearl Street

SWEEPER USED

From Marshall St to McGrath

Gilman Terrace

Jasper Street

Virginia Street

NOTE PROBLEM STREETS:

Gilman Street

From Aldrich St to Walnut St

Aldrich Street

Thorpe Street

Hamlet Street

Bigelow Street

Greenville Street

Boston Street from Walnut to Prospect Hill

Munroe Street

from Walnut to Prospect Hill

Walnut Street

From Sanborn Ave to Walnut

Giles Park

Hillside Park

Aldersey Street

Summit Avenue

Pleasant Avenue

Grandview Avenue

Vinal Avenue

Putnam Street

Prescott Street

School Street

from Highland to Somerville Ave

Summer Street

from Prescott to School St

**APPENDIX B**  
**SAMPLE CONTRACT**

**OWNER-CONTRACTOR PUBLIC CONSTRUCTION AGREEMENT  
CITY OF SOMERVILLE**

**PURCHASING DEPARTMENT FOR end user department**

AGREEMENT made this 1st day of month, year, by and between the City of Somerville, a Massachusetts municipal corporation, acting by and through its Purchasing Department, 93 Highland Ave., Somerville, MA 02143 (referred to variously in the Contract Documents as "City", "Owner", "Awarding Authority", and "School") and the following General Contractor (referred to in the Contract Documents as "Contractor" or "General Contractor"):

**CONTRACTOR**

Name: vendor name

Address: vendor address, city, MA zip

**PROJECT**

Name: project description

Location: project location

Brief Description: further project description

**ARCHITECT:** architect name

Address: architect address, city, MA zip

**LANDSCAPE ARCHITECT**

Name: n/a

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

**ENGINEER**

Name: n/a

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

(The Architect, Landscape Architect, or Engineer is described herein as the "Design Professional".)



## THIS CONTRACT IS A

- ☐ Public Works Contract under \$10,000
- ☐ Public Building Contract under \$10,000, subject to the price quote requirements of Chapter 149 of the General Laws
- ☐ Public Building Contract estimated to cost more than \$10,000, but less than \$25,000, subject to the written response requirements of Chapter 149 of the General Laws
- ☒ Public Works Contract estimated to cost more than \$10,000 thereby subject to the bidding requirements of Mass. Gen. Laws, Chapter 30, Section 39M
- ☐ Public Building Contract estimated to cost more than \$25,000, but less than \$100,000, subject to the bidding requirements of Mass. Gen. Laws, Chapter 30, Section 39M
- ☐ Public Building Contract estimated to cost more than \$100,000 subject to the bidding requirements of Mass. Gen. Laws, Chapter 149, Section 44A.

(Chapter 149 and Chapter 30 contain interrelated provisions. When a provision applies only to Chapter 149 s. 44A contracts or only to Chapter 30, s. 39M contracts, it is so noted herein. Otherwise, any section of Chapter 30 or Chapter 149 cited in this contract shall be deemed to apply to both types of contracts.)

### Section 1: CONTRACT DOCUMENTS.

The Contract Documents consist of the Owner-Contractor Agreement, Advertisement, Bidding Documents, Technical Specifications, Drawings, General Conditions, Supplementary Conditions, and Addenda issued prior to execution of this Contract, and Modifications agreed to in writing after the execution of this Contract. The following Appendices are attached hereto and are hereby incorporated by reference.

- ☒ Appendix A - Advertisement; Notice to Bidders;
- ☒ Appendix B - Bid Documents - Contractor's Bid
- ☒ Appendix C - Scope of Services - includes a brief description of the project and the Plans and Technical Specifications (Plans on File)
- ☒ Appendix D - Insurance Requirements with Contractor's Insurance Certificate(s)
- ☒ Appendix E - General Conditions
- ☒ Appendix F - Wage Rates; Living Wage Ordinance form

X Appendix G - Performance Bond and Payment Bond, if contract is over \$2,000

The Contract Documents represent the entire Contract between the parties hereto and supersede prior negotiations, representations, or Contracts, whether written or oral.

## **Section 2: THE WORK.**

The Contractor shall execute all work described in the Contract Documents, except to the extent that such work is specifically indicated in the Contract Documents to be the responsibility of others. In accordance with Chapter 30, section 39I of the General Laws, the contractor shall perform all of work in conformity with the plans and specifications included herein as Appendix A. No willful or substantial deviation from such plans and specifications shall be made unless authorized in writing by the Commissioner of Public Works, which authorization shall be confirmed by written change order within thirty days.

## **Section 3: PROJECT DATES**

(a) Commencement: The Date of Commencement shall be stipulated by a written Notice to Proceed given by the City to the Contractor.

(b) Substantial Completion: The Contractor shall achieve substantial completion of the work no later than scheduled in the bid documents or date after the Date of Commencement, time being of the essence. For good cause shown, the Commissioner of Public Works may, in his sole discretion, extend the date of substantial completion by written change order.

(c) Damages for Delay. The Contractor and the Contractor's surety shall be liable for and shall pay the City the sum of \$100.00 per calendar day, as liquidated damages, for each calendar day of delay until the work is substantially completed or, in the case of the portion of the work, for each calendar day of delay until the portion of the work is substantially completed. Substantial Completion shall mean either a) that the work, or portion of the work, has been completed, except for work having a contract price of less than one percent (1%) of the then adjusted total contract price; or b) that substantially all of the work has been completed and opened to public use, except for minor incomplete or unsatisfactory work items that do not materially impair the usefulness of the work.

(d) Suspension of the Work/Excusable Delays. If the City is required to suspend the work as a result of a request from the Office of the Attorney General in connection with a bid protest or an injunction, the Contractor shall not have a claim for damages, but the City shall extend the date of substantial completion for a period of time commensurate with the period of the suspension, and the liquidated damages clause shall not take effect until the extended date of substantial completion. If any of the following occurrences causes a delay in the work, the Contractor shall immediately notify DPW in writing. If, upon investigation, the City finds that the delay is excusable, the City shall extend the date of substantial completion for a period of time commensurate with the period of the excusable delay, and the liquidated damages clause shall not take effect until the extended date of substantial completion:

(1) any acts of the Government, including controls or restrictions upon or requisitioning of materials, equipment, tools, or labor by reason of war, National Defense, or any other national emergency;

(2) delays which are caused by the City and which are not occasioned by the Contractor's failure to supply DPW or its design professional with progress schedules, documents, samples, and the like, in a timely manner;

(3) causes not reasonably foreseeable by the parties to this Contract, which are beyond the reasonable control of the Contractor, such as blizzards, floods, hurricanes, tornadoes, and strikes;

(4) any delay of any subcontractor resulting from paragraphs (1), (2), or (3);

#### **Section 4. CONTRACT SUM**

The contract sum shall be \$contract amount. The contract sum may be increased or decreased by change order, as quantities which have been estimated in the bid documents become known, or as other additions or deletions to the work are made, or if the work is interrupted or suspended by the City, all as set forth herein.

#### **Section 5. CHANGES IN THE CONTRACT**

##### **(2) Suspension, Delay, or Interruption due to order of Awarding Authority.**

(1) The Awarding Authority may order the General Contractor in writing to suspend, delay, or interrupt all or any part of the work for such period of time as it may determine to be appropriate for the convenience of the Awarding Authority; provided, however, that if there is a suspension, delay, or interruption for fifteen days or more or due to a failure of the Awarding Authority to act within the time specified in this contract, the Awarding Authority shall make an adjustment in the contract price for any increase in the cost of performance of this contract but shall not include any profit to the General Contractor on such increase; and provided further, that the Awarding Authority shall not make any adjustment in the contract price under this provision for any suspension, delay, interruption, or failure to act to the extent that such is due to any cause for which this contract provides for an equitable adjustment of the contract price under any other contract provisions.

(2) The General Contractor must submit the amount of a claim under provision (1) to the Awarding Authority in writing as soon as practicable after the end of the suspension, delay, interruption or failure to act and, in any event, not later than the date of final payment under this contract and, except for costs due to a suspension order, the Awarding Authority shall not approve any costs in the claim incurred more than twenty days before the General Contractor notified the Awarding Authority in writing of the act or failure to act involved in the claim.

(3) A subcontractor shall have the same rights against the General Contractor for payment for an increase in the cost of its performance as provisions (1) and (2) give the General Contractor against the Awarding Authority, but nothing in provisions (1) and (2) shall in any way change, modify or alter any other rights which the General Contractor or the subcontractor may have against each other.

(b) Change Orders. No willful and substantial deviation from the plans and specifications shall be made unless authorized in writing by the Awarding Authority or by the Design Professional in charge of the work who is duly authorized by the Awarding Authority to approve such deviations. In order to avoid delays in the prosecution of the work required by the contract, such deviation from the plans and specifications may be authorized by a written order

of the Awarding Authority or Design Professional so authorized, to be confirmed at a later time by a written Change Order, signed under penalties of perjury, using AIA Document G701 (or its equivalent). The Change Order shall include the following: (1) if such deviation involves any substitution or elimination of materials, fixtures or equipment, the reasons why such materials, fixtures or equipment were included in the first instance and the reasons for substitution or elimination, and, if the deviation is of any other nature, the reasons for such deviation, giving justification therefor; (2) that the specified deviation does not materially injure the project as a whole; (3) that either the work substituted for the work specified is of the same cost and quality, or that an equitable adjustment [increase or decrease as the case may be] has been agreed upon between the Contracting Agency and the General Contractor and the amount in dollars of such adjustment; and (4) that the deviation is in the best interest of the Contracting Authority. The Change Order shall also indicate whether or not the date of substantial completion has been extended. The equitable adjustment in price shall be determined by the unit prices, if any, in the General Contractor's bid; otherwise, it shall be a number which is agreed to by both parties as a fair adjustment and which can be itemized and substantiated to the reasonable satisfaction of the Contracting Authority. Where increases and decreases to the Contract Sum are included in one Change Order, the negotiated allowance for overhead and profit shall be calculated on the basis of the net increase, if any.

(c) Differing Subsurface or Latent Physical Conditions. In accordance with Chapter 30, section 39N of the General Laws, if, during the progress of the work, the Contractor or the Awarding Authority discovers that the actual physical subsurface or latent physical conditions encountered at the site differ substantially or materially from those shown on the plans or indicated in the contract documents, either the Contractor or the Contracting [Awarding] Authority may request an equitable adjustment in the contract price of the contract applying to work affected by the differing site conditions. A request for such an adjustment shall be in writing and shall be delivered by the party making such claim to the other party as soon as possible after such conditions are discovered. Upon receipt of such a claim from a Contractor, or upon its own initiative, the Contracting Authority shall make an investigation of such physical conditions, and, if they differ substantially or materially from those shown on the plans or indicated in the contract documents or from those ordinarily encountered and generally recognized as inherent in work of the character provided for in the plans and contract documents and are of such a nature as to cause an increase or decrease in the cost of performance of the work or a change in the construction methods required for the performance of the work which results in an increase or decrease in the cost of the work, the Contracting Authority shall make an equitable adjustment in the contract price and the contract shall be modified in writing accordingly.

## **Section 6. PAYMENTS TO THE CONTRACTOR**

(a) Progress Payments. The Contractor may submit requests for progress payments (hereafter, "Periodic Estimates") for work completed during the preceding month and for materials not incorporated in the work, but delivered and suitably stored at the site (or some other location agreed upon in writing). The Contractor's progress schedule and schedule of values, as modified by agreement of the parties, may be used by the City as a basis for reviewing the Contractor's Periodic Estimates. In the case of contracts for construction, reconstruction, alteration, remodeling, repair, or demolition of a public building, where the amount is more than two thousand dollars, the Contractor's Periodic Estimate shall contain a separate item for each filed subtrade and sub-subtrade, and a column listing the amount paid to each subcontractor and sub-subcontractor as of the date the periodic estimate is filed, as required by Chapter 30, Section 39K, of the General Laws.

(1) Time for Payment. In the case of contracts for construction, reconstruction, alteration, remodeling, repair or demolition of a public building, where the amount is more than two thousand dollars, the City shall, in accordance with Chapter 30, Section 39K, of the General Laws, make payment within fifteen days of receipt of the Contractor's Periodic Estimate; provided however, that the City may, within seven days of receipt of an estimate which is not in the required form or which is arithmetically incorrect, return the incorrect estimate to the Contractor for correction, whereupon the date of receipt shall be the date of receipt of the corrected Periodic Estimate. For all other construction contracts, progress payments are governed by Chapter 30, Section 39G of the General Laws, and the City is required to make payment within thirty-five days of receipt of a Periodic Estimate.

(2) Retainage prior to Substantial Completion. In all construction contracts, the City may hold back a retainage of up to five percent of each progress payment to ensure satisfactory completion of the work. In addition, the City may withhold any amounts in dispute, including disputed change orders and direct payments owed to subcontractors pursuant to Chapter 30, Section 39F of the General Laws.

(b) Payment upon Substantial Completion. In the case of contracts for construction, reconstruction, alteration, repair, remodeling, or demolition of a public building, where the amount is more than \$2,000, Chapter 30, Section 39K, of the General Laws governs payment upon substantial completion. For all other contracts, Chapter 30, Section 39F of the General Laws governs payment upon substantial completion.

(1) Definition of Substantial Completion. Substantial Completion shall mean either a) that the work, or portion of the work, has been completed, except for work having a contract price of less than one percent (1%) of the then adjusted total contract price; or b) that substantially all of the work has been completed and opened to public use, except for minor incomplete or unsatisfactory work items that do not materially impair the usefulness of the work.

(2) Certificate of Substantial Completion. The Contractor shall give written notice to the City when the Contractor is of the opinion that the work has been substantially completed. Within twenty-one days of receipt of such notice, provided there is no dispute as to whether the work has been substantially completed, a Certificate of Substantial Completion signed by the City's Design Professional, or a written Declaration of Substantial Completion signed by the Executive Director of Mayor's Office of Strategic Planning and Community Development (on AIA form # G701 or its equivalent) shall be given to the Contractor. The date of such Certificate or Declaration shall be the Effective Date of Substantial Completion, subject to the provisions of Chapter 30, Section 39J, of the General Laws. If the City does not agree that the work has been substantially completed, the City or the City's Design Professional shall, within the twenty-one day period, present the Contractor with a written, itemized list of incomplete or unsatisfactory work items sufficient to demonstrate that the work has not been substantially completed. If the City fails to respond within the twenty-one day period, the date of the Contractor's notification of substantial completion shall become the "Effective Date of Substantial Completion". Within fifteen days after the effective date of the City's declaration of substantial completion, the City shall send to the Contractor by certified mail, return receipt requested, a complete list of all incomplete or unsatisfactory work items and, unless delayed by causes beyond his control, the Contractor shall complete all such work items within forty-five days after receipt of said list or before the date of substantial completion in the contract, whichever is later. If the Contractor fails to complete such work within such time, the City may send the Contractor a notice in writing by certified mail, return receipt requested, instructing the

Contractor that if the work is not completed with seven days after receipt of the notice, the contract will be terminated and the City will complete the incomplete or unsatisfactory work items and charge the cost of the same to the Contractor and the Contractor's sureties.

(3) Retainage after Substantial Completion. Within sixty-five days after the Effective Date of Substantial Completion, the City shall pay the Contractor all but one percent retainage, minus: a) the amount of any disputed work item; and b) five (5) percent of the value of plant materials in the ground; and c) the City's estimated cost of completing all incomplete and unsatisfactory work items. The City shall also deduct an amount equal to the sum of all demands for direct payment filed by subcontractors and not yet paid to subcontractors or deposited in joint accounts pursuant to Chapter 30, Section 39F of the General Laws. The five (5) percent retainage of the value of all plant materials in the ground shall be withheld by the City until final acceptance of such plant materials at the end of the guarantee period.

(c) Final Payment. The City shall make final payment to the Contractor within thirty days of completion of the work and submission of all documentation required.

IF FORMS FOR WAGE CERTIFICATIONS AND OTHER DOCUMENTATION ARE SUPPLIED BY THE CITY TO THE CONTRACTOR, THE CONTRACTOR SHALL SUBMIT DOCUMENTATION ON SUCH FORMS.

(d) Interest. If the City fails to pay the Contractor within the time periods mandated by statute, the City shall pay interest to the Contractor in accordance with Chapter 30, Sections 39G and 39K, whichever is applicable.

## **Section 7. PAYMENT OF SUBCONTRACTORS.**

In accordance with Chapter 30, Section 39F of the General Laws, the subparagraphs a) through h) of this section shall be binding on contracts awarded pursuant to Chapter 30, Section 39M of the General Laws, and paragraphs a) through i) shall be binding on contracts awarded pursuant to Chapter 149, Section 44A of the General Laws:

(a) Immediately after the Contractor receives payment on account of a periodic estimate, the Contractor shall pay each subcontractor the amount paid for labor performed and materials furnished by that subcontractor, less any amount specified in any court proceedings barring such payment and also less any amount claimed due from the subcontractor to the Contractor.

(b) Not later than the sixty-fifth day after each subcontractor substantially completes his work in accordance with the plans and specifications, the entire balance due under the subcontract less amounts retained by the City as the estimated cost of completing the incomplete and unsatisfactory items of work, shall be due the subcontractor; and the City shall pay that amount to the Contractor. The Contractor shall immediately pay to the subcontractor the full amount received from the City less any amount specified in any court proceeding barring such payment and also less any amount claimed due from the subcontractor by the Contractor.

(c) Each payment made by the City to the Contractor pursuant to subparagraphs a) and b) of this section for the labor performed and materials furnished by a subcontractor shall be made to the Contractor for the account of that subcontractor; and the City shall take reasonable steps to compel the Contractor to make each such payment to each such subcontractor. If the

City has received a demand for direct payment from a subcontractor for any amount which has been included in a payment to the Contractor or which is to be included in a payment to the Contractor for payment to the subcontractor as provided in subparagraphs a) and b), the City shall act upon the demand as provided in this section.

(2) If, within seventy days after the subcontractor has substantially completed the subcontract work, the subcontractor has not received from the Contractor the balance due under the subcontract, including any amount due for extra labor and materials furnished to the Contractor, less any amount retained by the City as the estimated cost of completing the incomplete and unsatisfactory items of work, the subcontractor may demand direct payment of that balance from the City. The demand shall be by a sworn statement delivered to or sent by certified mail to the City, and a copy shall be delivered to or sent by certified mail to the Contractor at the same time. The demand shall contain a detailed breakdown of the balance due under the subcontract and also a statement of the status of completion of the subcontract work. Any demand made after substantial completion of the subcontract work shall be valid even if delivered or mailed prior to the seventieth day after the subcontractor has substantially completed the subcontract work. Within ten days after the subcontractor has delivered to or so mailed the demand to the City and delivered or so mailed a copy to the Contractor, the Contractor may reply to the demand. The reply shall be by sworn statement delivered to or sent by certified mail to the City and a copy shall be delivered to or sent by certified mail to the subcontractor at the same time. The reply shall contain a detailed breakdown of the balance due under the subcontract including any amount due for extra labor and materials furnished to the Contractor and of the amount due for each claim made by the Contractor against the subcontractor.

(e) Within fifteen days after receipt of the demand by the City, but in no event prior to the seventieth day after substantial completion of the subcontract work, the City shall make direct payment to the subcontractor of the balance due under the subcontract including any amount due for extra labor and materials furnished to the Contractor, less any amount (1) retained by the City as the estimated cost of completing incomplete or unsatisfactory items of work, (2) specified in any court proceedings barring such payment, or (3) disputed by the Contractor in the sworn reply; provided, that the City shall not deduct from a direct payment any amount as provided in part (3) if the reply is not sworn to, or for which the sworn reply does not contain the detailed breakdown required by subparagraph (d). The City shall make further direct payment to the subcontractor immediately after the removal of any basis for deductions set forth in (1) or (2) above.

(f) The City shall promptly deposit disputed amounts in an interest-bearing, joint account in the names of the Contractor and the subcontractor, in a bank in Massachusetts selected by the City or agreed upon by the Contractor and the subcontractor, and shall notify the Contractor and the subcontractor of the date of the deposit and the bank receiving the deposit. The bank shall pay the amount in the account, including accrued interest, as provided in an agreement between the Contractor and the subcontractor or as determined by decree of a court of competent jurisdiction.

(g) All direct payments and all deductions from demands for direct payments deposited in an interest-bearing account or accounts in a bank pursuant to subparagraph (f) shall be made out of amounts payable to the Contractor at the time of receipt of a demand for direct payment from a subcontractor and out of amounts which later become payable to the Contractor and in the order of receipt of such demands from the subcontractors. All direct

payments shall discharge the obligation of the City to the Contractor to the extent of such payment.

(h) The City shall deduct from payments to the Contractor amounts which, together with the above-mentioned bank deposits, are sufficient to satisfy all unpaid demands for direct payment received from subcontractors. All such amounts shall be earmarked for direct payments to such subcontractors, whose claims shall have priority over all other creditors of the Contractor.

(i) If the subcontractor does not receive payment as provided in subparagraph (a), or if the Contractor does not submit a Periodic Estimate for the value of the labor or materials performed or furnished by the subcontractor, and the subcontractor does not receive payment for the same when due less the deductions provided for in subparagraph (a), the subcontractor may demand direct payment by following the procedure in subparagraph (d) and the Contractor may file a sworn reply as provided in that same subparagraph. A demand made after the first day of the month following that for which the subcontractor performed or furnished the labor and materials for which the subcontractor seeks payment shall be valid even if delivered or mailed prior to the time payment was due on a Periodic Estimate from the Contractor. Thereafter, the City shall proceed as provided in subparagraph (e), (f) (g) and (h).

#### **Section 8. PREVAILING WAGE REQUIREMENTS.**

(2) The Contractor shall pay wages at no less than the wage rates set forth in Appendix G, incorporated as part of this Agreement: namely, State Prevailing Wage Rates; provided, however, that if any department of the City should make use of this Contract for a project which is federally funded, then the Contractor shall pay wages at the higher of the two rates. If a labor classification is not listed the Contractor shall notify DPW and request instructions.

Notwithstanding anything to the contrary in Articles of the General Conditions included herein, the City may, in its sole discretion withhold payment from the General Contractor with respect to a given application for payment unless the City has in its possession payroll records that are complete, accurate, and current as of the date of said application for payment. Payment by the City on one or more occasions in the absence of the General Contractor's compliance with this section shall not constitute a waiver of the City's right to withhold payment for noncompliance on other occasions. In addition, the Contractor shall:

(1) pay wages at least once a week;

(2) submit payroll information on a weekly basis in a format approved by the City (form attached), numbered in numerical sequence and signed by the Contractor (including forms for weeks when the Contractor is not on the site, in which case there shall be a notation to the effect "no work this payroll period" and a date anticipated for resuming work). The General Contractor shall submit these forms to DPW ;

(2) submit payroll information on a weekly basis in a format approved by DPW, numbered in numerical sequence and signed by the Contractor (including forms for weeks when the Contractor is not on the site, in which case there shall be a notation to the effect "no work this payroll period" and a date anticipated for resuming work);

(b) The Contractor shall submit to DPW within the first week of construction:



- (1) a list of apprenticeship programs with which the Contractor is affiliated;
  - (2) the number of apprentices on the Project employed by the Contractor.
  - (3) a list of the Contractor's employee fringe benefits;
  - (4) a copy of each project schedule, including the anticipated commencement date for each Subcontractor; and
  - (5) a list of each Subcontractor's suppliers and material men.
- (c) The contractor shall include language similar to the above in all subcontracts.

#### **Section 9. EQUAL EMPLOYMENT OPPORTUNITY/NONDISCRIMINATION**

a) the Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, sexual orientation, national origin, age, disability, Vietnam Era veteran status or because an employee or applicant is a recipient of federal, state, or local public assistance or housing subsidies; and

b) the Contractor shall not discriminate, in any stage of the contract from award to completion, in the selection or retention of subcontractors, suppliers, and materialmen, or in the procurement of materials or supplies, or the rental of equipment, on the basis of race, religion, sex, marital status, sexual orientation, national origin, age, disability, Vietnam Era veteran status, or because an individual is a recipient of federal, state, or local public assistance or housing subsidies; and

c) the Contractor shall post an equal employment opportunity notice in conspicuous places at the worksite, shall make copies of such notice available to employees and job applicants, and shall send such notice to each labor union or representative of workers with which the Contractor has a collective bargaining agreement or other contract or understanding; and

d) the Contractor shall, to the greatest extent feasible, give employment and on-site training opportunities, to lower-income, minority, women, and disabled members of the local community and shall award subcontracts, when possible, to Minority Business Enterprises (MBE) and Women Business Enterprises (WBE).

e) the contractor shall include language similar to the above in all subcontracts.

#### **Section 10. COPELAND ANTI-KICKBACK ACT.**

If this contract is in excess of \$2,000 and is federally funded, the Contractor shall comply with the Copeland "Anti-Kickback Act" (18 U.S.C. 874 and 29 CFR Part 3) more

fully set forth in Appendix G attached hereto, and shall not induce any person employed in the construction, completion, or repair of a public building or public work, to give up any part of the compensation to which he would otherwise be entitled.

#### **Section 11. WORK HOURS AND SAFETY STANDARDS.**

If this contract is in excess of \$2,000 and is federally funded, the Contractor shall comply with Sections 103 and 107 of the Contract Work Hours Safety Standards Acts (40 U.S.C. 327-333), as supplemented by Department of Labor regulations at 29 CFR part 5. To that end, the Contractor shall compute the wages of every mechanic and laborer on the basis of a standard workweek of 40 hours. Work in excess of the standard workweek is permissible, provided that the worker is compensated at a rate of not less than 1-1/2 times the basic rate of pay for all hours worked in excess of 40 hours in the workweek. The Contractor shall ensure that no laborer or mechanic is required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous.

#### **Section 12. CLEAN AIR ACT AND FEDERAL WATER POLLUTION CONTROL ACT.**

If this contract is in excess of \$100,000 and is federally funded, the Contractor shall comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.)

#### **Section 13. CONTRACTOR'S CERTIFICATIONS.**

The Contractor hereby certifies under oath:

(a) That if this Contract is in excess of \$100,000 and is federally funded, the Contractor will abide by the Byrd Anti-Lobbying Amendment (31 U.S.C.1352), and more specifically:

(1) That no federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, in connection with the awarding of this Federal contract and the extension, continuation, renewal, amendment, or modification of this Federal contract; and

(2) That if any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, the Contractor will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions; and

(3) That the Contractor will include the language of this certification in all subcontracts, and that all subcontractors shall certify and disclose accordingly.

THIS CERTIFICATION IS A MATERIAL REPRESENTATION OF FACT UPON WHICH RELIANCE WAS PLACED WHEN THIS THE AWARD OF THIS CONTRACT WAS MADE. ANY PERSON WHO FAILS TO FILE THE REQUIRED CERTIFICATION

SHALL BE SUBJECT TO A CIVIL PENALTY OF NOT LESS THAN \$10,000 AND NOT MORE THAN \$100,000 FOR EACH FAILURE.

(b) Drug-Free Workplace Act of 1988 (42 U.S.C. 701):

That, if this Contract is federally funded, the Contractor will provide a drug-free workplace and comply with the HUD rules contained in 24 CFR part 24M, including notification to employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited; that action will be taken against employees violating the prohibition; and that an employee who is convicted of manufacturing, distributing, dispensing, possession, or use of a controlled substance may be terminated or required to participate in a drug abuse assistance or rehabilitation program approved for such purpose by a Federal, State, or local health, law enforcement, or other appropriate agency.

(c) Debarment and Suspension: That the Contractor is a duly licensed general contractor, and

(1) That neither the Contractor nor any of its principal employees are on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs [E.O. 12549 and E.O. 12689 at 24 CFR part 24, applicable to contracts exceeding the small purchase threshold of fixed by 41 U.S.C. 403 (11) ]; and

(2) That the Contractor has not been debarred or suspended by any state agency or city or town in the Commonwealth of Massachusetts.

(d) Organization and Authority: That the Contractor is a duly organized and validly existing \_\_\_\_\_ (corporation/general partnership/limited partnership, trust, or sole proprietorship) and is qualified to do business and is in good standing in the Commonwealth of Massachusetts; that this Contract has been duly executed and delivered on behalf of the Contractor by its \_\_\_\_\_ pursuant to and in full compliance with the authority granted by the Contractor's organizational documents and/or (in the case of a corporation) by a vote taken at duly called meeting at which a quorum was present and voting; that such authority is still in full force and effect as of the date of execution of this Contract; and that the person executing this Contract is the present holder of the title which he or she purports to hold.

(e) Noncollusion: That the bid upon which this Contract was based 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.

(f) Tax Compliance: That the Contractor is in full compliance with all federal and state laws relating to income taxes, and has paid all real estate and personal property/excise taxes, water charges, fines and other municipal lien charges due to the City of Somerville, and the Contractor's Federal Tax Identification Number is # \_\_\_\_\_.

#### **Section 14. CONTRACTOR'S RECORDS.**

(a) Federal Requirements: The Contractor shall permit the City, HUD and/or any other administering agency named herein, the Comptroller General of the United States, or any

of their duly authorized representatives, to have access to any books, documents, papers, and records of the Contractor which are directly pertinent to a specific HUD program for the purpose of making audits, examinations, excerpts, and transcriptions.

(2) State Requirements: In accordance with G.L. Chapter 30, §39R, for contracts in an amount or estimated amount greater than \$100,000: (i) the General Contractor shall make and keep for at least six years after final payment, books, records, and accounts which in reasonable detail accurately and fairly reflect the transactions and dispositions of the Contractor; and (ii) until the expiration of six years after final payment, the office of the Inspector General and the Commissioner of Capital Asset Management and Maintenance shall have the right to examine any books, documents, papers or records of the Contractor or of his subcontractors that directly pertain to and involve transactions relating to the Contractor or his subcontractors; and (iii) the Contractor shall describe any change in the method of maintaining records or recording transactions which materially affect any statements filed with the Awarding Authority, including in his description the date of the change and reasons therefor and shall accompany said description with a letter from the Contractor's independent certified public accountant approving or otherwise commenting on the changes; and (iv) the Contractor shall have filed a Statement of Management on Internal Accounting Controls, as described in paragraph "(1)" below prior to the execution of the Contract; and (v) the Contractor has filed prior to execution of the Contract and will continue to file annually, an Audited Financial Statement for the most recent completed fiscal year as set forth in paragraph "(2)" below.

(1) The Statement of Management on Internal Accounting Controls is a written statement certifying that the system of internal accounting controls of the Contractor and its subsidiaries reasonably assures that transactions are executed in accordance with management's general and specific authorization; that transactions are recorded as necessary to permit preparation of financial statements in conformity with generally accepted accounting principles and to maintain accountability for assets; that access to assets is permitted only in accordance with management's general or specific authorization; and that recorded accountability for assets is compared with the existing assets at reasonable intervals and appropriate action was taken with respect to any difference.

(2) The Audited Financial Statement is a statement prepared and signed by an independent certified public accountant, stating that he has examined the Statement of Management on internal accounting controls, and expressing an opinion as to (i) whether such representations of management are, in addition, reasonable with respect to transactions and assets in amount which would be material when measured in relation to the applicant's financial statements.

The Contractor shall annually file with the Commissioner of Capital Asset Management and Maintenance during the term of the contract a financial statement prepared by an independent certified public accountant on the basis of an audit by such accountant. The final statement filed shall include the date of final payment. All statements shall be accompanied by an accountants report. Such statements shall be made available to the Awarding Authority upon request.

(c) Records and statements required to be made, kept or filed under the provisions of this section shall not be public records as defined in G.L. 4, §7 or equivalent federal legislation. They shall not be made available to the public, but shall be available only to the governmental authorities named herein.

## **Section 15. CONFLICT OF INTEREST LAWS.**

The City and the Contractor shall comply with all federal and state conflict of interest statutes and regulations.

## **Section 16. EVENTS OF DEFAULT.**

The following shall be considered Events of Default:

a. The Contractor makes a written admission of the Contractor's inability to pay debts; or the Contractor becomes the debtor or defendant in (i) a voluntary or involuntary petition in bankruptcy, (ii) a petition for appointment of a receiver, (iii) a levy of an attachment or execution, (iv) an assignment for the benefit of creditors, (v) a winding up or dissolution of a partnership or corporation; or (vi) any other proceeding under which a court of competent jurisdiction assumes custody or control over the Contractor.

b. The Contractor fails to prosecute the work with such diligence as will, in the reasonable estimation of the City, ensure substantial completion within the time specified in the Contract Documents; and/or

c. The Contractor is in breach of the Contract Documents and has failed to cure such breach after written notice from the City specifying 1) the breach, 2) what must be done to cure the breach; and 3) the time within which the breach must be cured.

## **Section 17. REMEDIES UPON DEFAULT.**

a. HUD Action. If the Contractor is in default, HUD and/or any other administering agency named herein may, with or without the consent of the City, cancel,

suspend, or terminate this Contract in whole or in part; require the withholding or disallowance all or part of the funding for the project; declare the contractor ineligible for further Government contracts or avail itself of any other remedies available under the law.

b. City Action. If the Contractor is in default, the City may elect to do any or all of the following: 1) temporarily withhold cash payments pending correction of the deficiency; and/or 2) terminate this Contract, and

(a) hold the Contractor and its sureties liable in damages;

(b) require the Contractor's sureties to complete the Contract;

(c) take possession and use any materials, machinery, implements, and tools on the site, without liability for loss or damage, following which use, the Contractor shall be liable for their removal from the site;

(d) complete the work using the services of another contractor (in which case the City shall have no obligation to use a competitive process to obtain the lowest contract prices) and look to the Contractor and the Contractor's sureties for the difference between the cost to complete the work and the contract sum hereunder.

#### **Section 18. TERMINATION WITHOUT CAUSE.**

The City may terminate this Contract without cause by written notice to the Contractor, in which case, the Contractor shall be compensated for reasonable costs incurred up to the date of termination, calculated on a percentage completion basis using the progress schedule and schedule of values. The City shall also compensate the Contractor for non-terminable obligations properly incurred by the Contractor prior to termination; provided however, that the Contractor shall use its best efforts to mitigate the cost of such non-terminable obligations and shall in no event incur any new obligations after the date of termination.

#### **Section 19. INSURANCE**

The Contractor shall obtain and maintain in full force and effect the insurance coverage required under Appendix C and shall furnish the City with current certificates of insurance **naming the City of Somerville as a certificate holder.**

#### **Section 20. INDEMNIFICATION.**

The Contractor shall indemnify, defend, and save harmless the City from and against any and all liabilities, losses, damages, costs, expenses (including reasonable attorneys' fees), causes of action, suits, claims, and demands and shall pay any judgment entered against the City on account of personal injuries or damage to property arising out of the work of this Contract.

#### **Section 21. NOTICES.**

Notices shall be in writing, and may be transmitted by mail, federal express, or fax, provided such transmittal is evidenced by a U.S. Mail or Federal Express return receipt or a fax-generated receipt showing the number to which the fax transmission was made:

(a) to the Contractor, at the address set forth in this Agreement or such other address as the Contractor may have designated from time to time in writing, or to  
FAX # \_\_\_\_\_.

(b) to the City, addressed to

Purchasing Director  
93 Highland Avenue  
Somerville, MA 02143  
or to FAX # 617-625-1344

Notices shall be deemed given when mailed or faxed.

#### **Section 22. MODIFICATION.**

No amendment or modification to this Agreement shall take effect unless it is in writing, signed by all parties.

#### **Section 23. ASSIGNMENT/SUBCONTRACTING.**

The Contractor shall not assign or subcontract this Agreement or

any portion of the work without the prior written consent of the City.

**Section 24. GOVERNING LAW.**

This Agreement shall be governed by the laws of the Commonwealth of Massachusetts and the United States of America.

**Section 25. SEVERABILITY.**

In the event that any provision of this Agreement is found to be legally unenforceable, the remainder of the Agreement shall remain in full force and effect.

**Section 26. NON-APPLICABILITY OF FEDERAL REQUIREMENTS.**

If this section is checked, it means that this contract has not been funded with federal funds and the obligations and requirements under federal law which are set forth in this contract do not apply.

      X       (check here)

## **SPECIAL PROVISIONS**

### Completion Date

This contract will be in effect one year from the date of contract award.

### Bonds

A labor and materials bond in the amount of \$25,000 will be required by the successful bidder.

Note: The successful bidder agree that if he is selected as the contractor, he will, within five (5) days, Saturdays, Sundays and legal holidays excluded, after presentation thereof by the Awarding Authority, execute a contract in accordance with the terms of this bid and furnish a labor and materials bond from a surety company qualified to do business under the laws of the Commonwealth of Massachusetts and satisfactory to the Award Authority in the amount stated.

### Insurance

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

General Liability:	\$2,000,000
Automobile:	\$2,000,000
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.

### Prevailing Wage Law

Bidders will be required to comply with the Prevailing Wage Laws, M.G.L. c. 149. Every bidder will be required to submit a certified payroll to the City every week. The City will take an active roll in reviewing and monitoring these payrolls weekly. If the City suspects any violations, the City will report them to the Attorney General's Fair Labor and Business Practices Division. The Attorney General's office, after conducting an investigation and a hearing can order the bidder to halt work, if it finds prevailing wage violations. Within fifteen days after completion of its portion of the work, the bidder must submit a Statement of Compliance with the prevailing wage law. The City reserves the right to conduct hearings on bids that are significantly below the average bid price submitted on a project, to make findings of fact, and determinations. Weekly payrolls are public records and the bidder shall make them available upon request. The bidder is required to keep these records for a period of three years from the date of completion of this contract.



## **GENERAL TERMS AND CONDITIONS**

### **1. CONTRACTOR'S OBLIGATION**

The Contractor shall and will, in good workmanlike manner, do and perform all work and furnish all supplies and materials, machinery, equipment, facilities and means, except as herein otherwise expressly specified, necessary or proper to perform and complete all the work required by this contract, within the time herein specified, in accordance with the provisions of this contract and said specifications and in accordance with the plans and drawings, and in accordance with the directions of the Design Professional or DPW as given from time to time during the progress of the work. He shall furnish, erect, maintain and remove such construction plant and such temporary works as may be required.

The Contractor shall observe, comply with and be subject to all terms, conditions, requirements and limitations of the contract and specifications, and shall do, carry on and complete the entire work to the satisfaction of the Design Professional and DPW.

### **2. PERFORMANCE/PAYMENT BONDS**

The Contractor shall furnish a performance bond in an amount at least equal to one hundred percent (100%) of the contract price as security for the faithful performance of this Contract and also a payment bond in an amount not less than one hundred percent (100%) of the contract price or in a penal sum not less than that prescribed by State, territorial or local law, as security for payment of all persons performing labor on the project under this contract and furnishing materials in connection with this contract. The performance bond and the payment bond may be in one or in separate instruments in accordance with local law, and shall to the extent feasible be in the form developed by the American Institute of Architects (AIA).

### **3. DESIGN PROFESSIONAL'S AUTHORITY**

The Design Professional shall give orders and directions contemplated under the contract and specifications, relative to the execution of the work. The Design Professional shall determine the amount, quality, acceptability and fitness of several kinds of work and the construction thereof. The Design Professional's estimates and decisions shall be final and conclusive, except as herein otherwise expressly provided. In case any questions shall arise between the parties hereto relative to said contract or specifications, the determination or decision of the Design Professional shall be a condition precedent to the right of the Contractor to receive any money or payment for work under this contract affected in any manner or to any extent by such question. The Design Professional shall decide the meaning and intent of any portion of the specifications and of any plans or drawings where the same may be found obscure or be in dispute. Any differences or conflicts in regard to their work which may arise between the Contractor under this contract and other Contractors performing work for DPW shall be adjusted and determined by the Design Professional. In accordance with Chapter 30, section 30P of the General Laws the Design Professional's decision on interpretation of the specifications, approval of equipment or material, or any other approval, or progress of the work, shall be made promptly and, in any event, no later than thirty days after a written submission for decision; but if such decision requires extended investigation and study, the Awarding Authority or the Design Professional shall give the party making the submission written notice of the reasons why the decision cannot be made within the thirty day period and the date by which the decision will be made.

#### **4. SUBCONTRACTING**

- a. The Contractor may utilize the services of specialty subcontractors on those parts of the work which, under normal contracting practices, are performed by specialty subcontractors, subject to the provisions of this section.
- b. The Contractor shall not award any work to any subcontractor without prior written approval of DPW, which approval will not be given until the Contractor submits a written approval statement concerning the proposed award to the subcontractor, which statement shall contain such information as DPW may require. All subcontracts subject to Mass. General laws, Chapter 149, Sections 44A-J, shall comply with the filed sub-bid requirements of that statute.
- c. The Contractor shall be as fully responsible for the acts and omissions of his subcontractors, and of persons either directly or indirectly employed by them, as he is for the acts and omissions of persons directly employed by him.
- d. The Contractor shall cause appropriate provisions to be inserted in all subcontractors relative to the work to bind subcontractors to the Contractor by the Terms of the General Conditions and other contract documents insofar as applicable to the work of subcontractors and to give the Contractor the same power as regards terminating any subcontract that DPW may exercise over the Contractor under any provision of the contract documents.
- e. Nothing contained in this contract shall create any contractual relation between any subcontractor and DPW.

#### **5. PERMITS AND CODES**

- a. It shall be the Contractor's responsibility to obtain and pay for all permits required in connection with the work. Unless otherwise agreed by the Awarding Authority in writing, the Contractor shall, prior to commencement of the work, (i) meet with the City of Somerville Inspectional Services Department to determine what permits are needed for the work; (ii) obtain all such permits; and (iii) provide copies of such permits to the Awarding Authority. Permits shall include, without limitation, demolition, foundation, digsafes, and building permits; permits for removal, sealing up, or installation of utilities, including gas, electrical, water and sewer; and permits for obstructing public streets and sidewalks.
- b. The Contractor shall comply with all state and local laws, ordinances, and codes. Before installing any work, the Contractor shall examine the Drawings and Technical Specifications for compliance with applicable laws, ordinances, and codes and shall immediately report any discrepancy to OHCD. Where the requirements of the Drawings and Technical Specification fail to comply with applicable laws, ordinances, or codes, OHCD will adjust the Contract by change order to conform to such laws, ordinances or codes (unless waivers in writing covering the differences have been granted by the governing body or department) and make appropriate adjustment in the Contract Price or stipulated unit prices. Should the Contractor fail to observe the foregoing provisions and proceed with the construction, (notwithstanding the fact that such construction is in compliance with the Drawings and Technical Specifications), the Contractor shall remove such work without cost to OHCD, and a change order will be issued to cover only the excess cost that the

Contractor would have been entitled to receive if the change had been made before the Contractor commenced work on the items involved.

c. Notwithstanding the generality of the foregoing, the Contractor shall comply with federal, state and local laws, ordinances, and codes governing the disposal of excavation materials, and debris and rubbish on and off the Project site.

## **6. ADDITIONAL INSTRUCTIONS AND DETAIL DRAWINGS**

The Contractor will be furnished additional instructions and detail drawings as necessary to carry out the work included in the contract. The additional drawings and instructions thus supplied to the Contractor will coordinate with the Contract Documents and will be so prepared that they can be reasonably interpreted as part thereof. The Contractor shall carry out the work in accordance with the additional detail drawings and instructions. The Contractor and the Design Professional or DPW will prepare jointly (a) a schedule, fixing the dates at which special detail drawings will be required, such drawings, if any, to be furnished by the Design Professional or DPW in accordance with said schedule, and (b) a schedule fixing the dates for the submission of shop drawings, the beginning of manufacture, testing and installation of materials, supplies and equipment, and the completion of the various parts of the work; each such schedule to be subject to change from time to time in accordance with the progress of the work.

## **7. TECHNICAL SPECIFICATIONS AND DRAWINGS**

Anything mentioned in the Technical Specifications and not shown on the Drawings, or shown on the Drawings and not mentioned in the Technical Specifications, shall be of like effect as if shown on or mentioned in both. In case of any discrepancy in Drawings, or Technical Specifications, the matter shall be immediately submitted to the Designer or DPW for a decision. Said discrepancy shall not be adjusted by the Contractor, save only at his own risk and expense.

## **8. SHOP DRAWINGS**

a. All required shop drawings, machinery, details, layout drawings, etc. shall be submitted to the Designer or DPW for approval sufficiently in advance of requirements to afford ample time for checking, including time for correcting, resubmitting and rechecking if necessary. The Contractor may proceed, only at his own risk and expense, with manufacture or installation of any equipment or work covered by said shop drawings, etc. until they are approved, and no claim by the Contractor for extension of the Contract time will be granted by reason of his failure in this respect.

b. Any drawings submitted without the Contractor's stamp of approval will not be considered and will be returned to him for proper resubmission. If any drawings show variations from the requirements of the Contract because of standard shop practice or other reason, the Contractor shall make specific mention of such variation in his letter of transmittal in order that, if acceptable, suitable action may be taken for proper adjustment of Contract price and/or time. Otherwise the Contractor will not be relieved of the responsibility for executing the work in accordance with the Contract even though the drawings have been approved.

c. If a shop drawing is in accord with the Contractor or involves only a minor adjustment in the interest of DPW not involving a change in Contract price or time, the Designer or DPW may approve the drawing. The approval shall be general and shall not relieve the Contractor from his responsibility for adherence to the contract or for any error in the drawing and shall contain in substance the following: "The modification shown on the attached drawing is approved in the interest of DPW to affect an improvement for the Project and is ordered with the understanding that it does not involve any change in the Contract Price or time; that it is subject generally to all Contract stipulation and covenants; and that it is without prejudice to any and all rights of DPW under the Contract and surety bond or bonds."

## **9. MATERIALS AND WORKMANSHIP**

a. Unless otherwise specifically provided for in the Technical Specifications, all workmanship, equipment, materials and articles incorporated in the work shall be new and the best grade of the respective kinds for the purpose. Where equipment, materials, articles or workmanship are referred to in the Technical Specifications as "equal to" any particular standard, the Designer shall decide the question of equality.

b. The Contractor shall furnish to DPW for approval the manufacturer's detailed specifications for all machinery, mechanical equipment and other equipment articles and materials, together with complete information as to type, performance characteristics, and all other pertinent information. Machinery, mechanical and other equipment, materials or articles installed or used without such prior approval shall be at the risk of subsequent rejections.

c. Materials specified by reference to the number or symbol of a specific standard, such as an A.S.T.M. Standard, or a Federal Specification or other similar standard, shall comply with requirements in the latest revision thereof and any amendment or supplement thereto in effect on the date of the invitation for Bids, except as limited to type, class or grade, or modified in such reference. The standards referred to, except as modified in the Technical Specifications, shall have full force and effect as though printed therein.

f. DPW may require the Contractor to dismiss from the work such employee or employees as, DPW or the Designer may deem incompetent, careless, or insubordinate.

## **10. SAMPLES**

a. The Contractor shall promptly submit all material and equipment samples called for in the Contract Documents or required by the Designer or DPW. No such material or equipment shall be manufactured or delivered to the site, except at the Contractor's own risk and expense, until the required samples have been approved in writing by DPW or the Designer. Any delay in the work caused by late or improper submission of samples for approval shall not be considered just cause for an extension of the contract time.

Each sample submitted by the Contractor shall carry a label giving the name of the Contractor, the project for which it is intended, and the name of the producer. The accompanying letter from the Contractor shall state that the sample complies with Contract requirements, shall give the name and brand of the product, its place of origin, the name and address of the producer and all specifications or other detailed information which will assist the Designer in passing upon the acceptability of the sample promptly. It shall also

state that all materials or equipment furnished for use in the project will comply with the sample.

b. Approval of any sample shall be general only and shall not constitute a waiver of DPW's right to demand full compliance with Contract requirements. After actual deliveries, the Designer will have such check tests made as he deems necessary in each instance and may reject materials and equipment for cause, even though such materials and equipment have been given general approval. If materials or equipment which fail to meet check tests have been incorporated in the work, the Designer will have the right to cause their removal and replacement by proper materials and equipment or to demand and secure such reparation by the Contractor as is equitable.

c. Except as otherwise specifically stated in the Contract, the costs of samples and tests will be as follows:

- (1) The Contractor shall furnish without extra cost, including packing and delivery charges, all samples required for testing purposes, except those samples taken on the Project by the Designer.
- (2) The Contractor shall assume all costs of retesting materials which fail to meet contract requirement.
- (3) The Contractor shall assume all costs of testing materials offered in substitution for those found deficient.

## **11. INSPECTION OF THE WORK**

a. All materials and workmanship shall be subject to inspection, examination, and/or testing by DPW or its designated representative. DPW shall have the right to reject defective material and workmanship and require it to be promptly segregated and removed from the Project Area and replaced with materials and workmanship of specified quality without charge. If the Contractor fails to proceed at once with the correction of rejected materials and workmanship, DPW may proceed to correct the work itself and charge the cost of the same against any monies which may be due the Contractor, without prejudice to any other rights or remedies of DPW.

b. The Contractor shall furnish promptly all materials reasonably necessary for any tests which may be required. All tests will be performed in such manner as not to delay the work unnecessarily and will be made in accordance with the provisions of the Technical Specifications.

c. The Contractor shall notify DPW sufficiently in advance of covering or concealing any work in order to permit proper inspection. If any work is covered or concealed without the consent of DPW, the Contractor shall uncover and recover such work for inspection at the contractor's expense, when so requested by DPW. Should it be considered necessary or advisable by DPW to examine work already completed and covered, the Contractor shall on request promptly uncover said work. If such work is found to be defective in any important or essential respect the Contractor shall defray all the expense of such examination and of satisfactory reconstruction. If, however, such work is found to meet the requirements of the Contract, the actual cost of labor and material necessarily involved in the examination and replacement, plus an additional amount equal to that allowed for change orders shall be

allowed the Contractor and he shall, in addition, if completion of the work of the entire Contract has been delayed thereby, be granted a suitable extension of time on account of the additional work involved.

d. Whenever the quantity justifies it, inspections of work may be made at the place of production, manufacture or shipment, in which case, acceptance shall be final, except as regards (1) latent defects, (2) damage or loss in transit; or (3) fraud or such gross mistakes as amount to fraud. Otherwise, inspections of materials shall take place at the Project Site.

e. No examination, inspection, or testing, by DPW or its agent shall relieve the Contractor or the Contractor's sureties of liability for defective materials or workmanship.

f. Any inspection party may include one or more HUD representatives and one or more representatives of each department of the City having jurisdiction over the work being inspected.

## **12. DEDUCTION FOR INCORRECTED WORK**

If DPW deems it expedient not to require the Contractor to correct work not done in accordance with the Contract Documents, an equitable deduction from the Contract Price will be made by agreement between the Contractor and DPW. Any dispute regarding such deduction shall be subject to settlement, in case of dispute, as herein provided.

## **13. CONSTRUCTION SUPERINTENDENT**

At the site of the work the Contractor shall employ a construction superintendent or foreman who shall have full authority to act for the Contractor. Such representative shall be acceptable to the Design Professional or DPW and shall continue in that capacity for the duration of the job unless he ceases to be on the Contractor's payroll.

## **14. ACCIDENT PREVENTION**

a. The Contractor shall exercise proper precaution at all times for the protection of persons and property and shall be responsible for all damages to persons or property, either on or off the site, which occur as a result of his prosecution of the work. The safety provisions of applicable laws and building and construction codes shall be observed and the Contractor shall take or cause to be taken such additional safety and health measures as DPW may determine to be reasonably necessary. Machinery, equipment and all hazards shall be guarded in accordance with the safety provisions of the "Manual of Accident Prevention in Construction" published by the Associated General Contractors of America, Inc., to the extent that such provisions are not in conflict with applicable local laws.

b. The Contractor shall indemnify and save harmless DPW from any claims for damages resulting from personal injury and/or death suffered or alleged to have been suffered by any person as a result of any work conducted under this Contract.

## **15. EXISTING UTILITY LINES**

Should the Contractor in the execution of his work uncover or discover utility service lines not indicated on the relevant drawings, or that do not show signs of singular service to any existing structures being demolished, the Contractor shall cease work in that area

immediately and promptly notify the Public Works Department. Within forty-eight hours, the Public Works Department will inspect the site and issue written instructions to the Contractor. The Contractor shall proceed with only after such written instructions have been received and shall proceed in full compliance with such instructions.

The above mentioned situation or similar circumstances and/or modification if any, shall not relieve the Contractor from his responsibilities in this Contract and also it is without prejudice to any and all rights of DPW covering this said contract and surety or bonds.

## **16. CARE OF WORK**

a. The Contractor shall be responsible for all damages to persons or property that occur as a result of the Contractor's fault or negligence in connection with the prosecution of the work and shall be responsible for the proper care and protection of all materials delivered and work performed until completion and final acceptance by DPW.

b. The Contractor shall provide sufficient competent watchmen, both day and night, including Saturdays, Sundays and holidays, as necessary, from the time the work is commenced until final completion and acceptance. Sufficient lighting shall be provided to aid in the prevention of injury to passersby or vandalism to the property or other illegal activities.

c. In an emergency affecting the safety of life or property, including adjoining property, the Contractor, without special instructions or authorization from DPW is authorized to act at his discretion to prevent such threatened loss or injury, and he shall so act. He shall likewise act if instructed to do so by DPW. Any compensation claimed by the Contractor on account of such emergency work will be determined by DPW as provided in the Section - CHANGES IN THE WORK.

d. The Contractor shall avoid damage as a result of its operations to existing sidewalks, streets, curbs, pavements, utilities (except those which are to be replaced or removed), adjoining property, etc. and the Contractor shall at its own expense completely repair any damage thereto caused by its operations.

e. The Contractor shall shore up, brace, underpin, secure, and protect as may be necessary, all foundations and other parts of existing structure adjacent to, adjoining, and in the vicinity of the site, which may be in any way affected by the excavations or other operations connected with the construction of the improvements embraced in this Contract. The Contractor shall be responsible for the giving of any and all required notices to any adjoining or adjacent property owner or other party before the commencement of work. The Contractor shall indemnify and save harmless the City of Somerville and/or DPW from any liability for damages on account of settlement or the loss of lateral support of adjoining property resulting from the Contractor's failure to comply with this section.

## **17. WEATHER PROTECTION**

a. In the event of temporary suspension of work, during inclement weather, the Contractor will carefully protect and will cause his subcontractors to carefully protect all work and materials against damage or injury from the weather. If, in the opinion of the Design Professional or DPW, any work or materials shall have been damaged or injured by reason of failure on the part of the Contractor or any of his Subcontractors so to

protect the work, such work or materials shall be removed and replaced at the expense of the Contractor.

b. It is the intent of these Specifications to require that, in all Chapter 149, s. 94A contracts, the General Contractor shall provide temporary enclosures and heat to permit construction work to be carried on during the months of November through March in compliance with M.G.L. Chapter 149, Section 44D (G). These Specifications are not to be construed as requiring enclosures or heat for operations that are not economically feasible to protect in the judgment of DPW. Included in the preceding category, without limitation, are such items as site work, excavation, pile driving, steel erection, erection of certain "exterior" wall panels, roofing, and similar operation:

(1) "WEATHER PROTECTION" shall mean the temporary protection of that work adversely affected by moisture, wind and cold, by covering, enclosing and/or heating. This protection shall provide adequate working areas during the months of November through March as determined by the Design Professional and consistent with the approved construction schedule to permit the continuous progress of all work necessary to maintain an orderly and efficient sequence of construction operations. The General Contractor shall furnish and install all "Weather Protection" material and be responsible for all costs, including heating required to maintain a minimum temperature of 40 degrees F, at the working surface. This provision does not supersede any specific requirements for methods of construction, curing of materials or the applicable General Conditions set forth in the Contract Articles with added regard to performance obligations of the Contractor.

(2) Within 30 calendar days after his award of contract, the General Contractor shall submit in writing to DPW for approval, three copies of his proposed methods for "Weather Protection".

(3) Installation of weather protection and heating devices shall comply with all safety regulations including provisions for adequate ventilation and fire protection devices. Heating devices which may cause damage to finish surfaces shall not be used.

(4) The General Contractor shall furnish and install one accurate Fahrenheit thermometer at each work area as designated by the Designer. However, one additional accurate Fahrenheit thermometer shall be provided for every 2,000 square feet of floor space where the work areas exceed 2,000 square feet.

## **18. SANITARY FACILITIES**

The Contractor shall furnish, install and/or maintain ample sanitary facilities for the workmen. As the needs arise, a sufficient number of enclosed temporary toilets shall be conveniently placed as required by the sanitary codes of the State and Local Government. Drinking water shall be provided from an approved source, so piped or transported as to keep it safe and fresh and served from single service containers or satisfactory types of sanitary drinking stands or fountains. All such facilities and services shall be furnished in strict accordance with existing and governing health regulations. Nothing in this Section shall be construed as forbidding the use of facilities available in existing buildings on the job site if they meet the above requirements and the use of them will not interfere with the progress of the work.



## **19. USE OF PREMISES AND REMOVAL OF DEBRIS**

The Contractor expressly undertakes at his own expense:

- a. to store his apparatus, materials, supplies and equipment in such orderly fashion at the site of the work as will not unduly interfere with the progress of his work or the work of any other contractors;
- b. to place upon the work or any part thereof, only such loads as are consistent with the safety of that portion of the work.
- c. to clean up frequently all refuse, rubbish, scrap materials and debris caused by his operations, to the end that at all times the site of the work shall present a neat, orderly and workmanlike appearance.
- d. before final payment to remove all surplus material, false work, temporary structure, including foundations thereof, plant of any description and debris of every nature resulting from this operations, and to put the site in a neat, orderly condition.
- e. to effect all cutting, fitting or patching of his work required to make the same to conform to the plans and specifications and, except with the consent of the Design Professional or DPW not to cut or otherwise work of any other contractor.

## **20. COORDINATION WITH OTHER CONTRACTORS**

The Contractor shall coordinate his operations with those of other Contractors. Cooperation will be required in the arrangement for the storage of materials and in the detailed execution of work. The Contractor, including his subcontractors, shall keep informed of the progress and the detail work of other Contractors and shall notify the Design Professional or DPW immediately of lack of progress or defective workmanship on the part of other Contractors. Failure of a contractor to keep informed of the work progressing on the site and failure to give notice of lack of progress or defective workmanship by others shall be construed as acceptance by him of the status of the work as being satisfactory for proper coordination with his own work.

## **21. QUANTITIES OR ESTIMATES**

Wherever the estimated quantities of work to be done and materials to be furnished under this contract are shown in any of the documents including the proposal, they are given for use in comparing bids and the right is especially reserved herein otherwise specifically limited, to increase or diminish them as may be deemed reasonably necessary or desirable by DPW to complete the work contemplated by the contract, nor shall any such increases or diminution shall in no way violate this contract, nor shall any such increase or diminution give cause for claims or liability for damages.

## **22. DISPUTES**

- a. All disputes arising under this Contract or its interpretation, whether involving law of fact or both, or extra work, and all claims for alleged breach of Contract shall within ten (10) days of commencement of the dispute be presented by the Contractor to DPW for

decision. All papers pertaining to claims shall state the facts surrounding the claims in sufficient detail to identify the claim, with its character and scope. In the meantime, the Contractor shall proceed with the work as directed. Any claim not presented within the time limit specified in this paragraph shall be deemed to have been waived, except that if the claim is of a continuing character and notice of the claim is not given within ten (10) days of its commencement, the claim will be considered only for a period commencing ten (10) days prior to the receipt by DPW of notice thereof.

b. The Contractor shall submit proof of the Contractor's claim in detail. Each decision by DPW will be in writing and will be mailed to the Contractor by registered or certified mail, return receipt requested.

c. If the Contractor does not agree with DPW's decision the Contractor shall not delay the work, but shall notify DPW promptly that he is proceeding with the work under protest and he may then except the matter in question from the final release.

### **23. LAND AND RIGHTS-OF-WAY**

Prior to the start of construction, DPW shall obtain all lands and rights-of-way necessary for the carrying out and completion of work to be performed under this contract.

### **24. WARRANTY OF TITLE**

No material, supplies, or equipment to be installed as part of the work shall be purchased subject to any chattel mortgage or under a conditional sale or other agreement by which an interest therein or in any part thereof is retained by the seller or supplier. The Contractor shall warrant good title to all materials, supplies, and equipment installed or incorporated in the work and, upon completion of all work, shall deliver the same to DPW free from any claims, liens, or charges. Neither the Contractor nor any person, furnishing any material or labor for any work covered by this Contract shall have any right to a lien. Nothing contained in this paragraph, however, shall defeat or impair the right of persons furnishing materials or labor to recover under any bond given by the Contractor for their protection, or to recover under any laws permitting such persons to look to funds due the Contractor in the hands of DPW. The provisions of this paragraph shall be given to all persons furnishing materials for the work when no formal contract is entered into for such materials.

### **25. GENERAL GUARANTY**

Neither the final certificate of payment nor any provision in the Contract Documents, nor partial or entire occupancy of the premises by DPW shall constitute any acceptance of work not done in accordance with the Contract Documents or relieve the Contractor of liability in respect to any express warranties or responsibility for faulty materials or workmanship. The Contractor shall remedy any defects in the work and pay for any damage to other work resulting therefrom, which shall appear within a period of one year from the date of final acceptance of the work unless a longer period is specified. DPW will give notice of observed defects with reasonable promptness.

### **26. REVIEW OF RECORDS**

DPW, its authorized representative and agents and the HUD Representative for the Secretary shall, at all times have access to and be permitted to observe and review all work materials, equipment, payrolls, personnel records, employment conditions, material invoices, and other relevant data and records pertaining to this Contract, provided, however, that all instructions and approval with respect to the work will be given to the Contractor only by DPW through its authorized representatives or agents.

**APPENDIX C**  
**PREVAILAING WAGES**



DEVAL L. PATRICK  
Governor

THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT  
DEPARTMENT OF LABOR STANDARDS

**Prevailing Wage Rates**

As determined by the Director under the provisions of the  
Massachusetts General Laws, Chapter 149, Sections 26 to 27H

JOANNE F. GOLDSTEIN  
Secretary  
HEATHER E. ROWE  
Director

**Awarding Authority:** City of Somerville

**Contract Number:**

**City/Town:** SOMERVILLE

**Description of Work:** Street Sweeping Services

**Job Location:** City of Somerville, Various Locations

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**Information about Prevailing Wage Schedules for Awarding Authorities and Contractors**

- This wage schedule applies only to the specific project referenced at the top of this page and uniquely identified by the “Wage Request Number” on all pages of this schedule.
- Awarding authorities must request an updated wage schedule from the Department of Labor Standards (“DLS”) if it has not opened bids or selected a contractor within 90 days of the date of issuance of the wage schedule.
- The wage schedule shall be incorporated in any advertisement or call for bids for the project as required by M.G.L. c. 149, § 27. Once a contractor has been selected by the awarding authority, the wage schedule shall be made a part of the contract for that project. The wage schedule must be posted in a conspicuous place at the work site during the life of the project in accordance with M.G.L. c. 149, § 27. The wages listed on the wage schedule must be paid to employees performing construction work on the project regardless of whether they are employed by the prime contractor, a filed sub-bidder, or any sub-contractor.
- All apprentices working on the project are required to be registered with the Massachusetts Division of Apprentice Training (DAT). Apprentices must keep his/her apprentice identification [card](#) on his/her person during all work hours on the project. If an apprentice rate is listed on the prevailing wage schedule for the trade in which an apprentice is registered with the DAT, the apprentice may be paid the lower apprentice wage rate at the applicable step as provided on the prevailing wage schedule. **If an apprentice rate is not listed on the prevailing wage schedule for the trade in which an apprentice is registered with the DAT, the apprentice must be paid the journeyworker’s rate for the trade.**
- The wage rates will remain in effect for the duration of the project, except in the case of multi-year public construction projects. For construction projects lasting longer than one year, awarding authorities must request an updated wage schedule. Awarding authorities are required to request these updates no later than two weeks before the anniversary of the date the contract was executed by the awarding authority and the general contractor. Contractors are required to obtain the wage schedules from awarding authorities, and to pay no less than these rates to covered workers. The annual update requirement is not applicable to 27F “rental of equipment” contracts.
- Every contractor or subcontractor which performs construction work on the project is required to submit weekly payroll reports directly to the awarding authority and keep them on file for three years. Each weekly payroll report must contain: the employee’s name, address, occupational classification, hours worked, and wages paid. Do not submit weekly payroll reports to DLS. A sample of a payroll reporting form may be obtained at <http://www.mass.gov/dols/pw>.
- Contractors with questions about the wage rates or classifications included on the wage schedule have an affirmative obligation to inquire with DLS at (617) 626-6953.
- Employees not receiving the prevailing wage rate set forth on the wage schedule may report the violation to the Fair Labor Division of the office of the Attorney General at (617) 727-3465.
- Failure of a contractor or subcontractor to pay the prevailing wage rates listed on the wage schedule to all employees who perform construction work on the project is a violation of the law and subjects the contractor or subcontractor to civil and criminal penalties.

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
<b>Sweeper</b>						
Laborer / Driver	01/01/2014	\$25.38	\$7.22	\$0.00	\$0.00	\$32.60
<i>{Teamsters 25}</i>	07/01/2014	\$26.06	\$8.09	\$0.00	\$0.00	\$34.15
	01/01/2015	\$26.13	\$8.09	\$0.00	\$0.00	\$34.22
	07/01/2015	\$26.35	\$8.24	\$0.00	\$0.00	\$34.59
	01/01/2016	\$26.41	\$8.24	\$0.00	\$0.00	\$34.65
	07/01/2016	\$26.60	\$8.39	\$0.00	\$0.00	\$34.99
	01/01/2017	\$26.66	\$8.39	\$0.00	\$0.00	\$35.05

Additional Apprentice Information:

Minimum wage rates for apprentices employed on public works projects are listed above as a percentage of the pre-determined hourly wage rate established by the Commissioner under the provisions of the M.G.L. c. 149, ss. 26-27D. Apprentice ratios are established by the Division of Apprenticeship Training pursuant to M.G.L. c. 23, ss. 11E-11L.

All apprentices must be registered with the Division of Apprenticeship Training in accordance with M.G.L. c. 23, ss. 11E-11L.

All steps are six months (1000 hours) unless otherwise specified.

\* Ratios are expressed in allowable number of apprentices to journeymen or fraction thereof.

\*\* Multiple ratios are listed in the comment field.

\*\*\* APP to JM; 1:1, 2:2, 2:3, 3:4, 4:4, 4:5, 4:6, 5:7, 6:7, 6:8, 6:9, 7:10, 8:10, 8:11, 8:12, 9:13, 10:13, 10:14, etc.

\*\*\*\* APP to JM; 1:1, 1:2, 2:3, 2:4, 3:5, 4:6, 4:7, 5:8, 6:9, 6:10, 7:11, 8:12, 8:13, 9:14, 10:15, 10:16, etc.