

CITY OF SOMERVILLE, MASSACHUSETTS  
SCHOOL DEPARTMENT  
42 CROSS STREET  
SOMERVILLE, MA 02145  
BIDDING INSTRUCTIONS FOR **BID #S2017-07**

Enclosed you will find an invitation to bid for:

**Staff and Student Mediation Services**

When submitting bid, please identify bid clearly.

**“Bid #S2017-07” “Staff and Student Mediation Services”, “10:00 am, Wednesday, May 17, 2017”** on the outside of your sealed bid.

**BID SUBMITTED MUST BE AN ORIGINAL.**

The completion of the following forms is necessary for consideration of a potential contract award.

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- 1. “Notice to Bidders” signed by person submitting bid.**
- 2. “Signature Form” complete when submitting your bid.**
- 3. “Somerville Living Wage Ordinance Form”**
- 4. “Tax Compliance/Non Collusion Form”**
- 5. “CORI Certification Form” signed by authorized designee.**
- 6. Bid Pricing Sheet**

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

**NOTE: IF VENDOR IS INCORPORATED - SEE ATTACHED “GOOD STANDING FORM”.**

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

Your cooperation is greatly appreciated.