

CITY OF SOMERVILLE, MASSACHUSETTS  
SCHOOL DEPARTMENT  
8 BONAIR STREET  
SOMERVILLE, MA 02145  
BIDDING INSTRUCTIONS FOR **BID #S2017-08**

Enclosed you will find an invitation to bid for:

**School Based Pregnant and Parenting Teen Program**

When submitting bid, please identify bid clearly. “**Bid #S2017-08**” “**School Based Pregnant and Parenting Teen Program**”, “**10:00 a.m., 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.

**VERY IMPORTANT**

**WHEN SUBMITTING BID DOCUMENT, PLEASE RETAIN ORDER OF DOCUMENTS AS ORIGINALLY PROVIDED.**

**Form #2** “Notice to Bidders” signed by the authorized designee.

**Form #3** “Signature Form” completed by the authorized designee.

**Form #5A** “Non-Collusion Form and Tax Compliance Certificate” signed by the authorized designee.

**Form #7** “Somerville Living Wage Form” signed by the authorized designee.

**Form #19B** “CORI Certification Form” signed by the authorized designee.

**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.