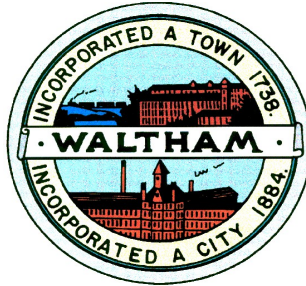


The City of Waltham



**Invites
Interested Parties
To propose the best offer and or bid
For the service or product herewith described:**

**REQUEST FOR PROPOSAL
ANNUAL INDEPENDENT AUDIT SERVICES**

PROPOSALS are Due: JUNE 21ST, 2021 AT 10:00 AM

--

CITY OF WALTHAM MASSACHUSETTS

REQUEST FOR PROPOSAL

ANNUAL INDEPENDENT AUDIT SERVICES

FOR THE FISCAL YEARS ENDING

JUNE 30, 2021

JUNE 30, 2022

JUNE 30, 2023

**CITY OF WALTHAM
REQUEST FOR PROPOSAL
ANNUAL INDEPENDENT AUDIT SERVICES**

The City of Waltham, Massachusetts invites qualified independent certified public accountants, licensed to practice in the Commonwealth of Massachusetts to submit proposals to conduct an annual audit of its financial accounts and records in accordance with the specifications listed below.

Information Furnished to Proposer

General Information

The City of Waltham encompasses approximately 12.7 square miles and, according to the 1990 federal census, had a population of approximately 59, 226. The total budget for the fiscal year 2021 is \$277,873,104 and the current work force of the City is approximately 1,625 employees.

A fifteen-member City Council, who are elected for two-year terms, makes local legislative decisions. A Mayor, who is elected for a four-year term on an at-large basis, generally administers the affairs of the City.

As the chief executive officer, the Mayor appoints, subject to approval of the City Council, all the other principal executive officers of the City. The Mayor is responsible for the administration of the fiscal and other affairs of the City with the exception of local school affairs, which are administered by the School Committee.

The City Council annually elects its own President, who presides at all council meetings and appoints all standing committees of the Council. Actions of the Council are generally subject to veto by the Mayor, but such action may be overridden by a two-thirds vote of the members.

The School Committee, whose members are also elected for four-year terms, has exclusive jurisdiction over the City's public school system and appoints a Superintendent to administer the day-to-day affairs of the system.

CliftonLarsonAllen LLP performed the most recent annual audit of the City in 2020 for the fiscal year ended June 30, 2020. A copy of the audit report is available on the webpage of the City Auditor on the City of Waltham website www.city.waltham.ma.us.

Principal Executive Officers

<u>Office</u>	<u>Name</u>	<u>Manner of Selection of Term</u>
Mayor	Jeannette A. McCarthy	Elected for a four-year term ending in January 2024.
City Auditor	Paul G. Centofanti	Appointed by the Mayor and City Council for a five-year term ending in 2021. Prior to his appointment in 2011, Mr. Centofanti served as the Assistant City Auditor since 1992.
City Treasurer/ Collector	Thomas J. Magno	Appointed by the Mayor and City Council for a three-year term ending in 2006. Prior to his appointment in 1997, Mr. Magno served as the Business Manager for the Department of Public Works since 1996.
City Clerk	Robert J. Waddick	Appointed by the City Council for a three-year term ending in 2021. Prior to his appointment in 2018, Mr. Waddick served as a Waltham City Councillor and as an Assistant Solicitor for the City of Newton.

Description of the Records

The city maintains its general records in accordance with the Revised Uniform Municipal Account System established by the Bureau of Accounts on a modified accrual basis.

The records of the City are computerized. The general ledger/accounts payable/purchasing application is SoftRight. The payroll application is Munis. The accounts receivable and billing application is Govern.

Interdepartmental and cash reconciliations will be made by the City at year-end.

Nature of the Services Required

Required services consist of an examination of the City's financial records of all activities.

This examination is to be performed in accordance with the Standards for Audit of Governmental Organizations, Programs, Activities, and Functions, most recent revision issued by the United States General Accounting Office.

This annual financial audit shall cover the fiscal years ending June 30, 2021, June 30, 2022 and June 30, 2023.

In addition to the annual financial audit, the proposer is to conduct an audit in accordance with the following requirements:

The Single Audit Act of 1984 as codified in Chapter 75 of Title 31 of the United States Code and the regulations established to implement this law by the Director of the Office of Management and Budget OMB Circular A-133, most recent revision.

This annual compliance audit shall cover the fiscal years ending June 30, 2021, June 30, 2022 and June 30, 2023.

Annual Pension Plan Audit (GASB 67/68 compliance)

Annual DESE End of Year Report Agreed Upon Procedures audit

Audit of each of the student activity funds – Waltham High School annually, two (2) Middle Schools bi-annually, and six (6) Elementary Schools two per year.

In addition to completing the annual audit, the accounting firm shall be available during normal business hours throughout the contract period to provide the City with advice and guidance on financial accounting and reporting issues. The accounting firm will also be expected to keep the City abreast of the working requirements of all new

accounting and financial pronouncements of the Governmental Accounting Standards Board, the United States Office of Management and Budget; and the Commonwealth of Massachusetts.

At the conclusion of each annual audit, a representative of the accounting firm will be expected to appear before the Mayor and/or City Council to discuss the findings resulting from the audit.

Report Requirements

The following auditor's reports are required at the completion of each annual audit:

An auditor's opinion whether the general-purpose financial statements fairly present the financial position of the City and the results of its financial operation in accordance with generally accepted accounting principles. In addition, the audit must contain an auditor's opinion whether the supplemental statements of federal assistance presents fairly the actual grant data in relation to the general-purpose financial statements. The supplemental statement of federal assistance must show the total expenditures for each federal assistance program.

An auditor's statement whether an internal control system exists to provide reasonable assurance that federal funds are managed in compliance with applicable laws and regulations. Further, the auditor's report must identify the city's significant internal accounting controls designed to provide for compliance. The auditor shall report the controls that were evaluated, the controls that were not evaluated, and the material weakness identified as a result of the evaluation.

An auditor's statement on compliance with grants requirements. The statement shall include:

A statement of positive assurance with respect to those items tested for compliance, including compliance with law and regulations pertaining to financial reports and claims for advances and reimbursements

Negative assurance on those items not tested

A summary of all instances of non-compliance, and

An identification of total amounts questioned, if any, for each federal assistance award, as a result of noncompliance.

A management letter of comments and recommendations

The annual audit services shall consist of printing and binding of (25) copies of the audited general purpose financial statements and related footnotes; required opinions; supporting schedules (including combining level statements and any other requirements of the state and federal governments); schedule of federal financial assistance; and a separately bound management letter. The auditor shall also be responsible for filing copies of the completed audit report(s) with required state and federal agencies.

The accounting firm will hold an exit conference with the City Auditor to review draft copies of the aforementioned reports before such reports are issued.

Timing Consideration

Qualified public accounting firms wishing to present the City of Waltham with formal proposal for providing independent audit services for the next (3) fiscal years ending June 30, 2021, 2022 and 2023 should forward (4) copies of their proposal to:

Purchasing Agent
City of Waltham
City Hall, 610 Main Street
Waltham, Massachusetts 02452

Not later than 10:00 AM (Eastern Standard Time) on June 21st, 2021

All proposals must be in a sealed envelope and clearly marked City of Waltham Audit Services Proposal.

If you desire additional information please contact the City Auditor:

Mr. Paul G. Centofanti
781-314-3222
pcentofanti@city.waltham.ma.us

The contract award is scheduled for July 14th, 2021 but is subject to change.

The tentative date for which preliminary work may commence is August 1st, 2021, but is subject to change.

The draft reports will be reviewed with the City Auditor at an exit conference to be held annually by December 15.

The final annual audit reports will be completed and filed with the Government Finance Officers Association (GFOA) by December 31 and a presentation of such reports will be made to the City Council at a mutually agreed upon time.

City Assistance Available to Auditor During the Audit

The City's assistance to the accounting firm will be specifically limited to:

- Preparation of a working trial balance
- Location of appropriate records (the pulling and filing of specific documents will be the responsibility of the accounting firm who will be required to file these documents in an orderly manner)
- Preparation of all year-end schedules.
- Photocopying of documents
- Meetings and conferences (by appointment, if necessary)

Billings

Progress payments may be billed monthly for actual services rendered to date. The City will not pay more than 2/3 of the annual contract value until the final report is delivered and the final presentation has been made to the City Council.

Other Proposal Information

If it becomes necessary to revise any part of this RFP or otherwise provide additional information, an addendum will be issued by the city and furnished to all firms that have received copies of the original RFP.

All proposals become the property of the City and are subject to disclosures required by Massachusetts General Laws and City ordinances and by-laws.

The City is not liable for any cost incurred by the prospective auditors in replying to the RFP.

Audit fees of prior years are available on request.

Information to be Required from Proposer

In order to simplify the evaluation process and obtain the maximum degree of comparison, the City is requiring prospective auditors to submit proposals in the format and manner prescribed by this section. Firms are cautioned that any deviation from this format may result in disqualification of their proposals.

Title Page

- RFP project title
- Name of proposing firm
- Address and telephone number of the proposing firm
- Name of contact person
- Date of submission

Letter of Transmittal – (limit to one or two pages)

Briefly state the proposer’s understanding of the work to be done and make a positive commitment to perform the work within the required time frame.

State the all-inclusive fee for which the work will be done and state that the offer is effective for at least sixty (60) days.

This letter should be signed by the individual authorized to negotiate for and contractually bind the firm.

Table of Contents

Include a clear identification of the material by section and by page number. Such sections will be those identified below.

Professional Experience

Describe the local and/or regional offices audit experience with local governments in the last five years.

Identify the supervisors (e.g. partner, manager, auditor-in charge) and the staff who are expected to work on the audit. Provide resumes (which may be included as appendices) showing relevant past experience, education, training, etc.

Describe the firm’s participation, if any, in professionally sponsored quality control review or comparable programs.

List the names, addresses and telephone numbers of client officials for several engagements previously listed who may be contacted.

Proposer’s Approach to the Audit

State the proposer’s understanding of the services to be performed and the work products to be provided as defined in the Sections titled “Nature of Services Required” and “Report Requirements” of this RFP.

Submit a work plan to accomplish the scope of services (within the required time frame). The work plan should include time estimates by staff level for each of the significant

segments of the work and the staff assigned to each segment. Include a brief discussion of the audit procedures to be used in the audit process for each segment.

Compensation

State the total hours and hourly rate required by staff classification for each type of service requested in the Section titled "Nature of Services" and the resulting all-inclusive maximum fee by year. This fee shall include all costs, which the firm expects to bill the City for, including staff travel, clerical, and any other indirect costs.

Additional Information

Give any additional information, not specifically requested previously, considered necessary for fair evaluation of the proposal.

The City reserves the right to reject any and all bid proposals if it is determined to be in the best interest of the City of Waltham.

A meeting will be held between the successful audit firm and the Mayor to discuss her concerns and identify areas where an increase in the scope of the audit may be required.

The successful bidder will sign a non-interest disclosure for any and all, actual and perceived, conflicts with the City; it's agents or employees under pains and penalties of perjury.

Contract Period

The contract period shall be for three (3) years commencing upon execution of a contract.

Price Proposal Requirements

The price proposal is to be submitted in a separate marked envelope in accordance with directions given under the heading **PROPOSAL SUBMISSION**:

Interested parties should submit their price proposal on an annual basis for each year.

Prices quoted shall include the cost of all labor, materials, insurance, and all other necessary expenses to fulfill the conditions of the contract. All travel costs to be incurred by the contractor shall be paid by the contractor. The City of Waltham will not pay for travel time or any travel related expenses.

Technical Proposal Requirements

The technical proposal is to be submitted in a separate marked envelope in accordance with directions given under the heading **PROPOSAL SUBMISSION**.

A complete technical proposal shall consist of all of the following:

1. A synopsis of similar projects undertaken by the proposing firm of cities of comparable size and budget as the City of Waltham
2. Resumes of key personnel who will be interacting with the City including a statement of specific professional experience, qualifications and education together with a report of experience related to the scope of work.
3. A list with the name, address, telephone number, date of service and contact person's name for a minimum of five (5) accounts to which the proposer is providing or has provided similar municipal audits.
4. The number of consecutive years the proposer has been engaged in the field of Massachusetts Municipal Audits.

A completed **PROPOSAL SIGNATURE FORM**.

Note: Responses to items one (1) through four (4) will be used to evaluate proposals on a comparative basis. Proposers should provide complete responses in the format specified.

Minimum Evaluation Criteria

Each technical proposal shall first be reviewed to ascertain whether or not the following minimum criteria has been met:

- ME-1 The proposal includes all of the items for a complete proposal.
- ME-2 Proposers must be in the field of providing municipal audit services and have at least ten (10) years of consecutive experience in such field.
- ME-3 Proposers must have successful experience providing Municipal Audit services to at least five (5) Massachusetts governmental units.

Comparative Evaluation Criteria

Each technical proposal meeting the Minimum Evaluation Criteria shall be rated according to the following Comparative Evaluation Criteria:

CE-1 Quality of proposal and quality of experience

Highly Advantageous

The proposal must demonstrate an in-depth ability of an experienced audit staff to examine the financial records of a City the size of Waltham in accordance with Standards for Audit of Governmental Organizations. The proposal must exhibit a thorough working knowledge of the requirements of all existing and new accounting and financial pronouncements of the Governmental Standards Board, the United States Office of Management and Budget and the Commonwealth of Massachusetts. The proposal must demonstrate an in-depth ability to examine the general-purpose financial statements of the City of Waltham and present an opinion on the compliance of the City to Federal assistance program/grant regulations. The proposal must demonstrate an in-depth ability to successfully honor deadline requirements. The proposal must show an in-depth ability to examine and evaluate the internal control system- and clearly state these and all other findings in an auditor's opinion letter.

Advantageous

The proposal must demonstrate a good ability of an experienced audit staff to examine the financial records of a City the size of Waltham in accordance with Standards for Audit of Governmental Organizations. The proposal must exhibit a working knowledge of the requirements of all existing and new accounting and financial pronouncements of the Governmental Standards Board, the United States Office of Management and Budget and the Commonwealth of Massachusetts. The proposal must demonstrate a good ability to examine the general-purpose financial statements of the City of Waltham and present an opinion on the compliance of the City to Federal assistance program/grant regulations. The proposal must demonstrate an ability to successfully honor deadline requirements. The proposal must show an ability to examine and evaluate the internal control system- and clearly state these and all other findings in an auditor's opinion letter.

Not Advantageous

The proposal does not demonstrate an ability of an experienced audit staff to examine the financial records of a City the size of Waltham in accordance with Standards for Audit of Governmental Organizations. The proposal does not exhibit a working knowledge of the requirements of all existing and new accounting and financial

pronouncements of the Governmental Standards Board, the United States Office of Management and Budget and the Commonwealth of Massachusetts. The proposal does not demonstrate an ability to examine the general-purpose financial statements of the City of Waltham and present an opinion on the compliance of the City to Federal assistance program/grant regulations. The proposal does not demonstrate an ability to successfully honor deadline requirements. The proposal does not show an ability to examine and evaluate the internal control system- and clearly state these and all other findings in an auditor's opinion letter.

Unacceptable

Proposal does not meet the minimum evaluation criteria above.

Interviews

After review of the technical proposal, the City may, at its discretion, schedule interviews with any or all of the proposers for the purpose of further evaluation of the proposer's qualifications and ability to provide the required service. Interviewees will be ranked based on their presentation.

**CITY OF WALTHAM, MASSACHUSETTS
REQUEST FOR PROPOSALS
ANNUAL INDEPENDENT AUDIT SERVICES**

Procedures under this invitation require a separate and confidential submission of pricing and a separate submission of a technical proposal. The Office of the Mayor will evaluate technical proposals without knowledge of prices. The Purchasing Agent will determine the most advantageous proposal after taking into consideration the evaluation of technical proposals made by the Office of the Mayor together with a consideration of prices.

Proposals may be held open for a period of sixty (60) days from the proposal submission date unless award is made sooner or the time for award is extended by the consent of all parties concerned.

The City reserves the right to accept or reject any or all proposals submitted and waive informalities and technicalities.

Award of a contract is subject to approval of the Mayor of the City of Waltham.

Award, payment and performance obligations shall depend on the availability and appropriation of funds.

Any questions pertaining to this Request for Proposal are to be directed to the Purchasing Agent, City Hall, 610 Main Street, Waltham, Massachusetts 02452, and telephone (781) 314-3240.

PROPOSAL SUBMISSION

Proposals will be received at the City of Waltham, MA Purchasing Office until June 21st, 2021 at 10:00AM

Proposals must be submitted in two (2) packages. The City intends to consider responses in the technical proposal before considering costs. Price proposals must be kept entirely separate from the technical proposals. Failure to follow this instruction will result in rejection of the proposal.

Four (4) of each proposal shall be submitted as follows:

Price proposal shall be submitted on the form furnished and sealed in an envelope marked:

**Proposal Envelope A
Price Proposal
Annual Independent Audit Services**

Reference # P2021-A (price)

Bidder's Name _____

Technical proposal shall be submitted on the form furnished and sealed in an envelope marked:

**Proposal Envelope B
Technical Proposal
Annual Independent Audit Services**

Reference # P2021-B (technical)

Bidder's Name _____

**City of Waltham, Massachusetts
Purchasing Office
610 Main Street
Waltham, MA 02452**

PRICE PROPOSAL

To Be Submitted in Envelope A

Marked as Follows:

PRICE PROPOSAL – ANNUAL INDEPENDENT AUDIT SERVICES

Reference # P2021–A (price)

Bidder's Name

Name of Individual or Company Making Proposal

The prices quoted below include the cost of all labor, materials, insurance, and all other necessary expenses to fulfill the conditions of the contract. All travel costs to be incurred by the contractor shall be paid by the contractor. The City of Waltham will not pay for travel time or any travel related expenses.

We herewith propose to provide Annual Independent Audit Services in accordance with our technical proposal and otherwise as noted below.

PRICE PROPOSAL - ANNUAL INDEPENDENT AUDIT SERVICES

	Year End <u>6/30/2021</u>	Year End <u>6/30/2022</u>	Year End <u>6/30/2023</u>
Financial Statement Audit	\$_____	\$_____	\$_____
Single Audit (4) Federal Programs	\$_____	\$_____	\$_____
Pension Plan (GASB 67/68)	\$_____	\$_____	\$_____
School End of Year Report	\$_____	\$_____	\$_____
School Activity Funds	\$_____	\$_____	\$_____
TOTAL	\$_____	\$_____	\$_____
 Single Audit Federal Programs			
Per Program Charge >4	\$_____	\$_____	\$_____
Per Program Credit <4	\$_____	\$_____	\$_____

NOTE: FOUR (4) COPIES OF PROPOSAL ARE TO BE SUBMITTED.

**City of Waltham, Massachusetts
Purchasing Office
610 Main Street
Waltham, MA 02452**

TECHNICAL PROPOSAL

To Be Submitted in Envelope B

Marked as Follows:

**TECHNICAL PROPOSAL – ANNUAL INDEPENDENT AUDIT SERVICES
Reference # P2021–B (technical)**

Bidder's Name

Name of Individual or Company Making Proposal

The following are to be attached to this proposal form. (Responses should be detailed in accordance with the previous specific requests for information under “TECHNICAL PROPOSAL REQUIREMENTS” in the RFP document)

1. A synopsis of similar projects undertaken by the proposing firm.
2. Resumes of key personnel who will be interacting with the City including a statement of specific professional experience, qualifications and education together with a report of experience related to the scope of work.
3. A list with the name, address, telephone number, date of service and contact person's name for a minimum of five (5) accounts to which the proposer is providing or has provided similar municipal audit services.
4. The number of consecutive years the proposer has been engaged in the field of municipal audits.
5. Completed COMPLIANCE SECTION with WET SIGNATURES on ORIGINAL, please indicate ORIGINAL.
6. A completed PROPOSAL SIGNATURE FORM.

NOTE: FOUR (4) COPIES OF PROPOSAL ARE TO BE SUBMITTED.

**City of Waltham, Massachusetts
Purchasing Office
610 Main Street
Waltham, MA 02452**

PROPOSAL SIGNATURE FORM

(This form to be submitted in Envelope B – Technical Proposal)

The undersigned, hereafter called the proposer, having fully familiarized him/herself with all the request for proposal documents, hereby agrees and declares:

1. That prices inserted in the Price Proposal (Envelope A) cover all necessary expenses to fulfill the conditions of the contract within the time stated.
2. Pursuant to M. G. L. c. 62C, § 49A, the proposer hereby certifies that the proposer has filed all state tax returns and paid all state taxes required under law.
3. The undersigned certifies under penalties of perjury that this 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.

The following items are to be completed by the Proposer:

Our Company is (please circle) Corporation Partnership Individually Owned

Signed (Company Name) _____

Social Security or Federal Identification Number _____

By (Company Official) _____

Company Address_____

Telephone Number_____

COMPLIANCE FORMS

**(PLEASE COMPLETE AND SUBMIT THESE FORMS WITH YOUR RESPONSE)
WET SIGNATURES ARE REQUIRED**

WET SIGNATURE

NON-COLLUSION FORM AND TAX COMPLIANCE FORM

CERTIFICATE OF NON-COLLUSION

The undersigned certifies 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. The undersigned certifies that no representations made by any City officials, employees, entity, or group of individuals other than the Purchasing Agent of the City of Waltham was relied upon in the making of this bid

_____, _____
(Signature of person signing bid or proposal) Date

(Name of business)

WET SIGNATURE

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.

_____, _____
Signature of person submitting bid or proposal Date

Name of business

NOTE

Failure to submit any of the required documents, in this or in other sections, with your bid response package may cause the disqualification of your proposal.

WET SIGNATURE

CERTIFICATE OF VOTE OF AUTHORIZATION

Date:

I _____, Clerk of _____ hereby certify that at a meeting of the Board of Directors of said Corporation duly held on the _____ day of _____ at which time a quorum was present and voting throughout, the following vote was duly passed and is now in full force and effect:

VOTED: That _____ (*name*) is hereby authorized, directed and empowered for the name and on behalf of this Corporation to sign, seal with the corporate seal, execute, acknowledge and deliver all contracts and other obligations of this Corporation; the execution of any such contract to be valid and binding upon this Corporation for all purposes, and that this vote shall remain in full force and effect unless and until the same has been altered, amended or revoked by a subsequent vote of such directors and a certificate of such later vote attested by the Clerk of this Corporation.

I further certify that _____ is duly elected/appointed _____ of said corporation

SIGNED:

(Corporate Seal)

Clerk of the Corporation:

Print Name: _____

WET SIGNATURE

COMMONWEALTH OF MASSACHUSETTS

County of _____

Date:

Then personally appeared the above named and acknowledged the foregoing instrument to be their free act and deed before me, _____

Notary Public;

My Commission expires: _____

CORPORATION IDENTIFICATION

The bidder for the information of the Awarding Authority furnishes the following information.

If a Corporation:

Incorporated in what state _____

President _____

Treasurer _____

Secretary _____

Federal ID Number _____

If a foreign (out of State) Corporation – Are you registered to do business in Massachusetts?

Yes _____, No _____

If you are selected for this work you are required under M.G.L.ch. 30S, 39L to obtain from the Secretary of State, Foreign Corp. Section, State House, Boston, a certificate stating that you Corporation is registered, and furnish said certificate to the Awarding Authority prior to the award.

If a Partnership: (Name all partners)

Name of partner _____

Residence _____

Name of partner _____

Residence _____

If an Individual:

Name _____

Residence _____

If an Individual doing business under a firm's name:

Name of Firm _____

Name of Individual _____

Business Address _____

Residence _____

Date _____

Name of Bidder _____

By _____

Signature _____

Title _____

Business Address (POST OFFICE BOX NUMBER NOT ACCEPTABLE)

City State Telephone Number Today's Date

DEBARMENT CERTIFICATION

In connection with this bid and all procurement transactions, by signature thereon, the respondent certifies that neither the company nor its principals are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from the award of contracts, procurement or non procurement programs from the Commonwealth of Massachusetts, the US Federal Government and /or the City of Waltham. "Principals" means officers, directors, owners, partners and persons having primary interest, management or supervisory responsibilities with the business entity. Vendors shall provide immediate written notification to the Purchasing Agent of the City of Waltham at any time during the period of the contract of prior to the contract award if the vendor learns of any changed condition with regards to the debarment of the company or its officers. This certification is a material representation of fact upon which reliance will be placed when making the business award. If at any time it is determined that the vendor knowingly misrepresented this certification, in addition to other legal remedies available to the City of Waltham, the contract will be cancelled and the award revoked.



Company Name

Address

City _____, State _____, Zip Code _____

Phone Number (____) _____

E-Mail Address

Signed by Authorized Company Representative:

Print Name _____, Date _____